



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

SECNAVINST 3820.3E  
NAVINSGEN-N2  
21 Sep 2005

SECNAV INSTRUCTION 3820.3E

From: Secretary of the Navy

Subj: OVERSIGHT OF INTELLIGENCE ACTIVITIES WITHIN THE  
DEPARTMENT OF THE NAVY (DON)

Ref: (a) Executive Order 12333  
(b) DOD Directive 5240.1 of 25 Apr 88  
(c) DOD Regulation 5240.1-R of Dec 82  
(d) SECNAVINST 5000.34B  
(e) DOD Directive 5148.11  
(f) SECNAVINST 5510.30A  
(g) US Navy Regulations, 1990  
(h) SECNAVINST 5215.1D

Encl: (1) Naval Inspector General Intelligence Oversight  
Inspection Checklist  
(2) Naval Inspector General Intelligence Oversight  
Report Format and Content  
(3) Memorandum of Understanding: Reporting of Information  
Concerning Federal Crimes, August 1995

1. Purpose. To implement policies, procedures, and governing regulations regarding the conduct of intelligence activities, and a system of program reviews, inspections, and reporting requirements of those activities. This instruction has been substantially revised and should be reviewed in its entirety. Highlights of significant changes from previous instruction are as follows:

a. Updated definition of DON intelligence components, to include new and reorganized DON intelligence organizations and describe revised responsibilities under this instruction,

b. Further definition of the term "Questionable intelligence activity" and resultant reporting requirements (i.e. Procedure 15 reporting),

c. Inclusion of a sample Intelligence Oversight inspection checklist, which may be used by components or elements as a

guideline for administering an effective Intelligence Oversight program, (enclosure (1)), and

d. Inclusion of a standard format for quarterly reports from DON intelligence components to the Office of the Naval Inspector General (NAVINSGEN) (enclosure (2)).

2. Cancellation. SECNAVINST 3820.3D.

3. Background.

a. Intelligence Oversight ensures that all tasks performed by intelligence, counterintelligence, and intelligence related activities are conducted in accordance with Federal law, Executive Orders, DOD directives, regulations and policies.

b. The collection, retention, and dissemination of information concerning U.S. persons and the conduct of intelligence activities by Department of the Navy (DON) intelligence components will be governed by the requirements set forth in references (a) through (c), enclosure (3), and this instruction.

c. The Assistant to the Secretary of Defense for Intelligence Oversight (ATSD(IO)) is responsible for developing Intelligence Oversight policy within the Department of Defense (DOD) consistent with references (a) through (c).

4. Scope and Applicability. This instruction applies to all DON intelligence components and governs all intelligence activities undertaken by personnel assigned to those components. This instruction also applies to non-intelligence personnel, engaged in any intelligence activity (e.g., collection, research, analysis, production, retention, dissemination), as well as all other DON components and personnel when that component conducts intelligence and/or intelligence-related activities. This instruction does not apply to law enforcement activities carried out by DON law enforcement agencies that also have an intelligence mission. It does not constitute authority for any DON intelligence component to conduct an activity not otherwise authorized by law. Questions of interpretation pertaining to references (a), (b), (c) or this instruction should be referred to the legal office responsible for advising the component concerned. If such questions are not resolved at that level, they should be taken up that component's legal chain of command for resolution and, if necessary, to the General Counsel of the Navy or to the Judge Advocate General, depending on which office would otherwise have cognizance over the issue. Alternatively, such questions may also be referred to the Office of the Naval Inspector General (NAVINSGEN), who may refer this matter to the General Counsel of the Navy (GC), the Judge Advocate General (JAG), or the General Counsel of the Department of Defense (DODGC) for resolution, as appropriate. If a question is referred to the component's legal chain of command for

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resolution, that office shall keep NAVINSGEN informed of the status of the review, and any conclusions reached or advice rendered in connection with such question(s). Likewise, if a question is referred to NAVINSGEN for resolution, that office shall keep the component's cognizant legal office informed of the status of the review, and any conclusions reached or advice rendered in connection with such question(s). Requests for exceptions or amendments to the policies or procedures issued by this instruction should be referred to NAVINSGEN.

