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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 14-202 VOLUME 3**

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***Intelligence***

**GENERAL INTELLIGENCE RULES**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 14-2, Intelligence Rules and Procedures and establishes Air Force general intelligence rules. This instruction, in conjunction with AFI 36-2201, Air Force Training Program, the Officer Classification guide, the Enlisted Classification Guide, AFI 14-202, Volume 1, Intelligence Training, and AFI 14-202, Volume 2, Intelligence Standardization/Evaluation Program, outlines intelligence operations. It applies to all active duty, guard (Air National Guard (ANG)), and reserve USAF officer, enlisted, and civilian intelligence personnel as well as non-intelligence personnel assigned to intelligence functions/activities. Air Force Instruction (AFI) 14-2 Mission Design Series (MDS), Weapon System, Intelligence Organization, Function, Activity-Specific, Volume 3, (AFI 14-2(MDS)v3) instructions may contain additional and specific intelligence guidance unique to individual units. AFI 14-105 will remain in effect for units until the completion of their respective 14-2(MDS) series. Once the 14-2(MDS) series is published, this AFI in conjunction with the 14-2(MDS) series will supersede AFI 14-105.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. The WICC-TDS record-keeping system referenced in this instruction holds System-of-Record Notice (SORN) number F014 AF/A2FM A, WICC-TDS. Restrictions expressed in an instruction can be made more, but not less, restrictive by supplement. The provisions of higher-level publications take precedence over lower-level publications. This policy document supports all Air Force Intelligence Training Transformation (IT2) efforts as mandated by DoD and other national policy directives.

**SUMMARY OF CHANGES**

This interim change implements new guidelines that allow AFI 14-202 to fully replace AFI 14-105, *Unit Intelligence Mission and Responsibilities*. It also clarifies guidance on internal management, external intelligence training, operational support and automated intelligence systems. A margin bar (|) indicates newly revised material.

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## Chapter 1

### GENERAL INFORMATION

**1.1. Mission.** Intelligence personnel participate in the planning and execution of Air Force operations. Through close, continuing interface, intelligence personnel ensure commanders, their staffs, combat crews, weapon system developers and other customers are provided the best available information and materials to enhance readiness, facilitate planning, execute assigned missions and build warfighting capability. Intelligence supports strategic, operational, and tactical operations by providing information and services to a divergent set of customers, ranging from national to unit-level decision makers.

**1.2. Office of Primary Responsibility.** AF/A2 delegates office of primary responsibility (OPR) for this instruction to AF/A2F.

**1.3. Senior Intelligence Officer Authority.** The Senior Intelligence Officer (SIO) is responsible for and is the final authority for intelligence functions and operations within an organization.

1.3.1. SIO Definition. The SIO is defined as the highest-ranking Air Force officer holding the 14N3 or 14N4 Air Force Specialty Code (AFSC) or Series 0132 Civilian serving in an Air Force intelligence position. The SIO's authority extends to all directly subordinate units. Installations with intelligence activities in different chains of command will have separate SIOs. In this capacity, the SIO provides senior guidance on all policy development, interpretations, and applications. Further, the SIO serves as the chief advisor and mentor for AF intelligence officers, enlisted and civilians (as appropriate) in terms of career development and progress.

1.3.2. This AFI provides broad guidance and cannot address every conceivable circumstance. SIOs will use their best judgment to ensure the safe conduct and effective application of intelligence operations.

**1.4. Compliance.** The SIO will ensure compliance with the following:

1.4.1. This AFI, MAJCOM supplements and provides additional guidance applicable to intelligence operations.

1.4.2. MDS/functional/activity-specific instructions and supplements.

1.4.3. Procedures and special notices in the Intelligence Read File (IRF), Air Force directives, and MAJCOM directives.

**1.5. Supplements.** MAJCOM (or other) supplements and AFI 14-2 Mission Design Series (MDS), Weapon System, Intelligence Function, Activity-Specific, Volume 3, (hereafter referred to as AFI 14-2(MDS)v3) instructions shall not be less restrictive than this instruction.

**1.6. Waiver Authority.** Unless otherwise specified in this instruction, AF/A2 is the waiver authority for this instruction. Request waivers to the basic guidance in this instruction through applicable channels to the MAJCOM/A2 or equivalent level. MAJCOM/A2 will forward request in message or memo format to AF/A2, with a courtesy copy to AF/A2F. Waivers to

supplemental guidance will be handled by the MAJCOM agency that generated the supplement. The National Guard Bureau (NGB) is considered a MAJCOM for this purpose.

**1.7. Support to Joint/Combined Operations.** Air Force intelligence support to joint operations is based on requirements and capabilities, with the objective of ensuring timely, pertinent, and adequate intelligence support to US commanders and forces. Air Force intelligence is used to assist commanders in identifying and determining objectives and strategy, assisting staffs and forces in planning operations, supporting the conduct of operations, and evaluating the effects of operations. All Air Force intelligence organizations involved in support of joint operations have the responsibility to:

- 1.7.1. Provide intelligence to assist the Joint Forces Commander (JFC)/Combined Forces Commander (CFC) in the identification, nomination, and achievement of military objectives.
- 1.7.2. Operate on the basis of sharing intelligence resources, expertise, and intelligence products.
- 1.7.3. Identify at each echelon intelligence requirements that cannot be met by their organic capability.
- 1.7.4. Initiate the request for information (RFI) process if unable to satisfy tasked requirements with available resources.

**1.8. Internal Management.** Intelligence personnel will not be assigned additional duties that interfere with their contingency taskings and primary intelligence responsibilities. Intelligence personnel will not be designated as augmentees for other base functions during operational missions.

**1.9. Intelligence Oversight Program.** All active duty, Air Force Reserve Command (AFRC), Air National Guard (ANG) and civilian personnel assigned to intelligence units or staffs, regardless of specialty, will be familiar with and adhere to the provisions of DoD 5240.1-R, Procedures Governing the Activities of DoD Intelligence Components that Affect United States Persons, AFI 90-201, Inspector General Activities, and AFI 14-104, Conduct of Intelligence Activities. Contractor personnel, if engaged in intelligence activities, will also be familiar with and adhere to the publications cited.

**1.10. Control, Protection and Dissemination of Intelligence Information.** Proper control, protection of sources and methods, and dissemination of intelligence is crucial to an effective fighting force. Breaches in intelligence information security, and the compromise of our intelligence collection methods and sources, whether intentional or inadvertent, can cripple military effectiveness, risk lives, and deny access to critically important information. The Air Force will disseminate intelligence information to the lowest level requiring access while properly controlling the release of the information and reporting unauthorized disclosures. All active duty, AFRC, ANG and civilian personnel assigned to intelligence units or staffs, regardless of specialty, will be familiar with and adhere to the provisions of AFPD 14-3, Control, Protection and Dissemination of Intelligence Information. Contractor personnel, if engaged in intelligence activities, will also be familiar with and adhere to this publication.

**1.11. Change Recommendations.** Submit suggested changes to this instruction on AF Form 847, Recommendation for Change of Publication through MAJCOM channels.

**1.12. Disposition of Records.** Dispose of records accumulated under this instruction IAW Air Force Records Disposition Schedule (AFRDS).

## Chapter 2

### AF/A2

**2.1. AF/A2.** AF/A2 is the Deputy Chief of Staff, Intelligence, Surveillance and Reconnaissance (ISR). AF/A2 sets policy for conducting and executing Air Force intelligence plans and programs.

**2.2. AF/A2 Intelligence Responsibilities.** AF/A2 will:

2.2.1. Plan and program for Air Force intelligence required at the strategic level to formulate national strategy, policy and plans.

2.2.2. Provide oversight for intelligence support to Air Force and Joint research and development (R&D) efforts as well as weapon system acquisition programs.

2.2.2.1. Identify, quantify, and document intelligence personnel, training and systems architecture requirements commensurate with the fielding of new weapon systems, ISR capabilities and other intelligence-related programs.

