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Intelligence

**INTELLIGENCE EDUCATION, RESEARCH
AND TRAINING PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 14-1, Air Force Intelligence Planning and Operations. It explains how to apply for and take part in Air Force and other Defense Intelligence Community education, research, and training programs. This instruction does not address the award of intelligence Air Force specialty codes (AFSC) or formal skill-enhancing training.

This publication requires collecting and maintaining personal information protected by the Privacy Act of 1974. The authority is Title 10, United States Code, Section 8013. System of records notice F030 AF A applies. This instruction is affected by AFI 37-360, Vol 8, Forms Management Program. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2002-1. This change designates HQ USAF/XOIIIF as the Office of Primary Responsibility (OPR) and HQ USAF/XOI as the certification authority for AFI 14-106. It also incorporates interim change (IC) 02-1 which directs USAF applicants to the Director of Central Intelligence (DCI) Exceptional Analyst Program, the Joint Military Intelligence College (JMIC), and/or the Quality of Analysis Program to mail copies of their application packages to HQ USAF/XOIIIF. See the last attachment of the publication, IC 02-1, for the complete IC. A bar (|) indicates revision from the previous edition.

Chapter 1—GENERAL RESPONSIBILITIES

1.1.	HQ USAF/XOI (Director of Intelligence, Surveillance and Reconnaissance).	4
1.2.	HQ USAF/XOII (Associate Director for Intelligence).	4
1.3.	HQ AIA/DPT (HQ Air Intelligence Agency, Education and Training Division).	4
1.4.	Command/Agency Senior Intelligence Officer (SIO).	4

1.5. Applicant. 4

1.6. Project Monitor: 4

Chapter 2—DCI EXCEPTIONAL INTELLIGENCE ANALYST PROGRAM 6

2.1. General Information. 6

2.2. Responsibilities. 6

2.3. Program Eligibility. 6

2.4. Program Application. 7

2.5. Air Force Selection Process. 7

2.6. DCI EIAP Selection Criteria. 7

2.7. Program Management and Funding. 8

Chapter 3—JOINT MILITARY INTELLIGENCE COLLEGE (JMIC) 9

3.1. General Information. 9

3.2. Air Force JMIC Policy. 9

3.3. New Intelligence “Blue Chip” Program. 10

3.4. Master of Science in Strategic Intelligence (MSSI) Program/Post Graduate Intelligence Program (PGIP) 11

3.5. Undergraduate Programs. 13

3.6. Mailing Addresses. 15

Chapter 4—QUALITY OF ANALYSIS (Q of A) PROGRAM 16

4.1. General Information. 16

4.2. Responsibilities. 16

4.3. Program Eligibility. 16

4.4. Program Application. 16

4.5. Selection Board. 17

Chapter 5—OTHER EDUCATION AND RESEARCH PROGRAMS 18

5.1. Foreign Area Officer (FAO) Program. 18

5.2. Intelligence Professional Continuing Education Program (IPCEP). 18

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 19

Attachment 2—DCI EXCEPTIONAL INTELLIGENCE ANALYST PROGRAM APPLICATION 21

AFI14-106 5 SEPTEMBER 2002	3
Attachment 3—QUALITY OF ANALYSIS PROGRAM APPLICATION	22
Attachment 4—LETTER REQUESTING APPROVAL OF UNOFFICIAL TRAVEL TO HAZARDOUS COUNTRIES	24
Attachment 5—QUALITY OF ANALYSIS TRAVEL CHECKLIST	26
Attachment 6—QUALITY OF ANALYSIS PROGRAM TRIP REPORT FORMAT	28
Attachment 7—IC 2002-1 TO AFI 14-106, <i>INTELLIGENCE EDUCATION RESEARCH AND TRAINING PROGRAMS</i>	29

Chapter 1

GENERAL RESPONSIBILITIES

1.1. HQ USAF/XOI (Director of Intelligence, Surveillance and Reconnaissance). AF/XOI establishes policy for and nominates or makes final selection of Air Force intelligence personnel to take part in intelligence education, research, and training programs.

1.2. HQ USAF/XOII (Associate Director for Intelligence). HQ USAF/XOII sets policy, provides guidance, and establishes procedures for management and execution of intelligence education, research, and training programs. HQ USAF/XOII, with other applicable organizations, approves eligibility and selection criteria for each program. They, or their designated representative, chair all selection boards convened to evaluate each nominee against established criteria and to ensure the selection of the best qualified candidates.

1.3. HQ AIA/DPT (HQ Air Intelligence Agency, Education and Training Division). HQ AIA/DPTF administers Air Force intelligence education, research, and training programs. This branch:

1.3.1. Identifies training requirements, develops eligibility and selection criteria, and establishes application format and submission procedures.

1.3.2. Publicizes established programs, solicits applications, designates the appropriate format for applications, and processes nomination applications.

1.3.3. Notifies trainees of their selection and advises them of their responsibilities in the program (security clearances, travel requirements, reporting, etc.).

1.3.4. Ensures that each individual selected to take part in intelligence education, research, or training programs is assigned a project monitor, as required.

1.3.5. Assesses the benefits of intelligence education, research, and training programs and recommends improvements to program sponsors for enhancing program values.

1.4. Command/Agency Senior Intelligence Officer (SIO). The SIO or equivalent, reviews and validates applications from his or her intelligence personnel to take part in applicable intelligence education, selected training, and research programs. Exception is for Joint Military Intelligence College (**Chapter 3**) graduate and undergraduate AF application packages which require a letter of recommendation from the individual's senior rater.

1.5. Applicant. Applicant completes application packages according to instructions provided by AIA/DPT for each program. Once selected, the nominee complies with program administrative procedures established by AIA/DPT.

1.6. Project Monitor:

1.6.1. Acknowledges receipt and understanding of project monitor duties distributed by AIA/DPT.

1.6.2. Advises the trainee of the full scope of the training program, to include the support provided and any administrative actions required of the trainee.

1.6.3. Prepares AF 707A/B, Officer Performance Report, AF 910/911 Enlisted Performance Report, AF 77, Letter of Evaluation, AF 860A Civilian Performance Appraisal and AF 475, Training Report, as required throughout the program.

1.6.4. Removes the trainee from the program if he or she fails to maintain progress or engages in actions incompatible with the approved training program.

Chapter 2

DCI EXCEPTIONAL INTELLIGENCE ANALYST PROGRAM

2.1. General Information. The Director of Central Intelligence (DCI) established this program to help a select group of intelligence analysts broaden their skills, thereby enabling them to deal with an increasingly complex and demanding global environment. The DCI's Center for the Study of Intelligence (CSI) sponsors this program annually to provide intelligence community analysts with the maximum latitude in conducting professional enrichment projects to broaden and improve their skills. The program supports individually tailored research and study plans encompassing a relevant discipline, including graduate studies in the United States or abroad or temporary assignment to another US government agency. Selectees must complete their projects within 1 year.

2.2. Responsibilities.

2.2.1. HQ USAF Director of Intelligence, Surveillance and Reconnaissance (HQ USAF/XOI) approves all USAF DCI EIAP nominees and provides a prioritized listing of AF nominees to the EIAP selection board.