#### 5. Conduct of Intelligence Activities.

a. DON intelligence components and personnel shall carry out their authorized missions and functions per the policies and procedures contained in references (a), (b), (c), and this instruction. Moreover, they shall carry out their authorized functions in a manner that does not violate the constitutional rights and privacy of U.S. persons, and shall not request any other person or entity to undertake unauthorized activities. Use of the techniques prescribed by reference (c) to collect information about U.S. persons shall be accomplished by the least intrusive means practicable.

b. DON personnel shall not conduct, or provide support for the conduct of, special activities without proper authorization, and will comply with the reporting requirements of higher authority. Reference (d) provides guidance for the conduct and oversight of intelligence, intelligence-related, special, and sensitive activities within the DON.

c. Under no circumstances shall any DON personnel condone, support, encourage, engage in, or conspire to engage in the assassination of a specific individual or individuals.

#### 6. Action.

a. NAVINSGEN shall submit to ATSD(IO), with a copy each to JAG, CNO (N2) GC, and UNSECNAV, a quarterly Intelligence Oversight report for the Department of the Navy describing:

(1) Any intelligence or counterintelligence activity that has come to the attention of NAVINSGEN during the quarter reasonably believed to be illegal, improper, or contrary to references (a), (b), (c), this instruction, or other applicable directives, and policies. The report may also include any corrective action taken, as appropriate.

(2) Any significant Intelligence Oversight activities undertaken during the quarter (i.e., inspections, training, published documents).

(3) Any recommendations for improvement to existing

Intelligence Oversight regulations and the subject program.

(4) Status of any outstanding reports of confirmed or suspected questionable intelligence activity.

b. DON intelligence components, less USMC intelligence components, shall submit to NAVINSGEN a quarterly Intelligence Oversight report for their respective component (and claimancy) covering the information identified in paragraph 6.a. above. USMC elements shall submit to DNIGMC a quarterly Intelligence Oversight report similarly covering the information identified in paragraph 6.a. above. DNIGMC shall then submit a consolidated report to NAVINSGEN on behalf of all USMC elements.

(1) The format for DON intelligence component and DNIGMC quarterly Intelligence Oversight reports is provided in enclosure (2).

(2) Significant instances of fraud, waste, abuse, standards of conduct or ethics violations (less that described above), financial misconduct, or conflicts of interest that affect intelligence operations do not need to be included in the quarterly Intelligence Oversight reports. However, they shall be reported to NAVINSGEN, as appropriate, via a separate report, e-mail, or Hotline action.

c. Commanding Generals and Inspectors General of Fleet Marine Forces will comply with the above reporting requirements and submit their quarterly Intelligence Oversight report to DNIGMC, as directed.

d. Quarterly Intelligence Oversight reporting periods and report due dates are identified as follows:

<u>QUARTER</u>	<u>REPORT DUE TO NAVINSGEN</u>
First Quarter (JAN/FEB/MAR)	15 APR
Second Quarter (APR/MAY/JUN)	15 JUL
Third Quarter (JUL/AUG/SEP)	15 OCT
Fourth Quarter (OCT/NOV/DEC)	15 JAN

7. Definitions. The following terms are used throughout this instruction.

a. DON intelligence components include:

- (1) The Office of the Director of Naval Intelligence (CNO (N2)),
- (2) The Office of Naval Intelligence (ONI),
- (3) Naval Security Group Command (NAVSECGRU),

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(4) Naval Criminal Investigative Service (NCIS) (specifically those select elements of NCIS conducting counterintelligence activities),

