

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 14-105**

**3 JUNE 2002**

**AIR FORCE RESERVE COMMAND**

**Supplement 1**

**27 OCTOBER 2003**

**Intelligence**

**UNIT INTELLIGENCE MISSION AND  
RESPONSIBILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ ACC IS/INU

Certified by: HQ USAF/XOI  
(Maj Gen Glen D. Shaffer)

Supersedes AFI 14-105, 1 September 1997.

Pages: 33

Distribution: F

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This instruction is to be used in conjunction with AFD 14-1, Intelligence Applications and Requirements Planning, HQ directives and local guidance. This publication does not address missions and responsibilities of Air Force Intelligence groups and squadrons that perform specialized intelligence functions.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by E.O. 9397, 22 November 1943.

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**(AFRC)** The OPR for this supplement is HQ AFRC/DOIT (Major Kenneth W. Hanson). This instruction is to be used in conjunction with AFD 14-1, *Air Force Intelligence Planning and Operations*, HQ directives, and local guidance. This publication does not address missions and responsibilities of Air Force Intelligence groups and squadrons performing specialized intelligence functions.

**(AFRC)** This supplement implements and extends the guidance of Air Force Instruction (AFI) 14-105, 3 June 2002, ACC Supplement 1 to AFI 14-105, 28 Jan 2003, AMCI Supplement 1 to AFI 14-105, 28 May 02 and applies to all AFRC unit intelligence personnel prior to activation and mobilization. AFRC units should adhere to the operational guidance contained in the gaining Major Command (GMAJCOM) supplements. This document describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction and GMAJCOM supplements to clarify, define, and standardize intelligence procedures and policies unique to the Air Force Reserve Command unit program. This document includes only those items specific to AFRC units. DO NOT discard the Air Force basic instruction.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**(AFRC)** This revision updates and provides Air Force Reserve Command implementation of the revised AFI 14-105, integrates changes resulting from AFRES becoming AFRC, the changes resulting from AFRC/IN becoming AFRC/DOI, as well as incorporating the guidance provided in the MAJCOM supplements.

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## Chapter 1

### GENERAL

**1.1. Mission.** Provide intelligence training and participate in the planning and execution of Air Force operations. Through close, continuing interface, intelligence will ensure commanders, their staffs, combat crews and other customers are provided the best available information and materials to enhance readiness, facilitate planning and execute assigned missions.

**1.1. (AFRC) Mission.** The HQ AFRC intelligence mission is to train and manage the equipping of all intelligence professionals under the authority of AFRC, fully capable of seamlessly integrating into gaining major command (GMAJCOM), Air Force, Joint level and National Agency structures on activation and mobilization.

#### 1.1.1. MAJCOM Intelligence responsibilities:

1.1.1.1. When applicable, determine responsibilities and roles of intermediate headquarters' intelligence organizations.

1.1.1.2. Conduct intelligence staff assistance visits to subordinate units as a medium for intelligence process improvement: evaluate readiness; assist in training; provide mentoring opportunities.

1.1.1.2. (AFRC) Assign the responsibility for conduct of staff assistance visits to subordinate units to the Gaining Numbered Air Force (GNAF)/Intelligence (IN) function.

1.1.1.2.1. (Added-AFRC) HQ AFRC/DOI will provide manpower support for assistance visits when requested by GNAF/INs and when operationally feasible.

1.1.1.3. Analyze, advocate and staff subordinate units' intelligence manpower issues and coordinate command intelligence assignments.

1.1.1.3. (AFRC) HQ AFRC/DOI is responsible for interfacing with the Air Staff and GMAJCOM Intelligence Directorates.

1.1.1.3.1. (AFRC) Units contacting their GMAJCOM and GNAF/AIS on policy guidance must include information copies of all communication to the AFRC NAF/INs and HQ AFRC/DOIO.

1.1.1.3.2.1. (Added-AFRC) Informal contacts for routine procedural issue clarification and requests for intelligence from the GMAJCOM or GNAF/AIS need not include information copies to the NAF/IN or HQ AFRC/DOI.

1.1.1.3.2.2. (Added-AFRC) Units will not respond to uncoordinated MAJCOM/GNAF reports or other tasking. A list of coordinated reports and other tasking is published in the AFRC Intelligence Almanac. Newly coordinated and one-time reports or taskings, not listed in the Almanac, will bear the *caveat* "coordinated with HQ AFRC/DOI." Units will submit a copy of all GMAJCOM and GNAF/AIS reports to their AFRC NAF/IN and HQ AFRC/DOIO.

1.1.1.4. Develop a minimum list of intelligence documents and products, as well as appropriate formats (i.e. hard copy, CD-ROM, web links, etc.) for subordinate and gained units and provide for these requirements.

