Army Regulation 350–32

Training

# Army Foundry Intelligence Training Program

# SUMMARY

AR 350–32
Army Foundry Intelligence Training Program

This new Department of the Army regulation, dated 10 June 2010--

o Describes the Foundry Intelligence Training Program, its purpose, and the type of units and personnel eligible to participate in the program (paras 1-1, 1-5, and 2-2).

o Establishes roles and responsibilities among Army Commands, Army Service Component Commands, Direct Reporting Units, U.S. Army Reserve, and Army National Guard/Army National Guard of the United States in the use and programming of foundry training resources (para 1-4).

o Establishes a strategy for planning, programming, and prioritizing intelligence training requirements and resources, including program reporting, management control, and inspection requirements (paras 2-3, 2-4, 2-7, and 4-2).

o Consolidates policy and guidance for Armywide management of the Army Foundry Intelligence Training Program (throughout).

**Army Regulation 350–32**

Training

# Army Foundry Intelligence Training Program

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
*General, United States Army*
*Chief of Staff*

Official:

JOYCE E. MORROW
*Administrative Assistant to the*
*Secretary of the Army*

**History.** This publication is a new Department of the Army regulation.

**Summary.** This regulation consolidates policy and guidance on the preparation, review, and approval for the Army Foundry Intelligence Training Program.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army civilian employees.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–2. The proponent has the authority to approve exceptions or waivers to this regulation that are

consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions and identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–2 (DAMI–OP), 1000 Army Pentagon, Washington, DC 20310–1000.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–2 (DAMI–OP), 1000 Army Pentagon, Washington, DC 20310–1000.

**Committee Continuance Approval.** The Department of the Army committee management official concurs in the establishment and/or continuance of the committee(s) outlined herein. AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP–ZA), 2511 Jefferson Davis Highway, 13th Floor, Taylor Building, Arlington, VA 22202–3926. Further, if it is determined that an established "group" identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)

**UNCLASSIFIED**

**Contents—Continued**

# Chapter 1
## Introduction

### 1–1. Purpose
This regulation establishes Department of the Army (DA) policies, responsibilities, and procedures for the Army Foundry Intelligence Training Program. Like a foundry process that casts valued raw metals into strong and useful tools, foundry training shapes a Soldier into the Army intelligence mold. It enables select Army personnel to learn new intelligence skills and sustain and improve their technical, analytical, and foreign language skills to execute intelligence missions successfully.

### 1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

### 1–4. Responsibilities
Commanders of intelligence personnel are responsible for implementing the foundry program within their units. The Deputy Chief of Staff, G–2 (DCS, G–2) provides program oversight and policy. The DCS, G–2 program manager is assisted in the management of daily activities by the U.S. Army Intelligence and Security Command (INSCOM) program administrator. Foundry program funds are issued to Active Army (AA), U.S. Army Reserve (USAR), and Army National Guard/Army National Guard of the United States (ARNG/ARNGUS) units participating in foundry training. The commands of AA, USAR, and ARNG/ARNGUS personnel are referred to as participating commands. Participating commands are allocated funds directly by the DA through the planning, programming, budgeting, and execution process. Participating commands are responsible for organizing and supervising subordinate commands as deemed efficient for accomplishing foundry program objectives. Heads of Headquarters, Department of the Army (HQDA) agencies, the commanders of Army Commands (ACOMs)/Army Service Component Commands (ASCCs)/ Direct Reporting Units (DRUs), USAR, and ARNG/ARNGUS installations and activities must have knowledge of AR 340–21 and AR 25–55.

*a. Deputy Chief of Staff, G–2.* The DCS, G–2 will—

(1) Establish policies for the Army Foundry Intelligence Training Program, to include programming, administration, and budgeting guidance.

(2) Oversee the execution of the foundry program.

(3) Appoint a foundry program manager who will serve as the DCS, G–2 Army Staff point of contact (POC) for all foundry policy issues. The foundry program manager will—

*(a)* Supervise the daily operations of the foundry program.

*(b)* Develop and publish foundry program policies, objectives, guidelines, and management controls.

*(c)* Approve foundry operational training requirements, as required.

*(d)* Review and approve/disapprove all exception to policy (ETP) requests.

*(e)* Review and approve/disapprove new foundry opportunities.

*(f)* In conjunction with the INSCOM foundry program administrator, host an annual meeting of the Foundry Intelligence Training Council (FITC).

*(g)* Develop and maintain the general purpose intelligence readiness Management Decision Program in support of the Army Foundry Intelligence Training Program and monitor the Management Decision Program throughout the programming and budgeting cycles.

*(h)* When required, obtain and finalize foundry program justification and resource-related data for inclusion in the Military Intelligence Program Congressional Justification Book.

*(i)* Manage and allocate foundry program funds to the AA, USAR, and ARNG/ARNGUS in accordance with this regulation.

*(j)* Assist the INSCOM foundry program administrator with the coordination and conduct of foundry internal reviews.

*(k)* In conjunction with DCS, G–2 Resource Integration, conduct an annual foundry inspection on the INSCOM Army Foundry Intelligence Training Program Office at the beginning of the 4th quarter. The inspection focus area is fund allocations and expenditures for participants to ensure compliance with this regulation and established accountability procedures.

*(l)* Assist with ACOM/ASCC/DRU, USAR, and ARNG/ARNGUS foundry inspections, as necessary.

*b. Deputy Chief of Staff, G–3/5/7.* The DCS, G–3/5/7 will—

(1) Assist the DCS, G–2 in prioritizing training resources to meet operational requirements in coordination with INSCOM, ACOM/ASCC/DRUs, USAR, and the ARNG/ARNGUS, as necessary.

(2) Approve establishment of Army Foundry Intelligence Training Program training sites in support of foundry

training sustainment objectives, in coordination with the DCS, G–2, INSCOM, ACOM/ASCC/DRUs, USAR, and ARNG/ARNGUS.

*c. Commanding General, U.S. Army Intelligence and Security Command.* The CG, INSCOM will—

(1) Implement foundry program policies and procedures.

(2) Serve as the single point of entry for units seeking information about foundry training opportunities.

(3) Establish foundry training sites in support of training sustainment objectives in coordination with the DCS, G–2, ACOM/ASCC/DRUs, USAR, and ARNG/ARNGUS.

(4) Provide daily command and control of an installation foundry training site to include personnel, equipment, and training.

(5) Provide, maintain accountability of, and sustain systems that support foundry home station training and intelligence overwatch. Ensure equipment is maintained on the INSCOM property book. Any request to transfer property to a unit or installation property book requires DCS, G–2 approval.

(6) Establish an INSCOM foundry cadre specialized in supported intelligence disciplines. The cadre will facilitate home station training, support intelligence overwatch activities with the combatant commanders and the intelligence community, and coordinate unit participation and training through the senior mission commanders, the DCS, G–2 staff, and the mission support element (MSE).

(7) Ensure that the foundry program cadre maintain relevance throughout their tenure and are capable of training Soldiers on the latest intelligence tactics, techniques, and procedures (TTPs), processes, and systems.

(8) Establish an Army Foundry Intelligence Training Program office.

(9) Appoint a foundry program administrator. The INSCOM foundry program administrator will—

*(a)* Administer the daily operations of the foundry program.

*(b)* Help the foundry program manager develop and coordinate program policies, objectives, guidelines, and management controls.