2.2.2.2. Identify initial intelligence cadre through special selection process to support new weapon system implementation from test phase through operational employment. The intelligence selection process should be run concurrent with the initial operations cadre selection process. Initial cadre should be selected to fill key positions in support of the following efforts:

2.2.2.2.1. Initial Operational Test and Evaluation (IOT&E).

2.2.2.2.2. Follow-on Operational Test and Evaluation (FOT&E) and Force Development Evaluation (FDE).

2.2.2.2.3. Operations Formal Training Unit (FTU) and Intelligence Formal Training Unit (IFTU).

2.2.2.2.4. Initial Operating Location.

2.2.3. Monitor and review MAJCOM plans and programs.

2.2.3.1. Assist MAJCOM to ensure intelligence support is available to accomplish operational commander's objectives.

2.2.3.2. Assist MAJCOM to ensure resources, training and personnel are available.

2.2.4. Provide planning and programming to Air Force missions related to military systems, equipment, and training, as well as national intelligence activities of DoD entities, including combatant commands, subordinate joint commands, and Air Force components of host commands.

2.2.5. Develop and manage federation of intelligence capabilities and skill sets contained within each MAJCOM to ensure effective application when meeting unified and joint force commander stated objectives during deliberate planning, crisis action planning and contingency execution.

2.2.6. Ensure Air Force units that conduct imagery intelligence (IMINT), geospatial intelligence (GEOINT), signals intelligence (SIGINT), human intelligence (HUMINT), and

measurement and signature intelligence (MASINT) plan for and develop implementing instructions for crisis and wartime intelligence, including the augmentation of joint forces.

2.2.7. Ensure intelligence integration in joint force exercises.

2.2.8. Train personnel in required intelligence skills and disciplines.

2.2.9. Provide policy and resource oversight for Air Force cryptologic activities.

## Chapter 3

### MAJCOM INTELLIGENCE

**3.1. MAJCOM Intelligence.** MAJCOM Intelligence exercises day-to-day responsibility for intelligence support to the MAJCOM commander and plans and programs for intelligence required at the operational level to meet theater commander's objectives. The MAJCOM SIO (referred to as the MAJCOM/A2) is responsible for all intelligence operations at the MAJCOM level. MAJCOM Intelligence is responsible for managing resources and ensuring training and personnel are available to subordinate intelligence organizations. AFRC Intelligence may delegate its MAJCOM responsibilities to AFRC NAF Intelligence as appropriate. Due to the varied nature and size of MAJCOMs, intelligence responsibilities too large for organizations below the MAJCOM level will be accomplished by the parent MAJCOM, as applicable. In this case, ensure responsibilities in [Chapter 4](#) of this instruction are met.

**3.2. MAJCOM Intelligence Responsibilities.** MAJCOM/A2 will ensure MAJCOM Intelligence will:

3.2.1. Determine responsibilities and roles of intermediate headquarters' intelligence organizations. Establish compliance criteria providing guidance on programs and their expected results.

3.2.2. Conduct staff assistance visits (SAVs) when requested by subordinate unit commanders.

3.2.3. Analyze, advocate and staff subordinate NAFs'/units' intelligence manpower issues and coordinate command intelligence assignments. NGB serves as a MAJCOM for this function.

3.2.4. Develop a minimum list of intelligence documents and products for subordinate and gained units; assist in acquiring these documents and products.

3.2.5. Coordinate intelligence exercise activity and participation requirements. NGB serves as a MAJCOM for this function.

3.2.5.1. Provide assistance to subordinate NAFs'/units in addressing exercise-related training, manpower, equipment and communication requirements.

3.2.5.2. Provide an intelligence focal point for intelligence participation in Chairman of the Joint Chiefs of Staff (CJCS) sponsored joint and combined exercises.

3.2.6. Advocate fielding of automated intelligence systems and related training, connectivity and maintenance. Establish and coordinate system requirements with and among subordinate and gained organizations.

3.2.6.1. MAJCOMs assigned executive agent responsibility for an intelligence systems program should, in conjunction with AF/A2 and program office, ensure simultaneous availability of developed training and technical support for every fielded intelligence system.

3.2.6.2. Develop formal feedback, upgrade, acquisition and product improvement processes for automated intelligence systems.

3.2.6.3. Document processes and procedures in either a MAJCOM supplement to this instruction, an appropriate AFI 14-2(MDS)v3, a concept of operations (CONOPS), or an Air Force tactics, techniques, and procedures (TTP) document.

3.2.6.4. Assist subordinate units with accreditation/approval authority for fielded intelligence systems.

3.2.7. Ensure geospatial information and services (GI&S) and imagery are available IAW AFI 14-205, Geospatial Information and Services, and theater publication and production policy.

3.2.8. Establish production requirement (PR) and dissemination management policy and validate unit and force level intelligence requirements IAW current DoD, Unified Command and MAJCOM guidance.

3.2.9. Exercise overall management of sensitive compartmented information (SCI) programs and that portion of the Special Security Office (SSO) system under MAJCOM cognizance to include tactical-sensitive compartmented information facility (T-SCIF) and temporary secure working area (TSWA) operations. NGB serves as a MAJCOM for this function.

3.2.10. Coordinate with AF/A2H and AFRC to provide policy and guidance pertaining to the overall management of assigned individual mobilization augmentees (IMAs) and AFRC units.

3.2.11. Serve, in concert with AF/A2DF and AFRC Intelligence, as MAJCOM functional manager for all intelligence personnel assigned to the command, including any assigned or attached ARC personnel and other responsibilities as stated in AFI 36-2201 *Air Force Training Program*. NGB serves as a MAJCOM for this function.

3.2.12. Develop, coordinate and publish guidance to implement Status of Readiness and Training System (SORTS) and/or Air and Space Expeditionary Force (AEF) Reporting Tool (ART) reporting within intelligence functions. Provide support to the development and production of designed operational capability (DOC) statements. ANG serves as a MAJCOM for this function. Monitor NAF/unit SORTS and/or AEF ART and inform Air Staff Functional Manager of any problems the MAJCOM is unable to correct. ANG serves as a MAJCOM for this function.

3.2.13. Posture and code UTCs accounting for all funded intelligence authorizations. Review applicable MAJCOM ART reporting as required to ensure accurate and timely reporting. NGB serves as a MAJCOM for this function.

3.2.14. Provide a focal point for AEF issues including facilitating sourcing, shortfalls and reclaims and AEF policy and guidance. NGB serves as a MAJCOM for this function.

3.2.14.1. Provide oversight of intelligence unit type code (UTC) management and if appropriate, inform the Air Staff Functional Manager of any UTC-related problems. ANG serves as a MAJCOM for this function.

3.2.14.2. Coordinate the development and validation of intelligence UTCs.

3.2.15. Provide policy and guidance on mobility and reception issues. NGB serves as a MAJCOM for this function.

- 3.2.15.1. Provide assistance to subordinate NAFs/units in addressing contingency-related manpower, equipment and communication requirements.
- 3.2.15.2. Provide a list of minimum requirements for mobility equipment.
- 3.2.16. Maintain an intelligence unit support function to serve as focal point for unit level assistance, requirements, advocacy and problem resolution.
- 3.2.17. Conduct/host annual MAJCOM intelligence commander's conference and/or unit IN conference as applicable. NGB serves as a MAJCOM for this function.
- 3.2.18. Represent the Intelligence Directorate and actively participate in MAJCOM Realistic Training Review Boards (RTRBs), Utilization and Training Workshops (U&TW) conferences and Weapons and Tactics Conferences, as applicable. Manage all intelligence tactics and training improvement proposals advocated to the MAJCOM DO/CC through the above mentioned venues. NGB serves as a MAJCOM for this function.
- 3.2.19. Provide an intelligence focal point for deliberate planning and the review and evaluation of the intelligence annexes within Joint Chiefs of Staff (JCS) and Higher Headquarters (HHQ) wartime OPLANs, policy and guidance. NGB serves as a MAJCOM for this function.
  - 3.2.19.1. Identify and quantify personnel, system architectures and required resources needed to implement theater supported Joint Force and Unified Commanders OPLANs and CONPLANS.
  - 3.2.19.2. Communicate identified shortfalls to AF/A2.
- 3.2.20. Author the MAJCOM Intelligence Flying Program directive as applicable. NGB serves as a MAJCOM for this function.
- 3.2.21. Draft supplements to applicable AF instructions. NGB serves as a MAJCOM for this function.
- 3.2.22. Manage/control the planning, programming, distributing and execution of resources. NGB serves as a MAJCOM for this function.
- 3.2.23. Manage MAJCOM intelligence award programs IAW AFI 36-2807, Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program.
- 3.2.24. Provide intelligence support for policy and guidance affecting the prevention, deterrence, preemption of, defense against and response to threats and aggression directed toward the US homeland.
- 3.2.25. Provide an intelligence focal point for all nuclear and counter-proliferation issues to improve nuclear capabilities and readiness.
- 3.2.26. Provide an intelligence functional for combat training range equipment and modernization and requirements, as required.
- 3.2.27. Provide intelligence to force protection IAW AFI 14-119, Intelligence Support to Force Protection. NGB serves as a MAJCOM for this function.