(5) Marine Corps intelligence components,

(6) Naval Reserve Intelligence Program (CNRIC),

(7) Naval Security Group Command Reserve (CNSGR),

(8) Other DON organizations, staffs, and offices, when used for foreign intelligence or counterintelligence activities, including command and subordinate intelligence staffs, activities, units, and elements of Commander, Fleet Forces Command (COMFLTFORCOM); Commander U.S. Pacific Fleet (COMPACFLT); Commander, U.S. Naval Forces Central Command (COMUSNAVCENT); Commander, U.S. Naval Forces Southern Command (COMUSNAVSO); Commander, U.S. Naval Forces Europe/Commander, U.S. Sixth Fleet (COMUSNAVEUR/COMSIXTHFLT); Commander, Naval Reserve Force (COMNAVRESFOR); Commander, Naval Special Warfare Command (COMNAVSPECWAR); and Echelon 2, 3, 4, 5, and 6 commands that do not report operationally or administratively for Intelligence Oversight reporting and inspection purposes to any of the other DON intelligence components defined in subparagraph 7a(1) through 7a(8). The heads of such organizations, staffs, and offices listed in this subparagraph shall not be considered heads of DOD intelligence components for the purposes of approving intelligence collection activities authorized by references (c) and (d).

b. Marine Corps Intelligence components, for purposes of Intelligence Oversight, include the Office of the Director of Intelligence, Headquarters U.S. Marine Corps (HQMC-I), Marine Corps Intelligence Activity (MCIA), Marine Corps intelligence units, G-2/S-2 staffs, intelligence battalions, radio battalions, reconnaissance battalions/companies, scout sniper platoons, unmanned aerial vehicle squadrons, and Marine Corps reserve counterparts.

c. Intelligence activity is the collection, production and dissemination of foreign intelligence and counterintelligence by DON intelligence components.

d. Intelligence-related activities are activities normally considered to be linked directly or indirectly to the intelligence field.

e. Questionable intelligence activity is intelligence that may violate Federal law, an Executive Order (such as EO 12333), a Presidential Directive, DON policies, or this instruction.

Examples of questionable intelligence activity include, but are

not limited to, the following:

(1) Tasking intelligence personnel to conduct intelligence activities that are not part of the organization's approved mission, even if they have the technical capability to do so.

(2) Providing intelligence services and/or products without proper authorization.

(3) Failing to file proper use statement for imagery collection associated with U.S. persons.

(4) Collecting information on U.S. persons, even through open source, when it is not part of the unit's mission.

f. Special activities as defined by reference (a) are activities conducted in support of national foreign policy objectives abroad which are planned and executed so the role of the U.S. Government is not apparent or acknowledged publicly, and functions in support of such activities, but which are not intended to influence U.S. political processes, public opinion, policies, or media and do not include diplomatic activities or the collection and production of intelligence or related support functions.

g. Other terms used in this instruction are defined in references (b) through (d).

8. Violations. This instruction at paragraphs 5.b. and 5.c., reference (a) at parts 2.3, 2.4, and 2.9 through 2.12, and reference (c) at chapters 1 through 15 constitute and shall apply as general regulatory orders. They apply to all eligible DON personnel individually and need no further implementation. A violation of those provisions is punishable under the Uniform Code of Military Justice for military personnel and may be the basis for appropriate administrative disciplinary procedures with respect to civilian employees.

9. Intelligence Oversight Responsibilities.

a. The Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and the General Counsel of the Navy for NCIS shall:

(1) Implement the policies and procedures contained in references (a), (b), (c), and this instruction.

(2) Ensure the Under Secretary of the Navy (UNSECNAV), GC, JAG, NAVINSGEN, and the Senior Review Board (SRB), are kept fully and currently informed of significant and/or sensitive DON intelligence activities, questionable intelligence activities,

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and intelligence-related activities using any DON non-intelligence component assets, including personnel and equipment. In those instances where DON intelligence components support National Security Agency (NSA) activities, those activities need not be reported under the provisions of this subparagraph when they are subject to the current Intelligence Oversight activities of NSA. Nothing in this subparagraph is intended to exempt DON intelligence activities from complying with any separate non-Intelligence Oversight related, reporting requirement.