2.2.2. HQ USAF Force Development and Plans Division (HQ USAF/XOIIF) provides functional oversight to the DCI EIAP.

2.2.3. HQ Air Intelligence Agency (AIA) administers the DCI EIAP under AF/XOIIF guidance and oversight. Specific responsibilities are as follows:

2.2.3.1. Publicize the program's criteria, application procedures, and timelines to the Senior Intelligence Officer (SIO) of each Air Force Major Command (MAJCOM), Field Operating Agency (FOA), Direct Reporting Unit (DRU), Unified and Combined commands and Department of Defense (DoD) agencies.

2.2.3.2. Collect, quality control and ensure nominations are ready for review by selection board.

2.2.3.3. Provide board member nominees to XOIF for selection. Boards requiring TDY will be unit funded by member's unit.

2.2.3.4. Arrange location, time, and date to convene selection board. Packages may be sent to board members for scoring vice holding a centralized board.

2.2.3.5. Provide the selection board recommendations to HQ USAF/XOIIF for final XOI approval.

2.2.4. Senior Intelligence Officers (SIO). SIOs will assist in publicizing the DCI EIAP to their eligible personnel and endorse their applicants' packages to the selection board.

2.3. Program Eligibility. This program is open to all career civilian and military intelligence personnel in the grades GS-11 to GS-15, 0-3 to 0-5 and E-6 to E-8. However, only AF military and civilian personnel working in an AF (Service) organization can submit nominations to the AF board for forwarding by AF/XOI to the DCI. Members in joint commands/agencies or other non-AF organizations must submit nominations through their sponsoring command/agency to the DCI. Members entering this program must adhere to the following criteria:

2.3.1. Be identified as an individual with high potential;

2.3.2. Have experience in, and commitment to, the analysis function of intelligence and currently be involved in intelligence analysis;

2.3.3. Active duty military will incur an active duty service commitment as outlined in AFI 36-2107, Active Duty Service Commitments.

2.3.4. Have the agency sponsoring the study program recommend them.

2.4. Program Application. Proposals are due to HQ USAF/XOIIF-D in late October. Applicants must follow the specific instructions/timelines outlines in a yearly HQ USAF/XOIIF-D call for applications message. Interested persons must submit applications through their AF command/agency SIO, or equivalent, for endorsement to HQ USAF/XOIIF-D in hard and soft copy formats. (Soft copy may be via e-mail or 3.5 inch disk.) Use the application format at [Attachment 2](#).

Mail packages to:

HQ USAF/XOIIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

E-mail packages to:

<mailto:Af.xoiif-d@pentagon.af.mil>

2.5. Air Force Selection Process. An AF board consisting of one Colonel, one Chief Master Sergeant (must be career intelligence personnel; Col/CMSgt-selectees are eligible) and one GG-14 (must be in an intelligence series) will be held in November to evaluate nominations and establish an Air Force prioritized selection list. The board will score each nomination package against the criteria in paragraph [2.6](#). Packages not meeting these criteria will not be forwarded to DCI for consideration. HQ USAF/XOIIF will forward a prioritized list, along with all nomination packages, to XOI for approval and submission to the DCI EIAP selection board. Applicants compete against each other and there are no organizational quotas.

2.6. DCI EIAP Selection Criteria. The EIAP board only selects 5 to 6 winners each year from the entire intelligence community since overall program funding is limited to \$100K. Expect DCI selection and subsequent notification to applicants in late Spring. Proposals will be evaluated using the following criteria:

2.6.1. Key information board members look for is originality of thought – *has it been done before and is it worth doing?* These are the two most common reasons packages do not get selected. To assist you in preparing you package, it is highly recommended you seek out a mentor from a national-level intelligence organization (CIA, NSA, DIA, etc.). These mentors can help you strengthen your package as they often have a much broader view across the community and more contacts to ensure your ideas are original. Additionally, your proposal should be thorough enough to be considered the equivalent of a Master's thesis and the end result/product must truly benefit the intelligence community.

2.6.2. Is the proposal original and clearly presented? Packages should be as succinct as possible.

2.6.3. Are the proposal's goals realistic and can they be accomplished during the one-year program?

2.6.4. Will the proposal significantly enhance the applicant's value as a career intelligence analyst?

- 2.6.5. Will the proposal make a significant contribution to the mission of the Intelligence Community?
- 2.6.6. Does the proposal address important national intelligence needs?
- 2.6.7. Are publishable products (classified or unclassified) likely to result from the project?

2.7. Program Management and Funding. CSI funds a maximum of \$20,000 per selectee, for all temporary duty (TDY) travel, tuition, books, computer software and incidental costs allowed. However, the program will not fund computer hardware.

2.7.1. Quarterly Expense Report. Participants are required to submit via their sponsoring organization quarterly reports detailing expenditures with billing and original receipts to the following address:

Central Intelligence Agency
OFL/LD
Post Office Box 3834
Reston, VA 20195-1834

2.7.2. Quarterly Status Report. Participants are also required to submit quarterly status reports, including an accounting of expenditures, to CSI to document their activity and to permit the project monitor to evaluate their progress within the program. Send reports to:

Center for the Study of Intelligence
EIAP Coordinator
1G03-IP
Washington, D.C. 20505

2.7.3. Final Report. Participants must submit drafts of papers (for publishing if appropriate) and a comprehensive final report to the CSI address in para 2.6.2. no later than 30 days after the end of the program. The Center plans to publish the papers produced by analysts who participate in the program. Analysts also may publish articles or manuscripts under the sponsorship of their home organization or outside the Intelligence Community if authorized to do so by CSI and their parent MAJCOM/Agency. Any royalties or other fees received as a result of such publication must be remitted to the US Government.

Chapter 3

JOINT MILITARY INTELLIGENCE COLLEGE (JMIC)

3.1. General Information. The JMIC offers military and civilian personnel working in intelligence or intelligence/security-related specialties the opportunity to enroll in professional intelligence undergraduate or graduate-level study in full- or part-time programs. The college is an accredited institution offering coursework leading to the Master of Science in Strategic Intelligence (MSSI) and Bachelor of Science in Intelligence (BSI) degrees. The college is located in the Defense Intelligence Analysis Center on Bolling AFB, Washington, DC. An additional campus is at Fort George G. Meade, Maryland, with the National Security Agency. Questions may be directed to the JMIC Admissions Office, Attn: Mr Tom Van Wagner, at (202) 231-3319/ 3292, DSN 428, or refer to the JMIC Catalog published each academic year.

3.2. Air Force JMIC Policy. All AF military members and Department of the Air Force civilians must apply through AF channels to be nominated to the College for full-time admission. If you work in a unified command, joint agency, etc., you must still follow the procedures outlined below and cannot deal directly with JMIC for school quotas.

3.2.1. All graduate/undergraduate applicants will be academic eligible, based on the program they are applying for, before being nominated by the Air Force. All applicants must apply to JMIC to determine eligibility, and then to an AFPC-hosted AF selection board which determines PCS eligibility, selects academic eligible candidates and formally nominates them to the JMIC.

