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 ACofS G2, Deputy G2, G2 Operations Chief, G2 Plans Chief, G2 Training Chief.
_____	Meet with subordinate S2's and gain an understanding of—
_____	● Their commander's intelligence priorities.

_____ • 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 Develop an SOP if one is missing or outdated.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.

_____ 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).