*(c)* When directed, annually, provide the DCS, G–2 with foundry program justification and resource-related data for inclusion in the Military Intelligence Program Congressional Justification Book.

*(d)* Review fund allocations and expenditures to ensure compliance with this regulation as well as established accountability procedures.

*(e)* Provide recommendations for allocation of foundry funds to the DCS, G–2.

*(f)* Provide the DCS, G–2 foundry program manager with an annual foundry training plan, prioritizing Army foundry requirements no later than 31 July. Receive and consolidate ACOM/ASCC/DRU, USAR, and ARNG/ARNGUS annual training plans and forward them to the DCS, G–2 for approval.

*(g)* Provide the DCS, G–2 foundry program manager with a quarterly foundry training plan, prioritizing requirements 10 days prior to the beginning of each quarter. The quarterly foundry training plan should reflect changes from the annual training plan.

*(h)* Ensure foundry funds are expended in accordance with the DCS, G–2 foundry program manager's guidance.

*(i)* In coordination with the INSCOM budget analysts, submit a monthly Foundry Intelligence Training Program execution report detailing resource distributions and expenditures no later than 8 working days after the end of each month. Submit directly to the DCS, G–2 Resource Integration, Budget Execution Team using the format in appendix C of this regulation.

*(j)* Provide the DCS, G–2 foundry program manager with a consolidated quarterly execution report. The foundry program quarterly execution report is a reconciliation and detailed summary of all training and funding executed during the previous quarter. Foundry quarterly execution reports are due 30 working days after the end of each quarter. The sample for the quarterly execution report is located at appendix C of this regulation.

*(k)* Provide the DCS, G–2 foundry program manager with an annual execution report. Receive and consolidate participating unit reports and forward to the DCS, G–2 by 15 November. The INSCOM foundry program administrator will publish, annually, information required in its annual execution report, based on guidance from the DCS, G–2 foundry program manager. The sample for the annual execution report is located at appendix C of this regulation.

*(l)* Provide day-to-day oversight of the foundry training cadre or training facilitator and foundry installation training sites on behalf of the INSCOM commander.

*(m)* Coordinate with installation commanders to operate and accredit foundry systems.

*(n)* Develop, maintain, and publish annually the Foundry Program Manual of Training Opportunities.

*(o)* Provide guidance and assistance to participating units and commanders in the coordination of foundry training opportunities or availability of additional intelligence training events.

*(p)* Coordinate foundry training, mobile training teams (MTTs), and immersion training opportunities with supported units.

*(q)* Establish liaisons with combatant commands, ACOMs, other Services, the intelligence community, and allied intelligence agencies to enhance foundry training opportunities.

*(r)* Review ETP requests and requests for new training programs, and provide recommendations to the DCS, G–2 foundry program manager. Forward all endorsed ETPs to the DCS, G–2 foundry program manager for final disposition.

*(s)* Assist the DCS, G–2 foundry program manager with coordinating and hosting an annual FITC.

*(t)* Conduct annual foundry inspections of command foundry programs. The DCS, G–2 foundry program manager will assist with ACOM/ASCC/DRU, USAR, and ARNG/ARNGUS foundry inspections as necessary.

*(u)* Coordinate with U.S. Army Training and Doctrine Command (TRADOC) and INSCOM training managers to ensure training subjects and information are not duplicated.

*(v)* Establish and maintain a foundry Web site portal available to commanders and intelligence personnel on Army information systems worldwide, advertising foundry training opportunities, training guidance, references, and standards.

*(w)* Establish and maintain an automated survey system to collect commander and participant after action reports, assessments, lessons learned, and recommendations for use in evaluating training opportunities and the overall program.

*d. Commanders of Army Commands, Army Service Component Commands, Direct Reporting Units, and Reserve Components.* Commanders of ACOMs, ASCCs, DRUs, USAR, and ARNG/ARNGUS will—

(1) Provide command guidance to subordinate units, to include foundry training in unit training plans.

(2) Appoint command foundry program managers, in writing, to plan, monitor, and oversee foundry activities within their command. Specifically, command foundry program managers will—

*(a)* Ensure that Foundry Intelligence Training Program fund allocations and expenditures comply with this regulation and established accountability procedures.

*(b)* Provide the INSCOM program administrator with an annual foundry training plan that identifies foundry requirements in accordance with the priorities set forth in chapter 2 of this regulation, no later than 1 June (see app C).

*(c)* Provide the INSCOM program administrator a consolidated quarterly training plan prioritizing foundry training requirements based on unit commanders' requests, and in accordance with the priorities set forth in chapter 2 of this regulation, no later than 15 days prior to the beginning of each quarter. These quarterly reports are only required if there is a change from the annual foundry training plan already submitted by a foundry program manager.

*(d)* In coordination with command budget analysts, submit a monthly foundry program execution report, detailing resource distributions and expenditures no later than 8 working days after the end of each month, directly to the DCS, G–2 Resource Integration, Budget Execution Team using the format in appendix C.

*(e)* Provide the INSCOM foundry program administrator a quarterly execution report. The quarterly execution report is a reconciliation and detailed summary of all training and funding executed during the previous quarter. Foundry quarterly execution reports are due 30 working days after the end of each quarter. The sample for the quarterly execution report is located at appendix C.

*(f)* Coordinate staff or MSE support to enable unit participation in foundry training opportunities with the foundry training cadre. Direct and prioritize training in coordination with the foundry training cadre or training facilitator. Register and maintain the foundry POC on the INSCOM foundry portal's Web site at https://www.us.army.mil/suite/page/328189.

*(g)* In coordination with the INSCOM program administrator, direct and prioritize foundry training and the use of home station training sites for assigned units and Soldiers in accordance with ACOM/ASCC/DRU, USAR, and ARNG/ARNGUS guidance and this regulation.

*(h)* Review and endorse or disapprove all ETP requests to the DCS, G–2. The commander or senior leader of the requesting activity will endorse all requests for ETPs and forward through their higher headquarters. Commands will not forward disapproved ETP requests.

*(i)* Maintain records for foundry inspections/reviews in accordance with this regulation. Maintain current results on file until the next foundry inspection.

*(j)* Provide command representation on the FITC and on other critical foundry planning workshops as necessary.

(3) Oversee unit commanders participating in the Army Foundry Intelligence Training Program. Unit commanders will—

*(a)* Appoint a unit foundry manager to coordinate foundry training.

*(b)* Include plans to use the foundry program in training guidance and training briefs to higher headquarters.

*(c)* Request foundry training support through their chain of command.

*(d)* Add approved foundry training to unit training calendars and schedules.

*(e)* Endorse ETP requests initiated by the unit foundry manager.

*e. Commander, Installation Management Command and local garrison commanders.* These commanders will—

(1) Provide resources, sustainment, and improvements for office space, sensitive compartmented information facilities, infrastructure, and base operations support for foundry training sites and use by foundry program cadre.

(2) Ensure that facilities, utilities, furniture, communications, and other infrastructure maintenance conform to the DCS, G–2's intent for use of training.

*f. Commander, U.S. Army Network Enterprise Technology Command/9th Signal Command.* The Commander, NET-COM will—

(1) Provide unclassified and collateral information service and connectivity to foundry training sites.