3.2.2. MSSI Degree Completion In-residence at the JMIC, Washington DC.

3.2.2.1. AF officer (military) students are expected to complete the MSSI degree in-residence at JMIC. Enlisted members and civilians are able to apply for either the MSSI program or the Post Graduate Intelligence Program (PGIP), which is the course work required for the MSSI degree. However, enlisted members and civilians enrolled in the full time MSSI program at JMIC do not have to complete the MSSI degree before they leave the college.

3.2.2.2. AFPC will code all officer students for a 12 month tour. Enlisted students accepted into the MSSI program will also be coded for 12 months.

3.2.2.3. Civilians are expected to obtain parent organization funding for 12 months (vice 9 months) in order to apply for the MSSI program.

3.2.2.4. In-residence degree completion will be reflected in the AF Form 475, Training Report, for officers and enlisted AF Form 77, Letters of Evaluation (LOEs). Civilians currently receive no end of course evaluation; however, JMIC will advise their parent organization of degree completion for official documentation in their master personnel record.

3.2.2.5. For officers only, failure to meet the new AF standard by not completing the degree in-residence will be reflected by checking block 2, "Course Not Completed" in Sect II, Report Data of the AF Form 475.

3.2.2.6. Reasons for noncompletion, particularly for humanitarian or other extenuating circumstances, will be noted. Specific accomplishments regarding research performance, academic achievement, and/or projected completion date should be documented as well.

3.2.2.7. All students not completing the MSSSI in-residence before they leave still have the opportunity to complete the degree. The JMIC's accreditation standard gives students five years from initial enrollment to finish the MSSSI as long as they continue to meet school requirements.

3.2.2.8. Upon MSSSI degree completion after in-residence, JMIC will issue another military training report to update the officer's records.

3.2.3. AF Structured Elective Curriculum Requirements. AF students are required to take certain electives (listed below) to focus and prepare them for future AF intelligence issues.

3.2.3.1. MSSSI/PGIP: AF students must choose one of the following AF structured electives as part of the six electives they are required to take: NSP 631, *Intelligence and Theater Command Planning*; STR 635, *Intelligence and Information Warfare*; or NFI 640, *Intelligence and Information Systems Architecture*

3.2.3.2. BSI: AF students must take *Intelligence and Operations Short of War* as a structured elective (one of their six electives)

3.2.3.3. UGIP: No change recommended.

3.3. New Intelligence "Blue Chip" Program. A new Intelligence Blue Chip program has been established as part of the XOI policy that lieutenants will no longer attend the JMIC for their first assignment. XOI directed that the priority for new intel lieutenants is to receive a firm grounding in the AF intelligence business when they first enter the AF. This includes intelligence initial skills training at Goodfellow AFB TX, followed by experience gained at their first intel assignment. XOI also directed that truly high-caliber lieutenants, who show outstanding leadership potential for the Air Force and intel community, should be granted the opportunity to pursue a JMIC master's degree early in their career. The Intelligence Blue Chip Program was therefore revised to allow AFROTC, USAFA and OTS commissioning sources to identify their "top-notch" 2Lts, entering the intelligence career field that they believe should be designated for early JMIC attendance (approximately 4-6 year point). Commissioning sources desiring to participate should follow the procedures below:

3.3.1. Blue Chip Selection. Commissioning sources can select the maximum of their allotted candidate quota(s). Quotas are based on historical numbers of gained 2Lts and are as follows: OTS - 2; USAFA - 2; and AFROTC - 3. Forward names and social security numbers by 1 Aug to Intelligence Officer Assignments at HQ AFPC/DPASB, 550 C St West Ste 33, Randolph AFB TX 78150-4735, DSN 487-6841, FAX 487-3408.

3.3.2. Selection Board Eligibility. Newly commissioned AF 2Lts entering the intelligence career field (AFSC 14NX) are eligible for selection as blue chip officers.

3.3.3. JMIC Attendance Eligibility. Blue chip officers are eligible to attend JMIC only after successfully completing intelligence training at Goodfellow AFB TX, completing one intel assignment (full tour) or two assignments if the first is a one year remote and meeting JMIC master's eligibility. Exception: Newly commissioned Blue Chip officers with a minimum of five years intelligence or intelligence-related experience (prior enlisted or civilian) do not need to meet the first intel assignment requirement. The AF board, which normally convenes in November, will screen blue chip officers' eligibility and personnel records to ensure there is no information to disqualify applicant.

3.3.4. JMIC Application. Blue chip officers need to only submit a JMIC application package (follow para 3.4.2.1.) when they are JMIC eligible and apply to AFPC/DPASB through normal assignment channels. Note: AF application package to AFPC is not required.

3.4. Master of Science in Strategic Intelligence (MSSI) Program/Post Graduate Intelligence Program (PGIP) . The MSSI program requires completion of PGIP course work and a Master's thesis. The course work consists of eight core and six elective courses in national intelligence organization, collection management, production, dissemination of national intelligence, and basic intelligence analysis. The thesis requires an additional quarter of study during the summer for full-time students.

3.4.1. MSSI/PGIP Eligibility. For AF applicants, MSSI/PGIP is open to active duty and Reserve Component members in the grade of E-5/E-5 selectees to E-8, 02 through 04, or civilians in a commensurate grade. Applicants from the following specialties/functional areas can apply: Intelligence, Surveillance & Reconnaissance (ISR), Special Investigations, Electronic Warfare, Space Operations, Foreign Area Officers (FAOs) and rated individuals not covered in one of the previous areas.

NOTES:

Non-intelligence personnel must do a preliminary screening with their AFPC Assignments Team before submitting an application to determine if they can be released from their career field to attend JMIC for one year. If your assignments team indicates a possible release pending AF JMIC board results, follow the application procedures below. If you are selected by the board, the Intelligence Assignments Team will seek your formal release. If release cannot be obtained within 10 work days after the board meets, your name will be withdrawn from the AF JMIC selection list and the next selectee in priority order will be given a class seat.

Applicants must have:

3.4.1.1. A nomination from the Air Force as determined by an AFPC-hosted board and approved by HQ USAF/XOI.

3.4.1.2. Enlisted personnel must have five years experience in one of the above specialties.

3.4.1.3. A baccalaureate degree from a regionally accredited academic institution.

3.4.1.4. A Top Secret security clearance with SCI access prior to entry into the program.

3.4.1.5. Three years time on station as of class start date (if in continental United States), or be within 60-days of your date eligible for return from overseas (DEROS), if overseas (active duty military applicants). AFPC Assignments will consider time-on-station waivers (maximum six months) for CONUS applicants who have their commander's approval and get selected by the AF JMIC board.

3.4.1.6. At least 3 years retainability for follow-on assignment upon class graduation.

3.4.1.7. Completed Professional Military Education commensurate with their grade.

3.4.1.8. Parent organization or command funding for civilian students while at JMIC.

3.4.2. MSSI/PGIP Application Procedures. The following procedures are for AF military and civilian members applying for the full-time MSSI/PGIP program. (Members interested in the part-time evening or weekend programs need to apply directly to the JMIC Admissions Office, (202) 231-3319/3292, DSN 428). Members must prepare two packages, one for the JMIC Admissions Office to deter-

mine JMIC academic eligibility, and one package for the Air Force, which determines permanent change of station (PCS) eligibility, selects academic-eligible candidates and formally nominates them to the JMIC.