- 1.1.1.5. Coordinate intelligence exercise activities and requirements.
- 1.1.1.6. Advocate fielding of automated intelligence systems and related training, connectivity and maintenance of systems. Establish and coordinate system requirements with and among subordinate and gained organizations.
- 1.1.1.6. (AFRC) HQ AFRC/DOI advocates Air Staff and GMAJCOM timely fielding of automated intelligence systems, secure connectivity, and related training, to ensure AFRC units stay fully compatible with their active duty counterparts.
- 1.1.1.6.1. MAJCOMs will develop formal processes and procedures for each Command procured/allocated automated intelligence system (e.g., Personal Computer Integrated Imagery and Intelligence (PC-I3), Weapons System Video (WSV), Raindrop, Deployable Intelligence Support Kit (DISK), etc.).
- 1.1.1.6.2. The processes and procedures must be documented in the form of either a Concept of Operations (CONOPs), MAJCOM supplement to this instruction, or a Tactics, Techniques, and Procedures (TTP) document.
- 1.1.1.7. Ensure mission planning materials (e.g., Geospatial Information and Services (GI&S) and imagery) are available IAW AFI 14-205, *Identifying Requirements for Obtaining and Using Geospatial Information and Services*, and theater publication/production policy.
- 1.1.1.8. Establish Production Requirement (PR) and Dissemination management policy and validate unit and force level intelligence requirements IAW current DoD, Unified Command and MAJCOM guidance.
- 1.1.1.8. (AFRC) AFRC units will use guidance and processes for production requirements IAW AFI 14-201, *Intelligence Production and Applications* and DoD-0000-151C-YY, DoDIPP Production Procedures. For ACC gained AFRC units only: ACC IS/INUD is the focal point for the Department of Defense Intelligence Production Program (DODIPP) management for Air Combat Command.
- 1.1.1.9. Exercise overall management of Sensitive Compartmented Information (SCI) programs and that portion of the Special Security Office system under MAJCOM cognizance to include Tactical-Sensitive Compartmented Information Facility (T-SCIF) and Temporary Secure Working Area (TSWA) operations.
- 1.1.1.10. Establish compliance criteria that give clear guidance on unit programs and their expected results.
- 1.1.1.10.1. (Added-AFRC) HQ AFRC/DOI publishes **Attachment 1** to this document providing units with guidance concerning compliance with HQ AFRC/IG unit compliance inspections (UCI). All units must be familiar with **Attachment 1** and coordinate with respective NAF/INs for additional Special Interest Items (SIIs).
- 1.1.1.11. Provide policy and guidance pertaining to the overall management of assigned Individual Mobilization Augmentees (IMAs) and serve as a focal point for all Intelligence Reserve IMAs actions.
- 1.1.1.11. (AFRC) HQ AFRC/DOI serves as the focal point for interface with the intelligence Individual Mobilization Augmentee (IMA) on issues pertaining to overall management and career progression of intelligence IMAs.

1.1.1.11.1. (Added-AFRC) AFRC/DOI advises AFRC/DPXX (personnel readiness operations) of all individual intelligence Reservist tours using Reserve Personnel Appropriation (RPA Man-days) (other than unit resources) or active duty Military Personnel Appropriation (MPA Man-days).

1.1.1.12. Serve as MAJCOM career field functional manager for all intelligence personnel assigned to the command, including any assigned or attached Reserve Component personnel (IMAs, ANG, Unit Reserves, etc.) and other responsibilities as stated in AFI 36-2201, *Developing, Managing and Conducting Training*.

1.1.1.12. (AFRC) HQ AFRC/DOI coordinates with HQ AF/XOI, GMAJCOM/INs and ANG/XOI (Air National Guard/Combat Operations and Intelligence) on policy issues relating to the operational readiness, training, and support to Air Force Reserve Command Unit and Individual Mobilization Augmentee (IMA) personnel. HQ AFRC/DOI will provide guidance to NAF/INs regarding applicable portions of GMAJCOMs' compliance and training documentation.

1.1.1.13. Monitor unit Status of Readiness and Training (SORTS) and inform Air Staff Functional Manager of any problems the MAJCOM is unable to correct.

1.1.1.14. (Added-AFRC) HQ AFRC/DOI provides an intelligence member as part of the "primary group" supporting any HQ AFRC command battle staff or crisis action team (CAT).

1.1.1.15. (Added-AFRC) Provide oversight and vision regarding unit program expectations.

**1.1.2. Operations Support Squadron/Flight (OSS/OSF) Intelligence responsibilities :** The OSS/OSF Senior Intelligence Officer (SIO) is the wing/group SIO. The wing/group SIO is responsible for the planning and execution of intelligence functions during all phases of operations. The wing/group SIO has the authority to and will:

1.1.2.1. Plan, program, budget for, validate and manage all intelligence requirements for the flight and subordinate units.

1.1.2.2. Oversee career progression and training for all intelligence personnel, including any assigned or attached Reserve IMAs within the wing/group.

1.1.2.3. Allocate, assign and manage all intelligence personnel resources within the wing/group, to include exercise and/or contingency tasking.

1.1.2.4. Review every intelligence OPR/EPR and decoration produced within the wing/group before they go final to ensure they properly reflect the duties of the intelligence professional.

1.1.2.5. Coordinate on all wing/group policies affecting intelligence.

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

1.1.2.7. Provide intelligence support to base organizations such as air base operability/defense (as applicable), base agencies, tenant organizations and transient units as needed.

1.1.2.8. Analyze all incoming information for impact on the unit mission. Rapidly disseminate significant and critical intelligence to battlestaff, aircrews, mission planning personnel, subordinate and lateral units, higher headquarters and other appropriate agencies.

1.1.2.9. Develop, implement and execute a force protection support program as an integral part of the Wing/Base Installation Commander's Force Protection Program. Program will identify which elements, both at home and/or deployed, require intelligence support to perform their force protection functions and tailor intelligence products to meet customer needs.

1.1.2.9.1. Appoint, in writing, an intelligence officer/NCO and establish formal procedures for coordinating anti-terrorism/force protection intelligence with the local Office of Special Investigations, Security Forces and Special Security Office as appropriate.

1.1.2.9.2. The unit anti-terrorism/force protection intelligence POC will be a member of the wing/group force protection working group.

1.1.2.10. Manage wing/group SCI security program, as applicable.

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

1.1.2.12. Establish an active visitation program to squadron intelligence work centers and solicit squadron intelligence feedback, where applicable.

1.1.2.12.1. Monitor peacetime flying and squadron personnel schedules to ensure required intelligence support is available.