(3) Ensure NAVINSGEN is notified each time any Navy or Marine Corps organization, staff, or office not specifically identified as a DON intelligence component in paragraphs 7.a. and 7.b. of this instruction is tasked to collect, retain, or disseminate information for intelligence or counterintelligence purposes.

b. Heads of DON intelligence components and elements thereof, as appropriate, shall:

(1) Ensure that all subordinate intelligence components, activities, units, and elements in or under their command comply with the requirements of references (a), (b), (c), and this instruction.

(2) Report to NAVINSGEN within 48 hours confirmed or suspected questionable intelligence activities conducted by or on behalf of their respective component (reference (c), chapter 15, germane).

(3) Report to NCIS any possible federal crimes by employees of DON intelligence organizations, or violations of specified federal criminal laws by any other person when collected as part of intelligence activities as required in enclosure (3).

(4) Ensure that all intelligence activities, in whole or in part, which raise issues of legality, consistency with applicable policy, or propriety in general are submitted for legal review prior to implementation or as soon as identified. Navy and Marine Corps command or staff judge advocates or Office of the General Counsel attorneys of the component concerned, who possess the requisite security clearances, shall participate actively in the operational planning and review of intelligence activities. Activities or legal issues of significance should be referred to the legal office responsible for advising the component concerned. If such issues are not resolved at that level, they should be taken up that component's legal chain of command for resolution and, if necessary, to the General Counsel of the Navy or to the Judge Advocate General, depending on which office would otherwise have cognizance over the issue. Alternatively, such issues may also be referred for review to



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NAVINSGEN, who may refer the matter to and confer with the GC, JAG, or DODGC, as appropriate. Marine Corps issues shall be referred via the Counsel for the Commandant, Staff Judge Advocate to the Commandant, and Deputy Naval Inspector General for Marine Corps Matters (DNIGMC), as appropriate. If an issue or question is referred to the component's legal chain of command for resolution, that office shall keep NAVINSGEN informed of the status of the review, and any conclusions reached or advice rendered in connection with such issue(s) or question(s). Likewise, if an issue or question is referred to NAVINSGEN for resolution, that office shall keep the component's cognizant legal office informed of the status of the review, and any conclusions reached or advice rendered in connection with such issue(s) or question(s).

(5) Ensure Intelligence Oversight refresher training of all staff and subordinate DON personnel is conducted and documented on an annual basis. Intelligence components are not required to train personnel who are not involved in the intelligence mission of the command (e.g., Morale, Welfare, and Recreation employees, groundskeepers, etc.). At a minimum, annual refresher training shall familiarize employees with the provisions of references (a), (b), (c), and this instruction that apply to the operations and activities of their component, and of their responsibilities under this instruction to report suspected or confirmed questionable intelligence activities.

(6) Ensure that no adverse or retaliatory action is taken against any personnel who reports confirmed or suspected questionable intelligence activities under this instruction.

(7) Ensure that employees and contractors assigned to a DON intelligence component and who are aware of the intelligence mission of the component, shall:

(a) Familiarize themselves with the policies and procedures required by this instruction and references (a), (b), and (c).

(b) Report suspected or confirmed questionable intelligence activities to the Inspector General of the command or intelligence component concerned, NAVINSGEN, GC, JAG, DNIGMC, Staff Judge Advocate to the Commandant, Counsel for the Commandant (for Marine Corps matters), DODGC, or ATSD(IO), as appropriate. If it is not practical to report through the chain of command, an employee may report questionable intelligence activity directly to the office of the NAVINSGEN.

(8) Impose such sanctions as may be appropriate on any employee who violates the provisions of references (a), (b), (c), and this instruction.