3.2.28. Provide intelligence support to Air Force research, development, test, sustainment and planning activities in accordance with AFI 14-111. NGB serves as a MAJCOM for this function

3.2.29. Provide intelligence support to the MAJCOM HQ Staff and operations as appropriate. NGB serves as a MAJCOM for this function.

3.2.30. Provide prioritization and coordination support for service cryptologic element (SCE) requirements based on visibility into AF cryptologic resources and activities.

3.2.31. Provide input to AF/A2 for training programs needed to develop individual skills needed in their subordinate units. Provide input and representation at U&TW in conjunction with HQ AF, AETC and other MAJCOMS in order to define training and readiness requirements for the AF.

3.2.32. Provide written guidance on minimum requirements for unit orientation training programs.

## Chapter 4

### NAF/AOC/AFFOR

**4.1. NAF Intelligence.** The Numbered Air Force Intelligence Directorate exercises day-to-day responsibility for intelligence support to the NAF commander. Tasked NAF Intelligence units play an important role in supporting the Air Operations Center during contingency operations. It is also an advocate of subordinate unit issues to higher headquarters. Peacetime NAF support functions are conducted to ensure proper preparation for contingency operations. Due to the varied nature and size of NAF intelligence, NAF intelligence responsibilities too large for the NAF organization may be accomplished by the parent MAJCOM at NAF request and with MAJCOM concurrence. The NAF SIO is responsible for all intelligence operations at the NAF level and for facilitating the availability of resources, training and personnel to subordinate intelligence organizations. NAF Intelligence will coordinate with its MAJCOM appropriately on all pertinent issues.

**4.2. NAF Intelligence Responsibilities.** NAF SIO will ensure NAF Intelligence will:

- 4.2.1. Review all unit plans annually and write intelligence annexes to ensure all intelligence and information requirements are identified.
- 4.2.2. Monitor unit tasking and OPLANs/CONPLANs, and advise intelligence personnel of significant changes and their impact.
- 4.2.3. Coordinate NAF SIO intelligence exercise activities and requirements with MAJCOM and subordinated echelons
- 4.2.4. Designate personnel to participate in NAF tactical military deception planning IAW AFI 10-704, Military Deception Program.
- 4.2.5. Participate in NAF working groups, Tiger Teams, etc.
- 4.2.6. Serve as NAF Intelligence career field functional manager for all intelligence personnel assigned to the NAF.
  - 4.2.6.1. Coordinate NAF intelligence assignments with MAJCOM.
  - 4.2.6.2. In concert with AF/A2-RE and MAJCOM and AFRC Intelligence provide policy and guidance pertaining to the overall management of assigned intelligence IMAs and serve as a focal point for all intelligence IMA actions within the NAF.
- 4.2.7. Exercise overall management of sensitive compartmented information (SCI) programs and that portion of the SSO system under NAF cognizance to include T-SCIF and TSWA operations.
- 4.2.8. Monitor unit ART/SORTS and inform MAJCOM/A2 of issues the NAF SIO is unable to address.
- 4.2.9. Provide intelligence support to force protection IAW AFI 14-119, Intelligence Support to Force Protection, in coordination with MAJCOM.

**4.3. AOC ISRD Responsibilities.** (See AFI 13-1 Volumes 1-3 for detailed AOC ISRD duties and responsibilities). IAW AFI 13-1AOC Volumes 1-3 ensure ISR Division personnel:

- 4.3.1. Develop focused situation awareness estimates.
- 4.3.2. When directed by production authority, produce and maintain the appropriate orders of battle for the supported area of responsibility (AOR) in formats utilized by current mission planning systems.
- 4.3.3. Develop and nominate targets, conduct weaponeering and combat assessment, as required.
- 4.3.4. Provide for substantive intelligence requirements of subordinate units.
- 4.3.5. Perform all-source collection management. Identify, validate and prioritize ISR taskings in conjunction with operational objectives, as required.
- 4.3.6. As applicable, execute a theater threat update code system.

**4.4. AFFOR Intelligence (A-2) Responsibilities.** The AFFOR A-2 recommends policy and guidance for all USAF ISR operational architectures, personnel, systems and training. The A-2 is responsible for intelligence plans and programs, sensitive compartmented information management, intelligence liaison, foreign disclosure and intelligence information management functions. The A-2 is a key member of the Force Protection Cell (FPC), providing threat warning, threat analysis, and defensive measures recommendations. Additionally, the A-2 provides for training and equipping assigned units to ensure they are prepared to support their mission area. A-2 responsibilities include:

- 4.4.1. Provide intelligence to meet the USAF forces' operational requirements and the validated requirements of other components and the joint commands as applicable.
- 4.4.2. Develop air component intelligence plans based on the plans of the joint force.
- 4.4.3. Plan reconnaissance operations for the air component consistent with joint force plans, as required.
- 4.4.4. Ensure feedback is provided to the JFC on Air Force intelligence-related issues affecting the joint command.
- 4.4.5. Plan and develop implementing instructions for wartime intelligence support including augmentation of joint forces.
- 4.4.6. Serve as the principal advisor to the COMAFFOR and staff on airborne ISR tasking, collection, processing, exploitation, and dissemination capabilities and limitations.
- 4.4.7. Manage theater intelligence requirements including manning, training and equipment.
  - 4.4.7.1. Prioritize based on mission needs.
  - 4.4.7.2. Validate subordinate unit and AFFOR requirements.
  - 4.4.7.3. Support bed-down of deploying units.
- 4.4.8. Ensure appropriate UTCs are tasked and filled to support combat operations and coordinate with AEF Center to identify additional manning requirements.
- 4.4.9. Develop theater intelligence operations procedures (e.g. Smartbook) to identify specific responsibilities for all levels of intelligence operations. Ensure theater intelligence procedures are provided to all theater and reachback intelligence organizations.

4.4.10. Coordinate with A-6 to establish and maintain necessary intelligence communications infrastructure.

4.4.11. Manage automated intelligence systems requirements for theater and reachback intelligence organizations. Serve as primary point of contact (POC) for connectivity, releasability, and training issues for intelligence systems used to support theater combat operations.

4.4.12. Identify security and releasability requirements for intelligence information to include:

4.4.12.1. Ensure SSO duties are fulfilled when dealing with SCI materials.

4.4.12.2. Support foreign disclosure as required.

4.4.13. Provide intelligence support to the FP cell.

## Chapter 5

### UNIT INTELLIGENCE RESPONSIBILITIES

**5.1. Unit Intelligence.** For purposes of this instruction, an intelligence unit is a level of organization under HHQs (MAJCOM) required to establish an intelligence function. Unit Intelligence encompasses Intelligence Wings, Intelligence Groups, Intelligence Squadrons, and Intelligence support to flying operations to include Intelligence Flights in an Operations Support Squadron/Flight (OSS/OSF), Special Tactics Squadrons (STSs), Air Support Operations Groups (ASOGs), Air Control Squadrons (ACS), Security Forces Groups (SFGs), Contingency Response Groups (CRGs) and flying squadron intelligence sections.

5.1.1. General. The SIO will:

5.1.1.1. Plan, program, validate and manage all intelligence requirements for his/her organization and subordinate/supported units.

5.1.1.2. Oversee career progression and training for all intelligence personnel in his/her organization or subordinate/supported units, including any assigned or attached intelligence IMAs. Review every intelligence officer and enlisted performance report (OPR/EPR) and decoration produced within his/her organization to ensure the duties of the intelligence professional are properly reflected.

5.1.1.3. Allocate, assign and manage all intelligence personnel resources within the unit, to include exercise and contingency tasking.

