

INTELLIGENCE TRAINING



COMDTINST 1500.26A
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COMMANDANT INSTRUCTION 1500.26A

Subj: INTELLIGENCE TRAINING

- Ref: (a) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
(b) Individual and Executive Development Plan Framework, COMDTINST 5357.1 (series)
(c) U.S. Coast Guard Basic Intelligence Personnel Qualification Standards (PQS), COMDTINST M3870.2 (series)
(d) U.S. Coast Guard Advanced Intelligence Personnel Qualification Standards (PQS), COMDTINST M3870.3 (series)
(e) Coast Guard Intelligence Manual (CGIM), COMDTINST M3800.6 (series)
(f) U.S Coast Guard Competency Management System Manual, COMDTINST M5300.2 (series)

1. PURPOSE. This Instruction establishes the minimum training and qualification policies, procedures, and requirements mandated by the Commandant for all Coast Guard Intelligence-coded billets, and other billets requiring intelligence training.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. Intelligence Training, COMDINST 1500.26 is hereby cancelled.
5. DISCUSSION. This Instruction establishes and consolidates the minimum intelligence training requirements mandated by Headquarters. However, the policies herein do not prevent operational commanders and subordinate units from specifying additional training requirements for intelligence units or intelligence personnel. The burden for funding new or additional training initiatives lies with the program or unit that mandates it.

6. DISCLAIMER. This Instruction is not a substitute for applicable legal requirements, nor is itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it, impose legally-binding requirements on any party outside of the Coast Guard.
7. MAJOR CHANGES. This Instruction is updated based on revisions to the Coast Guard Intelligence Personnel Qualification Standards (PQS), intelligence competencies, and relevant intelligence training processes.
8. IMPACT ASSESSMENT. The continued requirements contained in the Instruction apply to Coast Guard personnel assigned to, or in support of, the Assistance Commandant for Intelligence (CG-2). Funded quotas for formal training required by the intelligence Master Training List (MTL) will be provided by Froce Readiness Command's (FORCECOM) Education and Training Quota Center (ETQC).
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general polices contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning Implementing Procedures.
 - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, Local, or Tribal laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in the Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, DHS NEPA Policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
10. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Public Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center CGPortal site: cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx.

12. POLICY.

a. General.

The training and certification requirements in this Instruction are established by Program Managers (PMs) in Commandant (CG-25) and Commandant (CG-21). These requirements ensure intelligence units and their personnel are ready to effectively complete assigned missions or carry out programmatic responsibilities in support of operations. This Instruction includes all Commandant (CG-2) intelligence training requirements, but does not limit subordinate commanders from specifying additional training requirements as necessary. Only Headquarters PMs can mandate or require formal, Class “C” training requirements.

b. Organization and Responsibilities.

Per Reference (a), to sustain readiness, the Coast Guard relies on a strong relationship at the Headquarters, unit, and individual levels. Each is dependent on the others. The following Paragraphs provide a general description of Headquarters, unit, and individual level responsibilities as they apply to the intelligence training system.

(1) Chief, Commandant (CG-21).

- (a) Promulgate and maintain this Instruction, including updates to the MTL, which is maintained on CGPortal.
- (b) Ensures validation, consolidation, standardization, and centralization of all training requirements applicable to intelligence personnel.
- (c) Coordinate the establishment and disestablishment of intelligence training courses and competencies supporting functional requirements at each organizational level.
- (d) Act as the central point of contact, coordinating with FORCECOM, Training Division (FC-T) for the prioritization of all intelligence training requirements.

(2) Program and Course Managers.

- (a) Establish performance requirements within processes and guidelines set forth by FC-T.
- (b) Manage enrollment of all resident, non-resident, exportable, and vendor provided courses under their control.
- (c) Work closely with Commandant (CG-21), FC-T, Education and Training Quota Management Command (ETQC), Rating Force Master Chiefs (RFMC), and

subordinate unit commanders to determine Coast Guard-wide training needs. A complete discussion of CM responsibilities can be found in Reference (a).

(3) Commanding Officers (COs).

- (a) Ensure personnel receive performance support to meet organizational, operational, and mission requirements.
- (b) Ensure intelligence personnel are seeking relevant competencies, as outlined in the MTL, to ensure a ready and relevant workforce.
- (c) Designate a collateral duty Unit Training Officer where full-time Training Officers are not assigned.

(4) Unit Training Officer (UTO).

- (a) Identify and coordinate training needs for their unit.
- (b) Screen and submit Electronic Training Requests (ETR).
- (c) Ensure completion of Coast Guard Intelligence Personnel Qualification Standards (PQS).