1.1.2.13. Appoint, in writing, a primary and alternate Intelligence Reference Materials Manager (IRMM) IAW MAJCOM requirements to manage unit statements, intelligence document requirements, intelligence reference materials and unit library.

1.1.2.13.1. Determine intelligence document requirements (to include mobility documents and references) for the wing/group and squadrons based on mission requirements, unit operations, OPLANs, air expeditionary force, contingency, emergency war order and past ad hoc tasking as applicable. SIOs with geographically separated units (GSUs) will monitor GSU requirements to ensure required documents are on hand.

1.1.2.13.2. Input and maintain Statements of Intelligence Interest (SII) for the wing/group into the Joint Dissemination System (JDS) for MAJCOM validation.

1.1.2.13.3. Organize intelligence electronic and hard copy libraries to permit timely retrieval of all documents and material required to support contingency tasking.

1.1.2.13.4. Periodically publish and disseminate an accession list to squadrons incorporating all new incoming intelligence reference materials.

1.1.2.14. Manage wing/group Production Requirement (PR) program IAW Department of Defense Intelligence Production Program (DoDIPP) and MAJCOM/theater guidance, as appropriate.

1.1.2.15. Exhaust internal, theater and national automated resources to accomplish intelligence support functions before forwarding requirements to outside agencies.

1.1.2.16. Adhere to requirements and policies contained in AFI 16-201, *Disclosure of Classified Military Information to Foreign Governments and International Organizations*, for disclosing classified and controlled unclassified (i.e. FOUO, tech orders, 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.

1.1.2.17. Conduct periodic reviews (at least annually) of written guidance to ensure currency, accuracy, appropriateness and applicability.

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

1.1.2.19. Develop and implement an intelligence unit self-assessment program.

1.1.2.20. Submit manpower status reports IAW MAJCOM functional manager requirements.

1.1.2.21. Standardize intelligence procedures and processes (briefings, situation displays, etc.) throughout the wing/group to the fullest extent possible.

### 1.1.3. **Operational Squadron Intelligence Personnel Responsibilities:**

1.1.3.1. Provide intelligence to the squadron during all phases of operations. This includes, but is not limited to, current intelligence, threat briefings, scenario inputs, mission planning, pre-mission briefings and debriefings.

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

1.1.3.3. Submit inputs to the wing/group SIO for inclusion in the wing/group SII. GSUs will follow MAJCOM guidance.

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

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

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

1.2.1. (Added-AFRC) **NAF Intelligence Responsibilities** : The AFRC numbered air force (NAF)/INs are the AFRC focal points for all matters pertaining to AFRC unit intelligence and readiness. As the unit assistance focal point, AFRC NAF personnel coordinate with unit assistance personnel at ACC-gained NAF/Air Intelligence Squadron (GNAF/AIS), AMC, AFSPC, PACAF and AFSOC unit assistance branches. NAF/INs may authorize direct contact on a case-by-case basis.

1.2.1.1. (Added-AFRC) Units contacting their GMAJCOM and/or GNAF/AIS for policy guidance must include information copies of all communications to the appropriate AFRC NAF/IN and to HQ AFRC/DOIO.

1.2.1.2. (Added-AFRC) Units will not respond to uncoordinated GMAJCOM/GNAF reports or other tasking.

1.2.1.3. (Added-AFRC) Informal contacts for procedural clarification and requests for intelligence from the GMAJCOM or GNAF/AIS need not include information copies to the NAF/IN or HQ AFRC/DOI.

1.2.1.4. (Added-AFRC) NAF INs will oversee the overall OPERATIONS-INTELLIGENCE interface by conducting SAVS/RAVS/FAVS/DAVS prior to unit inspections from gaining MAJCOMs or upon request from the Wing Commander.

1.2.1.4.1. (Added-AFRC) Assess subordinate unit self-assessment program to ensure it closely examines all intelligence operations and ensures intelligence operations and unit-tailored checklists are in compliance with gaining MAJCOM requirements. Deficiencies and recommended corrective actions will be documented in written reports.

1.2.1.4.2. (Added-AFRC) Monitor subordinate unit information systems requirements and contingency intelligence network (CIN).

1.2.1.4.3. (Added-AFRC) Conduct intelligence exercise planning for RAVs. Assist with subordinate unit operational exercises and pre-deployment contingency planning. Coordinate with units to provide any requested support for deployment.

1.2.1.4.4. (Added-AFRC) Coordinate with GMAJCOMs on all matters pertaining to targeting, target materials programs, NIMA products and geospatial information products and services to meet OPLAN taskings.

1.2.1.4.5. (Added-AFRC) Coordinate on intelligence systems support, oversees fielding and use of intelligence workstation, communications equipment, shelters or fixed facilities in CONUS or OCONUS.

1.2.1.5. (Added-AFRC) Analyze, advocate and staff subordinate unit intelligence manning and manpower issues, including unit type codes and unit manning documents to identify shortfalls and to develop/identify intelligence manpower requirements to support new weapons systems and modify existing manpower commensurate with force structure changes. All manning and manpower issues will be coordinated with the HQ AFRC/DOIOX Planning Branch.

1.2.1.6. (Added-AFRC) Coordinate with HQ AFRC/DOIOX on personnel resources to fill Aerospace Expeditionary Force (AEF) tasking requirements.

1.2.1.6.1. (Added-AFRC) Develop an effective personnel-tracking system to foresee Air Reserve Technician (ART) and Traditional Reservist (T/R) gains/losses in subordinate units, to include advertising vacancies.

1.2.1.6.2. (Added-AFRC) Identify critical manpower requirements or shortfalls through command, personnel and functional channels. Shortfalls affecting mission accomplishment must be identified as limiting factors through Status of Resource and Training System (SORTS).

