



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

T3000

IN REPLY REFER TO:  
3000  
CI/011-09

POLICY LETTER 2-09

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: STORAGE AND ACCOUNTABILITY OF COUNTERINTELLIGENCE BADGE  
AND CREDENTIALS

Ref: (a) MCO 3850.1J

Encl: (1) Cover Letter  
(2) Semi-Annual Credential Inventory Spreadsheet

1. Purpose. To establish policy for accurate and timely submission of the Semi-Annual Counterintelligence (CI) Badge and Credential Inventory to Marine Corps Intelligence Activity (MCIA) via Marine Forces Pacific, per the reference.

2. Background. The reference implements the semi-annual inventory of all CI Badges and Credentials. The due dates to MCIA are 30 April and 31 October every year. Historical trends have shown I MEF Staff CI/HUMINT has not been able to meet the MCIA deadlines due to late submissions from the Major Subordinate Commands (MSCs).

3. Policy. Effective immediately, MCS's will submit their CI Badge and Credential Inventories to I MEF Staff CI/HUMINT no later than 1630 15 April and 1630 15 October.

4. Execution. 15 April and 15 October are the deadlines for MSCs to have their inventories submitted to I MEF Staff CI/HUMINT Office. This will allow ample time for Staff CI/HUMINT to consolidate, quality check, and prepare for final submission of the required document. MSCs will account for all CI/HUMINT Marines' Badges and Credentials. The enclosures will be used for MSCs to submit inventories. Inventories will be conducted by visually and physically inspecting each badge and set of credentials, per the reference.

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AND CREDENTIALS

Inspections will provide physical verification, as well as verification of accuracy and serviceability of the information on the Badges and Credentials. Marines not conducting CI activities will store their Badges and Credentials in a General Services Administration approved, CI designated unit safe. In the event the unit does not have an approved safe, Badges and Credentials may be stored in the I MEF Staff CI/HUMINT safe. Marines pending Permanent Change of Station Orders will contact MCIA for guidance on the disposition of their Badges and Credentials.

a. The CI/HUMINT Company Commander, Executive Officer, Operations Officer, or Senior Staff Non-commissioned Officer (E-8 and above) will inspect and report on the 1<sup>st</sup> CI/HUMINT Company.

b. I MEF Staff CI/HUMINT Officer or Chief will inspect and report on the 1<sup>st</sup> Marine Logistics Group, 3d Marine Aircraft Wing, 1st Marine Division, and Staff CI/HUMINT Badges and Credentials.

c. MSC's will deliver all inventory correspondence to I MEF Staff CI/HUMINT via SIPR email.

5. Endstate. By 15 October and 15 April, all CI Badge and Credential Inventories will be submitted to I MEF Staff CI/HUMINT in preparation for the MCIA 31 October and 30 April deadline.



K. F. FREDERICK  
Chief of Staff

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UNITED STATES MARINE CORPS  
COUNTERINTELLIGENCE/HUMAN INTELLIGENCE COMPANY  
1ST INTELLIGENCE BATTALION  
I MARINE EXPEDITIONARY FORCE  
BOX 555327  
CAMP PENDLETON, CA 92055-5327

IN REPLY REFER TO:  
3850  
CI/009-09

From: Commanding Officer, 1st CI/HUMINT Company, 1st Intelligence  
Battalion  
To: I Marine Expeditionary Force Staff Counterintelligence/HUMINT  
Officer  
Via: Commanding Officer, 1st Intelligence Battalion  
Subj: CY 2009 I MEF SEMI-ANNUAL COUNTERINTELLIGENCE CREDENTIAL  
INVENTORY  
Ref: (a) MCO 3850.1J  
(b) I MEF Policy Letter 2-09 Storage And Accountability Of  
CI Badge And Credentials

Encl: (1) Semi-Annual Credential Inventory

1. Per the references, a semi-annual CI Badge & Credentials physical inventory was conducted for 1st CI/HUMINT Company during the month of MONTH YEAR. All CI personnel assigned to 1st CI/HUMINT Company have been identified to participate in this inventory. The findings are listed in the enclosure.

2. Point of contact is Major Ima Marine or Master Sergeant Ima Leatherneck, at COMM: (760) 725-6872, DSN: 365-6872.

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ENCLOSURE (1)