(5) Supervisor.

- (a) Identify member and organizational training needs.
- (b) Provide an environment conducive to learning, performing, and developing.
- (c) Counsel and support personnel on career development and training to improve performance.
- (d) Ensure PQS completion.
- (e) Provide opportunities for training and education.

(6) Individual.

- (a) Manage individual career and professional development.
- (b) Create, maintain, and follow an Individual Development Plan (IDP) as described in Reference (b).
- (c) Seek training opportunities that support the chosen career path.

- (d) Attend and complete advanced and specialized training as required.
 - (e) Earn competencies specific to job requirements.
 - (f) Research educational opportunities for personal and professional growth.
- c. Job Entry Level Training.
Reference (a) defines Job Entry Level Training as initial training provided to prepare individuals to perform at the apprentice level in a specified job. As it pertains to the Coast Guard Intelligence (CGI) enterprise, Job Entry Level Training is comprised of the Intelligence Specialist Class “A” School, the Coast Guard Intelligence Officer’s Course (CGIOC), or an approved alternative option, as outlined below.

(1) Enlisted:

- (a) Intelligence Specialist (IS) Class “A” School. IS “A” School is the primary route for both active duty & reserve personnel to earn the IS Rating.
- (b) Enlisted personnel selected via the Open Rate List may be able to waive the IS “A” School requirement with prior Department of Defense (DOD) intelligence training and completion of the LMS Course, “Introduction to Coast Guard Intelligence” (100147).

(2) Officer:

(a) Active Duty Intelligence Officers.

- 1) The Coast Guard Intelligence Officer Course (CGIOC (course code 502445)) is required training for all first tour, active duty intelligence officers. CGIOC provides vital foundational knowledge directly relevant to the Coast Guard Intelligence mission.
- 2) Alternative options in lieu of CGIOC: All first tour intelligence officers are expected to attend CGIOC. Personnel unable to attend CGIOC due to extenuating circumstances, or who have completed other entry level intelligence training, may seek approval from Commandant (CG-21) to utilize an alternative training option, as outlined below. Requests will be reviewed on a case-by-case basis and final determinations will be based on a variety of factors, to include quota availability, rank, etc.
 - a. The Department of Homeland Security’s Intelligence Analysis Basic Course (IABC – course code 100156) **or** the Basic Intelligence and Threat Analysis Course (BITAC – course code 100155) **and** completion of the

Learning Management System (LMS) Course, “Introduction to Coast Guard Intelligence” (100147).

- b. Prior Department of Defense (DOD) intelligence training **and** completion of the LMS Course, “Introduction to Coast Guard Intelligence” (100147).
- c. Joint Military Attaché School (JMAS) **and** completion of the LMS Course, “Introduction to Coast Guard Intelligence” (100147).

(b) Reserve Intelligence Officers.

- 1) Reserve Intelligence Officers are encouraged to attend CGIOC when possible, but training outlined for Active Duty Intelligence Officers as “alternate options in lieu of CGIOC” are acceptable.
- 2) Reserve Intelligence Officers may also complete all of the below requirements in lieu of the previously outlined options:
 - a. Office of the Director of National Intelligence’s Analysis 101 (course code 502145).
 - b. Coast Guard Intelligence Collector’s Course (course code 501866).
 - c. LMS Course, “Introduction to Coast Guard Intelligence” (100147).

(3) Civilian Intelligence Professionals.

- (a) For General Schedule (GS)-12 and above, prior DOD basic intelligence training or foundational Intelligence Community (IC) training will be reviewed by Commandant (CG-21) on a case-by-case basis.
- (b) For GS-11 and below, any method listed for active duty intelligence officers is acceptable.

d. Training Administration.

(1) Class “C” School Policies & Procedures.

- (a) Course Managers approve all Intelligence Class “C” School training requests. The Intelligence Training Program Manager, Commandant (CG-211) coordinates with requisite Course Managers to facilitate enrollment.