1.2.1.7. (Added-AFRC) Monitor subordinate unit wartime and operational readiness, training and manning through unit readiness reports to HQ AFRC Intelligence Office and Gaining MAJCOMs (GMAJCOMs).

1.2.1.7.1. (Added-AFRC) Coordinate subordinate unit operational planning and tasking requirements to meet worldwide commitments. Coordinate systems support with communications personnel, ensure systems are deployable and beddown- bases are equipped and manned with proper communications equipment/dedicated lines to service deployed equipment.

1.2.1.7.2. (Added-AFRC) Liaise with communications personnel to ensure systems connectivity, equipment support and communications infrastructure exist in intelligence work centers, including locations for deployed squadrons.

- 1.2.1.7.3. (Added-AFRC) Assist subordinate units in preparing for deployment ensuring they receive all required intelligence information, including combat assessment, reporting requirements, threat advisory, targeting support, evasion and recovery, mission planning materials and intelligence database information. Ensures scenarios test the entire contingency intelligence network by using realistic threat scenarios and inputs through automated intelligence systems.
- 1.2.1.7.4. (Added-AFRC) Monitor SCI periodic reinvestigations for special purpose access eligibility through unit readiness reports and SAVs. Track and review production requirements from subordinate units to gaining MAJCOMs as directed by operational theater guidance until completion.
- 1.2.1.7.5. (Added-AFRC) Track and review after action/lessons learned reports on intelligence support to various exercises and deployments for dissemination to subordinate units and HQ AFRC/DOI. Conduct SAVs to provide overall objective look at contingency procedures, internal and external training programs.
- 1.2.1.7.6. (Added-AFRC) Review subordinate OPLANS, CONPLANS, Tactics, Techniques and Procedures (TTPs) and other taskings to identify mobility and intelligence information requirements.
- 1.2.1.8. (Added-AFRC) Monitor internal and external intelligence training through the conduct of SAVS/RAVs/FAVs/DAVs prior to unit inspections from GMAJCOMs or upon request from the WING/CC.
- 1.2.1.8.1. (Added-AFRC) Assist HQ AFRC/DOI in establishing subordinate unit intelligence training policy and assist subordinate units in obtaining/developing required training that is not locally available. Monitor technical graduate evaluation programs, and validate quality reports.
- 1.2.1.8.2. (Added-AFRC) Ensure subordinate unit intelligence personnel are kept abreast of changes in training requirements, crossflow and training opportunities/deficiencies.
- 1.2.1.8.3. (Added-AFRC) Develop exercise objectives for exercise planning and scenarios for RAVs.
- 1.2.1.8.4. (Added-AFRC) Submit requests for manpower support for RAVs to HQ AFRC/DOI.
- 1.2.1.8.5. (Added-AFRC) Evaluate the overall effectiveness and documentation of initial, upgrade, and recurring qualification training.
- 1.2.1.8.6. (Added-AFRC) Coordinate formal intelligence training requirements with HQ AFRC/DOIT staff.
- 1.2.1.8.7. (Added-AFRC) Evaluate the annual training plan that details both internal and external training cycle, training methods, documentation procedures, certification, testing and trend analysis procedures.
- 1.2.1.9. (Added-AFRC) Ensure subordinate units' compliance with intelligence oversight directives and policy.

1.2.1.10. (Added-AFRC) Provide input to the MAJCOM Program Objectives Memorandum (POM) affecting intelligence resources and initiatives to implement plans, policies and programs.

1.2.1.10.1. (Added-AFRC) Develop and manage NAF intelligence budget processes to ensure adequate funds and manpower are available to support the mission. Shortfalls that impact mission accomplishment will be identified as limiting factors (LIMFACs).

1.2.1.10.2. (Added-AFRC) Provide input to HQ AFRC/DOI on GMAJCOM studies and evaluations of future requirements associated with war fighting systems and programs, and intelligence support to emerging weapons systems.

1.2.1.11. (Added-AFRC) Deliver accurate and tailored intelligence as well as analytical support to the NAF/CC, senior staff, threat working groups, and subordinate units during exercises and contingencies.

1.2.1.11.1. (Added-AFRC) Supports the Battle Staff, Crisis Action Team (CAT) and Threat Working Group (TWG) around the clock, around the world.

1.2.1.11.2. (Added-AFRC) Provide Current Intelligence Briefings (CIB), anti-terrorism/force protection (AT/FP) briefings and special topics to Commander and staff.

1.2.1.11.3. (Added-AFRC) Liaise with base SF and OSI and participate in Threat Working Group on AT/FP matters.

1.3.1. (Added-AFRC) **Wing Intelligence Responsibilities:** The wing SIO is responsible for implementing the wing intelligence program within the wing and corresponding aviation package, and supplementing this program as required, to meet customer requirements within the squadron/aviation package.

1.3.1.1. (Added-AFRC) Validate all subordinate unit intelligence resource requirements.

1.3.1.2. (Added-AFRC) Oversee career progression and training for all intelligence personnel.

1.3.1.3. (Added-AFRC) As functional manager, allocate, assign, and manage all intelligence personnel resources within the wing/group, to include exercise and/or contingency tasking.

1.3.1.4. (Added-AFRC) Review all intelligence OPR/EPRs and decorations produced within the wing/group before they go final to ensure they properly reflect the duties of the intelligence professional.

1.3.1.5. (Added-AFRC) Coordinate on all wing/group policies affecting intelligence.

1.3.1.6. (Added-AFRC) Designate personnel to participate in unit tactical deception planning IAW AFI 10-704, (Military Deception Program).