(2) As needed, coordinate for sensitive compartmented information network services connectivity (for example, the

Joint Worldwide Intelligence Communication System (JWICS) or the National Security Agency net) through the installation's senior commander's MSE.

## 1–5. Training focus
The foundry program provides commanders with the means to achieve their priority intelligence training. The purpose of the Foundry Intelligence Training Program is to provide Soldiers with focused intelligence training to meet their commander's training and readiness requirements. Soldiers participating in the foundry program receive training that builds on institutional, unit, and individual training; reflects the current and changing operating environment; and increases functional and regional expertise while developing and expanding contacts within the greater intelligence community. Additionally, the foundry program develops and implements longer-term sustainment training capabilities through home station training sites.

# Chapter 2
# Policies and Procedures

## 2–1. Program management
   *a.* All participating commands will appoint foundry program managers in writing. Command foundry program managers and the next higher headquarters will maintain appointment orders on file.
   *b.* Command foundry program managers will familiarize themselves with foundry program policy and guidance, inspection criteria, resource management and oversight procedures, intelligence military occupational specialty (MOS) force structure, missions, and training posture/needs.
   *c.* Command foundry program managers will track and account for all foundry program funds provided to their commands.
   *d.* Command foundry program managers will conduct program inspections in accordance with chapter 4 and maintain reports until the next inspection. Foundry managers will submit their inspection results through the INSCOM foundry program administrator to the DCS, G–2 foundry program manager for review as necessary.
   *e.* Command foundry program managers will maintain all foundry funding documents, ETP approvals, and reports. These managers will also maintain foundry operational training assessments, needs, and participation records.

## 2–2. Eligibility
   *a.* The foundry program provides training opportunities that maintain and improve the intelligence skills of Army personnel (military and civilian) who conduct, supervise, or support authorized Army intelligence activities.
   *b.* Servicemembers in the AA, USAR, and the ARNG/ARNGUS in the following target MOS categories are eligible to receive foundry training:
   (1) Enlisted Soldiers with military intelligence (MI) career management field (CMF) 35.
   (2) MI warrant officer occupational groups: 350, 351, 352, and 353.
   (3) Commissioned officers with an area of concentration (AOC) 35.
   (4) Enlisted Soldiers, warrant officers, and commissioned officers serving in the following target intelligence-related units/sections/positions—
   *(a)* Army special operations units and units with the following primary intelligence-related support functions/positions:
   *1.* 18F special forces intelligence noncommissioned officer.
   *2.* 18Z special forces operations sergeant.
   *3.* 21U topographic analysts.
   *4.* 37F psychological operations.
   *5.* 38A civil affairs.
   *6.* S–2 positions (available to any Soldier regardless of AOC/MOS).
   *7.* Long-range surveillance platoon Soldiers.
   *8.* Battlefield surveillance brigades.
   *9.* Reconnaissance surveillance and target acquisition squadrons.
   *(b)* Civilians, as follows:
   *1.* Army civilian personnel who participate in the Military Intelligence Civilian Excepted Career Program (MICECP) and who otherwise would not be able to receive such training. *Note*: The MICECP personnel must submit their requests for training along with an ETP request through their chain of command and the unit foundry manager, detailing the need for foundry training and demonstrating that such training is not otherwise available through normal MICECP training programs. The DCS, G–2 foundry program manager will approve/disapprove such ETP requests.
   *2.* The DCS, G–2 civilian career program–35 (CP–35) including all Army DCS, G–2 Defense Civilian Intelligence

Personal System (DCIPS) civilian positions and employees in the following occupations: intelligence specialist (series–0132); security specialist (series–080); scientific and technical positions (series–400/800/1300/1500/1801); intelligence education and training positions (series–1701/1712); positions classified in series 0301 containing intelligence or intelligence-related knowledge, skills, and abilities; and additional series or positions as approved by the DCS, G–2 and the Assistant Secretary of Army, Manpower and Reserve Affairs (ASA(M&RA)). *Note*: Army DCIPS personnel must submit a request for training along with an ETP request through their chain of command and the unit foundry manager, detailing the need for foundry training and demonstrating that such training is not otherwise available through normal DCIPS training programs. The DCS, G–2 foundry program manager will approve/disapprove such requests. Soldiers, warrant officers, commissioned officers, and DCS civilians who do not fall into one of the above categories, but who nonetheless conduct or supervise Army intelligence operations or activities that directly support Army intelligence operations, may also receive foundry training on a case-by-case basis.

*c.* The DCS, G–2 foundry program manager is the approving authority for any exceptions not covered above.

## 2–3. Planning, programming, budgeting, and execution

*a.* Department of the Army allocated Foundry Intelligence Training Program funds will only be used for approved foundry training opportunities and may not be used for other training program or sub-account funds.

*b.* Foundry funds may not be mixed with, used instead of, or used to supplement funds specifically appropriated to pay for formal educational or MOS training (such as tuition fees at a civilian institution for the purpose of the attainment of a college degree, travel, and per diem costs to attend an MOS course).

*c.* Planning and programming process—

(1) The Foundry Intelligence Training Program will use the general purpose intelligence readiness Management Decision Program as the program of record for foundry training.

(2) Command foundry program managers will identify and forecast annual funding requirements using the annual foundry training plan and forward these forecasts to the DCS, G–2 foundry program manager through the INSCOM foundry program administrator.

(3) Command foundry program managers will submit a monthly foundry program execution report, detailing resource distributions and expenditures no later than 8 working days after the end of each month, directly to the DCS, G–2 Resource Integration, Budget Execution Team using the format in appendix C.

(4) The annual training plan and annual execution report provides supporting documentation for developing program objective memorandum (POM) submissions.

*d.* Budget process—

(1) Participating commands will establish account processing codes (APCs) to identify and track foundry program expenses and execution of foundry program dollars.

(2) The DCS, G–2 (DCSMI–RI) will coordinate POM submission recommendations with the DCS, G–2 foundry program manager. The DCS, G–2 foundry program manager will coordinate POM requirements with the INSCOM foundry program administrator and command foundry program managers.

*e.* Budget procedures—

(1) The DCS, G–2 foundry program manager will use projected training requirements, program funding priorities, and recommendations from the INSCOM foundry program administrator to make an initial allocation of foundry funds and to distribute additional funds throughout the fiscal year.

(2) The USAR and the ARNG/ARNGUS will prioritize and recommend to the DCS, G–2 foundry program manager the projected funding for foundry training operation and maintenance, Army Reserve (OMAR), Reserve pay and allowances (RPA), operation and maintenance, National Guard (OMNG), and National Guard pay and allowances accounts.

(3) The OMNG and National Guard pay and allowances funding are the primary sources for executing Army National Guard foundry training.

(4) The OMAR and RPA funds are the primary sources for executing USAR foundry training.

(5) The DCS, G–2 foundry program manager and the INSCOM foundry program administrator will keep participating command managers apprised of current foundry funding status.

*(a)* The INSCOM Foundry Intelligence Training Program Office will consolidate foundry requirements and forward its recommendation to the DCS, G–2 foundry program manager in accordance with the priorities set forth in paragraph 2–4, below, for funding distribution.

*(b)* Upon guidance from the DCS, G–2 foundry program manager, the DCS, G–2 resource managers (DAMI–RI) will allocate funding quarterly, directly to the ACOMs, ASCCs, DRUs, INSCOM, USAR, and ARNG/ARNGUS.