- (b) Electronic Training Requests (ETR). Unit Training Officers (UTO) should submit ETRs in Direct Access.
- 1) For Coast Guard sponsored Class “C” Schools, Commandant (CG-211) coordinates enrollment and orders. Members selected for attendance will receive orders and notification.
 - 2) For non-Coast Guard Class “C” Schools, Commandant (CG-211) will review ETRs and coordinate on behalf of the member for enrollment. It is imperative that enrollment be properly coordinated with the parent agency. Members must not coordinate attendance in Class “C” Schools on their own.
 - 3) Unit funding must not be used to pay for attendance in Class “C” Schools.
- (c) Quota Cancellation Policy. Per Reference (a), personnel in receipt of orders to a Class “C” school have ten days from receipt of orders to cancel orders, request a substitution, or submit a waiver request. After ten days, the member must have Command approval to cancel or substitute the quota. Cancellation requests should be sent via message to the appropriate Program Manager or TQC within ten days of receiving orders. Requests for cancellations will be considered by the Program Manager for the respective course.
- (d) Other training not classified as Class “C”. Members may seek training and/or professional development outside of available Class “C” Schools. These opportunities are encouraged; however, it is important to note that courses outside of the Class “C” course catalog are to be funded by the member’s unit.
- e. Master Training Lists (MTLs).
- (1) Commandant (CG-21), PMs / CMs, RFMC, and FC-T continually review MTLs. Units may submit recommended changes to the MTL through their respective chains-of-command via memo or e-mail to Commandant (CG-21). Any necessary changes can be requested via the Competency and MTL Update Request Form found on the Commandant (CG-21) MTL Portal Page:
[https://cg.portal.uscg.mil/units/cg2/SitePages/CG-2%20Master%20Training%20List%20\(MTL\).aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence](https://cg.portal.uscg.mil/units/cg2/SitePages/CG-2%20Master%20Training%20List%20(MTL).aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence).

- (2) The MTLs are in a table format and are administrative tools used to present formal school requirements, competency requirements, and required Officer Specialty Codes (OSCs). Intelligence MTLs are posted and maintained on the Commandant (CG-21) portal site. These portal-based MTLs must be considered an extension of this Instruction and are to be considered official Commandant (CG-21) policy. MTLs are continually updated, and should be referenced from the Commandant (CG-21) Portal Page.

f. Competencies & Certifications.

(1) Intel Core Competency (INTCORE).

The INTCORE Competency is the primary, foundational competency that all Coast Guard Intelligence personnel should seek to acquire.

- (a) INTCORE Apprentice requires completion of one year in an intelligence-coded billet and the completion of the Basic Intelligence PQS (Reference (c)).
- (b) INTCORE Journeyman requires the acquisition of INTCORE Apprentice and three years in an intelligence-coded billet.
- (c) INTCORE Master requires acquisition of INTCORE Journeyman, five years in an intelligence-coded billet, and the completion the Advanced Intelligence PQS (Reference (d)).

(2) Additional Intelligence Competencies.

- (a) There are several other intelligence competencies available for Coast Guard Intelligence personnel to effectively record their experience and demonstrate their expertise. The Coast Guard Competency Dictionary provides the information necessary for intelligence personnel, commanders, supervisors, and training managers to plan, manage, and execute effective competency management practices. The Dictionary outlines the training and experience required to develop the proper knowledge, skills, and abilities needed to meet the needs of operational intelligence within the Coast Guard.
- (b) For a complete list of available competencies, visit the following CGPortal site:
<https://cg.portal.uscg.mil/communities/competency-mgmt-systems/Competency%20Management%20Systems/Forms/AllItems.aspx>.

(3) DOD & IC Certifications.

The Under Secretary of Defense for Intelligence and Security has established the goal of professionalizing the Defense Intelligence and Security workforce. Coast Guard Intelligence Personnel may apply for the following Intelligence Professional certifications. Eligibility requirements and further details are available at <https://dodcertpmo.defense.gov/>.

- (a) The Intelligence Fundamentals Professional Certification (IFPC) was developed to professionalize the defense intelligence workforce by establishing a common standard of the foundational knowledge and skills expected of all who currently serve in and support the Defense Intelligence Enterprise (DIE).
- (b) The Certified Defense All-Source Analysis (CDASA) assesses eligible candidates' knowledge and performance of all-source analysis skills, and emphasizes continued analytic competence through lifelong learning and practice.
- (c) The Certified Collection Management Professional Certification (CCMP) program is a certifying organization that assesses and recognizes military, civilian, and contractor intelligence collection management (CM) professionals who meet the commonly recognized CM standards in the Defense Collection Management Enterprise (DCME). The CCMP assesses CM knowledge that is common, core, and critical to CM activities.
- (d) The GEOINT Professional Certification (GPC) applies to all cleared DOD civilian, military, and contractor practitioners in GEOINT-related work roles through the National System for Geospatial Intelligence. Eleven specialty certifications exist under the GPC umbrella.

13. FORMS/REPORTS. None.

14. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at: Section.508@uscg.mil.

15. REQUEST FOR CHANGES. Change recommendations should be routed via memo through the chain of command to Commandant (CG-21).

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Intelligence