1.3.1.7. (Added-AFRC) The unit SIO ensures intelligence support to the appropriate wing Battle Staff or Crisis Action Team (CAT).

1.3.1.7.1. (Added-AFRC) Assign an intelligence member to support the wing Battle Staff or Crisis Action Team.

1.3.1.7.2. (Added-AFRC) Analyze all incoming information for impact on the unit mission.

Rapidly disseminate significant and critical intelligence to battlestaff, aircrews, mission planning personnel, subordinate and lateral units, higher headquarters, and other appropriate agencies.

1.3.1.7.3. (Added-AFRC) Monitor unit tasking and OPLANs/CONPLANs, and advise intelligence personnel of significant changes and their impact.

1.3.1.7.4. (Added-AFRC) Ensure all unit plans are reviewed at least annually and write intelligence annexes to ensure all intelligence support and information requirements are identified.

1.3.1.7.5. (Added-AFRC) Ensure adequate mobility planning and preparedness for Operations Support Squadron/Operations Support Flight OSS/OSF (spell out) intelligence activities and personnel. Coordinate with operational squadron intelligence personnel to ensure intelligence support at deployed locations meets requirements and minimizes duplication of effort.

**NOTE:** For the purpose of this instruction, reception includes activities directly related to making preparations for integrating additional units/personnel arriving as a result of mission tasking.

1.3.1.7.6. (Added-AFRC) Establish and provide oversight of the wing/group internal and external intelligence training program.

1.3.1.7.7. (Added-AFRC) Manage wing/group SCI security program, as applicable.

1.3.1.7.8. (Added-AFRC) Actively solicit feedback from wing/group and subordinate commanders to improve intelligence support processes.

1.3.1.7.9. (Added-AFRC) Solicit squadron intelligence feedback, where applicable. Establish an active visitation program to squadron intelligence work centers to ensure their concerns are being addressed.

1.3.1.7.10. (Added-AFRC) Monitor the peacetime flying schedule and changes, as they occur, to ensure required intelligence is provided.

1.3.1.7.11. (Added-AFRC) Manage wing/group Production Requirement (PR) and Request For Information (RFI) programs IAW Department of Defense Intelligence Production Program (DoDIPP) and MAJ-COM/theater guidance, as appropriate.

1.3.1.7.12. (Added-AFRC) Exhaust internal resources to accomplish intelligence support functions before forwarding requirements to outside agencies.

1.3.1.7.13. (Added-AFRC) Provide intelligence for local and deployed security missions through coordination with local Security Police, Office of Special Investigations, Special Security Office personnel, and the wing/group/installation Force Protection Working Group.

1.3.1.7.14. (Added-AFRC) Develop and implement an intelligence unit self-assessment program.

1.3.1.7.15. (Added-AFRC) Standardize intelligence procedures and processes (briefings, situation displays, etc.) throughout the wing/group to the fullest extent possible.

1.3.1.7.16. (Added-AFRC) Participate in unit certification boards, verification boards, Weapons and Tactics Boards, etc., as applicable.

## Chapter 2

### TRAINING

**2.1. External Intelligence Training.** This training is for unit operations personnel, aircrew, including airborne intelligence personnel, and ground teams. The SIO will determine if other unit personnel require external training and will modify training requirements as appropriate.

#### 2.1.1. MAJCOM responsibilities:

2.1.1. (AFRC) NAF/INs will ensure units' compliance with applicable portions of GMAJCOM training plans and other applicable documentation, primarily by means of the Readiness Assistance Visits (RAVs).

2.1.1.1. Provide written guidance on minimum requirements for unit external intelligence training.

2.1.1.3. (Added-AFRC) HQ AFRC/DOIT solicits and consolidates formal/special training requirements for all assigned and attached intelligence personnel.

2.1.1.4. (Added-AFRC) AFRC intelligence sections submit formal AFSC intelligence training requirements to their unit training office with an information copy to HQ AFRC/ IFM.

#### 2.1.2. Wing/group SIO responsibilities.

2.1.2.1. Establish the wing/group external intelligence training program tailored to the unit's mission, projected wartime tasking and/or weapon system and base/deployment location(s).

2.1.2.1. (AFRC) Formal aircrew intelligence training (AIT) documentation is mandatory per AFI 14-105. Units may choose the tool or tools to evaluate the effectiveness and quality of instruction and to document common weak areas. Testing is not mandated for supported non-aircrew activities and individuals, such as deploying troops.

2.1.2.2. Appoint an external intelligence training program manager to oversee program execution.

2.1.2.2.1. Where assigned, the USAF Intelligence Weapons Instructor Course graduate will be the program manager.

2.1.2.2.2. Where assigned, Combat Aircrew Training School/ HQ Air Mobility Warfare Center graduates will be directly involved in external intelligence training program development and management.

2.1.2.2.3. Where assigned, ensure graduates of the SV-80-A (Combat Survival), or other recognized Evasion & Recovery (E&R) programs are directly involved in E&R training development and conduct.

2.1.2.3. Build an effective training program with input from operational squadrons; weapons and tactics representatives; Aircrew Life Support (ALS) personnel; security forces personnel; OSI; and Survival, Evasion, Resistance and Escape (SERE) specialists as appropriate.

2.1.2.4. Develop an operating instruction, approved by the Operations Group Commander or equivalent, detailing how the external training program will be conducted.

2.1.2.5. Ensure training items include, but are not limited to 1) Threat Knowledge (as it applies to both mission execution and air base defense) 2) Visual Recognition 3) Evasion and Recovery and 4) Collection and Reporting.

2.1.2.6. Establish minimum qualifications for intelligence personnel to receive certification as external intelligence trainers. Ensure they are certified in areas on which they provide instruction prior to conducting training. Actively solicit customer feedback to ensure trainers meet program requirements.