(9) Ensure NAVINSGEN, GC, JAG, DNIGMC, Counsel for the Commandant, Staff Judge Advocate to the Commandant (for Marine Corps Matters), DODGC, and ATSD(IO), as appropriate and after proper security clearance is verified, have access to all information concerning intelligence activities in the conduct of Intelligence Oversight responsibilities, and that employees of their components cooperate fully with such officials.

(10) Provide to NAVINSGEN annually, no later than (NLT) 15 September, an updated list of all intelligence component activities, units and elements in or under their command. The list shall include the full address for each command/activity/unit/element, as well as the date of the most recent Intelligence Oversight inspection by the lead echelon. A summary of modifications identifying any commands/activities/units/elements to be added or deleted (compared to previous year's list) shall also be included along with a brief justification for the change(s). Marine Corps Intelligence components will provide their input to DNIGMC.

(11) Provide to NAVINSGEN annually, (NLT) 15 September, a schedule of Intelligence Oversight inspections to be conducted during the upcoming fiscal year for all components, activities, units, and elements under their command.

(12) Conduct Intelligence Oversight inspections on all subordinate shore intelligence components, activities, units, and elements in or under their command at an interval of no greater than once every 36 months, with appropriate follow-up/"spot checks" or assistance between inspections as deemed necessary.

(13) Provide a quarterly Intelligence Oversight report to NAVINSGEN as directed in paragraph 6. DNIGMC will consolidate report inputs from Marine Corps intelligence components and provide a single Marine Corps quarterly Intelligence Oversight report input to NAVINSGEN for incorporation into subsequent reporting to ATSD(IO).

(14) Intelligence oversight inspections are not required for afloat activities (e.g. squadrons, ships, and submarines). Nonetheless, Commanding Officers remain accountable for annual Intelligence Oversight training, reporting of that training to appropriate higher authority (identified subparagraph 7.a. above), and active enforcement of intelligence oversight matters. As well, should an Intelligence Oversight infraction or a suspected questionable activity occur while afloat, it must be reported to higher authority.

c. NAVINSGEN shall be responsible for:

(1) Inspecting DON intelligence components to ensure

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compliance with references (a), (b), (c), and this instruction. Of note, although COMSIXTHFLT would normally be exempt, subject merger of duties and responsibilities with COMUSNAVEUR staff mandate that the combined staff is fully accountable for all Intelligence Oversight program requirements, including periodic inspection. (Enclosure (1) will be used by NAVINSGEN as a baseline checklist during inspection of component Intelligence Oversight programs.)

(2) Investigating reports of confirmed or suspected questionable intelligence activities. Suspected criminal activities will be referred to NCIS for investigation.

(3) Investigating any alleged failures of DON intelligence components to report confirmed or suspected questionable intelligence activities. In the event that questionable intelligence activities are conducted by, or on behalf of, a DON intelligence component but not reported, NAVINSGEN will recommend appropriate corrective action.

(4) Ensuring procedures exist within all DON intelligence components for the reporting of questionable intelligence activities, and for documenting that employees of DON intelligence components are familiar with the provisions of references (a), (b), and (c), and are aware of their responsibilities to report questionable intelligence activities.

(5) Referring reports of confirmed or suspected questionable intelligence activities to the GC, or JAG, as appropriate, to determine whether the activity is legal and consistent with applicable policy.

(6) Immediately reporting to the DODGC and ATSD(IO) questionable intelligence activities of a serious nature.

(7) Carrying out other Intelligence Oversight responsibilities set forth in references (a) through (e), and this instruction.

d. The Deputy Naval Inspector General for Marine Corps Matters (DNIGMC) shall be responsible for carrying out the functions outlined in subparagraph 9.c., with respect to Marine

Corps intelligence component activities, units, and elements and report subject results to NAVINSGEN.

e. The General Counsel of the Navy, in coordination with the Judge Advocate General, shall be responsible for:

(1) Determining whether activities, as defined in paragraph 7 of this instruction, conducted by DON intelligence components, are in compliance with applicable law and

regulations.

