

## APPENDIX A

### UNIT INTELLIGENCE TRAINING CHECKLIST

This checklist will help a newly assigned brigade or battalion S2 maintain technical and tactical intelligence proficiency. Its building-block approach is systematic. The phases are supported by tasks to be completed for certification during the time specified. Some tasks may not apply to a particular echelon of staff.

#### PHASE I - ORIENTATION PHASE

This phase covers basic orientation to the division and the unit's mission. **This phase should be completed within the first 30 days**. The goal is to quickly acquaint the S2 with an understanding of the battalion, brigade, and division roles within corps, possible missions, and deployment areas.

Initial/Date	Task
_____	Coordinate with and receive briefing from outgoing S2.
_____	Review unit's intelligence library of publications listed in Appendix J.
_____	Read unit METL and latest training brief to determine overall unit missions and status.
_____	Receive unit CDR in-brief.
_____	Talk with unit CDR; ask what are his desires for intelligence and intelligence products. Tailor intelligence to the needs of the CDR.
_____	Visit and receive briefing from ACoS G2, Deputy G2, G2 Operations Chief, G2 Plans Chief, G2 Training Chief.
_____	Meet with subordinate S2's and gain an understanding of—
_____	<ul style="list-style-type: none"> <li>● Their commander's intelligence priorities.</li> </ul>

## FM 34-8-2

- \_\_\_\_\_ ● Personnel and equipment status.
- \_\_\_\_\_ ● Training proficiencies and deficiencies.
- \_\_\_\_\_ ● Areas where they need your echelon's help.
  
- \_\_\_\_\_ Visit MI battalion or DS MI Co commander for unit and equipment briefings, display, and demonstrations.
  
- \_\_\_\_\_ Study division, brigade, and battalion OPLANs.
  
- \_\_\_\_\_ Review and evaluate intelligence annex to unit SOPs. (Use FM 34-1, FM 101-5, your SOP, and intelligence annex to the division SOP.) Provide CDR an updated evaluation of the unit intelligence annexes. Develop an SOP if one is missing or outdated.
  
- \_\_\_\_\_ Receive an organizational and functional briefing from the next higher G2/S2.
  
- \_\_\_\_\_ Study the CDR's current PIR and IR as developed.
  
- \_\_\_\_\_ Meet and discuss intelligence missions, products, and training with the—
  - \_\_\_\_\_ ● Scout platoon leader.
  - \_\_\_\_\_ ● GSR platoon leader.
  - \_\_\_\_\_ ● Local division CI team.
  - \_\_\_\_\_ ● ACT.
  - \_\_\_\_\_ ● ACE Chief, IPS Chief, and CM Chief.
  - \_\_\_\_\_ ● EWO.
  - \_\_\_\_\_ ● Terrain detachment team.
  
- \_\_\_\_\_ Determine all organic or assigned division intelligence collection assets that may support collection efforts. (See Appendix G.)
  
- \_\_\_\_\_ Learn to use section's automation equipment and programs.

## FM 34-8-2

- \_\_\_\_\_ Learn the connectivity, reporting, and requesting procedures.
- \_\_\_\_\_ Meet with next higher echelon G2/S2 to discuss the CM process.
- \_\_\_\_\_ Review unit's collection plan.
- \_\_\_\_\_ Become knowledgeable of the unit's and division's FSOP, RSOP, and deployment procedures.
- \_\_\_\_\_ Read unit and division history.
- \_\_\_\_\_ Obtain SI access through the SSO and review SCI billets for unit.
- \_\_\_\_\_ Review unit's arms room security SOP.
- \_\_\_\_\_ Inventory all sensitive items in one company.
- \_\_\_\_\_ Review key control program SOP.
- \_\_\_\_\_ Review physical security and crime prevention SOP.
- \_\_\_\_\_ Receive a crime prevention and physical security program briefing from the MP and Directorate of Security.
- \_\_\_\_\_ Become familiar with the S2 section vehicles and generators, as necessary.
- \_\_\_\_\_ Become familiar with the TOC SOP, setup, and multisystem, multiechelon connectivity.
- \_\_\_\_\_ Visit G2 training for intelligence training products.
- \_\_\_\_\_ Test an arms room's J-SIIDS.
- \_\_\_\_\_ Visit unit staff sections and attached sections from other units (FSO, ADA, NBC, SOCCE, and ENGR).

## FM 34-8-2

- \_\_\_\_\_ Develop and implement a detailed internal security inspection program that covers intelligence areas within the unit.
- \_\_\_\_\_ Develop working relationship with higher echelon G2/S2.
- \_\_\_\_\_ Review mission and section METL and battle tasks. Have section members give their assessment of current training level.

### PHASE II - FUNDAMENTAL PHASE

This is the most critical phase for the newly assigned S2. The knowledge, insight, and assessments of I&S will establish the foundation for future development. This phase focuses on the IPB process, intelligence production and dissemination, collection operations, and security. **This phase should be completed within 90 days .**

Initial/Date	Task
_____	Present to unit personnel an officer professional development class on the threat.
_____	Update unit's collection plan as needed; submit revisions to the CDR and forward a copy to higher HQ G2/S2.
_____	Brief the CDR on division and corps IEW assets.
_____	Brief next lower units on division and corps IEW assets.
_____	Inspect unit map program. Identify basic map load and training requirements.
_____	Inspect and evaluate unit training for intelligence tasks, including awareness of AR 381-10.
_____	Determine country and area study requirements from open and classified sources based on contingency and assigned OPLANs.