5.1.1.4. Submit manpower status reports IAW MAJCOM requirements. Shortfalls affecting mission accomplishment, including UTCs, will be identified as limiting factors (LIMFACs) through SORTS/ART reporting.

5.1.1.5. Coordinate with unit commanders to ensure resources are designated for intelligence personnel and processes through a yearly financial plan (FINPLAN). Identify shortfalls as limiting factors (LIMFACs) to the unit commander.

5.1.1.6. Coordinate on all organizational policies affecting unit intelligence operations.

5.1.1.7. Ensure appropriate research, analysis and dissemination (RAD) of all incoming information and intelligence. Analyze for accuracy and impact on the organization's mission. Rapidly disseminate significant and critical intelligence to unit leadership, battlestaff, operations personnel, mission planning personnel, crisis action team, subordinate and lateral units, higher headquarters and other appropriate agencies, as applicable.

5.1.1.8. Provide intelligence support to commanders and their staffs through current, relevant intelligence products and briefings, focusing on enemy capabilities, enemy tactics, enemy deployment/employment and the threat situation in the unit's area of responsibility.

5.1.1.9. Provide intelligence to base organizations, base agencies, tenant organizations and transient units as required.

5.1.1.10. Develop, implement and execute a force protection program IAW AFI 14-119.

5.1.1.11. Manage applicable unit SCI-security program.

5.1.1.12. Appoint in writing a primary and alternate Intelligence Reference Materials Manager (IRMM) IAW MAJCOM requirements to manage intelligence reference material requirements, procedures and maintenance.

5.1.1.12.1. Determine intelligence reference material requirements (to include mobility documents and references) based on mission requirements, unit operations, OPLANs/CONPLANs, Base Support Plans (BSPs), AEF, contingency, emergency war order and past ad hoc tasking. Use the MAJCOM designated Standard Intelligence Document List (SIDL) as the baseline for establishing the unit's intelligence reference library. SIOs with geographically separated units (GSUs) will monitor GSU requirements to ensure required documents are available.

5.1.1.12.2. Conduct an annual review of the unit's Statement of Intelligence Interest (SII). Input and maintain Statements of Intelligence Interest (SII) for the unit into the Joint Dissemination System (JDS) for MAJCOM validation.

5.1.1.12.3. Periodically publish or post (hard or soft copy) an accession list to identify new intelligence reference materials either received (hard and soft copy) or posted.

5.1.1.12.4. Organize intelligence electronic and hard copy reference material to permit timely retrieval of all documents and materials required to support contingency tasking.

5.1.1.12.5. The IRMM will develop written guidance to ensure standardization of the unit intelligence library. At a minimum, the written guidance will contain standardized procedures to document ordering and maintenance of the unit's intelligence library.

5.1.1.12.6. The IRMM will ensure reference materials remain current.

5.1.1.12.6.1. The IRMM will develop procedures for annual destruction and purging of revised and outdated material.

5.1.1.12.6.2. The IRMM will establish sign-in/sign-out procedures to ensure source material accountability.

5.1.1.13. Adhere to requirements and policies contained in AFI 16-201, Air Force Foreign Disclosure and Technology Transfer Program, for disclosing classified and controlled unclassified (i.e., For Official Use Only (FOUO), technical orders, Limited Distribution (LIMDIS), schematics, contractor owned, etc.) military information to foreign nationals. All classified and controlled unclassified military information must be reviewed and approved by a properly designated disclosure authority before release. Contact MAJCOM Foreign Disclosure Office for guidance and approval.

5.1.1.14. Manage unit production requirement program IAW AFI 14-201 Intelligence Production and Applications and theater guidance as appropriate. Exhaust internal, theater and national automated resources to accomplish intelligence support functions before forwarding requirements to outside agencies.

5.1.1.15. Conduct annual reviews of unit-generated written guidance to ensure currency, accuracy, appropriateness and applicability.

5.1.1.16. Ensure continuity books, checklists or other programs are developed and maintained for key functions.

5.1.1.17. Self-assessments will be conducted annually, or more frequently as directed by MAJCOM. Assessments will detail deficiencies and recommend corrective actions. The SIO will track corrective actions through resolution.

5.1.1.17.1. Ensure the self-assessment program closely examines intelligence operations within all intelligence work areas.

5.1.1.17.2. Self-assessments will be conducted on a semi-annual basis. Assessments will detail deficiencies and recommend corrective actions. The SIO will track corrective actions through resolution. (For ARC units conduct self-inspections at least annually.)

5.1.1.17.3. Unit-tailored checklists based on MAJCOM inspection directives will be used to conduct self-assessments.

5.1.1.18. Standardize intelligence procedures and processes (briefings, situation displays, products, etc.) throughout the unit to the fullest extent possible.

5.1.1.19. Ensure newly assigned individuals complete a newcomer orientation of the unit intelligence organization within 60 days of arrival on-station (NLT 180 days for AFRC/ANG units and assigned or attached IMAs). Develop a unit specific checklist to identify all applicable newcomer orientation items to include:

5.1.1.19.1. MAJCOM/theater and intermediate command missions.

5.1.1.19.2. Unit OPLAN/OPORD tasking and related specific intelligence requirements.

5.1.1.19.2.1. Unit weapon systems capabilities and missions

5.1.1.19.3. Unit aircrew verification/certification process, if applicable.

5.1.1.19.4. Unit intelligence wartime and peacetime mission and organization.

5.1.1.19.5. Safety and security procedures applicable to unit intelligence activities.

5.1.1.19.6. Basics of functional area equipment (i.e. desktop computers and software programs, automated intelligence systems, etc.).

5.1.1.19.7. Job description and responsibilities.

5.1.1.19.8. Intelligence Oversight Program.

5.1.1.19.9. Recall procedures.

5.1.1.19.10. Air Force and MAJCOM policy and guidance documents and unit operating instructions.

5.1.1.19.11. Antiterrorism/force protection/local area threats (terrorism, etc.).

5.1.1.19.12. AEF commitments and schedule.

5.1.1.19.13. Tour all intelligence work centers to include, as applicable, OSS/OSF IN work areas, flying squadrons, command post, flight line, etc.

5.1.1.19.14. Complete line badge paperwork and obtain line badge (as required).

5.1.1.19.15. Other certifications as applicable (flight line driving, fork lift driver, etc.).

5.1.1.19.16. Document individual completion of the orientation program using individual OJT records and appropriate online documentation system.

5.1.1.20. Determine and maintain GI&S needed to support unit operations.

5.1.1.21. Actively solicit feedback from wing/group and subordinate commanders and squadron intelligence personnel to improve intelligence support processes.

5.1.1.22. Establish and develop written guidance for an External Intelligence Training (EIT) program (if a unit has responsibility for providing intelligence training to non-intelligence AFSC personnel). Program will be tailored to the unit's mission, weapon systems, projected wartime/Air and Space Expeditionary Force tasking and base/deployment location(s).

5.1.1.22.1. Appoint in writing an EIT program manager to oversee program execution.

5.1.1.22.2. Develop written guidance outlining procedures for conducting, documenting, testing, evaluating, monitoring, and reporting EIT. List specific training objectives for each major area of intelligence training and the training method and resources used to satisfy each objective.

5.1.1.22.3. Coordinate EIT written instructions with all applicable commanders. Written guidance will be coordinated with any organization that assists intelligence personnel in providing training, as well as any agency for which intelligence training is provided on a regular basis.

5.1.1.23. For units directly supporting flying squadrons, develop in conjunction with the OG Commander, an Intelligence Flying Program, IAW governing MAJCOM directives. Flying incentive pay is NOT authorized.

5.1.2. Plans. The SIO will:

5.1.2.1. Review all unit tasked OPLAN/CONPLANS, DOC statements, UTCs and base level plans at least annually to identify intelligence requirements. Ensure tasked OPLANs/CONPLANS (Annex B, Annex M and Annex K) requirements and other taskings are reviewed to identify intelligence requirements. Tasked OPLANs/CONPLANS can be found on the unit designated operational capability (DOC) statement.

5.1.2.2. Ensure intelligence annexes for local plans are written identifying all intelligence and information requirements.

5.1.2.3. Monitor unit taskings and OPLANs/CONPLANS. Advise unit intelligence personnel of significant changes and their impact.

