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SACO  
RESTRICTION

IN REPLY TO:  
WgO 3810  
G-2  
JAN 31 2005

WING ORDER 3810

From: Commanding General  
To: Distribution List

Subj: OVERSIGHT PLAN FOR MANAGING 3D MARINE AIRCRAFT WING (3D  
MAW) INTELLIGENCE PERSONNEL REQUIREMENTS

Ref: (a) MCO 3500.32 Training and Readiness Manual for  
Intelligence  
(b) 3MAW Intelligence Training Plan  
(c) Table of Manpower Requirements for T/Os 8580, 8600,  
8604, 8606, 8610, 8660, 8641, 8691, 8700, 8702, 8703,  
8800, 8820, 8830, 8840, 8860, 8890, 8900, 8940, 8970.  
(d) Memorandum of Agreement between Commander, Naval Air  
Forces and HQMC Deputy Commandant for Aviation of 16  
Aug 2002  
(e) 3D MAW Training Exercise Employment Plan (TEEP)  
(f) WTI Planning Conference Results  
(g) WTI Planning Guide

Encl: (1) Monthly Personal Status Report (PERSTAT) (Sample)  
(2) Monthly Training Plan (Sample)

1. Purpose. To provide guidelines and delineate actions governing the training and the management of intelligence personnel and operational intelligence personnel manning requirements throughout the 3D Marine Aircraft Wing Headquarters and its subordinate units.

2. Background. The Assistant Chief of Staff/G-2 (AC/S G2) fulfills the role and responsibilities as the Senior Intelligence Officer (SIO) in 3D MAW. In this role, the AC/S G2 is responsible to the Commanding General, 3D Marine Aircraft Wing for ensuring that all groups and squadrons have adequate numbers of sufficiently trained and skilled intelligence Marines to support successful mission accomplishment. The AC/S G-2 accomplishes this by closely monitoring and actively managing manpower resources and available training opportunities across 3D MAW. Acting as the SIO, the AC/S G2 and his staff work closely with all 3D MAW Marine Aircraft Group (MAG) S-2s and S-2 Chiefs to ensure requirements are met. The overall intent is to

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optimize available personnel resources across 3D MAW to be capable of conducting the full range of aviation intelligence support and ensure optimum integration of air combat intelligence with subordinate, adjacent, and higher headquarters intelligence agencies. Ultimately, 3D MAW must cross-train/task intelligence MOS specialties as required and appropriate to leverage available manpower across 3D MAW and its major subordinate commands (MSCs) while simultaneously deconflicting requirements, tasking, and responsibilities within the 3D MAW TEEP. Staffing Goals/Authorized Strength Reports (ASR) are the primary means of staffing units within 3D MAW. In order to accomplish this task, the 3D MAW SIO and staff work closely with the Occupational Field Sponsor, Officer and Enlisted Monitors at Headquarters Marine Corps, the Navy and Marine Corps Intelligence Training Center (NMITC), the I Marine Expeditionary Force (MEF) AC/S G-2, and Group Intelligence Officers and Intelligence Chiefs. A prioritization of billets and potential school seats must be consistently managed in order to provide the right mix of training, timing, MOS credibility, and preparedness for 3D MAW intelligence personnel to face requirements and operational commitments as directed.

### 3. Information

a. Assignment Process. Intelligence personnel holding a 02XX MOS are assigned to 3D MAW using two precepts:

(1) HQMC-to-3D MAW, MCAS, Miramar: The primary precept involves HQMC MMOA or MMEA (02xx monitor) issuing PCS/PCA orders to Marines from Fleet Marine Force (FMF) units, external/joint billets or Marines entering the FMF from the Navy and Marine Corps Intelligence Training Center (NMITC). Using the primary precept, these orders direct Marines to report directly to the Commanding General, 3D Marine Aircraft Wing. Upon arrival at the 3D MAW G-2, Marines may be further directed to subordinate units based on MOS readiness and 3D MAW operational requirements. Enlisted 02xx's will be placed, via PCA orders, by the 3D MAW G-2 Chief in conjunction with MMEA-82. Officer 02xx's are placed via Wing Special Order (WSO), by the 3D MAW AC/S Deputy G-2 based on the 3D MAW TEEP requirements. The exception to this procedure is those key billets (Group S-2) that are PCS/PCA directly to 3D MAW units.