3.4.2.1. JMIC Application Package. Forward the information below to the JMIC Admissions Office, Attn: MCA-2, Washington DC 20340-5100, not later than **(NLT) 15 Sep** or as stated in the annual AIA/DPT message to the field outlining the overall application procedures. Call the JMIC Admissions Officer, Mr Tom Van Wagner at (202) 231-3319/3292 (DSN 428) if you have any questions.

3.4.2.1.1. Cover memo indicating whether or not you are seeking a degree by stating you are applying for either the PGIP (non-degree) or MSSSI (degree) program, your name, rank, service, SSN, addresses (home/work), and phone numbers.

3.4.2.1.2. Official transcripts mailed from your university/college.

3.4.2.1.3. MSSSI ONLY -- Miller Analogies Test (MAT) score (may request to defer for legitimate operational reasons)

3.4.2.1.4. MSSSI ONLY -- A 500-word essay (typed, double spaced) on ONE of these topics: Discuss an intelligence-related subject you are interested in learning more about as a JMIC student; or What, in your view, is the greatest challenge facing the United States over the next twenty years?

3.4.2.2. Air Force Application Package. Forward the information below for officers and civilians to HQ/USAF XOIIIF-D. Officer and civilian applicants should send an additional copy of their package to AFPC/DPAOO; enlisted candidates should send a copy of their package to AFPC/DPAAD3. Addresses are provided at the end of this chapter. IMAs must forward packages to the senior IMA of the reservist's gaining command. IMAs do not need to send their package to AFPC but must provide an information copy to HQ USAF/XOIIIF-D. Suspense for all members to above organizations is 1 October. All packages must include the following: (followed by paras [3.4.2.2.1.](#) to [3.4.2.2.6.](#) as written).

3.4.2.2.1. An unclassified personal letter, addressed to the MSSSI/PGIP Selection Board, specifically stating why the applicant would like to attend the JMIC, and the type of duty desired after graduation. Include unit and home mailing addresses, duty phone (DSN and commercial), and FAX phone number (DSN and commercial).

3.4.2.2.2. A brief one-page resume detailing both military and civilian experience (Use the chronological format outlined in AFH 33-337, "The Tongue and Quill" 30 Jun 97, page 208.)

3.4.2.2.3. A current career brief (SURF) which outlines medals/decorations and an overseas duty history. Available from orderly room or servicing Military Personnel Flight (MPF).

3.4.2.2.4. A one-page letter of recommendation from the individual's senior rater. Focus on superior past performance and the potential to assume leadership positions and to operate effectively in the challenging intelligence community/national security environment of the future.

3.4.2.2.5. Civilians only: Last five performance ratings.

3.4.2.2.6. Enlisted members (E-5 selectees - E-6) only: Last five EPRs.

3.4.3. **MSSI/PGIP Selection.** HQ USAF/XOIIF sponsors the AF MSSI/PGIP selection board normally in November. AFPC/DPASB hosts the board, which meets at HQ AFPC, and provides access to the applicants' personnel files for review during the selection process. Board recommendations go to AF/XOI for approval.

3.5. Undergraduate Programs. The JMIC offers two opportunities to pursue professional undergraduate study in intelligence through enrollment in either the 12-month Bachelor of Science in Intelligence (BSI) degree or the 40-week Undergraduate Intelligence Program (UGIP).

3.5.1. **Bachelor of Science in Intelligence (BSI) Degree Program.** The BSI is a 12-month intelligence curriculum consisting of nineteen 400- and 500-level classes and a Senior Intelligence Seminar in the summer term. BSI courses offered at the 400-level are distinctly different from courses offered at the 300-level UGIP program. The difference is that the 400-level courses require more individual research and a higher level of critical thinking. The BSI also provides more elective options through a number of 500-level courses that are available to both graduate and BSI students.

3.5.2. **Undergraduate Intelligence Program (UGIP).** The UGIP is a nine-month intelligence curriculum consisting of fifteen 300-level classes during the fall, winter, and spring quarters. UGIP provides study in national intelligence organization, collection management, production, dissemination of national intelligence, and basic intelligence analysis. Graduates receive a completion certificate.

3.5.3. **BSI/UGIP Eligibility.** The BSI/UGIP is open to Air Force active duty and Reserve Component NCOs in the grades E-5 selectees through E-8 and civilian equivalents. Applicants must have:

3.5.3.1. A minimum of 5 years intelligence or intelligence-related experience.

3.5.3.2. **BSI Only:** A minimum of 80 semester hours of undergraduate college credit, with at least 20 of those credits in upper division (300-400 level) classes. A minimum of 30 credits must have been earned in the classroom of a regionally accredited college. Additionally, applicants must meet General Education Requirements by having completed 9 credits in Communications Skills, including 6 credits in composition; 12 credits in Math/Science, including 3 credits in Math; and 15 credits in Humanities/ Social Sciences/Fine Arts. Applicants should have at least a 2.5 cumulative GPA on a 4.0 scale; courses completed with a grade of less than "C" are not transferable and will not be calculated into credit totals.

3.5.3.3. **UGIP Only:** An associates degree or minimum of 60 semester hours of in-residence college credit documented in their educational records, including at least 15 semester hours in-residence at an accredited academic institution, with a cumulative GPA of 2.0 on a 4.0 scale.

3.5.3.4. Completed PME commensurate with their grade.

3.5.3.5. Three years time on station as of class start date (if in continental United States) or be within 60-days of your date eligible for return from overseas (DEROS), if overseas (active duty military applicants). AFPC Assignments will consider time-on-station waivers (maximum six months) for CONUS applicants who have their commander's approval and get selected by the AF JMIC board.

3.5.3.6. Three years retainability for follow-on assignment upon class graduation.

3.5.3.7. A Top Secret security clearance with SCI access prior to entry into the program.

3.5.4. BSI/UGIP Application Procedures. Members applying for either undergraduate program must prepare two packages, one for the JMIC Admissions Office to determine Bachelor's/academic eligibility, and one package for the Air Force, which determines permanent change of station (PCS) eligibility, selects eligible candidates and formally nominates them to the JMIC.

3.5.4.1. JMIC Application Package. Forward the information below to the JMIC Admissions Office, Attn: MCA-2, Washington DC 20340-5100, **NLT 15 Sep** or as stated in the annual AIA/DPT message to the field outlining the overall application procedures. Call the JMIC Admissions Officer, Mr Tom Van Wagner at (202) 231-3319/3292 (DSN 428) if you have any questions.

3.5.4.1.1. Cover memo indicating program you are applying for (BSI or UGIP), your name, rank, service, SSN, addresses, and phone numbers;

3.5.4.1.2. Official transcripts and standardized test scores (DANTES, CLEP, GRE, etc.) mailed from your university/college;

3.5.4.1.3. BSI ONLY -- A 500-word essay (typed, double spaced) on the following: Discuss how acquiring a Bachelor of Science in Intelligence Degree might benefit you. The essay will be judged on your ability to write clearly and logically while using good grammar.