*(c)* Command foundry program managers will distribute funds allocated by HQDA quarterly through a military interdepartmental procurement request (MIPR) or a funding authorization document (FAD) based on the commands' annual and quarterly training plans.

## 2–4. Prioritization

The DCS, G–2 foundry program manager, INSCOM program administrator, and command foundry program managers will use the following priorities when allocating foundry funds:

*a. Priority 1.* Units in the trained/ready force pool with latest arrival dates for operational deployments, units on prepare-to-deploy orders, and forces on order to conduct contingency missions.

*b. Priority 2.* Other units in the reset and the trained/ready force pools.

*c. Priority 3.* Units that directly or indirectly support the training of tactical forces (for example, echelons above corps, MI organizations, and train-the-trainers courses).

*d. Priority 4.* Training of individual MI Soldiers to augment or supplement tactical forces or to support operational missions.

*e. Priority 5.* Routine MI skills enhancement or systems enhancement training.

## 2–5. Annual foundry training plan

*a.* The annual foundry training plan is an ACOM/ASCC/DRU, USAR, and ARNG/ARNGUS proposed plan for the next fiscal year. It serves as the primary basis for allocating funds. Annual plans are due to the INSCOM foundry program administrator by 1 June.

*b.* Command foundry program managers will submit their annual training plans to the INSCOM foundry program administrator. The annual training plan sample is located in appendix C.

*c.* The INSCOM foundry program administrator will receive and consolidate units' annual training plans and forward them to the DCS, G–2 foundry program manager no later than 31 July. The INSCOM administrator will also provide a recommendation for funding allocation in accordance with the priorities set forth in paragraph 2–4, above.

## 2–6. Quarterly foundry training plan

*a.* The quarterly foundry training plan is a detailed plan of all proposed training and funding requirements for the upcoming quarter.

*b.* Units will submit a quarterly training plan through their chain of command only if there are changes from the annual training plan.

*c.* Command foundry program managers will consolidate these reports and submit to the DCS, G–2 foundry program manager through the INSCOM foundry program administrator no later than 15 days prior to the beginning of the quarter. The sample for the annual training plan is located in appendix C and will be used for quarterly training plans.

## 2–7. Foundry execution reports

*a.* The DCS, G–2 manages the funds for the foundry program and will monitor the execution of these funds. The DCS, G–2 foundry program manager collects and reports execution data to ensure commands are spending money appropriately and efficiently. Command foundry program managers will submit unit execution reports to the DCS, G–2 through the INSCOM foundry program administrator.

*b.* The Foundry Intelligence Training Program monthly execution report is a reconciliation for funds executed during the previous month. Command budget analysts will submit their execution reports directly to the DCS, G–2 Resource Integration, Budget Execution Team. Monthly execution reports are due 8 working days after the end of each month. The sample for this monthly report is located in appendix C.

*c.* The foundry program quarterly execution report is a reconciliation and detailed summary of all training and funding executed during the previous quarter. Command foundry program managers will submit their execution reports to INSCOM. Quarterly execution reports are due 30 working days after the end of each quarter. The sample for this report is located in appendix C.

*d.* The annual execution report is a detailed summary of all foundry training and funding executed during the prior fiscal year. The INSCOM foundry program administrator publishes information required in the annual execution report based on guidance from the DCS, G–2 foundry program manager. The INSCOM administrator will consolidate the command foundry program managers' quarterly execution reports to develop the annual execution report. The INSCOM administrator will submit the annual execution report to the DCS, G–2, foundry program manager no later than 15 November each year. Command foundry program managers are not required to submit an annual foundry execution report. The sample for the annual execution report is located in appendix C.

## 2–8. Exceptions to policy

*a.* Absent an approved ETP request, program funds may only be expended on approved and validated foundry training opportunities or those costs that directly support the program as outlined in chapter 3, below. The INSCOM foundry program administrator will publish and maintain a list of authorized expenditures. The ETP request sample is located in appendix C.

*b.* As stated in chapter 1 of this regulation, the DCS, G–2 foundry program manager is the approval authority for an

ETP request. The command foundry program manager must receive approval from the DCS, G–2 program manager prior to making any purchases.

*c.* Requests for an ETP must be initiated by a unit foundry manager. The commander or senior leader of the requesting activity will endorse all requests for an ETP and forward through their higher headquarters' command foundry program managers to the INSCOM administrator, who will review and forward to the DCS, G–2 foundry program manager for approval. Commands will not forward disapproved ETP requests.

*d.* Expenditures not normally authorized under the foundry program require an ETP request. Examples of expenditure requests requiring an ETP request are—

(1) Army Training Requirements and Resources System courses.

(2) Courses that award an additional skill identifier or MOS.

(3) Equipment purchases, including foundry training equipment.

(4) Training of nontarget personnel.

(5) Courses not validated as foundry opportunities and listed in the Foundry Manual of Training Opportunities.

(6) Training over 60 days in length.

(7) Rental of equipment or facilities.

(8) Contractor-sponsored training events.

### 2–9. Foundry Intelligence Training Council

*a.* The DCS, G–2 foundry program manager, with the assistance of the INSCOM Foundry Program administrator, will host an annual FITC meeting attended by command foundry program managers. The DCS, G–2 manager will invite additional representatives to attend the FITC meeting whenever circumstances warrant expanded participation.

*b.* The purpose of the FITC is to identify new training requirements, review funding strategies, evaluate new training proposals and concepts, and recommend revisions to this regulation.

*c.* The FITC will solicit specific topics to discuss during the annual meeting from the command foundry program managers.

## Chapter 3
## Foundry Program Management

### 3–1. Foundry tenets

*a. Unit partnerships.* Unit partnerships between INSCOM and tactical force commanders (AA and RC) will allow adjacent and like units to share intelligence training resources while achieving and sustaining intelligence skills and readiness.

*b. Functional partnerships.* Functional partnerships between INSCOM and national agencies allow tactical units to acquire additional skills, specialties, and/or area expertise from strategic and/or "one of a kind" intelligence sources for improved mission readiness and capabilities.

*c. Integration of tactics, techniques, and procedures, with quick reaction capabilities.* Distribution of relevant TTPs is required to enable the timely integration of quick reaction capabilities (QRCs) into training and operations. Integration of TTPs/QRCs into unit intelligence training programs improves mission effectiveness and unit standard operating procedures.

*d. Reserve Component integration.* The foundry program ensures USAR and ARNG/ARNGUS participation through regional foundry-supported training and at the Army Reserve Intelligence Support Centers.

### 3–2. Foundry programs

*a. Funding.* Foundry programs are broad and cover most available MOS-related training available. The command foundry program manager is the primary interpreter of what constitutes a foundry training event. However, the intent of this chapter is to ensure that—

(1) Foundry Intelligence Training Program expenditures are related to maintaining and improving Soldiers' intelligence-MOS-related skills.

(2) Foundry program funds are not used in lieu of operational, mission, or training funds normally available through command channels.

*b. Training opportunities.* The Foundry Intelligence Training Program provides training opportunities that maintain and improve the intelligence or intelligence-related skills of Army personnel (military and civilian) who conduct, supervise, or support authorized Army intelligence activities. The INSCOM foundry program administrator establishes foundry training opportunities to improve intelligence skills required in an operational environment. Foundry opportunities provide cost-effective intelligence training skills and "train-the-trainer" programs.

