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DETAILED INSPECTION CHECKLIST

6/10/2009

[http://hqinet001.hqmc.usmc.mil/ig/Div\\_Intell\\_Oversight/Intelligence%20Oversight%20References.htm](http://hqinet001.hqmc.usmc.mil/ig/Div_Intell_Oversight/Intelligence%20Oversight%20References.htm)

FA SC STMT TEXT

- 240 OVERSIGHT - INTEL/ NON - INTEL SENSITIVE ACTYS  
Functional Area Manager: IGMC/IGO  
Point of Contact: ED VOGT DSN 224-7445  
(Com) 703-614-7445  
Date Last Revised: 15 June 2009
- 240 01 ADMINISTRATION AND TRAINING
- 240 01 001 Does the command have an active Oversight program?  
Reference  
SECNAVINST 3820.3E PAR 8  
MCO 3800.2B
- 240 01 002 What office has responsibility for administering program within unit/command?  
Reference  
SECNAVINST 3820.3E, PAR 8  
MCO 3800.2B, ENCL (6)
- 240 01 003 Does the command hold or have all access to appropriate Oversight references?  
Reference  
EO 12333/EO 12334: SECNAVINST 3820.3E;  
SECNAVINST 5000.34D; MCO 3800.2B
- 240 01 004 Does the command have an initial IO orientation program for new joins/hires?  
Reference  
SECNAVINST 3820.3E, PAR 8B-5; MCO 3800.2B,  
PAR 7.I; AND PAR 8.D, ENCL (5)
- 240 01 005 Is annual Oversight refresher training being conducted and documented  
for all intelligence military, civilian, contractor and support personnel?  
Reference  
SECNAVINST 3820.3E, PAR 8B-5; MCO 3800.2B,  
PAR 7.I AND PAR 8.D
- 240 01 006 Does the command have an adequate and effective inspection program to  
inspect Oversight within subordinate commands/units/elements?  
Reference  
SECNAVINST 3820.3E, PAR 8B-12; MCO 3800.2B,  
PAR 8.D
- 240 01 007 Are quarterly IO reports submitted and on file?  
Reference  
SECNAVINST 3820.3E, PAR 10C; MCO 3800.2B,  
PAR 8.D, ENCL (7)

- 240 01 008 Are all required personnel familiar with IO guidance?  
Reference  
SECNAVINST 3820.3E; MCO 3800,2B, PAR 8.D
- 240 01 009 Is the command knowledgeable of the reporting procedures required when questionable activities are detected?  
Reference  
SECNAVINST 3820.3E, PAR 8B-5; MCO 3800.2B, PAR 8.E
- 240 01 010 Is the command SJA involved in Oversight and review of command intelligence and non-intelligence sensitive activities?  
Reference  
SECNAVINST 3820.3E, PAR 7; MCO 3800.2B, ENCL (6)
- 240 01 011 Does the Command Inspector and SJA hold clearance(s) and access(es) to accomplish their I/O responsibilities?  
Reference  
SECNAVINST 3820.3E, PAR 5.7.8(G)
- 240 01 012 Is the command in compliance with IO restrictions...e.g., mail, physical searches, surreptitious monitoring?  
Reference  
SECNAVINST 3820.3E, MCO 3800.2B, ENCL (2), PAR I-1; DOD 5240.1R
- 240 01 013 Are records/information on U.S. persons being maintained by the unit?  
Reference  
SECNAVINST 3820.3E, PAR 3.B, MCO 3800.2B; PAR 7
- 240 02 INTELLIGENCE ACTIVITIES
- 240 02 001 Has the command engaged in any Intel activities not defined by its mission?  
Reference  
SECNAVINST 3820.3E, PAR 7; MCO 3800.2B, PAR 8
- 240 02 002 Have command personnel been temporarily detailed assigned to any non-DOD agencies within the Federal Government?  
Reference  
SECNAVINST 3820.3E, ENCL 2, PROCEDURE 12; MCO 3800.2B, PAR 7
- 240 02 003 Has the command received any funds or other resources from any intelligence agency non-DOD)?  
Reference  
SECNAVINST 3820.3E, PAR 7; DODDS-5210.36
- 240 02 004 Has the command entered into any formal or informal arrangements for the provision of products or services with private companies or institutions in the United States without using the organization's true identity?