5.1.2.4. Participate in unit certification/verification boards, weapons and tactics boards, etc., as applicable.

5.1.2.5. Designate personnel to participate in unit tactical military deception planning IAW AFI 10-704, Military Deception Program.

5.1.3. Exercise Planning. The SIO will:

5.1.3.1. Ensure intelligence scenarios are developed for exercises that reflect unit mission tasking. Ensure scenarios facilitate a practical simulation of operational and tactical intelligence functions and include realistic mission area threats including those posed by terrorists and other groups. Ensure scenarios test the intelligence network. This will include employing realistic threat scenarios and the use of all applicable automated intelligence systems.

5.1.3.2. Appoint an experienced and qualified intelligence representative as a member of the unit exercise planning and evaluation team.

5.1.3.3. Manage unit participation in NAF and MAJCOM directed exercises.

5.1.4. Mobility and Reception. The SIO will (if applicable):

5.1.4.1. Ensure adequate mobility and reception planning and preparedness for unit intelligence activities and personnel including any assigned or attached IMAs.

5.1.4.2. Act as the wing focal point for all intelligence AFSC requirements in tasked UTCs and any deployment orders; identify unit intelligence personnel and equipment to support tasked UTCs; and notify unit commanders of any unfilled requirements.

5.1.4.3. Monitor AEF/EAF schedule to ensure ability to fulfill commitments and manage personnel resources.

5.1.4.4. Ensure unit personnel and assigned IMAs are fully qualified to fill mobility requirements to include SCI eligibility requirements.

5.1.4.5. Ensure mobility procedures satisfy time lines for packing and marshaling materials and equipment.

5.1.4.6. Coordinate with deploying unit personnel to deconflict intelligence deployment priorities, optimize personnel and equipment mix, and identify the planned intelligence structure and functions.

5.1.4.7. Ensure unit GI&S requirements are identified IAW AFI 14-205, Geospatial Information and Services, and sufficient stocks are maintained for training and readiness, deployment and employment. Units must refer to theater guidance for additional GI&S requirements prior to deployment.

5.1.4.8. Ensure intelligence personnel provide briefing support IAW MAJCOM directives or functional volumes. Briefings must incorporate the latest intelligence information to include appropriate force protection information.

5.1.4.9. Ensure current written checklists or procedures are developed for all intelligence tasks required to support to mobility and reception, intelligence systems, communications architecture, T-SCIF requirements and intelligence tasking(s), as applicable.

5.1.4.10. Ensure intelligence personnel and augmentees are provided a situation briefing/update at shift changeover.

5.1.4.11. Ensure commanders and staff are provided a situation briefing as required.

5.1.5. Contingency/Combat Employment. The SIO will:

5.1.5.1. Develop quality control procedures to ensure standardization and accuracy of situation/order of battle (OB) displays. Units will use Department of the MIL STD 2525B, Common Warfighting Symbolology for developing OB symbolology as applicable to the unit mission.

5.1.5.2. Ensure all organization intelligence functions are equipped with the required products to support briefings, mission planning, staff support and employment operations.

5.1.5.3. Ensure quality control of intelligence products.

5.1.5.4. Ensure intelligence personnel assigned understand their responsibilities concerning the Laws of Armed Combat (LOAC).

5.1.5.5. Validate unit production requirements and forward to appropriate validation authority.

5.1.5.6. Ensure intelligence personnel are capable of extracting data from the appropriate tasking document (ATO, ACO, ITO, etc.) or other tasking that initiates the mission planning process.

5.1.5.7. Ensure intelligence personnel assigned to mission planning are trained and available to participate in the mission planning process. These personnel will participate IAW local directives in developing mission profiles, supplying material and information to execute missions and satisfying tasking orders.

5.1.5.8. Ensure preplanned missions are updated to reflect the latest available information affecting the mission, including force protection updates and are planned to minimize threat and enhance survivability.

5.1.6. Reporting. The SIO will:

5.1.6.1. Ensure all missions are debriefed, IAW AFI and MAJCOM/theater directives.

5.1.6.2. Ensure all events are reported IAW tasking authority requirements.

5.1.6.3. Establish procedures for intelligence report composition and dissemination. All reports will be quality controlled and submitted IAW OPLAN and/or theater guidance. In the event there is no OPLAN/theater guidance, US Message Text Format will be used for all reports.

5.1.7. Automated Intelligence Systems. Intelligence personnel will use all available automated intelligence systems necessary to accomplish mission tasking. Ensure systems are accredited to meet or exceed the level of classification required for the information to be processed prior to operation.

5.1.7.1. Assume responsibility for the physical security and accountability of all intelligence automated systems.

5.1.7.2. SIO will appoint in writing an intelligence systems program manager to be the intelligence point of contact with base communications. The intelligence systems program manager is the intelligence advocate with base communications to ensure the daily management and maintenance of assigned intelligence automated systems is accomplished.

5.1.7.3. Ensure only approved software is downloaded or added to intelligence automated systems. Loading of additional software not listed as part of the particular system's software package is not authorized unless it has been tested, certified and accredited to operate with these applications and authorized on SIPRNET by MAJCOM/SCSO.

5.1.7.4. Maintain proper accreditation documentation for each intelligence system type.

5.1.7.5. Coordinate unit systems requirements with MAJCOM.

5.1.8. Personnel Recovery. The SIO will ensure intelligence input to unit personnel recovery operational support program IAW AFI 16-1301. When a SERE specialist is assigned, coordinate intelligence support to PR responsibilities and document delineation of duties in a memorandum of agreement.

## **5.2. Flying Unit Responsibilities.**

5.2.1. OSS/Wing Intelligence Responsibilities to Support Combat Employment:

5.2.1.1. Appropriately research, analyze and disseminate (RAD) all incoming information and intelligence. Analyze for accuracy and impact on the unit mission. Rapidly disseminate significant and critical intelligence to (as applicable) battlestaff, aircrews/operators, mission planning personnel, subordinate and lateral units, and other appropriate agencies/personnel.

5.2.1.2. Maintain current OB displays and establish procedures to ensure standardization of displays in flying squadrons/subordinate unit work areas.

5.2.1.3. Provide updated automated threat files to flying squadrons/subordinate functions in a format utilized by current mission planning systems.

5.2.1.4. Establish quality control procedures for reports. Ensure all appropriate missions/events are reported on and all required fields are complete. Forward all reports to appropriate HHQ agency. Monitor flying schedule and unit tasking to anticipate report requirements.

5.2.1.5. Ensure subordinate units have access to the most current intelligence available and immediately disseminate theater threat update codes (TUCs).

5.2.1.6. Provide intelligence to the squadron during all phases of operations.

5.2.1.7. Provide intelligence to base organizations, base agencies, tenant organizations and transient units as needed.

5.2.1.8. Manage all PRs. Exhaust internal, theater and national automated resources before forwarding questions/requirements to outside agencies.

5.2.1.9. Coordinate squadron intelligence requirements and issues through wing/group SIO, or next higher headquarters SIO if not subordinate to wing/group.

5.2.1.10. Submit inputs to the wing/group SIO for inclusion in the wing/group SII.

5.2.1.11. Ensure continuity books, checklists or other program documentation are developed and maintained for key functions.

5.2.1.12. Submit document requirements to wing/group SIO for consolidation and forwarding through validation chain.

5.2.1.13. Manage intelligence documents, reference materials and reading library in the operational squadron.

5.2.1.14. Monitor flying schedule and intelligence personnel schedules to ensure required intelligence support is available.

5.2.1.15. Transient intelligence personnel and/or aircrews should advise host of current and anticipated intelligence requirements and coordinate for assistance through appropriate channels.

5.2.2. Cross Servicing During Employment. Some aircraft/ground teams will recover from missions at other than home station. Host units will ensure that all aircraft/ground teams recovering at their base receive intelligence and force protection support. Upon request, the SIO will designate intelligence personnel to work with the crew/ground team. Host unit intelligence will debrief the aircrews/ground teams and submit the appropriate reports with a copy to the parent unit. If the crew/ground team is retasked, intelligence will provide a mission threat briefing and assist them with mission planning.

5.2.3. Cross Servicing During Deployment.

5.2.3.1. Civil Reserve Air Fleet (CRAF) Support: The CRAF is a DoD and Department of Transportation program designed to augment Air Mobility Command (AMC) organic mobility resources during times of crisis. The basic authority for CRAF is contained in Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, and incremental stage definitions are in DoD 3020.36-P, Master Mobilization Plan. When CRAF is activated, the crews and aircraft are under mission control of AMC and function as a part of the total AMC airlift forces.