(2) Referring reports of suspected or confirmed questionable intelligence activities conducted by or on behalf of DON intelligence components to NAVINSGEN for investigation.

(3) Carrying out any applicable responsibilities as set forth in references (a) through (c) and enclosure (3).

10. Reports. Reports required by this instruction are exempt from reports control per SECNAVINST 5214.2B.

11. Authority. References (g) and (h) authorize the Naval Inspector General to issue this instruction and publish changes to it.

R. A. ROUTE  
Vice Admiral, U.S. Navy  
Naval Inspector General

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Naval Inspector General  
Intelligence Oversight Inspection Checklist

ACTIVITY/DETACHMENT: \_\_\_\_\_

POINT(S) OF CONTACT: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

INSPECTOR(S): \_\_\_\_\_

**Definition of terms:** For purposes of this checklist, the term **Executive Order 12333 compliance** shall include compliance/noncompliance with, or violations of, **Executive Order 12333** and **DOD Regulation 5240.1-R of December 1982 (NOTAL)** as well as **unauthorized intelligence missions and functions.**

1. **Intelligence Oversight Policy**

a. Does the Commanding Officer, Executive Officer, Officer in Charge and Senior Intelligence Officer receive annual training on Executive Order 12333 and its DOD and Navy implementing directives/regulations/instructions?

b. Describe the command's Intelligence Oversight program.

c. What are the training, inspection, and reporting mechanisms?

d. Have any violations occurred? If so, when and how reported? What corrective actions were taken?

e. What is the impact of Intelligence Oversight restrictions on the command's mission?

f. Is the official responsible for administering the command's Intelligence Oversight program designated by command instruction (Intelligence Oversight instruction, Standards Operations Regulations Manual, collateral duty list) or designation letter?

g. Does this official have access to all the intelligence collection, retention (databases, files), and dissemination programs within the command for oversight purposes?

h. If not, what mechanism is in place to ensure compliance with Executive Order 12333?

i. Who certifies compliance with Executive Order 12333 for all command programs? How is compliance for all programs

certified to this official?

*NOTE: Reports will be sent/forwarded to Echelon 2 if inspecting Echelon 3 or below. Is the quarterly report to NAVINSGEN signed by direction? Who signs? What is the command relationship to the official who certifies compliance?*

j. Has the command received any tasking from higher authority that could actually or potentially (or perceived to be) contrary to intelligence restrictions? How was it handled? What was the outcome? How was it documented?

## **2. Training and Compliance Elements**

a. Does the command hold SECNAVINST 3820.3E? DOD Directive 5240.1? DOD Regulation 5240.1-R? Executive Order 12333?

b. Does the command have its own instruction on Intelligence Oversight?

c. Does the command instruction or directive designate the official responsible for conducting/coordinating Intelligence Oversight training?

d. Does the command have NAVINSGEN-N2 (or the appropriate Echelon 2) POC's phone numbers, e-mail addresses and Internet home page address (as applicable)? Do they have the Navy Hotline number? DODIG phone number? ATSD(IO) phone number?

e. How is required annual training conducted and documented? (Review training records for the last 3 years)

f. How does the command review its programs for compliance with Executive Order 12333? How are the results documented? How frequently are programs reviewed?

g. Are contracting activities reviewed for Executive Order 12333 compliance?

h. Are espionage cases reported to NAVINSGEN quarterly per SECNAVINST 3820.3E?

i. Are significant instances of fraud, waste, abuse, standards of conduct or ethics violations, financial misconduct, or conflicts of interest that impact upon intelligence operations reported to senior echelon or NAVINSGEN quarterly (per SECNAVINST 3820.3E)?

j. What databases does the command have access to that

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contain information on U.S. persons? How is compliance with Executive Order 12333 ensured? Are there directives or SOPs for preventing Executive Order 12333 violations when accessing these databases?

k. What is the reporting procedure for personnel to report questionable activities?

l. Is the proper channel for reporting Executive Order 12333 violations well publicized within the Command?

