



REPLY TO  
ATTENTION OF:

## DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY ALASKA  
600 RICHARDSON DRIVE # 6300  
FORT RICHARDSON, Alaska 99505-6300

APVR-RPTM-SEC (381)

8 May 2003

MEMORANDUM FOR United States Army Alaska (USARAK), Fort Richardson, AK 99505

SUBJECT: USARAK Intelligence Oversight Program Standard Operating Procedures (SOP)  
(G-3 Policy statement #3-4)

1. References.

- a. AR 381-10, U.S. Army Intelligence Activities, 1 Jul 84.
- b. EO 12333, United States Intelligence Activities, 4 Dec 81. It may be printed from the following website: <http://www.fas.org/irp/offdocs/eo12333.htm>.
- c. Message, DA Washington, DAMI-CHI, 19 Feb 99, Subject: Policy Guidance for Intelligence Support to Force Protection in CONUS.
- d. Intelligence Oversight Frequently Asked Questions, DAMI-CHI homepage, [http://www.dami.army.pentagon.mil/OFFICES/DAMI\\_CH/io/faq/body.htm](http://www.dami.army.pentagon.mil/OFFICES/DAMI_CH/io/faq/body.htm).

2. Purpose. To define USARAK standards concerning the Intelligence Oversight Program.

3. Applicability. This procedure applies to units all assigned or attached to USARAK.

4. Standard.

a. All members of the Military Intelligence community have an obligation under AR 381-10, U.S. Army Intelligence Activities, to participate in the Intelligence Oversight Program. Knowledge of the legal requirements contained in AR 381-10 is required to perform the intelligence oversight function, avoid violations of the law as it applies to oversight responsibilities, and safeguard the constitutional rights of U.S. persons from improper collection.

b. As outlined in DA Message, DAMI-ODL, 051155Z SEP 97, SUBJECT: Exchange of Force Protection Information Between the Federal Bureau of Investigation (FBI) and the U.S. Army, the Installation Provost Marshall is the point of contact for domestic terrorism threat information.

c. **Intelligence Oversight is applicable to all S2 staff sections and military Units in their entirety. The brigade will establish an Intelligence Oversight Program. The 572<sup>nd</sup> MI Company will establish an Intelligence Oversight Program at the company level. The**

APVR-RPTM-SEC

SUBJECT: USARAK Intelligence Oversight Program Standard Operating Procedures (SOP)

**program will include, at a minimum, an Intelligence Oversight Policy Book, scheduled training and training records.**

(1) The policy book will include each of the references (a-d) outlined in paragraph 1, a copy of this memorandum, and any other training material deemed appropriate.

(2) All soldiers assigned to the USARAK ISD, 572<sup>nd</sup> Military Intelligence Company and S2 sections **will be trained regarding intelligence oversight upon in-processing the unit and annually thereafter.** Each individual after receiving training will sign a statement of understanding. Training will include small group in-depth discussions on the intent, applicability, and purpose of Intelligence Oversight.

(3) All statements of understanding will be maintained in unit training records for two years; one year active, and one year inactive.

d. Commanders will receive an initial briefing on Intelligence Oversight from their respective S2.

e. The Brigade S2 will appoint a Brigade Intelligence Oversight Officer. The Brigade Intelligence Oversight Officer is responsible for administration of the Intelligence Oversight Program within 172<sup>nd</sup> Infantry Brigade and Fort Wainwright, Alaska.

f. The 572<sup>nd</sup> Military Intelligence Company will maintain an appointed Intelligence Oversight Officer on current orders.

#### 5. Procedure.

a. Alleged violations of AR 381-10 involving the collection of intelligence on U.S. citizens will be initially classified as a Serious Incident Report (SIR) and reported in accordance with (IAW) the USARAK SIR SOP. **Intelligence Oversight SIR will be reported at the lowest level possible.** Upon notification of an Intelligence Oversight SIR at the USARAK Command Operations Center (COC), on-duty personnel will notify the USARAK Chief of Intelligence and Security Division (ISD) or Brigade S2, who in-turn, will inform the USARAK DCSOPS or Brigade Commander and Executive Officer of the initial violation. The COC phone number is 384-6666 at Fort Richardson.

b. Subordinate commands are encouraged to seek advice from the USARAK or Brigade Staff Judge Advocate and Inspector General prior to submitting an initial report. The IG is responsible for submitting initial reports to the Staff Judge Advocate for legal review.

APVR-RPTM-SEC

SUBJECT: USARAK Intelligence Oversight Program Standard Operating Procedures (SOP)

c. Upon submission of the initial SIR, the alleged violation will be followed up with a formal written report through the chain-of-command, to the Chief of ISD or Brigade S2. Reports of violations will be submitted in memorandum format IAW Procedure 15 Section C, AR 381-10. A Brigade unit has 12 hours to submit the report and endorsements to the Brigade S2. The Brigade S2 has 12 hours to endorse the report and submit it to the USARAK Chief ISD, which will report it the USARAK DCSOPS and the USARAK Inspector General. The report and endorsements must reach HQDA within five working days after the initial violation has occurred. The USARAK Chief ISD will then inform the USARPAC DCSINT of the results of the initial report.

d Intelligence Oversight Inspections will be incorporated into the USARAK and Brigade Command Inspection Program.

e. All questions of interpretation will be referred to the USARAK or Brigade Intelligence Oversight Officer, the Brigade Staff Judge Advocate, or the USARAK Inspector General.

f. The USARAK Inspector General will establish procedures to conduct annual Intelligence Oversight Inspections.

6. Expiration. These procedures require annual review, and remains in effect indefinitely.

7. Points of contact:

a. USARAK Intelligence Oversight Officer: CW2 Reinecke, at 384-2883 or [kerstin.reinecke@richardson.army.mil](mailto:kerstin.reinecke@richardson.army.mil).

b. Brigade Intelligence Oversight Officer: CPT Borbon, at 353-6381 or [BorbonMC@wainwright.army.mil](mailto:BorbonMC@wainwright.army.mil).

c. Chief, ISD may be reached at 384-2208 or the Brigade S2 at 353-6022/7684.

FOR THE COMMANDER:



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