(1) Command foundry program managers may identify and recommend new training opportunities to the INSCOM foundry program administrator, who will coordinate and verify the foundry training opportunity with the proposed

training host. The INSCOM administrator may also evaluate new, unsolicited foundry training opportunities for inclusion with the program. The DCS, G–2 foundry program manager is the approval authority for new foundry opportunities. Commands submitting a request for a foundry training opportunity will use the format in appendix E.

(2) Foundry training opportunities will have the following characteristics:

*(a)* Foundry training opportunities are funded by the INSCOM foundry program administrator.

*(b)* Foundry training opportunities are less than 60 days.

*(c)* Intelligence community training events and courses are designed to enhance intelligence skills.

*c. Mobile training teams.* An MTT is a full-time or part-time task force organized to provide enhanced training to intelligence Soldiers in primary MOS-related skills. Mobile training teams are organized and deployed at any echelon for the purpose of concentrating subject-matter expertise and training-critical, MOS-related intelligence skills to a target audience at or outside of a garrison location. An MTT may instruct personnel from outside of the target training population as long as the overall cost of the mobile training team is not increased.

*d. Immersion training.* Immersion training improves intelligence skills in an operational environment. Immersion training provides short-term, critically enhanced, training opportunities and is available to all target MOS's and intelligence-related positions. The hosting unit will submit immersion training proposals through the command foundry program manager to the INSCOM foundry program administrator for validation and approval. The INSCOM administrator will review the proposals to determine if they meet the intent of this regulation and include all required administrative information. The foundry manual contains a list of immersion training.

*e. Foundry training sites.* Training will be held at—

(1) Foundry training platforms, which are facilities that provides single or multidiscipline intelligence training opportunities at home station and the Combat Training Centers. The platforms offer intelligence Soldiers a capability to sustain and improve operational skills. The facility provides a training staff capable of certifying and preparing military intelligence Soldiers for deployment and ensures that they maintain contact with the enemy through tactical overwatch.

(2) Interrogation detention training facilities are where Army Soldiers and units involved with an interrogation mission are trained and validated on the performance of collective intelligence tasks associated with detention operations.

*f.* The INSCOM foundry program administrator will monitor the training values and opportunities, review feedback from the hosting units, and make recommendations to the FITC. An automated feedback system is on the foundry Web portal. A foundry training opportunity is subject to deletion from the catalog if there is a low usage rate. The FITC will delete courses from the program during the annual conference.

*g.* The INSCOM foundry program administrator will advertise foundry opportunities in the Foundry Program Manual of Training Opportunities, as described in paragraph 3–5, below.

## 3–3. Strategic communication plan

The INSCOM foundry program administrator will prepare a strategic communication plan to advertise and communicate program information. The DCS, G–2 foundry program manager and the INSCOM administrator will present briefings to gatherings of MI units, commanders, and senior intelligence officers for commands; operational video teleconferences and conferences; MI pre-command, Noncommissioned Officer Education System and officer professional-development courses; as well as meetings of senior combat arms commanders. Command foundry program managers may submit foundry articles to local command, Department of Defense (DOD), or other official Army publications in an effort to increase commander visibility and understanding of the program and its benefits.

## 3–4. Foundry Web portal

The INSCOM foundry program administrator will establish and maintain a foundry Web portal with worldwide access and multilevel security capabilities. Foundry information will be available on unclassified, secret, and JWICS information systems. The foundry portal links MI Soldiers, units, and commanders with foundry training opportunities, resources, and guidance. The MI foundry program training course descriptions, schedules, and standards are available on the portal for community-wide access. An automated after-action reporting program is available for field input and value added assessments. The foundry portal also contains MI deployment training guidance and this regulation. Access to the portal is gained through Army Knowledge Online at https://www.us.army.mil/suite/page/328189 and also through the U.S. Army Intelligence Center, Intelligence Knowledge Network at https://icon.army.mil.

## 3–5. Foundry manual

The INSCOM foundry program administrator will develop and maintain a Foundry Program Manual of Training Opportunities. The manual contains a list of foundry training opportunities sponsored by the INSCOM and members of the intelligence community. The INSCOM administrator will update the manual annually.

## 3–6. Foundry quality assurance program

The INSCOM foundry program administrator will establish and maintain an automated survey system to collect

commander and participant after-action reports, assessments, lessons learned, and recommendations for use in evaluating training opportunities and the overall Foundry Intelligence Training Program.

## Chapter 4
## Inspection Program

### 4–1. Foundry Inspection Program
*a.* Foundry program inspections provide the means to monitor expenditures and command and unit foundry programs, and the means to identify issues and problems.

*b.* The DCS, G–2 INSCOM, ACOM/ASCC/DRUs, USAR, and ARNG/ARNGUS will develop a Foundry Inspection Program in accordance with this regulation.

### 4–2. Inspection guidance
*a.* The DCS, G–2, the INSCOM Foundry Program Office, and command and unit foundry managers will conduct annual inspections using the inspection checklist in appendix B. Command checklists and inspection reports are subject to review or spot inspection by the DCS, G–2 foundry program manager and/or the INSCOM foundry program administrator

*b.* The DCS, G–2 will evaluate the INSCOM foundry program administrator annually, at the beginning of the 4th quarter.

*c.* The INSCOM program administrator will conduct annual foundry inspections of ACOM/ASCC/DRU, USAR, and ARNG command foundry programs. The DCS, G–2 foundry program manager will assist with these inspections as necessary. The INSCOM foundry program administrator will provide an inspection summary and recommendations to the DCS, G–2 manager.

*d.* The INSCOM foundry program administrator, ACOM/ASCC/DRU, USAR, and ARNG/ARNGUS command program managers, and unit foundry managers will maintain records for foundry inspections/reviews in accordance with this regulation. They will maintain current results on file until the next foundry inspection.

*e.* Command program foundry managers will develop an inspection program for the participating units within their commands, conduct inspections annually, and maintain the results of the inspection until the next INSCOM foundry inspection.

### 4–3. Foundry inspection penalties
*a.* Foundry funds found to have not been properly used in accordance with this regulation and subsequent guidance for the DCS, G–2 foundry program manager or INSCOM foundry program administrator may result in the following actions:

(1) Withdrawal of foundry funding or program participation.

(2) Withholding or reallocation of foundry funds.

(3) Increased frequency of inspections.

(4) Referral to external inspection or investigating agencies, for example, mandatory reporting to Army law enforcement officials (military police or Criminal Investigation Division) when there is a known or suspected criminal offense.

*b.* The INSCOM command and unit foundry managers will impose other actions as recommended by the inspection team and determined appropriate by the commander, including administrative, nonjudicial, or judicial actions.

## Appendix A
## References

### Section I
### Required Publications

**Foundry Program Manual of Training Opportunities**
(Available from the Commander, INSCOM (IAOP–OT–TF), Fort Belvoir, VA 22060–5246. Also available on the INSCOM foundry portal. It can be accessed through AKO at https://www.us.army.mil/suite/page/328189 and through the U.S. Army Intelligence Center, Intelligence Knowledge Network at https://icon.army.mil.)