*NOTE: Are Plan of the Day notes run periodically? Are notices posted on bulletin boards? Are the Executive Officer, Command Master Chief, military Division Officers, and senior civilians conversant with the procedures for reporting Executive Order 12333 violations?*

m. Are there any command personnel assigned independent duty or serving in outlying areas? If so, how is Intelligence Oversight training administered? How is Executive Order 12333 compliance monitored and documented?

n. How do personnel receive Intelligence Oversight training when they report aboard? Is it part of the check-in process?

o. How does the command ensure subcomponents are inspected per the timelines established in SECNAVINST 3820.3E? Is an oversight inspection schedule submitted to NAVINSGEN each September per SECNAVINST 3820.3E? Are inspection records current?

### 3. Potential Problem Areas

- a. Are there any indications of:
1. Potential oversight violations?
  2. Standards of Conduct problems?
  3. Fraud/waste/abuse
  4. Financial misconduct?
  5. Conflict of interest?
  6. Espionage?
  7. Violation of law, directives, policy, or procedures?

b. Have any of the following special collection techniques been used by the command:

1. Concealed monitoring?
2. Physical searches?
3. Searches and examinations of mail?
4. Physical surveillance?
5. Undisclosed participation in organizations to gain intelligence information?

4. **Personnel and Records Review**

a. Visit operating spaces and randomly question personnel to evaluate their knowledge of intelligence activities.

b. Examine intelligence files for compliance with collection and retention criteria.

c. Is the annual training required by SECNAVINST 3820.3E reported in a timely manner by subordinate commands? How are they monitored by the Echelon 2 command?

5. **Command Feedback.** Does the command have any recommendations for improving the Intelligence Oversight process?



Naval Inspector General  
Intelligence Oversight Report (Format and Content)

3820  
Ser/

From: Reporting Command  
To: Naval Inspector General (ATTN: N2)  
Subj: QUARTERLY INTELLIGENCE OVERSIGHT REPORT FOR \_\_\_ QUARTER/  
FISCAL YEAR \_\_\_  
(e.g. *QUARTERLY INTELLIGENCE OVERSIGHT REPORT FOR*  
*4<sup>RD</sup> QUARTER/FISCAL YEAR 2005*)  
Ref: (a) SECNAVINST 3820.3E

1. Per reference (a), the following report is provided.
2. (In paragraph 2, identify any subordinate commands that were inspected during the quarter in the following format.)

*e.g. The following Intelligence Oversight inspections were conducted during this quarter:*

<u>COMMAND</u>	<u>INSPECTION DATE</u>
Command Alfa	12 AUG 05
Command Bravo Det One	15 AUG 05

3. (In paragraph 3, discuss any significant Intelligence Oversight program-related activities that occurred during this quarter - e.g. training initiatives, awareness, indoctrination, familiarization, published documents, new instructions or policy.)
4. (In paragraph 4, identify/discuss any recommendations (if any) as to how the Intelligence Oversight system or overall program may be improved.)
5. (In paragraph 5, provide a statement describing those activities (if any) that have come to the attention of the command during subject quarter, which are reasonably believed to be illegal or contrary to Executive Order or Presidential directive, or applicable DOD policy. Be sure to include an explanation of all action(s) taken at all levels, as applicable, with respect to such activities.)
6. (In paragraph 6, provide a statement describing the status of any earlier (outstanding) reports of confirmed or suspected

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questionable intelligence activity that have already been reported during a previous quarter.)

7. (In paragraph 7, identify your command Intelligence Oversight point of contact - to include command representative/name, phone number, fax number and e-mail address, if available.)

Y.R. SIGNATURE