5.2.3.1.1. Upon activation of the CRAF, HQ AMC/A2 will be responsible for coordinating intelligence and force protection support to CRAF assets.

5.2.3.1.2. CRAF crew access to information is based strictly on need-to-know considerations and verification of CRAF status. Verification will be confirmed with the flight release form, plus company identification card and/or Geneva Convention card.

5.2.3.1.3. The level of information disclosed is restricted to collateral SECRET and below. Transient (enroute) CRAF aircrews can receive only oral and visual briefings - they are not allowed to obtain hard or soft copy documentation.

5.2.3.1.4. Hard copy documentation will only be released via secure means to an appropriately cleared POC at the commercial carrier's headquarters with approved classified storage capability. The names and clearances of authorized commercial carrier headquarters POCs will be provided by and maintained by HQ AMC/A34B. This list will be reviewed and updated at least annually.

5.2.3.2. Civilian carrier support to DoD missions: Civilian carriers are frequently contracted to augment DoD organic resources, without CRAF activation. This process allows the DoD to meet mobility requirements.

5.2.3.2.1. Upon utilization of contracted civilian carriers, HQ AMC/A22 is responsible for coordinating intelligence and force protection support to those carriers performing DoD missions into threat regions.

5.2.3.2.2. Civilian crew access to information is based strictly on need-to-know considerations and verification of DoD mission assignment. Verification is the responsibility of the Tanker Airlift Control Center (TACC) representatives to the Threat Working Group.

5.2.3.2.3. The level of information disclosed is restricted to collateral SECRET and below. Enroute commercial aircrews can receive only oral and visual briefings--they are not allowed to obtain hard or soft copy documentation.

5.2.3.2.4. Hard copy documentation will only be released via secure means to an appropriately cleared POC at the commercial carrier's headquarters with approved classified storage capability.

### **5.3. Production Unit Responsibilities.**

5.3.1. Establish a single POC for all production requirements issues.

5.3.2. Develop written procedures that deal with processing PRs, recording production tasking, and reporting production to higher headquarters.

5.3.3. Receive, review, and prioritize all validated intelligence PRs. Manage unit production assigned tasking and report to parent headquarters tasking status and PR completion as required by locally developed procedures.

5.3.4. Ensure the primary production squadron develops a draft Proposed Product Responses (PPR) in the DoD Intelligence Production Program format referenced in AFI 14-201.

5.3.5. Enter Initial PPR into COLISEUM to notify the customer IAW AFI 14-201. Should a PPR working group be needed, send a copy of the PR and a copy of the PPR working group checklist to the relevant squadron(s).

5.3.6. Submit the PPR, through COLISEUM, to the Air Force validating intelligence office, AF/XOIIA-P, and the customer within the time specified in AFI 14-201.

5.3.7. Notify the customer when production is complete and the product is available for use. The primary digital dissemination method is INTELINK (collateral and/or SCI), with CD-ROM, other magnetic media, and hardcopy as secondary media/methods. All substantive, finished intelligence products should be posted on INTELINK in addition to customer media requirements. Periodically notify the customer of the status of their requirement when production times of 3 months or longer are involved. (Not applicable to scheduled production PRs.)

5.3.8. Develop and manage standards and evaluations of specific product generation to ensure quality control and PR satisfaction.

### **5.4. Acquisition Intelligence Unit Responsibilities.**

5.4.1. Conducts Intelligence in Force Modernization (IFM) activities as follows:

- 5.4.1.1. Identifies intelligence-sensitive programs/initiatives and documents them in the AFMC Intelligence Enterprise Requirements Matrix (IERM)
- 5.4.1.2. Nominates force modernization initiatives to command SIO for Intelligence Support Steering Group (ISSG) consideration.
- 5.4.1.3. Participates in and/or co-chairs force modernization forums, to include, but not limited to, ISSGs, Intelligence Support Working Groups (ISWGs), Technical Exchange Meetings (TEM), Threat Steering Groups (TSG), and Threat Working Groups (TWG) as required.
- 5.4.1.4. Assists programs/project managers in the development, coordination and resolution of intelligence support shortfalls and deficiencies.
- 5.4.1.5. Provides tailored intelligence support and documentation of intelligence requirements to support the research, development, test and sustainment of AF force modernization efforts.
- 5.4.1.6. Works with the program office to prepare production requirements and Foreign Materiel Acquisition requests and submits them to the appropriate authority for validation.
- 5.4.1.7. Maintains intelligence reference materials and facilitates access to intelligence community databases
- 5.4.1.8. Works with AFOTEC and programs to ensure intelligence information in Test and Evaluation Master Plans (TEMPs) references validated scenarios and remains current.
- 5.4.1.9. Assists in development of and develops requests for Intelligence Certification to meet CJCSI 3170.01 requirements. Submits requests for Intelligence Certification to MAJCOM SIO.

**5.5. DELETED.**

**5.6. DELETED.**

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DCS/Intelligence, Surveillance and Reconnaissance

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 3305.02, General Intelligence Training

DoD 5240.1-R, Procedures Governing the Activities of DoD Intelligence Components that Affect United States Persons

AFI 10-704, Military Deception Program

AFI 14-104, Oversight of Intelligence Activities

AFI 14-111, Intelligence in Force Modernization

AFI 14-119, Intelligence Support to Force Protection

AFI 14-202, Volume 1, Intelligence Training

AFI 14-202, Volume 2, Intelligence Standardization and Evaluation

AFI 14-205, Geospatial Information and Services (GI&S)

AFI 16-201, Air Force Foreign Disclosure and Technology Transfer Program

AFI 16-1301, Survival, Evasion, Resistance, and Escape (SERE) Program

AFI 36-2201, Volume 1, Air Force Training Program Training Development, Delivery and Evaluation

AFI 36-2201, Volume 3, Air Force Training Program On the Job Training Administration

AFI 36-2807, Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program

AFI 90-201, Inspector General Activities

AFPD 14-2, Intelligence Rules and Procedures

AFPD 14-3, Control, Protection and Dissemination of Intelligence Information

AFTTP 3-1.2, Threat Reference Guide and Countertactics

MIL STD 2525B, Common Warfighting Symbolology

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication, 22 September 2009

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**ACS**—Air Control Squadron

**AEF**—Air Expeditionary Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive  
**AFSC**—Air Force Specialty Code  
**AIA**—Air Intelligence Agency  
**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**AOR**—Area of Responsibility  
**ARC**—Air Reserve Component  
**ART**—Air and Space Expeditionary Force Reporting Tool  
**ASOG**—Air Support Operations Group  
**CHCSS**—Chief, Central Security Service  
**CJCS**—Chief of the Joint Chiefs of Staff  
**COMPUSEC**—Computer Security  
**COMSEC**—Communications Security  
**CONOPS**—Concept of Operations  
**CRAF**—Civil Reserve Air Fleet  
**CRG**—Contingency Response Group  
**DIRNSA**—Director of the National Security Agency  
**DISK**—Deployable Intelligence Support Kit  
**DOC**—Designated Operational Capability  
**EAF**—Expeditionary Aerospace Force  
**EPR**—Enlisted Performance Report  
**FOUO**—For Official Use Only  
**FP**—Force Protection  
**FPC**—Force Protection Cell  
**GI&S**—Geospatial Information and Services  
**GSU**—Geographically separated Unit  
**GTACS**—Ground Tactical Air Control Squadron  
**HHQ**—Higher Headquarters  
**HUMINT**—Human Intelligence  
**IMA**—Individual Mobilization Augmentee  
**IMINT**—Imagery Intelligence  
**IRF**—Intelligence Read File

