



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5027

IN REPLY REFER TO:
1500
C 469M
11 Aug 04

From: Commanding General, Training and Education Command,
Marine Corps Combat Development Command, 3300 Russell
Road, Quantico, VA 22134-5001

To: Distribution List

Subj: INSTRUCTIONS FOR REVIEW AND COMMENTS ON THE INTELLIGENCE
TRAINING AND READINESS MANUAL (SHORT TITLE: INTEL T&R
MANUAL)

Ref: (a) CG TECOM msg dtg 071837Z JAN 04
(b) CG TECOM msg dtg 130900Z AUG 04

Encl: (1) Draft MCO 3500.32B (Draft Intel T&R Manual)

1. Background. Per reference (a), a Subject Matter Expert (SME) T&R manual development conference was convened 1-5 December 2003 to develop, review, update, and validate Intel training standards for Intel T&R manual and review and validate Service-level Mission Essential Tasks.

2. Purpose. Per reference (b), enclosure (1) has been posted the TECOM website for staffing comments. The intent is to solicit comments on the accuracy, quality, and completeness of the training events, billets, qualifications, and career progression. The training events must also be consistent with published doctrine and directives.

3. The manual consists of 13 chapters and a glossary. Chapter 1 is the User's Guide and includes the specific instruction on how the Intel T&R manual should be used. Chapter 2 includes the collective billets and the collective training standards. Chapters 3-13 are the MOS chapters. Each MOS chapter has four appendices, which require detailed analysis and comments because of the substantive and format changes since the SME development conference. Appendix A of each chapter includes the billet description and core capabilities relevant to that specific MOS. Appendix B includes the recommended qualifications to serve in those respective billets. Appendix C includes the training events to be accomplished. Appendix D includes the career progression from MOS schools, PME, voluntary education, MOS duty assignments, and special duty assignments.

4. Instructions for comment:

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a. Provide comments regarding chapter and appendix content.

b. Comments should include the item (page and line number), justification, and recommendation. Comments regarding the addition of a training event should be complete with event title, a thorough event description, a detailed event condition and standard, and the applicable references, billet codes, and sustainment interval. Incomplete training events submitted for inclusion into the manual will be rejected.

c. Only the MARFORs and commands and detachments not subordinate to the MARFORs will respond directly to TECOM's POC. The MARFORs will consolidate all comments from subordinate commands and submit them in the proper format.

5. Format for submitting comments and corrections. Comments will be submitted as a cover sheet that highlights the recommended changes:

Item: Refer to the item being discussed (page, paragraph, and/or line number).

Justification: Briefly describe the item's deficiency/requirement for correction, or the addition as applicable.

Recommendation: Recommendation for correction (be extremely thorough and as detailed as possible).

6. Action officers are requested to consolidate input for their respective subordinate commands. All addressees are requested to submit comments to their respective action officer. The identified action officers' names are requested to be e-mailed to beltranme@tecom.usmc.mil and edwardsr@tecom.usmc.mil. Comments are due to TECOM's POC by 16 September 2004 via e-mail and a Naval message from the MARFORs stating concurrence, concurrence with comments, or non-concurrence with justification. Compliance with the deadline is crucial to ensuring that the Intel T&R manual is signed and available to formal schools and operating forces in a timely fashion.

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7. TECOM, Ground Training Branch POC is Captain R. Edwards, C
469M, at 784-2192 and SSgt M. Beltran, C469M, at (703) 784-3051.

/S/
J. H. DAAS
By direction

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