2.1.2.7. Develop specific threat knowledge and visual recognition training objectives tailored to the unit's mission, weapon system, base and forward operating locations.

2.1.2.8. Appoint in writing an E&R training program manager (where assigned, SV-80-A graduate).

2.1.2.8.1. Develop an Intelligence E&R training program in conjunction with operations, Aircrew Life Support and SERE personnel. Include as a minimum:

2.1.2.8.1.1. Code of Conduct training

2.1.2.8.1.2. DD Form 1833, Isolated Personnel Reports (ISOPREP) maintenance and review

2.1.2.8.1.3. Evasion Plan of Action (EPA) preparation

2.1.2.8.1.4. E&R materials and theater combat recovery procedures IAW AFI 36-2209, *Survival and Code of Conduct Training*, DoD directive 1300.7, *Training and Education to Support the Code of Conduct (CoC)*, and other applicable directives.

2.1.2.8.2. If the unit has an assigned SERE specialist (1T0X1), the intelligence E&R training program manager will coordinate responsibility for E&R training and support with the SERE specialist. Document delineation of duties in a Memorandum for Record.

2.1.2.9. Review training objectives for currency prior to the beginning of the training cycle.

2.1.2.10. Ensure AFTTP 3-1, Vol II, *Threat Reference Guide and Countertactics*, is the primary reference for threat knowledge training and ensure this training is current with the latest edition.

2.1.2.11. Ensure procedures for conducting, documenting, testing, evaluating, monitoring and reporting external intelligence training are in place.

2.1.2.12. Ensure training is documented using the Air Force Operations Resource Management System (AFORMS) or locally developed program.

2.1.2.13. Ensure trend analysis is conducted following each training cycle and lessons learned are applied during succeeding cycles, as applicable.

2.1.2.14. Provide a written evaluation of the wing/group external intelligence training program to the Operations Group Commander or equivalent at the end of each training cycle.

### 2.1.3. **Operational Squadron Intelligence personnel responsibilities:**

2.1.3.1. Provide input to and execute the wing/group external intelligence training program for assigned and attached personnel.

2.1.3.2. Attain certification for instructing prior to conducting training.

2.1.3.3. Provide written evaluation of their training program to the Squadron Commander and the OSS external intelligence training program manager.

**2.2. Internal Intelligence Training.** This is training for all unit personnel, including assigned or attached IMAs, with intelligence AFSCs (excluding airborne intelligence personnel).

**2.2.1. MAJCOM responsibilities:**

2.2.1.1. Provide written guidance on minimum training standards for all assigned intelligence personnel.

**2.2.2. Wing/group SIO responsibilities:**

2.2.2.1. Develop and implement a wing/group internal intelligence training program.

2.2.2.2. Appoint in writing an internal intelligence training program manager to oversee program execution and to monitor individual training accomplishment.

2.2.2.3. Ensure the program qualifies all intelligence personnel to perform their readiness and employment duties. All intelligence personnel in the wing/group will participate in the internal intelligence training program. Ensure personnel unable to attend scheduled program events receive and document make-up training on missed subjects.

2.2.2.4. Ensure wing/group operating instructions and/or procedures are developed which outline how to conduct and document the internal intelligence training program, IAW AFI 36-2201, *Developing, Managing and Conducting Training*, the Career Field Education and Training Plan for the corresponding career field and MAJCOM directives, as applicable.

2.2.2.4. (AFRC) “Wing/Group SIOs will ensure that AFRC intelligence units:

2.2.2.4.1. (Added-AFRC) Appoint an internal training program manager to oversee program execution and to monitor individual training accomplishment.

2.2.2.4.2. (Added-AFRC) Develop operating instructions (OIs) which specify procedures for the conduct and documentation of the internal intelligence training program.

2.2.2.4.3. (Added-AFRC) Obtain a copy of AFI 36-2201, (*Developing, Managing and Conducting Training*), the Career Field Education and Training Plan (CFETP) for the corresponding career field and MAJCOM directives, as applicable.

2.2.2.5. Ensure the training program includes: (As applicable to unit mission)

2.2.2.5. (AFRC) Wing/Group SIOs will use the following priorities in allocating individual training time:

2.2.2.5.1. Assigned unit weapon systems capabilities and limitations.

2.2.2.5.1. (AFRC) Intelligence Oversight Training, UCMJ, and other training mandated by public law.

2.2.2.5.2. Unit mission and threat systems that affect execution of the unit mission.

2.2.2.5.2. (AFRC) Training necessary for the individual to perform AFSC-duties in an operational environment.

2.2.2.5.3. Current intelligence.

2.2.2.5.3. (AFRC) Training necessary for the individual to perform other duties prescribed by their AFSC.

2.2.2.5.4. Individually assigned peacetime and wartime tasks (mobilization, deployment and employment).

2.2.2.5.5. Force protection.

2.2.2.5.6. Automated intelligence systems (i.e. PCI3, WSV, JDISS, DISK, Falcon View, etc., as applicable).

2.2.2.5.7. Classified material handling procedures, SCI management and SCI security handling procedures (as applicable).

2.2.2.5.8. Intelligence Oversight (Annual requirement - see Section 2.5.)

2.2.2.5.9. Law of Armed Conflict (LOAC) (Annual requirement)

2.2.2.5.10. Mission specific applications of Intelligence Preparation of the Battlespace (IPB) analytical techniques and products.

2.2.2.6. Ensure assigned IMAs are trained and equipped to established command standards for the positions they will assume.