(2) HQMC-to-3D MAW, MCAS Yuma, AZ and MCB 29 Palms, CA. Secondary method of assigning intelligence personnel differs only due to unit geographical location. The secondary means of assigning intelligence personnel is used for MAG-13 located at



MCAS Yuma, Arizona or VMU-1 in MCB 29 Palms, California. MMOA or MMEA assigns Marines directly to these units, coordinating with the 3D MAW G-2.

b. Personnel assignments to 3D MAW units are accomplished by coordinating and reporting with the monitor(s) at HQMC via the personnel status reports (PERSTATS) of intelligence personnel. The AC/S G-2 interacts directly with the Group S-2's who report their personnel status every month identifying projected shortfalls due to PCS, EAS and other personnel requirements or changes. The AC/S G-2 consolidates this information and informally forwards the information to HQMC MMEA and MMOA respectively for identification of requirements.

c. Intelligence Officer Assignment. There are no table of organization (T/O) billets for intelligence officers at squadrons (with the exception of VMU and VMAQ squadrons). 02XX officers are temporarily assigned to or from a subordinate unit via Wing or Group Special Order (WSO or GSO) from 3D MAW G-1 or MAG S-1s. The WSO/GSO is initiated based on the request and details are provided by the Deputy AC/S G-2 to the 3D MAW AC/S G-1.

d. Enlisted Intelligence Assignment. For enlisted intelligence personnel, the 3D MAW G-2 Intelligence Chief coordinates with HQMC MMEA in order to authorize PCA orders for an individual Marine to the respective subordinate unit. PCA orders typically require a minimum of one year at the unit, but is subject to change based on 3D MAW overall operational requirements.

e. Assignment Priorities

(1) As a guideline, intelligence personnel are assigned to 3D MAW headquarters and subordinate units based on the following priorities:

(a) For officer intelligence personnel (MOS 0202, 0207, 0206) (in order of priority):

1 Garrison or deployed key Wing G-2 billets garrison or deployed MAG S-2 billets.

2 Air Combat Element (ACE) S-2 for MEU(SOC) work-ups and deployment (1 x 0207/0202)

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3 S-2 for CVBG VMFA squadron's work-ups and deployment (1 x 0202/0207).

4 UDP squadron (VMFA (AW), VMA and HMLA only) deployments (1 x 0207 per squadron) (No requirement)

5 Garrison VMFA, VMFA(AW), VMA, HMM, HMMH, HMLA squadrons not in a pre-deployment cycle

(b) For enlisted intelligence personnel (MOS 0231, 0241, 2651, 0291, 0211) (In order of priority):

1 Air Combat Element (ACE) S-2 for MEU(SOC) pre-deployment and deployment cycle (1 x 0231 for each type/model series). Composite squadron elements shall provide the requisite number of intelligence personnel to support the MEU (ACE) staff. See paragraph 4.e.(3) of this Order below.

2 S-2 for CVBG VMFA squadron's work-ups and deployments

3 UDP squadron deployments

4 Garrison or deployed key Wing G-2 billets

5 Garrison or deployed MAG S-2 billets

6 Garrison squadrons

(2) Contingencies may require augmentation of intelligence personnel based on mission analysis. Augmentation will be determined by the priority of the operation and units tasked to support specific operation. Priority will be given to operationally deploying units over UDP and remain behind units. UDP and garrison units may be tasked to provide intelligence personnel as requirements are levied by 3D MAW G-1/G-2 for contingency deployed units.

(3) For Marine Expeditionary Unit (ACE composite squadrons). It is incumbent upon the ACE and those units that compose the ACE to provide at least one Intelligence Analyst (0231 - E3-E6) for each type/model series and 1 x 0207 for the ACE command element to support the intelligence effort in the ACE. Per reference (c).

c. Collateral Duties

(1) Intelligence personnel holding a 02XX MOS are often tasked with additional duties. Below are listed duties that are authorized and prohibited per Wing policy due to conflicts of interest and CGIP criteria:

(a) Authorized duties:

- Officer
- 1 Assistant Security Manager (SSgt and above)
  - 2 Survival, Evasion, Resistance & Escape (SERE)
  - 3 Anti-Terrorism Officer
  - 4 Censorship Officer
  - 5 Foreign Language Officer