Reference  
SECNAVINST 3820.3E, ENCL 2, PROCEDURE 11;  
DODD S-5210.36

- 240 02 005 Does the command participate in foreign material acquisition or exploitation programs?  
Reference  
DIAM 58-11; SECNAVINST 5000.34D
- 240 02 006 Does the command participate in any special access programs?  
Reference  
SECNAVINST S5460.3B; SECNAVINST S3810.5A;  
SECNAVINST 5000.34D
- 240 02 007 Has the command requested support from any external counterintelligence unit or activity?  
Reference  
SECNAVINST 3850.2C
- 240 02 008 Does the Command participate in FORMICA activities?  
Reference  
DIAM 58-13; MCO S003820.1
- 240 02 009 Does the command maintain or use Emergency and Extraordinary  
Expense  
(EEE) funds? If so, is the command in compliance with MCO  
7040.10A?  
Reference  
MCO 7040.10A
- 240 02 010 Has the command requested or possess imagery of non-U.S. Government property?  
Reference  
IPS-001/97-S3; MCO 3800.2B, PAR 7.E,  
ENCL (3) AND ENCL (4)
- 240 02 011 Have any imagery or imagery derived products been provided to non-DOD organizations?  
Reference  
IPS-001/97-S3
- 240 02 012 Are aviation commands conducting domestic tactical air reconnaissance missions in compliance with MCO 3800.2B, Encl (3)?  
Reference  
MCO 3800.2B, ENCL 3
- 240 02 013 Are members of command/unit being tasked to join and/or report on domestic organizations?  
Reference  
SECNAVINST 3820.3E, ENCL 2, PROCEDURE 10
- 240 02 014 Are any personnel in your activity working as a private investigator or auxiliary law enforcement officer after hours?  
Reference

SECNAVINST 3820.3E, PAR 4

- 240 02 015 Has the command had any significant instances of fraud, waste and abuse, standards of conduct or ethics violations, financial misconduct, or conflicts of interest which impact upon intelligence operations?  
Reference  
SECNAVINST 3820.3E, PAR 10.A-1
- 240 02 016 Has Intelligence personnel conducted any CONUS off-base training in civilian environments?  
Reference  
MCO 3800.2B, PAR 7.G, ENCL 4, MARADMIN 472/02
- 240 03 NON-INTELLIGENCE SENSITIVE ACTIVITIES
- 240 03 001 Has the command conducted any CONUS off-base training in civilian environments?  
Reference  
SECNAVINST 5000.34D; MARADMIN 472/02
- 240 03 002 Has the command provided any support, training or assistance to any law enforcement agency?  
Reference  
SECNAVINST 5000.34D; MCO 3440.7A
- 240 03 003 Has the command received any funds, material or assistance from non-USMC activities associated with non-intelligence sensitive activities?  
Reference  
SECNAVINST 5000.34D
- 240 03 004 Does the command have a relationship with any SOCOM units?  
Reference  
SECNAVINST 5000.34D
- 240 03 005 Do any MOAS/TORS/ or other agreements exist with non-USMC special operations type activities?  
Reference  
SECNAVINST 5000.34D; DODDS-5210.36
- 240 03 006 Does the command participate in any special access programs involving operations or acquisition?  
Reference  
SECNAVINST S5460.3B AND SECNAVINST 5000.34D
- 240 03 007 Does the command possess and/or employ Non-Lethal weapons?  
Reference  
DOD DIR 3000.3; MCO 3430.7
- 240 03 008 Have personnel participated in any type of undercover or covered activities?  
Reference  
SECNAVINST 5000.34D; MCO 5830.6

240 03 009 Does the command have Foreign Liaison or Foreign Exchange  
personnel?  
If so, is the command in compliance with Foreign Disclosure  
policies/guidance?  
Reference  
NDP-1; DOD DIR 5230.20; MCO 5510.20A

240 03 010 Does the command have a copy of the approved, extended Foreign  
Visit  
Request for each foreign person assigned?  
Reference  
DOD DIR 5230.20 AND MCO 5510.20A

240 03 011 Does the command have a copy of the Delegation of Disclosure  
Authority Letter (DDL) for each billet to which a Foreign Officer  
is  
assigned?  
Reference  
NDP-1; DOD DIR 5230.11 AND DOD DIR 5230.20; MCO 5510.20A

240 03 012 Does the command have a Contact Officer appointed in writing by the  
Commanding Officer, Commanding General, or by direction, for each  
that  
Personnel Exchange Officer or Foreign Liaison Officer assigned to  
the  
activity and is the appointment letter maintained and on file per  
applicable DDL?  
Reference  
DOD DIR 5230.20; MCO 5510.20A

240 03 013 Does the command maintain and have on file, a Contact Officer  
Acceptance Letter per the applicable DDL?  
Reference  
DOD DIR 5230.20; MCO 5510.20A

240 03 014 Does the command maintain and have on file, an Understanding of  
Conditions and Responsibilities Letter signed by the Foreign  
Liaison  
Officer or Personnel Exchange Officer assigned to the activity per  
the  
applicable DDL?  
Reference  
DOD DIR 5230.11; MCO 5510.20A

240 03 015 Is the support to sensitive activities reviewed by Command  
Inspector  
and SJA and/or CL?  
Reference  
SECNAVINST 5000, 34D