**AR 1–1**
Planning, Programming, Budgeting, and Execution System (Cited in app B.)

**AR 11–2**
Managers' Internal Control Program (Cited in app B.)

**AR 25–55**
The Department of the Army Freedom of Information Act Program (Cited in para 1–4 and app B.)

**AR 340–21**
The Army Privacy Program (Cited in para 1–4 and app B.)

### Section II
### Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

**AR 350–1**
Army Training and Leader Development

### Section III
### Prescribed Forms

This section contains no entries.

### Section IV
### Referenced Forms

Unless otherwise indicated below, DA Forms are available on the Army Publishing Directorate Web site (http://www.apd.army.mil).

**DA Form 11–2**
Internal Control Evaluation Certification

**DA Form 2028**
Recommended Changes to Publications and Blank Forms

## Appendix B
## Army Foundry Intelligence Training Program inspection checklist (AR 350–32)

### B–1. Purpose
*a.* The purpose of this checklist is to assist foundry program managers in evaluating, assessing, and inspecting the key internal controls outlined below.

*b.* Annually, managers must conduct a formal evaluation of key internal controls and certify results on DA Form 11–2, Internal Control Evaluation Certification.

### B–2. Internal control checklist
*a.* All answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, other).

*b.* Address all deficiencies and annotate corrective action in supporting documentation (DA Form 11–2).

(1) Are command/unit foundry program managers designated in writing?

(2) Is the command foundry program manager roster of subordinate unit foundry managers current?

(3) Do all command foundry program managers have access to the following publications and forms via Army Knowledge Online:

*(a)* AR 350–32, Army Foundry Intelligence Training Program.

*(b)* Foundry Program Manager's Handbook.

*(c)* AR 1–1, Planning, Programming, Budgeting, and Execution System.

*(d)* AR 11–2, Managers' Internal Control Program.

*(e)* AR 25–55, The Department of the Army Freedom of Information Act Program.

*(f)* AR 340–21, The Army Privacy Program.

*(g)* DA Form 11–2, Internal Control Evaluation Certification.

(4) Do all foundry program managers have a current copy of all funding documentation, to include—

*(a)* The MIPR.

*(b)* The FAD.

(5) Do the foundry program managers understand their responsibility for accountability of funds/resources in accordance with AR 11–2?

(6) Did the command foundry program manager submit an annual foundry training plan to the DCS, G–2?

(7) Is the command submitting quarterly foundry execution reports through its chain of command to the INSCOM foundry program administrator, in accordance with established suspense?

(8) Is the INSCOM foundry program administrator submitting the consolidated quarterly execution report to the DCS, G–2 foundry program manager, in accordance with established suspense?

(9) Has the command/unit foundry program manager established effective internal financial control policies?

(10) Is there an APC used for control of foundry funds?

(11) Does the internal budget apparatus, established by the command foundry program manager, fully account for foundry funds?

(12) Are accountability structures adequate?

(13) Is expenditure of funds in accordance with the restrictions identified in chapter 3 of this regulation?

(14) Foundry inspections—

*(a)* Are foundry inspections conducted as required or in accordance with chapter 4 of this regulation?

*(b)* Are the results of the inspections on file?

(15) Penalties—

*(a)* Have penalties been imposed in cases of misuse or misapplication of foundry funds?

*(b)* What were the corrective actions?

(16) Exception to policy—

*(a)* Did command/unit foundry program managers submit an exception to policy when appropriate?

*(b)* Are exceptions to policy signed by the proper approval authority, maintained on file, and do they meet the spirit and intent of the regulation?

*(c)* Does each exception to policy include the date it was approved by the DCS, G–2 program manager?

## Appendix C
## Army Foundry Intelligence Training Program sample reports and exceptions (AR 350–32)
(Instructions for using the samples are in appendix D.)

### C–1. Foundry annual and quarterly training plans
*a. Annual training plan.*

(1) The foundry annual training plan is an ACOM/ASCC/DRU, USAR, and ARNG/ARNGUS proposed training plan for the upcoming fiscal year. The training plan is the primary basis for allocating funds. Foundry annual training plans are due to the INSCOM foundry program administrator by 1 June.

(2) Command foundry program managers will submit annual training plans to the DCS, G–2 foundry program manager through the INSCOM foundry program administrator. Command foundry program managers will use the annual training plan sample at figure C–1, below, as a guide.

(3) The INSCOM foundry program administrator will receive and consolidate the units' annual training plans and forward them to the DCS, G–2 foundry program manager no later than 31 July. The INSCOM administrator will provide a recommendation for funding allocation in accordance with the priorities set forth in this regulation (see chap 2).

*b. Quarterly training plan.*

(1) The foundry quarterly training plan is a detailed plan of all proposed training and funding requirements for the upcoming quarter.

(2) Units will submit a quarterly training plan through their chain of command only if there are changes from the annual training plan.

(3) Command foundry program managers will consolidate these reports and submit them to the DCS, G–2 foundry program manager, through the INSCOM foundry program administrator, no later than 15 days prior to the beginning of the quarter. Command foundry program managers will use the annual training plan sample at figure C–1, below, as a guide.



**Figure C–1. Annual and quarterly training plan sample**

### C–2. Foundry execution reports
*a.* The DCS, G–2 manages the funds for the foundry program and will monitor the execution of these funds. The DCS, G–2 collects and reports execution data to ensure commands are spending money appropriately and efficiently. Command foundry program managers will submit unit execution reports to the DCS, G–2 through the INSCOM program administrator.

*b.* The foundry monthly execution report is a reconciliation of funds executed during the previous month. Command budget analysts, in coordination with command/unit foundry managers, will submit their execution reports to the DCS, G–2 Resource Integration, Budget Execution Team. Monthly execution reports are due 8 working days after the end of each month and will use the foundry monthly execution report sample at figure C–2, below, as a guide.

**Figure C–2. Foundry monthly execution report sample**

c. The foundry quarterly execution report is a reconciliation and detailed summary of all training and funding executed during the previous quarter. Command/unit foundry managers will submit their execution reports to the INSCOM. Quarterly execution reports are due 30 working days after the end of each quarter. A sample of the quarterly execution report, to use as a guide, is located at figure C–3, below.

d. The foundry annual execution report is a detailed summary of all training and funding executed during the prior fiscal year. The INSCOM foundry program administrator publishes information required in the annual execution report, based on guidance from the DCS, G–2 foundry program manager. A sample of the annual and quarterly execution reports, to use as a guide, is located at figure C–3, below.

e. The INSCOM foundry program administrator will consolidate and submit the annual execution report to the DCS, G–2 foundry program manager no later than 15 November each year. Command/unit foundry managers are not required to submit an annual foundry execution report.



**Figure C–3. Foundry annual and quarterly execution report sample**

## C–3. Foundry exceptions to policy

*a.* Absent an approved exception to policy (ETP) request, Foundry Intelligence Training Program funds may only be expended on approved and validated training opportunities or those costs that directly support the program as outlined in chapter 3, above. The INSCOM foundry program administrator will publish and maintain a list of authorized expenditures.

*b.* The DCS, G–2 Foundry Intelligence Training Program manager is the ETP request approval authority. The unit foundry manager must receive approval from the DCS, G–2 manager prior to making any purchases.

*c.* A unit foundry manager must initiate requests for an ETP. The commander or senior leader of the requesting activity will endorse all requests for an ETP and forward them through their higher headquarters command foundry program managers to the INSCOM foundry program administrator, who will review and forward them to the DCS, G–2 foundry program manager for approval. Commands will not forward disapproved ETP requests. Exception to policy authority is restricted to the command foundry program manager, INSCOM. Unit foundry managers will use the ETP request sample at figure C–4, below, as a guide.