(b) Prohibited duties are:

- 1 CMCC/CMS Custodian, Clerk, or Assistants
- 2 Substance Abuse Counseling Officer (SACO)
- 3 SORTS NCO/Officer
- 4 NWPL NCO/Officer
- 5 Training NCO/Officer
- 6 Safety NCO/Officer
- 7 Tactical Air Mission Planning Systems (TAMPS/C2PC/PFPS) System Administrator

(2) Due to the shortage of Marine intelligence officers, each squadron may assign a Collateral Duty Intelligence Officer, per reference (c). Squadron commanders will ensure that Collateral Duty Intelligence Officers are trained to perform the functions as a squadron intelligence officer. The Wing G-2 will assist in such training upon request.

(3) The squadron will assign the Collateral Duty Intelligence Officer in writing, forwarding copies to 3D MAW AC/S G-2 (via the chain of command). The officer selected must



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meet the following requirements:

(a) Eligible to hold at least a Top Secret clearance.

(b) Assigned to the billet for at least 12 months.

4. Training. The AC/S G-2 establishes a Training Management Section at 3D MAW which is responsible for the management of intelligence training throughout 3D MAW utilizing the Training and Readiness Manual for Intelligence, reference (a). However, it is incumbent upon the group and squadron intelligence personnel to tailor, the T&R syllabus to meet the needs of their respective commands. Monthly training plans shall be submitted to 3D MAW AC/S G-2 by the 30<sup>th</sup> day of each month for the following month (see enclosure [2]).

a. 3D MAW AC/S G-2 will coordinate, as necessary, formal school training billets through HQMC. Funding may be at the units' expense or HQMC funded depending on allocated quotas by HQMC. Justification and mission requirements should be stated for quota allocation requests.

b. Groups and squadrons are strongly encouraged to seek local training in the greater San Diego area. Training opportunities at Joint Intelligence Training Center, Fleet Intelligence Training Center Pacific, SERE, and others can be obtained with little to no cost to the unit. 3D MAW units located at 29 Palms, CA and Yuma, AZ, shall use unit funded TAD for training, unless HQMC funded.

c. Weapons and Tactics Instructor (WTI) Intelligence student nominees will be submitted by the 3D MAW G-2 to MAWTS-1 via appropriate chain of command. Priority for student nominations will be given to CVBG/MEU intelligence officers, 3D MAW/Groups and lastly, other 3D MAW units, respectively. Units providing student nominations shall provide 1 intelligence enlisted augment in support of the officer student and MAWTS-1 S-2 staff (see references [f] and [g]).

5. Action

a. AC/S G-2

(1) The Wing Deputy AC/S G-2 will monitor the assignment of all officer 02XX MOS personnel to 3D MAW and subordinate units.

(2) The Wing G-2 Chief will monitor the assignment of all 02XX MOS enlisted personnel to 3D MAW and subordinate units.

(3) The 3D MAW Deputy AC/S G-2 and Intelligence Chief will recommend the placement/transfer of Intelligence personnel within 3D MAW in order to enhance MOS credibility and fill staffing goal/ASR shortfalls current or projected. The AC/S G-2 maintains overall cognizance and control over all intelligence personnel assigned to 3D MAW and retains the authority to assign or re-assign 3D MAW intelligence Marines based on the operational requirements of 3D MAW units and deployment schedules.

(4) 3D MAW AC/S G-2 shall coordinate HQMC funded training and formal MOS school seats, with Group S-2s as required. See reference (a).

b. Group/Squadron S-2

(1) Group S-2s shall provide intelligence requirements to their respective commanders and the 3D MAW AC/S G-2 who fills personnel requirements.

(2) Group S-2s shall submit a consolidated group and subordinate squadron monthly PERSTAT to 3D MAW AC/S G-2 no later than the 5<sup>th</sup> of each month. The PERSTAT shall be in Excel spreadsheet format, Arial, size 10 pitch (see enclosure [1]).

(3) Group S-2s shall provide a monthly training plan to 3d MAW AC/S G-2 on the 30<sup>th</sup> of each month. See enclosure (2).

c. CVBG units. VMFA units that are attached to a Carrier Air Wing shall provide intelligence personnel to the Carrier Air Wing per reference (c) and (d). Typically one or two 0241s will augment VMFA carrier deployments provided personnel are available.



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