2.2.2.6. (AFRC) **Other Training** . Ensure wing/group operating instructions and/or procedures are developed which outline how to conduct and document the internal intelligence training program, IAW AFI 36-2201, (Developing, Managing and Conducting Training), the Career Field Education and Training Plan for the corresponding career field and MAJCOM directives, as applicable.

### 2.2.3. **Operational Squadron Intelligence personnel responsibilities:**

2.2.3.1. Participate in the wing/group intelligence internal training program as both trainee and trainer and make-up all missed required training items.

2.2.3.2. Provide inputs and feedback on program content.

## 2.3. **Intelligence Orientation Program.**

### 2.3.1. **MAJCOM responsibilities:**

2.3.1.1. Provide written guidance on minimum requirements for unit Orientation Training Programs.

### 2.3.2. **Wing/group SIO responsibilities:**

2.3.2.1. Ensure newly assigned individuals complete an 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).

2.3.2.2. As a minimum, all orientation programs will provide familiarization/training, as applicable, on:

2.3.2.2.1. MAJCOM/theater and intermediate command missions.

2.3.2.2.2. Unit weapon systems capabilities and missions.

- 2.3.2.2.3. Unit OPLAN/OPORD tasking and related specific intelligence requirements.
- 2.3.2.2.4. Unit aircrew verification/certification process.
- 2.3.2.2.5. Unit intelligence wartime and peacetime mission and organization.
- 2.3.2.2.6. Safety and security procedures applicable to unit intelligence activities.
- 2.3.2.2.7. Basics of functional area equipment (i.e. desktop computers and software programs, automated intelligence systems, etc.).
- 2.3.2.2.8. Job description and responsibilities.
- 2.3.2.2.9. Intelligence Oversight Program.
- 2.3.2.2.10. Recall Procedures.
- 2.3.2.2.11. Air Force and unit operating instructions.
- 2.3.2.2.12. Antiterrorism/Force Protection/Local area threats (terrorism, etc.).
- 2.3.2.2.13. AEF/EAF commitments and schedule.

2.3.2.3. Document individual completion of the orientation program (using individual OJT records when appropriate).

### 2.3.3. **Operational Squadron Intelligence personnel responsibilities:**

- 2.3.3.1. Complete wing/group intelligence orientation training program.

## 2.4. **Formal Intelligence Training.** (ANG units will coordinate through ANG channels).

### 2.4.1. **MAJCOMs responsibilities:**

2.4.1.1. Annually solicit intelligence units' formal training requirements for the subsequent year and coordinate requirements with appropriate agencies.

2.4.1.1. (AFRC) HQ AFRC/DOI, Intelligence Functional Manager (IFM) (school's point of contact) coordinates, forecasts, and manages all unit program AFSC school tour requirements.

2.4.1.1.1. (Added-AFRC) Prior coordination with HQ AFRC/DOI is necessary to avoid conflict due to quota restrictions.

2.4.1.2. Annually provide a MAJCOM-sponsored list of recommended training opportunities to increase subordinate units' awareness of available training courses.

2.4.1.3. (Added-AFRC) HQ AFRC/DOI coordinates with GMAJCOMs and the Air Education and Training Command (AETC) to ensure training programs consider unique abilities of reservists, the availability of reservists for attendance at training and challenges of the individual reservists.

2.4.1.4. (Added-AFRC) HQ AFRC/DOI coordinates with Air Staff, GMAJCOMs and AETC on matters related to Advanced Distance Learning (ADL) initiatives. **Attachment 2 (Added)** specifically addresses AFRC/DOI ADL initiatives.

2.4.1.4.1. (Added-AFRC) HQ AFRC developed the Modular Intelligence Training Course (MITC) to better address the intelligence training requirements for AFRC IMAs and unit personnel. The MITC is an Advanced Distance Learning (ADL) initiative providing an alternate

method for award of intelligence AFSCs. Officer or enlisted entry into MITC is governed through use of the DP Training Waiver process addressed in AFI 36-2201, Volume 5. Please see appendix A to this instruction for specific guidance on MITC.

2.4.1.5. (Added-AFRC) See AFI 36-2209, AFRC Supplement 1, for AFRC procedures intelligence personnel must use to apply for SV-80-A or other similar courses. Traditional reservists submit training request via AF 101 and air reserve technicians submit DD-1556s.

**2.4.2. Wing/group SIO responsibilities:**

2.4.2.1. Solicit and consolidate formal/special training requirements for all assigned and attached intelligence personnel.

**2.4.3. Operational Squadron Intelligence personnel responsibilities:**

2.4.3.1. Identify and coordinate all intelligence training requirements through the wing/group training manager.

**2.5. Intelligence Oversight Program.** All active duty, Air Force Reserve, Air National Guard (when in federal status) 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, and TDY personnel will also be familiar with and adhere to the publications cited.

2.5.1. (Added-AFRC) HQ AFRC intelligence units should contact AFRC/DOI for Intelligence Oversight guidance vice GMAJCOMs, while not mobilized.

2.5.1.1. (Added-AFRC) AFRC/DOIO develops an AFRC Unit Compliance Inspection Guide for Intelligence Oversight. AFRC/IG distributes this guide and performs Command Intelligence Oversight Inspections using the items in this Guide.

2.5.2. (Added-AFRC) AFRC/DOIO develops and distributes Intelligence Oversight briefings and training materials that address AFRC Intelligence Oversight concerns and meet all requirements for initial and refresher Intelligence Oversight training.

2.5.3. (Added-AFRC) Direct Intelligence Oversight questions and violations to AFRC/DOIO and/or AFRC/IG, as appropriate.

**2.6. Intelligence Flying Program.** Wing/group SIO, in conjunction with the Operations Group Commander, will develop an Intelligence Flying Program, IAW governing MAJCOM directives. Flying incentive pay is NOT authorized.