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Begin country studies.

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Understand additional duty responsibilities as required:

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- Security manager.
- Physical security officer.
- Personnel security officer.
- Crime prevention officer.
- Key custodian.
- Top secret document custodian.
- Information systems security officer.

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Receive briefing and training from unit SIGO on communications procedures and communications equipment PMCS.

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Become familiar with capabilities, limitations, and vulnerabilities of unit's equipment (tanks, Bradleys, other assigned, attached, DS systems, or OPCON BOS operating in the unit's battlespace; particularly the TA and information dissemination capabilities).

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Update, as needed, the unit's—

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- Arms room SOP.
- Physical security SOP.
- Key control SOP.
- Crime prevention program.

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Conduct random unannounced security spot checks. Report the results and any recommendations to the CDR.

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Brief CDR on the unit's intelligence estimate.

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Brief CDR on the intelligence collection and reporting system from platoon through corps.

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Develop, update, and evaluate an S2 section METL and battle tasks.

## FM 34-8-2

- \_\_\_\_\_ Be knowledgeable on CTC threat vehicles, E-O devices, doctrine, and tactics. Teach a class on this subject at least once in this phase.
- \_\_\_\_\_ Visit nearest battle simulation center and become familiar with computer operations.
- \_\_\_\_\_ Visit and observe training of primary weapon systems in the division.
- \_\_\_\_\_ Understand current division policy on CONUS and OCONUS transportation of classified material.
- \_\_\_\_\_ Work with commanders. Ask what intelligence they want during FTXs and OPORD briefings.
- \_\_\_\_\_ Know how to read a TACFIRE direction system message. Let FSO know you want to receive these during FTXs and deployments.
- \_\_\_\_\_ Work with FSO to develop and review unit targeting and BDA procedures.
- \_\_\_\_\_ Know unit air LNO. Request BDA and in-flight reports that will bolster reporting.
- \_\_\_\_\_ Obtain recent CTC and applicable CALL. Develop plan to correct any deficiencies.
- \_\_\_\_\_ Obtain inspector general checklist and CIP checklists; conduct internal inspection on all S2 functional areas. Brief CDR on inspection results and solutions.
- \_\_\_\_\_ Review language proficiency requirements; assist S3 in coordinating training. Retain list of unit's capabilities; include unpaid abilities.
- \_\_\_\_\_ Conduct classified materials inventory; learn destruction and verification methods; review destruction and transfer SOPs.

\_\_\_\_\_ Constantly review clearance requirements, applications, and updates.

**PHASE III - DEVELOPMENTAL PHASE**

This phase will build and expand on the knowledge gained during Phase II. It will cover the same basic intelligence functions but in greater detail. **This phase should be completed within 180 days.**

<b>Initial/Date</b>	<b>Task</b>
_____	Fully understand the functions of the S2 at the unit's TOC and how S2 functions drive other TOC functions.
_____	Submit REDTRAIN requests through applicable higher S2 to G2 training, as required.
_____	Review threat OB holdings and files. Order update material as required.
_____	Determine available intelligence databases and actually "work the system" to obtain data in support of a CONPLAN. Brief CDR on the results.
_____	Identify gaps of information in battle books, OB holdings and files, and intelligence annexes. Submit RIIs to satisfy intelligence requirements.
_____	Identify S2 and intelligence weaknesses from the last EXEVAL and present a correction plan to the CDR.
_____	Evaluate intelligence training classes and provide written results to the CDR.
_____	Evaluate unit soldier's knowledge of intelligence training tasks and provide a written report to the CDR.
_____	Determine if all ADP systems are accredited. Brief CDR on steps needed to correct any problems.

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- \_\_\_\_\_ Demonstrate a thorough understanding of the intelligence reporting system during FTXs.
- \_\_\_\_\_ Act as threat CDR during the wargaming process and TF rehearsals.
- \_\_\_\_\_ Develop an internal S2 section intelligence cross-training program. Have section soldiers teach the classes.
- \_\_\_\_\_ Determine unit's security posture during FTXs and recommend corrective actions to the CDR.
- \_\_\_\_\_ Become familiar with and teach a class on doctrine, tactics, and current vehicles of a CONPLAN threat.

### PHASE IV - ADVANCE PHASE

This phase will take the S2 who has mastered the intelligence fundamentals through **the first year**, during which the unit will have participated in the full annual training program.

<b>Initial/Date</b>	<b>Task</b>
_____	Successfully complete an EXEVAL.
_____	Successfully deploy section and perform S2 operations during a CTC rotation.
_____	Successfully deploy section and perform S2 operations during a BCTP Warfighter Exercise.
_____	Qualify or familiarize yourself on all unit weapon systems.
_____	Update unit's intelligence annex as required.
_____	Research a classified intelligence topic that is relevant to the unit's mission and brief the CDR on the conclusion.



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\_\_\_\_\_ Accurately predict threat actions during FTXs using IPB and all intelligence assets.

\_\_\_\_\_ Successfully integrate with higher echelon G2/S2.