**IRM**—Intelligence Resource Manager  
**IRMM**—Intelligence Reference Materials Manager  
**ISR**—Intelligence, Surveillance and Reconnaissance  
**JCS**—Joint Chiefs of Staff  
**JDISS**—Joint Deployable Intelligence Support System  
**JDS**—Joint Dissemination System  
**JFC**—Joint Force Commander  
**LIMDIS**—Limited Distribution  
**LIMFAC**—Limiting Factor  
**LOAC**—Law of Armed Conflict  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**NAF**—Numbered Air Force  
**NSCID**—National Security Council Intelligence Directive  
**OB**—Order of Battle  
**OPCON**—Operational Control  
**OPLAN**—Operations Plan  
**OPR**—Officer Performance Report  
**OPSEC**—Operations Security  
**OSS/OSF**—Operations Support Squadron/Flight  
**PC-I3**—Personal Computer Integrated Imagery and Intelligence  
**POC**—Point of Contact  
**PR**—Production Requirement  
**PPR**—Proposed Production Requirement  
**RAD**—Research, Analyze and Disseminate  
**R&D**—Research and Development  
**RFI**—Request for Intelligence  
**RTRB**—Realistic Training Review Board  
**SAV**—Staff Assistance Visit  
**SCI**—Sensitive Compartmented Information  
**SCE**—Service Cryptologic Element  
**SIGINT**—Signals Intelligence

**SII**—Statement of Intelligence Interest  
**SIO**—Senior Intelligence Officer  
**SORTS**—Status of Readiness and Training System  
**SSO**—Special Security Office/Officer  
**TACC**—Tanker Airlift Control Center  
**TALCE**—Tactical Airlift Control Element  
**T- SCIF**—Tactical Sensitive Compartmented Information Facility  
**TSWA**—Temporary Secure Working Area  
**TTP**—Tactics, Techniques and Procedures  
**TUC**—Threat Update Code  
**USSID**—United States Signals Intelligence Directive  
**USSS**—US SIGINT System  
**UTC**—Unit Type Code  
**WSV**—Weapons System Video

### *Terms*

**NOTE:**—The purpose of this glossary is to help the reader understand the terms used in this publication. It is not intended to encompass all pertinent terms. Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms, 12 April 2001, and AFDD1-2, Air Force Glossary, contain standardized terms and definitions for DoD and Air Force use.

**Additional Training**—Any training recommended to remedy deficiencies identified during an evaluation that must be completed by the due date. This training may include self-study, instruction, computer-based training or supervised tasks. Additional training must include demonstration of satisfactory knowledge or proficiency to an intelligence examiner, supervisor or trainer to qualify as completed.

**Aircrew**—The total complement of crewmembers (primary crewmember, mission crewmember) required to operate an aircraft and to complete an assigned mission.

**Air Tasking Order (ATO)**—A document containing specific mission tasking and relevant data by unit and aircraft.

**Basic Mission Capable (BMC)**—The status of intelligence personnel who have satisfactorily completed Mission Qualification Training, are qualified in the unit mission, but do not maintain MR/CMR status. Personnel must be able to attain MR/CMR currency status within 30 days, or as otherwise specified in the applicable AFI 14-2(MDS)v1.

**Basic Qualification (BQ)**—The status of intelligence personnel who have satisfactorily completed IQT and are qualified to perform basic duties, but may not perform mission duties unsupervised. BQ is a prerequisite for all personnel to enter MQT. The member must perform at

a minimum level as established in the applicable AFI 14-2(MDS)v1. BQ is not a long term qualification status.

**Changeover Briefing**—A briefing to provide incoming personnel a synopsis of events and issues to prepare them for their shift. Include issues needing immediate attention, pending tasks, personnel and equipment problems, work center status and briefing times

**Combat Mission Ready (CMR)**—The status of intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1. See Mission Ready (MR).

**Communications Security (COMSEC)**—The protection resulting from all measures designed to deny unauthorized persons information of value that might be derived from the possession and study of telecommunications, or to mislead unauthorized persons in their interpretation of the results of such possession and study. Communications security includes: cryptosecurity, transmission security, emission security, and physical security of communications security materials and information. a. cryptosecurity--The component of communications security that results from the provision of technically sound cryptosystems and their proper use. b. transmission security--The component of communications security that results from all measures designed to protect transmissions from interception and exploitation by means other than cryptanalysis. c. emission security--The component of communications security that results from all measures taken to deny unauthorized persons information of value that might be derived from intercept and analysis of compromising emanations from crypto-equipment and telecommunications systems. d. physical security--The component of communications security that results from all physical measures necessary to safeguard classified equipment, material, and documents from access thereto or observation thereof by unauthorized persons.

**Computer Security (COMPUSEC)**—The protection resulting from all measures to deny unauthorized access and exploitation of friendly computer systems.

**Concept of Operations (CONOPS)**—A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The concept of operations frequently is embodied in campaign plans and operation plans; in the latter case, particularly when the plans cover a series of connected operations to be carried out simultaneously or in succession. The concept is designed to give an overall picture of the operation. It is included primarily for additional clarity of purpose. Also called commander's concept.

**CONPLAN**—An operation plan in an abbreviated format that would require considerable expansion or alteration to convert it into an OPLAN or OPORD. A CONPLAN contains the combatant commander's strategic concept and those annexes and appendixes deemed necessary by the combatant commander to complete planning. Generally, detailed support requirements are not calculated and time-phased force and deployment data (TPFDD) files are not prepared. A CONPLAN with TPFDD is the same as a CONPLAN except that it requires more detailed planning for phased deployment of forces.

**Continuation Training (CT)**—CT provides the volume, frequency and mix of training necessary for intelligence personnel to maintain proficiency in their assigned qualification level. The Ready Intelligence Program (RIP) outlines the minimum CT requirements. RIP is designed to focus training on capabilities needed to accomplish a unit's core tasked missions. Continuation

Training (CT) is separate from skill level upgrade training, although CT may fulfill some skill level upgrade training requirements. CT and RIP are discussed further in Chapter 4 of the MDS-specific AFI 14-2(MDS)v1.

**Currency**—A measure of how frequently and/or recently a task is completed. Currency requirements should ensure intelligence personnel maintain a minimum level of proficiency in a given event.

**Debriefing**—The process to convert mission information into intelligence for dissemination to affected parties. The intelligence specialist will extract relevant mission intelligence from pilots/aircrew, ask amplifying questions relevant to the mission, identify time-sensitive information and disseminate appropriately and expeditiously.

**Deployment Briefing**—A briefing to provide intelligence information to pilots/aircrew, key staff, and deploying personnel prior to deployment. Intelligence information is tailored to the unit's specific mission, roles and combat profiles in accordance with the unit OPLAN/OPORD tasking.

**Electronic Intelligence (ELINT)**—Technical and geolocation intelligence derived from foreign non-communications electromagnetic radiations emanating from other than nuclear detonations or radioactive sources.

**Essential Elements of Friendly Information (EEFIs)**—Key questions to be asked by adversary officials and intelligence systems about specific friendly intentions, capabilities, and activities, so they can obtain answers critical to their operational effectiveness.

**Essential Elements of Information (EElS)**—Critical items of information about the enemy and the battlespace required by the commander and planners to successfully prosecute an operation. Have aircrews review established EElS and prepare them to observe and report any significant information during debrief.

**Formal Course**—Training courses listed in the Air Force Education and Training Course Announcement (ETCA).

**Geospatial Information and Services (GI&S)**—The concept for collection, information extraction, storage, dissemination, and exploitation of geodetic, geomagnetic, imagery (both commercial and national source), gravimetric, aeronautical, topographic, hydrographic, littoral, cultural, and toponymic data accurately referenced to a precise location on the earth's surface. These data are used for military planning, training, and operations including navigation, mission planning, mission rehearsal, modeling, simulation and precise targeting. Geospatial information provides the basic framework for battlespace visualization. It is information produced by multiple sources to common interoperable data standards. It may be presented in the form of printed maps, charts, and publications; in digital simulation and modeling databases; in photographic form; or in the form of digitized maps and charts or attributed centerline data. Geospatial services include tools that enable users to access and manipulate data, and also includes instruction, training, laboratory support, and guidance for the use of geospatial data.

**Human Resources Intelligence (HUMINT)**—A category of intelligence derived from information collected and provided by human sources.

**Imagery Intelligence (IMINT)**—Intelligence derived from the exploitation of collection by visual photography, infrared sensors, lasers, electro-optics, and radar sensors such as synthetic

aperture radar wherein images of objects are reproduced optically or electronically on film, electronic display devices, or other media.

**Initial Situation Briefing**—A briefing to provide the commander and key staff with intelligence pertaining to the current crisis, and the events that have led to it. The briefing will usually be presented following recall or alert notification.