3.5.4.2. Air Force Application Package. Forward the information below to AFPC/DPAAD3 (for enlisted members) or to AFPC/DPAOO (for civilians), with an information copy to HQ USAF/XOIF-D for all members. (Addresses are provided at the end of this chapter.) Suspense to above organizations is 1 October. IMAs must forward their packages to the senior IMA of the reservist's gaining command. IMAs do not need to send their packages to AFPC but must provide an information copy to HQ USAF/XOIF-D. All packages must include the following: (followed by paras **3.5.4.2.1.** through **3.5.4.2.6.** as written).

3.5.4.2.1. An unclassified personal letter, addressed to the Undergraduate Intelligence Selection Board, specifically stating why the applicant would like to attend BSI or UGIP, and the type of duty desired after graduation. Include unit and home mailing addresses, duty phone (DSN and commercial), and FAX phone number (DSN and commercial).

3.5.4.2.2. A brief one-page resume detailing both military and civilian experience (Use the chronological format outlined in AFH 33-337, "The Tongue and Quill" 30 Jun 97, page 208.)

3.5.4.2.3. A current career brief (SURF) which outlines medals/decorations and an overseas duty history. Available from orderly room or servicing Military Personnel Flight (MPF).

3.5.4.2.4. A letter of recommendation from the individual's senior rater. Focus on superior past performance and the potential to assume leadership positions and to operate effectively in the challenging intelligence community/national security environment of the future.

3.5.4.2.5. Last five EPRs (E-5 selectees - E-6).

3.5.4.2.6. Last five performance ratings (civilians).

3.5.5. BSI/UGIP Selection. HQ USAF/XOIF sponsors the BSI/UGIP selection board normally in November. AFPC/DPAAD4 hosts the board, which meets at HQ AFPC, and provides access to the senior enlisted applicants' personnel files for review during the selection process. Board recommendations go to AF/XOI for approval.

3.6. Mailing Addresses.

Officers and Civilians:

HQ AFPC/DPAOO
550 C Street West, Ste 33
Randolph AFB TX 78150-4735

INFO:

HQ USAF/XOIIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

Enlisted Members:

HQ AFPC/DPAAD3
550 C Street West, Ste 29
Randolph AFB TX 78150-4731

INFO:

HQ USAF/XOIIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

Chapter 4

QUALITY OF ANALYSIS (Q OF A) PROGRAM

4.1. General Information. The purpose of this GDIP-funded program is to improve the quality of DoD intelligence analysis and help retain qualified intelligence personnel by increasing the depth of analytical area and functional expertise. The program funds costs not to exceed \$5,000 for up to 3 months of training. The individually tailored training may include travel to foreign countries for geographic area familiarization; attendance at academic seminars, scientific symposia, and equipment exhibitions; and visits to Federal and private research centers, laboratories, educational institutions, and production facilities. NOTE: The training must not be used as a collection vehicle and must be independent of routine TDY programs. A trip report is required at the end of training.

4.2. Responsibilities.

4.2.1. HQ USAF Force Development and Plans Division (HQ USAF/XOIF) provides functional oversight to the Q of A Program.

4.2.2. HQ USAF/XOIF-D administers the Q of A Program. Specific responsibilities are as follows: (followed by paras 4.2.2.1. through 4.2.2.5. as written).

4.2.2.1. Publicize the program's criteria, application procedures, and timelines to the Senior Intelligence Officer (SIO) of each Air Force Major Command (MAJCOM), Field Operating Agency (FOA), Direct Reporting Unit (DRU), Unified and Combined commands and Department of Defense (DoD) agencies.

4.2.2.2. Arrange location, time, and date to convene selection board.

4.2.2.3. Collect, quality control and ensure nominations are ready for review by selection board.

4.2.2.4. Provide board member nominees to XOIF for selection.

4.2.2.5. Provide the selection board recommendations to HQ USAF/XOIF for final approval.

4.2.3. Senior Intelligence Officers (SIO). SIOs will assist in publicizing the Q of A Program to their eligible personnel and endorse their applicants' packages to the selection board.

4.3. Program Eligibility. This program is open to journeyman-level military (first lieutenants through major; Technical Sergeant through Senior Master Sergeant) and civilian (GS-07 to GS-13) personnel engaged in intelligence analysis as their primary function. The desirable candidate is one who has demonstrated high quality work and potential for advancement. In the case of foreign travel, consideration is given to the mature individual who will represent his or her sponsoring agency, as necessary, to members of host-country governments and US personnel assigned to that country. The nominee must:

4.3.1. Have an undergraduate degree or an equivalent substitute (experience plus intelligence analysis training from a Service and/or the JMIC).

4.3.2. Have at least 3 years remaining on active duty.

4.4. Program Application. MAJCOM/Agency SIOs will solicit analyst nominations from subordinate units and forward all nominations under one endorsement memo to HQ USAF/XOIF. Nominations will be based on the unit's needs and participant's potential benefits. SIOs or their designees will screen appli-

cations for redundant requests and adherence to format requirements. See [Attachment 3](#) for application format. Mail nomination to HQ USAF/XOIIF-D at the address below NLT 3 September of the FY preceding that of desired travel:

HQ USAF/XOIIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

4.5. Selection Board. HQ USAF/XOIIF will convene a board composed of intelligence officers, civilians, and senior noncommissioned officers no later than September of each year to review command nominations and establish an Air Force prioritized selection list. The Q of A Program will fund TDY for the board. The scoring procedure for selecting nomination packages is directly based on the categories required in the application format at [Attachment 3](#). HQ USAF/XOIIF-D forwards the board results to AF/XOI for approval and notifies the analyst selected to participate in the program and their SOI. After notification, analysts must: (followed by paras [4.5.1.](#) through [4.5.7.](#)).

- 4.5.1. Initiate travel orders no later than 30 July of the program FY to use program funds.
- 4.5.2. Send one copy of travel orders to HQ USAF/XOIIF-D immediately upon publication to validate travel plans.
- 4.5.3. Contact all agencies and organizations to be visited to establish points of contact and receive instructions.
- 4.5.4. Contact the local special security office (SSO) or 497th IG/INS and consult the USAF Foreign Clearance Guide for any restrictions to foreign travel (see [Attachment 4](#) and USAFINTEL 201-1, Security Used and Dissemination of Sensitive Compartmented Information (SCI) [Classified]).
- 4.5.5. Review Quality of Analysis Travel Checklist ([Attachment 5](#)).
- 4.5.6. Submit a trip report ([Attachment 6](#)) on his or her experiences to the respective senior rater. The senior rater determines command-wide or Air Force-wide applicability and distribution and sends a separate copy to HQ USAF/XOIIF-D.
- 4.5.7. Send trip reports and supporting documents (legible copies of travel orders, copy of airline tickets, and PAID travel voucher) to HQ USAF/XOIIF-D not later than 30 days after completing travel. As a minimum, the trainee must submit travel orders and travel vouchers to HQ USAF/XOIIF no later than 10 September. Failure to submit a complete trip report automatically disqualifies an individual from future program participation. Commands who fail to comply with the above requirements may also be qualified from future programs.