**Figure C–4. Exception to policy request sample**

## Appendix D
## Instructions for completing reports and exceptions, Army Foundry Intelligence Training Program (AR 350–32)

### D–1. Purpose
*a.* The foundry report and ETP request samples will provide the foundation for all reports required by this regulation. The reports will assist the DCS, G–2 in forecasting additional resources to support a unit's training strategy and plan.

*b.* Units will use the samples in appendix C for all reports. Units will submit annual and quarterly foundry training plans; quarterly and monthly execution reports; and ETPs as necessary.

### D–2. Sample instructions
*a. Annual and quarterly foundry training plan (fig C–1).*

(1) *Section 1: Administrative blocks.*

*(a)* Provide the unit identification code (UIC) and unit designation for the unit submitting the report.

*(b)* Provide contact information for the command foundry program manager. Information includes name, e-mail address, phone numbers (commercial and Defense Switched Network (DSN)).

*(c)* Provide contact information for the senior intelligence officer. Information includes name, e-mail address, phone numbers (commercial and DSN).

*(d)* Provide contact information for the resource manager. Information includes name, e-mail address, phone numbers (commercial and DSN). This person must be able to accept an MIPR or FAD.

*(e)* Provide the date when the plan was submitted to DCS, G–2 and INSCOM.

(2) *Section 2: Training details.*

*(a)* List the priority rating, in accordance with the submitted annual foundry plan—
Priority 1. Units in the trained/ready force pool with latest arrival dates for operational deployments, units on prepare-to-deploy orders, and forces on order to conduct contingency missions.
Priority 2. Other units in the reset, and the trained/ready force pools.
Priority 3. Units that directly or indirectly support the training of tactical forces.
Priority 4. Training of individual MI Soldiers to augment or supplement tactical forces or support operational missions.
Priority 5. Routine MI skills or systems training.

*(b)* Provide foundry number and description in accordance with the Foundry Manual or description of the training opportunity.

*(c)* Answer yes or no regarding whether the training event is an ETP request or not. If yes, submit an ETP request with annual training plan, using the ETP sample in appendix C as a guide.

*(d)* List all the MOSs for the Soldiers that will participate in the event.

*(e)* Provide the dates of the training.

*(f)* List the type of training: MTT; leadership, education, and training (LET); temporary duty (TDY); classroom; contractor, or other.

*(g)* Provide the cost of the training event (travel, contract, tuition, per diem, and so forth).

*(h)* Calculate and provide the total cost of the training event using the following formulas:
TDY: Number of Soldiers trained X cost per event=total cost
MTT: Training cost per event=total cost

*(i)* Provide additional information as necessary.

(3) *Section 3: Final totals.*

*(a)* Provide the totals from all submissions.

*(b)* Provide the totals from all submissions.

*(c)* Calculate the grand total.

*b. Quarterly foundry execution reports (fig C–3).*

(1) *Section 1: Administrative data blocks.*
Provide information shown in sample section 1 in accordance with instructions in paragraph D–2a, above.

(2) *Section 2: Training planned, training executed.*
Provide information shown in sample section 2 in accordance with instructions in paragraph D–2a, above. Also, calculate the totals for blocks 2f, 2g, 2i, and 2j. *Note*: For annual execution reports, also provide the number of Soldiers that participated in the training event, the number of days for each training event, and the name(s) of the organization that will provide the training.

(3) *Section 3: Foundry training planned, not executed* (annual reports).

*(a)* Provide foundry number and description in accordance with manual or description of the training opportunity.

*(b)* Answer yes or no whether the training event is an ETP or not. If yes, submit an ETP request with annual training plan using the ETP sample as a guide.

*(c)* Provide the projected start date of the training event.

*(d)* Provide the projected end date of the training event.

*(e)* List the type of training: MTT, LET, TDY, classroom, contractor, or other.

*(f)* Provide a description on why the training was cancelled.

(4) *Section 4: Final totals*

*(a)* Provide the totals from all submissions.

*(b)* Provide the totals from all submissions.

*(c)* Calculate the grand total.

*c. Monthly execution reports (fig C–2).* Command budget analysts must provide information shown in sample section 1.

(1) *Section 1: Administrative data blocks.*

*(a)* Provide the name of the command.

*(b)* Provide the title of the project.

*(c)* Provide the name of the command budget analyst submitting the report.

*(d)* Provide the name of the budget analyst's agency.

*(e)* Provide the budget analyst's phone number.

*(f)* Provide the budget analyst's e-mail address.

*(g)* Provide the unit APC.

*(h)* Provide the Management Decision Program.

*(i)* Provide the funded amount that was sent to the command.

*(j)* List whether the funds received were base dollars or provided in support of overseas contingency operations.

*(k)* Provide the start date of the report.

*(l)* Provide the date the report is due to the DCS, G–2 Resource Integration, Budget Execution Team.

(2) *Section 2: Planned spending.* Provide the requested amount of foundry funds.

*(a)* Provide the month of the report.

*(b)* Provide the total that was submitted for the annual training plan.

*(c)* Provide the amount that unit was funded.

(3) *Section 3: Actual spending.*

*(a)* Provide the month of the report.

*(b)* Provide the total that was submitted for the annual training plan.

*(c)* Provide the amount that unit was funded.

*d. Exception to policy.* Provide information shown in sample sections 1 through 3 in accordance with instructions in paragraph D–2a, above. For block l, provide justification for the training. Block M: The DCS, G–2 foundry manager will provide the approval date. Attach a program of instruction and/or a link to the vendor site.

# Appendix E
# Guide to submitting foundry training opportunity requests (AR 350–32)

## E–1. Function
The purpose of this guide is to help commanders and foundry program managers submit all necessary information when requesting a new training opportunity. The foundry program provides training opportunities that maintain and improve the intelligence skills of Army personnel (military and civilian) who conduct, supervise, or support authorized Army intelligence activities. The INSCOM foundry program administrator establishes foundry opportunities to improve intelligence skills required in an operational environment. Foundry training opportunities provide cost-effective intelligence training skills and "train-the-trainer" programs. Command foundry program managers may identify and recommend new foundry training opportunities to the INSCOM foundry program administrator. The INSCOM administrator will coordinate and verify the foundry training opportunity with the host. The INSCOM administrator may also evaluate new, unsolicited foundry opportunities for inclusion into the program. The DCS, G–2 foundry program manager is the final approval authority for all new foundry training opportunities.

## E–2. Format
The request for a new foundry training opportunity is in memorandum format and is located at the foundry Web portal: https://www.us.army.mil/suite/page/32189. Foundry opportunity request instructions—

*a.* MOS/INT/Grade— List the MOS(s), grade range, and the intelligence (INT) discipline of the target training audience.

*b.* Project foundry tour number— Assigned by the INSCOM program administrator.

*c.* PF short title— Assigned by the INSCOM program administrator

*d.* Course description— For example, "This course provides a foundation for CI and intelligence analysts who work strategic and operational level all-source CI analytic issues."

*e.* Course training objectives— Provide the overall objectives of the course. For example, "Upon successful completion of this course, each student will be able to demonstrate a counterintelligence methodology, which accurately assesses assets, threats, vulnerabilities, and risks associated with Department of Defense counterintelligence support activities."