**Initial Qualification Training (IQT)**—Training needed to qualify intelligence personnel for basic duties in an assigned position for a specific MDS, weapons system, intelligence function or activity, without regard for a unit's specific mission.

**Intelligence**—Information relating to the capabilities, intentions and activities of foreign powers, organizations or persons, but not including CI (except for information on international terrorist activities). Intelligence collects and analyzes information in order to forewarn decision makers, commanders and operators (aircrews, security forces, etc.) before an act occurs.

**Intelligence Formal Training Unit (FTU)**—Formal intelligence training to support a specific mission design series weapons system or specific intelligence function. Intelligence personnel will complete Intelligence FTUs, where available, as part of Initial Qualification Training.

**Intelligence Read File (IRF)**—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day intelligence operations.

**Intelligence Requirement**—A requirement for intelligence to fill a gap in the command's knowledge and understanding of the battlespace or threat forces. Intelligence requirements are designed to reduce the uncertainties associated with successful completion of a specific friendly course of action (COA); a change in the COA usually leads to a change in intelligence requirements. Intelligence requirements that support decisions which affect the overall mission accomplishment are designated by the commander as priority intelligence requirements (PIR). Less important intelligence requirements are designated as IR.

**Master Question File (MQF)**—Question bank used to construct closed book exams.

**Measurement and Signature Intelligence (MASINT)**—Scientific and technical intelligence obtained by quantitative and qualitative analysis of data (metric, angle, spatial, wavelength, time dependence, modulation, plasma, and hydromagnetic) derived from specific technical sensors for the purpose of identifying any distinctive features associated with the target. The detected feature may either be reflected or emitted.

**Mission Briefing**—A briefing to provide the pilots/aircrew with the latest intelligence affecting the mission. Accurate and timely intelligence information should be provided on targets, mission areas, en-route threats, evasion and recovery, and any other factors essential to mission success.

**Mission Planning Cell (MPC) Initial/Feasibility Briefing**—A briefing to provide the MPC with a review of the tactical mission(s) to include overall battle situation, threats, & target considerations.

**Mission Qualification Training (MQT)**—Training needed to qualify intelligence personnel to perform their specific unit mission in an assigned position. AFI 14-2(MDS)v1 prescribes minimum MQT requirements.

**Mission Ready (MR)**—The status of intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1. See Combat Mission Ready (CMR)..

**Office of Primary Responsibility (OPR)**—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

**Operational Control (OPCON)**—Command authority that may be exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in combatant command (command authority) and may be delegated within the command. When forces are transferred between combatant commands, the command relationship the gaining commander will exercise (and the losing commander will relinquish) over these forces must be specified by the Secretary of Defense. Operational control is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. Operational control should be exercised through the commanders of subordinate organizations. Normally this authority is exercised through subordinate joint force commanders and Service and/or functional component commanders. Operational control normally provides full authority to organize commands and forces and to employ those forces as the commander in operational control considers necessary to accomplish assigned missions; it does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.

**Operations Order (OPORD)**—A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.

**Operations Plan (OPLAN)**—Any plan, except for the Single Integrated Operational Plan, for the conduct of military operations. Plans are prepared by combatant commanders in response to requirements established by the Chairman of the Joint Chiefs of Staff and by commanders of subordinate commands in response to requirements tasked by the establishing unified commander. Operation plans are prepared in either a complete format (OPLAN) or as a concept plan (CONPLAN). The CONPLAN can be published with or without a time-phased force and deployment data (TPFDD) file. An operation plan for the conduct of joint operations that can be used as a basis for development of an operation order (OPORD). An OPLAN identifies the forces and supplies required to execute the combatant commander's strategic concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identified in TPFDD files. OPLANs will include all phases of the tasked operation. The plan is prepared with the appropriate annexes, appendixes, and TPFDD files as described in the Joint Operation Planning and Execution System manuals containing planning policies, procedures, and formats.

**Operations Security (OPSEC)**—A process of identifying critical information and subsequently analyzing friendly actions attendant to military operations and other activities to: a. identify those actions that can be observed by adversary intelligence systems; b. determine indicators that hostile intelligence systems might obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries; and c. select and execute measures that

eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

**Order of Battle (OB)**—The identification, strength, command structure and disposition of personnel, units and equipment of any military force.

**Production Requirement (PR)**—An established intelligence need considered in the allocation of intelligence resources to fulfill the essential elements of information and other intelligence needs of a commander.

**Proficiency**—The quality of having competence and a command of the fundamentals derived from practice and familiarity. A measure of how well a task is completed. An individual is considered proficient when he/she can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

**Senior Intelligence Officer (SIO)**—The SIO is the highest-ranking Air Force officer holding the 14N3 or 14N4 Air Force Specialty Code (AFSC) and serving in an Air Force intelligence position. The SIO's authority extends to all directly subordinate units. Installations with intelligence activities in different chains of command will have separate SIOs. In this capacity, the SIO provides senior guidance on all policy development, interpretations, and applications. Further, the SIO serves as the chief advisor and mentor for AF intelligence officers, enlisted and civilians (as appropriate) in terms of career development and progress.

**Signals Intelligence (SIGINT)**—1. A category of intelligence comprising either individually or in combination all communications intelligence, electronic intelligence, and foreign instrumentation signals intelligence, however transmitted. 2. Intelligence derived from communications, electronic, and foreign instrumentation signals.

**Situation Briefing**—A briefing to provide the commander and key staff and pilots/aircrew with the latest intelligence to assist in decision-making.

**Situation Map**—A map showing the tactical or the administrative situation at a particular time.

**Specialized Training**—Training in any skill necessary to carry out the unit's assigned missions that is not required by every intelligence unit member. Specialized Training is accomplished after Mission Qualification Training and after the member is assigned MR/CMR or BMC status, and is in addition to MR/CMR or BMC requirements. For example, as outlined in AFI 14-2F-16, F-16 Unit Intelligence Training, an External Intelligence Trainer (EIT) requires Specialized Training and certification to conduct intelligence training for pilots. EITs have additional qualification and currency requirements to maintain proficiency in conducting intelligence training.

**Special Tactics Squadron (STS)**—A task-organized squadron of special tactics that may include combat control, pararescue, and combat weather personnel. Functions include austere airfield and assault zone reconnaissance, surveillance, establishment, and terminal control; terminal attack control; combat search and rescue; combat casualty care and evacuation staging; and tactical weather observations and forecasting.

**Staff Assistance Visit (SAV)**—A visit from higher headquarters intelligence personnel usually to review subordinate unit processes and procedures to evaluate and improve programs and overall combat readiness.

**Step Briefing**—A briefing given to pilots/aircrew immediately prior to departure for tasked mission. The step briefing provides the pilots/aircrew with last minute intelligence affecting their mission.

**Training Command**—The MAJCOM assigned responsibility for formal school training in each MDS/weapons system-specific intelligence function or activity.

**Target Materials**—Graphic, textual, tabular, or other presentations of target intelligence primarily designed to support operations against designated targets by one or more weapons systems. Target materials are suitable for training, planning, executing, or evaluating such operations.

**Threat Update Codes (TUC)**—Codes used to communicate significant new threat information to aircrew and mission planners as rapidly as possible. TUCs are tracked by alphabetical or numerical codes, which will enable units and aircrew to track these significant changes to ensure they have the most current information before stepping to a mission. This also will assist in providing airborne updates through airborne controllers. TUCs are reserved for new and critical information that may have a direct impact on the mission. Specific TUC criteria will be JFACC-developed. For example, at the first mission briefing of the day the threat code is zero or A (according to JFACC-developed criteria). In this example, a SAM site is relocated and the unit receives new coordinates. Because this will impact the unit's missions, a threat update is issued and the letter/number is changed- to 1 or B, for example. If a pilot/aircrew asks what the TUC is and it is different than the last one the pilot/aircrew had, the pilot/aircrew knows the threat intelligence needs to be updated with whatever changed since the last update.

**Trend Program**—Analysis designed to identify areas requiring attention, monitoring or correction.

**Unit**—A level of organization under HHQs (MAJCOM) required to establish an intelligence function.

**Unit Type Code (UTC)**—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "typeunit."

**NOTE:** The user of this instruction is responsible for verifying the currency of the cited documents.