Chapter 5

OTHER EDUCATION AND RESEARCH PROGRAMS

5.1. Foreign Area Officer (FAO) Program. This Air Force program develops, maintains and sustains a cadre of officers whose language capability and understanding of countries or geographical areas of the world are needed in selected positions. The preferred standard FAO training consists of Advanced Academic Degree (AAD) graduate schooling at a recognized foreign area studies program followed by language training at the Defense Language Institute (DLI) or other approved training program. Later, in-country language immersion and area studies training will be offered to qualified candidates. FAO applicants should refer to AFI 16-109, Foreign Area Officer Program, or the FAO website (<http://www.hq.af.mil/af/saf/ia/afao/fao>) for more information.

5.2. Intelligence Professional Continuing Education Program (IPCEP). This JMIC program allows intelligence professionals to enroll as part-time students and to receive graduate or undergraduate credit for courses taught at JMIC. These courses cover a broad spectrum of subjects concerning the intelligence community. The courses normally consist of 10, 3-hour sessions meeting weekly. Classes are held during both duty and non-duty hours. Attendance during duty hours requires prior coordination with a student's supervisor. Enrollment is open to military and civilian intelligence professionals (E-5 selects to O-5 and GS-7 to GS-13) who work in the Washington, DC area. Individuals desiring to attend IPCEP courses should contact their training officer to pre-register with the JMIC registrar. Interested persons must:

- 5.2.1. Be designated intelligence specialists or have a minimum of 2 years intelligence experience.
- 5.2.2. Possess an undergraduate degree from an accredited institution.
- 5.2.3. Meet security clearance requirements and prerequisites of individual courses.

CHARLES F. WALD, Lt General, USAF
DCS/Air and Space Operations

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

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

References

AFPD 14-1, Intelligence Management

AFPD 36-23, Military Education

AFI 16-109, Foreign Area Officer (FAO) Program

AFI 31-501, Personnel Security Program Management (formerly AFR 205-32)

AFI 36-102, Basic Authority and Responsibility for Civilian Personnel Administration and Management (formerly AFR 40-102)

AFI 36-202, Civilian Mobility (formerly AFR 40-303)

AFI 36-401, Civilian Training and Development (formerly AFRs 4-10 and 40-418)

AFI 36-1101, Civilian Intelligence Personnel Management System (CIPMS) (formerly AFR 40-9)

AFI 36-2107, Active Duty Service Commitments (formerly AFRs 36-51, 36-94, and 39-18)

AFI 36-2110, Assignments (formerly AFRs 35-28, 36-20, 39-11, and 39-20)

AFI 36-2402, Officer Evaluation System (formerly AFRs 36-6, 36-9, and 36-10)

AFI 36-2403, Enlisted Evaluation System (formerly AFP 39-15 and AFR 39-62)

AFI 36-2611, Officer Professional Development (formerly AFP 36-13 and AFR 36-23)

AFCAT 36-2223, US Air Force Formal Schools (formerly AFR 50-5)

USAFINTEL 201-1, Security Used and Dissemination of Sensitive Compartmented Information (SCI) (Classified)

AFR 205-57, Counterintelligence Awareness and Briefing Program (FOUO)

USAF Foreign Clearance Guide

Joint Military Intelligence College Catalog. (Obtain a copy by writing: Joint Military Intelligence College, DIA MCA-2 (Admissions Office), Washington DC 20340-5485.)

Abbreviations and Acronyms

AFPC—Air Force Personnel Center

AFROTC—Air Force Reserved Officer Training Corps

AIA—Air Intelligence Agency

BSI—Bachelor of Science in Intelligence

CSI—Center for the Study of Intelligence

DCI—Director of Central Intelligence

EIAP—Exceptional Intelligence Analyst Program

FAO—Foreign Area Officer

GDIP—General Defense Intelligence Program

IMA—Individual Mobilization Augmentee

IPCEP—Intelligence Professional Continuing Education Program

ISR—Intelligence, Surveillance & Reconnaissance

JMIC—Joint Military Intelligence College

LOE—Letter of Evaluation

MAT—Miller Analogies Test

MSSI—Master of Science of Strategic Intelligence

OTS—Officer Training School

PCS—Permanent Change of Station

PME—Professional Military Education

Q of A—Quality of Analysis

SIO—Senior Intelligence Officer

UGIP—Undergraduate Intelligence Program

USAFA—United States Air Force Academy

XOI—Director of Intelligence, Surveillance & Reconnaissance

XOII—Associate Director for Intelligence

XOIIIF—IO Force Development and ISR Plans Division

XOIIIF-M—Force Management Branch

Attachment 2**DCI EXCEPTIONAL INTELLIGENCE ANALYST PROGRAM APPLICATION**

A2.1. MAJCOM/Agency SIOs must mail applications to HQ USAF/XOIF-D in hard and soft copy formats. (Soft copy may be via e-mail to <mailto:af.xoif-d@pentagon.af.mil> or by mailed 3.5" disk.) Mail applications to the following address and use the format described below.

HQ USAF/XOIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

A2.1.1. MS Word or compatible format (for emailed submissions).

A2.1.2. Times New Roman font with page numbers centered at the bottom for each part of the application.

A2.2. Applications must include an endorsement letter by the analyst's MAJCOM/Agency SIO and the following:

A2.2.1. Part 1. Personal History. A brief history including formal education, work experience and prior experience.

A2.2.2. Part 2. Professional Career. A brief chronological sketch of applicant's professional career.

A2.2.3. Part 3. Program Outline. A detailed outline containing:

A2.2.3.1. Candidate's complete name, work mailing address and phone numbers

A2.2.3.2. Complete name, work mailing address and phone numbers for candidate's responsible training/personnel officer

A2.2.3.3. A summary statement about what the analyst hopes to accomplish in the program.

A2.2.3.4. A description of the products that will be produced during the analyst's tenure in the program.

A2.2.3.5. A description of how the proposed program will improve the candidate's analytical abilities.

A2.2.3.6. Who the applicant's mentor or advisor will be (name, address and phone) and the reason for his/her selection.

A2.2.3.7. A detailed estimate of proposed costs for travel, tuition and other expenses broken down by fiscal year.

A2.2.3.8. A point of contact in the analyst's sponsoring organization for transferring funds.

Attachment 3

QUALITY OF ANALYSIS PROGRAM APPLICATION

A3.1. MAJCOM/Agency Endorsement. The SIO, or designee, must provide one endorsement memo covering all command applications.

A3.2. Personal History of Nominee:

A3.2.1. Personal data (include name, grade, AFSC or civilian series, social security number, organization, title, date assigned, address, and telephone number (DSN and commercial)).

A3.2.2. Description of civilian and military education related to the intelligence profession and the proposed study topic. (Include dates, degrees, honors, and language qualification.)

A3.2.3. Describe current duties and any anticipated future duties which may benefit from training.