*f.* Tasks trained— List all the major tasks the student will train on during the course. For example, "During the 10–day instruction, students will receive training in the following areas:

(1) "Responsibilities of counterintelligence (CI) organizations.

(2) "The concept of fusion of all available intelligence and counterintelligence resources to accomplish the DOD CI mission.

(3) "CI support to force protection.

(4) "Threats to the DOD and to U.S. national interests from selected Foreign Intelligence and Security Services."

*g.* Host unit— List the name of the unit(s) that will provide the training.

*h.* Prerequisites— List all administrative requirements such as security clearance, information technology support, and computer. For example, "Security clearance requirement is Top Secret/Special Intelligence. The JWICS/SIPR workstations and a suitable classroom environment must be provided by requesting unit."

*i.* Event length/dates— List the duration and tentative dates of the training. For example, "10–day course offered monthly."

*j.* Cost— Provide the per diem, airfare, rental car, and any other cost not listed associated with this opportunity. Provide estimated total cost amount for the foundry opportunity.

*k.* Spaces available— List the number of seats available for a classroom. An MTT will provide the maximum and minimum number of students it is able to train.

*l.* Uniform— Provide the normal daily uniform. For example, Army combat uniforms, Class B's, physical training uniforms, business casual.

*m.* Point of contact— List the proponent POC information to include, name, phone number, and e-mail address. For example, "I.M. Trainer, (123) 789–4589, DSN: 222–4589, i.m.trainer@us.army.mil."

*n.* Alternate point of contact— Provided by the INSCOM program administrator.

*o.* Foundry event date validation— Provided by the INSCOM program administrator.

# Glossary

## Section I
## Abbreviations

**AA**
Active Army

**ACOM**
Army Command

**AOC**
area of concentration

**APC**
accounting processing code

**AR**
Army Regulation

**ARNG**
Army National Guard

**ARNGUS**
Army National Guard of the United States

**ASA(M&RA)**
Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ASCC**
Army service component command

**Bde**
brigade

**Bn**
battalion

**CG**
commanding general

**CI**
counterintelligence

**CMF**
career management field

**CP**
career program

**DA**
Department of the Army

**DAMI–RI**
Department of the Army Intelligence, Resource Integration

**DCS**
Deputy Chief of Staff

**DCIPS**
Defense Civilian Intelligence Personnel System

**div**
division

**DOD**
Department of Defense

**DRU**
direct reporting unit

**DSN**
Defense Switched Network

**ETP**
exception to policy

**FAD**
funding authorization document

**FITC**
Foundry Intelligence Training Council

**HQDA**
Headquarters, Department of the Army

**INSCOM**
U.S. Army Intelligence and Security Command

**JWICS**
Joint Worldwide Intelligence Communication System

**MI**
military intelligence

**MICECP**
Military Intelligence Civilian Excepted Career Program

**MIP**
Military Intelligence Program

**MIPR**
military interdepartmental procurement request

**MOS**
military occupational specialty

**MSE**
mission support element

**MTT**
mobile training team

**NETCOM**
U.S. Army Network Enterprise Technology Command

**OMAR**
operation and maintenance, Army Reserve

**OMNG**
operation and maintenance, National Guard

**POC**
point of contact

**POM**
program objective memorandum

**QRC**
quick reaction capabilities

**RC**
Reserve Component

**RPA**
Reserve pay and allowances

**SIPR**
secure Internet protocol router

**TDY**
temporary duty

**TRADOC**
U.S. Army Training and Doctrine Command

**TTP**
tactics, techniques, and procedures

**UIC**
unit identification code

**USAR**
U.S. Army Reserve

**USARC**
U.S. Army Reserve Command

**Section II**
**Terms**
This section contains no entries.

**Section III**
**Special Abbreviations and Terms**

**Army Reserve Intelligence Support Center (ARISC)**
One of a number of existing or planned secure training centers located throughout the continental United States near the centers of mass of existing RC intelligence units and public air transportation hubs. Each ARISC is equipped and professionally staffed to provide technical and foreign language skill sustainment and enhancement training in a variety of intelligence disciplines. This training is primarily for RC tactical intelligence units and personnel during their weekend drills and annual training. Other intelligence units and personnel may participate in programmed ARISC training on a space available basis. Certified ARISC instructors are able to conduct programs/classes for the U.S. Army Intelligence Center of Excellence.

**Defense Civilian Intelligence Personnel System (CP–35)**
Career Program–35 is a Competitive Professional Training and Development program that provides opportunities for a range of grade levels and series in the intelligence community. These training and developmental opportunities represent an essential opportunity for the selectees to broaden and enhance their technical, leadership, and management skills. The opportunities can help the career civilian prepare for high-level responsibilities/positions within the career program.

**Exception to policy (ETP)**
An exception to policy is a specific term that refers to a request to provide training to a Soldier, warrant officer,

commissioned officer, DA civilian, or civilian in the Military Intelligence Civilian Excepted Career Program not otherwise authorized in this regulation, or to use foundry program funds to pay for nonfoundry program training costs.

**Foundry Automated Survey System**
This is a system for automated maintenance and control of Army reporting of unit foundry expenditures. The Foundry Automated Survey System enables units to report training expenditures, equipment purchases, and material acquisitions.

**Foundry training opportunity**
The Foundry Intelligence Training Program provides opportunities that maintain and improve the intelligence or intelligence-related skills of Army personnel (military and civilian) who conduct, supervise, or support authorized Army intelligence activities. The INSCOM foundry program administrator establishes training opportunities to improve intelligence skills required in an operational environment. Foundry opportunities provide cost-effective intelligence training skills and "train-the-trainer" programs.

**Immersion training or live-environment training**
Immersion training or live-environment training is intelligence "hands on" training. It consists of on-the-job, (usually) temporary duty training conducted by intelligence units, elements of teams, or individuals involving actual intelligence or security targets, operations, or situations.

**Military Intelligence Reserve Command (MIRC)**
The mission of the MIRC is to enable the ongoing intelligence requirements of the Army, combatant commands, combat support agencies, and other Services by providing trained and ready Soldiers; mission-tailored teams and units; and state-of-the-art intelligence production and training facilities.

**Military Intelligence Civilian Excepted Career Program (MICECP)**
The Military Intelligence Civilian Excepted Career Program is a career intelligence personnel management system that prioritizes qualified intelligence professionals that can deploy in direct support to U.S. Army commanders, intelligence community staff offices, and joint commands worldwide.

**Military Intelligence Program (MIP)**
The term "Military Intelligence Program" refers to programs, projects, or activities that support the Secretary of Defense's intelligence and counterintelligence, and related responsibilities as outlined in DODD 5143.01. The term excludes capabilities, programs, projects, and activities in the National Intelligence Program, and excludes intelligence activities that are associated with a weapons system whose primary mission is not intelligence.

**Program objective memorandum (POM)**
Resource document used to submit, validate, and request funding for Army programs of record.

**Technical Intelligence**
Intelligence derived by analyzing information obtained through the study of captured enemy equipment and documentation.

**Technical training**
Training conducted to ensure the capability of intelligence units or elements and individual Soldiers to perform their intelligence missions as described in tables of organization and equipment and MOS duty descriptions, respectively. Technical training includes unit and individual training in intelligence techniques and doctrine.