A3.2.4. Identify any past participation in the Q of A Program. List dates and training.

A3.2.5. Outline of demonstrated high quality work. Should be supported by letters of recognition, etc.

A3.3. Proposed Training or Research Program in Detail:

A3.3.1. Proposed Training or Research. State how the proposed training or research will contribute to the Air Force, the sponsoring organization and to the professional competency of the applicant. Be specific about the need for the proposed research and the intended use.

A3.3.2. Training or Research Plan:

A3.3.2.1. Objective of proposal. Be specific.

A3.3.2.2. Proposed research topic or projects.

A3.3.2.3. Duration of research or travel and proposed dates.

A3.3.2.4. Location of training or research. (Trips should be grouped regionally to economize travel.)

A3.3.2.5. Planned travel itinerary with budget, by FY quarter. If more than one trip, each trip should be broken out for budget, location, and duration and justification. Budget should be broken out by travel, per diem, and other expenses. If two or more individuals from the same organization are submitting proposals for same purpose, clearly state need for multiple travelers. NOTE: According to USAFINTEL 201-1, travel to hostile countries by SCI indoctrinated personnel must be approved by local SSO or 497 IG/INS before submitting the package. Some countries may also require travel in pairs.

A3.3.2.6. Required academic or research tools (analytical methods, computer time, conferences, etc.).

A3.3.2.7. Language study (type of course, intensity, practical application), if required.

A3.3.2.8. Milestones to be included in preliminary and final trip reports.

A3.3.3. Administrative Information:

A3.3.3.1. Office symbol and telephone number of program monitor or designated official at MAJ-COM or FOA level. Include endorsement that validates acknowledgment of responsibilities for active duty service commitments for military personnel and training agreements that include a mobility agreement for civilians.

A3.3.3.2. Authorizing and sponsoring officials (organization, location, and telephone numbers).

A3.3.3.3. Reporting and endorsing officials.

A3.3.3.4. Support requirements (office location, clerical, typing, computer or computer time, designated finance office, passport, theater clearances, etc.).

A3.4. Budget. Use the following format for each trip:

Direct Costs FY	(Qtr 1)	(Qtr 2)	(Qtr 3)	(Qtr 4)	Total
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(Include registration fees, books, typing, computer time, copying, research, and other anticipated expenses.)

Travel	(Qtr 1)	(Qtr 2)	(Qtr 3)	(Qtr 4)	Total
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Per Diem	(Qtr 1)	(Qtr 2)	(Qtr 3)	(Qtr 4)	Total
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(Include rental car expense, annotated separately, if required.)

Total Expenses	(Qtr 1)	(Qtr 2)	(Qtr 3)	(Qtr 4)	Total
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A3.5. Dissemination of Research, Trip Reports, or Final Report:

A3.5.1. One copy through chain-of-command to command/IN or equivalent.

A3.5.2. One copy through program monitor to HQ USAF/XOIIF-D at the end of each travel period. Must include copy of PAID travel voucher, airline ticket receipts, etc. Travel vouchers and receipts must be submitted within 15 workdays of conclusion of travel or on receipt from the Accounting and Finance Office.

A3.5.3. Final trip reports and support documentation must be submitted by HQ USAF/XOIIF-D, 1480 Air Force Pentagon, Washington DC 20330-1480, no later than 10 September unless otherwise approved in writing.

1st Ind, (Supervisor/Program Monitor) Date

TO: Supporting SSO

Recommend (approval/disapproval). If disapproved, provide rationale.

(Name or requestor) (does/does not) have specific and extensive knowledge of SCI, according to USAFINTEL 201-1, para 21-4g. If the requester does have specific and extensive knowledge, provide examples.

(Signature)

Attachment 5

QUALITY OF ANALYSIS TRAVEL CHECKLIST

The following checklist helps you in preparing for all official Q of A temporary duty (TDY) travel.

A5.1. Travel:

A5.1.1. Approved by sponsor. (This means that the travel is within the guidelines of the approved Q of A Program.)

A5.1.2. Consult and carefully follow USAF Foreign Clearance Guide for foreign travel restrictions and instructions.

A5.1.3. Contact the Air Force SSO (AF/XOIIA-O at commercial 703-692-8333 or DSN 222-8333) or local special security office (SSO) for access restrictions and briefing/debriefing requirements.

A5.1.4. Review for applicability, Assistant Secretary of Defense (ASD) Memorandum subject: Travel Security, dated 10 July 1989 (or subsequent updates). This memo contains a listing of countries with cautionary or warning notices for restricted travel.

A5.2. Clearances:

A5.2.1. Theater/Embassy. Required at least 30 days prior to departure.

A5.2.2. Passports/Visas. Required for nearly all overseas travel. Visa requests and passport applications required at least 60 days before departure. Consult USAF Foreign Clearance Guide and ASD memorandum for any restrictions.

A5.2.3. Immunizations (Overseas Only). Check with medical personnel.

A5.2.4. Civilian Identification Card. For civilian personnel only--this may help in getting access to certain US Government and military facilities and services overseas. Contact the civilian personnel office or application requirements.

A5.3. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, and DD Form 1820, DoD Program for Stability of Civilian Employment Report Action:

A5.3.1. Dated with appropriate Travel Purpose Code (DD Fm 1610, Block 9).

A5.3.2. Justification for Special Authorizations (DD Form 1820). Required for authorizations normally granted for TDY.

A5.3.3. Rental Vehicle.

A5.3.4. Special Fares (Trains, 1st Class Air Fares, etc.)

A5.4. Final Trip Report: (See format at [Attachment 6](#).)

A5.4.1. Submit through program monitor within 15 workdays of completing the travel.

A5.4.2. Include an itemized breakdown of expenses to include copies of airline ticket receipts, paid travel voucher, and any other documentation required.

A5.4.3. Include lessons learned and applicability to current job as well as applicability to other analysts.

A5.4.4. Should be suitable for Air Force-wide dissemination.

A5.5. Program Support. Message to Defense Attaché Office (with information copy to DIA/DAH and HQ USAF/XOIFM) for details on the following, as appropriate:

A5.5.1. Length and dates of TDY, duties or proposed assignments, quarters availability and/or reservations and mess facilities.

A5.5.2. Any special in-country travel requirements or restrictions, such as international or military driver's license, availability of local or indigenous transportation, amount of funds for local or rental conveyances, necessity to travel in pairs, etc.

A5.5.3. Need for special items such as personal effects, clothing, household utensils (depending on quarters and length of TDY), etc.

Attachment 6**QUALITY OF ANALYSIS PROGRAM TRIP REPORT FORMAT**

A6.1. Duration, Places, and Organizations Visited: How long, where, and what visited.

A6.2. Person Making Visit: Individual participant.

A6.3. Purpose: What your trip was to accomplish.

A6.4. Key Personnel: Who you visited.

A6.5. Synopsis: Brief overview of travel and visits.

A6.6. Information Dissemination: To whom, where, or what you are preparing or presenting as a result of your Q of A travels.

A6.7. Recommendation: Include additional or future requirements.

A6.8. Summary: Detailed narrative discussion of travels. Should include observations and lessons learned.

A6.9. Assessment or Conclusions: What the trip did for you in relation to your goals and objectives.

A6.10. Quality of Analysis Assessment: Value of the Q of A Program to you and your organization.

NOTE: Dissemination: One copy through chain of command to command/IN or equivalent; one copy to AIA/DPT immediately on completion--does not have to be coordinated copy.

Attachment 7**IC 2002-1 TO AFI 14-106, INTELLIGENCE EDUCATION RESEARCH AND TRAINING PROGRAMS****5 SEPTEMBER 2002*****SUMMARY OF REVISIONS***

This revision incorporates Interim Change IC 2002-1. This change designates HQ USAF/XOIIF as the Office of Primary Responsibility (OPR) and HQ USAF/XOI as the certification authority for AFI 14-106. It also incorporates interim change (IC) 02-1 which directs USAF applicants to the Director of Central Intelligence (DCI) Exceptional Analyst Program, the Joint Military Intelligence College (JMIC), and/or the Quality of Analysis Program to mail copies of their application packages to HQ USAF/XOIIF. See the last attachment of the publication, IC 02-1, for the complete IC. A bar (|) indicates revision from the previous edition.

2.4. Program Application. Proposals are due to HQ USAF/XOIIF-D in late October. Applicants must follow the specific instructions/timelines outlines in a yearly HQ USAF/XOIIF-D call for applications message. Interested persons must submit applications through their AF command/agency SIO, or equivalent, for endorsement to HQ USAF/XOIIF-D in hard and soft copy formats. (Soft copy may be via e-mail or 3.5 inch disk.) Use the application format at [Attachment 2](#).

Mail packages to:

HQ USAF/XOIIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

E-mail packages to:

<mailto:Af.xoiif-d@pentagon.af.mil>

2.5. Air Force Selection Process. An AF board consisting of one Colonel, one Chief Master Sergeant (must be career intelligence personnel; Col/CMSgt-selectees are eligible) and one GG-14 (must be in an intelligence series) will be held in November to evaluate nominations and establish an Air Force prioritized selection list. The board will score each nomination package against the criteria in paragraph [2.6](#). Packages not meeting these criteria will not be forwarded to DCI for consideration. HQ USAF/XOIIF will forward a prioritized list, along with all nomination packages, to XOI for approval and submission to the DCI EIAP selection board. Applicants compete against each other and there are no organizational quotas.

3.4.2.2. Air Force Application Package. Forward the information below for officers and civilians to HQ/USAF XOIIIF-D. Officer and civilian applicants should send an additional copy of their package to AFPC/DPAOO; enlisted candidates should send a copy of their package to AFPC/DPAAD3. Addresses are provided at the end of this chapter. IMAs must forward packages to the senior IMA of the reservist's gaining command. IMAs do not need to send their package to AFPC but must provide an information copy to HQ USAF/XOIIIF-D. Suspense for all members to above organizations is 1 October. All packages must include the following: (followed by paras 3.4.2.2.1. to 3.4.2.2.6. as written).

3.5.4.2. Air Force Application Package. Forward the information below to AFPC/DPAAD3 (for enlisted members) or to AFPC/DPAOO (for civilians), with an information copy to HQ USAF/XOIIIF-D for all members. (Addresses are provided at the end of this chapter.) Suspense to above organizations is 1 October. IMAs must forward their packages to the senior IMA of the reservist's gaining command. IMAs do not need to send their packages to AFPC but must provide an information copy to HQ USAF/XOIIIF-D. All packages must include the following: (followed by paras 3.5.4.2.1. through 3.5.4.2.6. as written).

3.6. Mailing Addresses.

Officers and Civilians:

HQ AFPC/DPAOO
550 C Street West, Ste 33
Randolph AFB TX 78150-4735

INFO: HQ USAF/XOIIIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

Enlisted Members:

HQ AFPC/DPAAD3
550 C Street West, Ste 29
Randolph AFB TX 78150-4731

INFO: HQ USAF/XOIIIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

4.2.2. HQ USAF/XOIIIF-D administers the Q of A Program. Specific responsibilities are as follows: (followed by paras 4.2.2.1. through 4.2.2.5. as written).

4.4. Program Application. MAJCOM/Agency SIOs will solicit analyst nominations from subordinate units and forward all nominations under one endorsement memo to HQ USAF/XOIIIF. Nominations will be based on the unit's needs and participant's potential benefits. SIOs or their designees will screen applications for redundant requests and adherence to format requirements. See **Attachment 3** for application

format. Mail nomination to HQ USAF/XOIIF-D at the address below NLT 3 September of the FY preceding that of desired travel:

HQ USAF/XOIIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

4.5. Selection Board. HQ USAF/XOIIF will convene a board composed of intelligence officers, civilians, and senior noncommissioned officers no later than September of each year to review command nominations and establish an Air Force prioritized selection list. The Q of A Program will fund TDY for the board. The scoring procedure for selecting nomination packages is directly based on the categories required in the application format at **Attachment 3**. HQ USAF/XOIIF-D forwards the board results to AF/XOI for approval and notifies the analyst selected to participate in the program and their SOI. After notification, analysts must: (followed by paras **4.5.1.** through **4.5.7.**).

4.5.2. Send one copy of travel orders to HQ USAF/XOIIF-D immediately upon publication to validate travel plans.

4.5.6. Submit a trip report (**Attachment 6**) on his or her experiences to the respective senior rater. The senior rater determines command-wide or Air Force-wide applicability and distribution and sends a separate copy to HQ USAF/XOIIF-D.

4.5.7. Send trip reports and supporting documents (legible copies of travel orders, copy of airline tickets, and PAID travel voucher) to HQ USAF/XOIIF-D not later than 30 days after completing travel. As a minimum, the trainee must submit travel orders and travel vouchers to HQ USAF/XOIIF no later than 10 September. Failure to submit a complete trip report automatically disqualifies an individual from future program participation. Commands who fail to comply with the above requirements may also be qualified from future programs.

A2.1. MAJCOM/Agency SIOs must mail applications to HQ USAF/XOIIF-D in hard and soft copy formats. (Soft copy may be via e-mail to <mailto:af.xoiif-d@pentagon.af.mil> or by mailed 3.5" disk.) Mail applications to the following address and use the format described below.

HQ USAF/XOIIF-D
1480 Air Force Pentagon
Washington DC 20330-1480

A3.5.2. One copy through program monitor to HQ USAF/XOIIF-D at the end of each travel period. Must include copy of PAID travel voucher, airline ticket receipts, etc. Travel vouchers and receipts must be submitted within 15 workdays of conclusion of travel or on receipt from the Accounting and Finance Office.

A3.5.3. Final trip reports and support documentation must be submitted by HQ USAF/XOIIF-D, 1480 Air Force Pentagon, Washington DC 20330-1480, no later than 10 September unless otherwise approved in writing.

A5.1.3. Contact the Air Force SSO (AF/XOIIA-O at commercial 703-692-8333 or DSN 222-8333) or local special security office (SSO) for access restrictions and briefing/debriefing requirements.