**2.6. (AFRC) Mission Essential Ground Personnel (MEGP).** The Operations Group Commander, in conjunction with the wing/group SIO, will develop an MEGP program, IAW governing MAJCOM directives that ensures intelligence personnel are able to maximize MEGP status to gain an understanding of assigned weapon systems.

**2.7. (Added-AFRC) Individual Mobilization Augmentee (IMA) Training and Utilization.**

2.7.1. (Added-AFRC) Intelligence individual mobilization augmentees (IMA) may perform support and training activities at AFRC units, providing the duty is mutually beneficial to the IMA and the AFRC unit, and the activity does not displace any unit intelligence training opportunity. Further, with

the agreement of the IMA GMAJCOM (unit of assignment), IMAs may be attached for training to AFRC units. Such training arrangements are contingent on concurrence by HQ AFRC/DOI, the IMAs unit of assignment, and the AFRC unit where the duty is performed.

2.7.3. (Added-AFRC) AFRC unit reservists may perform support and training activities at joint facilities, such as Joint Reserve Intelligence Centers (JRIC), providing the duty is beneficial to the AFRC unit and member.

2.7.4. (Added-AFRC) AFRC unit reservists should conduct annual Operations Security (OPSEC) Awareness and Education. Ensure Critical Information Lists (CILs) are readily accessible to all intelligence personnel.

## Chapter 3

### PLANS, MOBILITY AND DEPLOYMENT

#### 3.1. Plans

##### 3.1.1. MAJCOM responsibilities:

3.1.1. (AFRC) **MAJCOM Responsibilities.** HQ AFRC/DOI subordinate units adhere to the deployment requirements of their gaining MAJCOM (GMAJCOM). Should conflicts or difficulties arise, unit personnel should contact their NAF/IN. NAF/INs will determine if HQ AFRC/DOI involvement in the matters is warranted.

3.1.1.1. Provide oversight of intelligence unit type code (UTC) management and if appropriate, inform the Air Staff Functional Manager of any UTC-related problems.

##### 3.1.2. Wing/group SIO responsibilities:

3.1.2.1. Ensure all unit plans are reviewed at least annually and write intelligence annexes to ensure all intelligence support and information requirements are identified as required.

3.1.2.2. Monitor unit tasking and OPLANs/CONPLANs, and advise intelligence personnel of significant changes and their impact.

3.1.2.2. (AFRC) HQ AFRC/DOI subordinate units identify unit manning document list (UMDL) and unit type code (UTC) manpower and equipment shortfalls to their Wing/CC, unit XP, the operations group commander (OG/CC), the OSS/OSF commander, and (if applicable) the flying squadron commander. Information copies to the HQ AFRC/DOI and GNAF/IN are required. Direct individual assignment issues to HQ AFRC/DOIO with information copies to the AFRC NAF/IN.

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

3.1.2.4. Participate in unit certification/verification boards, Weapons and Tactics boards, etc., as applicable.

#### 3.2. Exercise Planning.

##### 3.2.1. Wing/group SIO responsibilities:

3.2.1.1. Develop intelligence scenarios for wing/group exercises that reflect unit mission tasking. Ensure scenarios facilitate a practical simulation of operational intelligence functions and include realistic mission area threats including those posed by terrorists and other groups.

3.2.1.2. Appoint an experienced and qualified intelligence representative as a member of the wing/group exercise planning and evaluation team.

#### 3.3. Mobility and Reception.

##### 3.3.1. MAJCOM responsibilities:

3.3.1.1. Provide policy and guidance on mobility and reception issues.

3.3.1.2. Provide assistance in addressing contingency or exercise related manpower, equipment and communication requirements.

3.3.1.3. Provide list of minimum requirements for mobility equipment.

**3.3.2. Wing/group SIO responsibilities:**

3.3.2.1. Ensure adequate mobility and reception planning and preparedness for OSS/OSF intelligence activities and personnel, including those who will support operational squadrons/flights and any assigned or attached IMAs.

3.3.2.2. Identify OSS/OSF intelligence personnel and equipment to support tasked UTCs. Act as the wing focal point for all intelligence AFSC requirements in tasked UTCs and any deployment orders.

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

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

3.3.2.4. (AFRC) AFRC members with intelligence AFSCs must maintain the appropriate clearances for SCI eligibility.

3.3.2.5. Ensure current written checklists or procedures are available for required support to mobility, reception, intelligence systems, communications architecture, T-SCIF requirements and intelligence tasking(s).

3.3.2.5. (AFRC) Appoint an Intelligence Mobility Manager for the unit to manage the preparation, generation, and deployment of all the unit's intelligence UTCs. The Intelligence Mobility Manager develops written guidance on executing the program to ensure customer requirements are met. The Intelligence Mobility Manager maintains a list of personnel and equipment assigned to each Intel UTC within the unit. Lists provided by XP or other agencies are sufficient for this purpose.

3.3.2.6. Ensure mobility procedures satisfy time lines for packing and marshaling documents, materials and equipment.

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

3.3.2.8. Ensure intelligence GI&S requirements are identified IAW AFI 14-205, *Identifying Requirements for Obtaining and Using 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.

3.3.2.8. (AFRC) AFRC intelligence sections use GMAJCOM procedures to fulfill GI&S requirements. No information copies of requests need to be forwarded to AFRC NAFs or HQ AFRC/DOI.

3.3.2.9. Ensure intelligence personnel provide briefing support IAW MAJCOM directives. Briefings must incorporate the latest intelligence information tailored to the audience including appropriate force protection information.

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

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

### 3.3.3. **Operational Squadron intelligence personnel responsibilities:**

3.3.3.1. Monitor unit tasking for exercises, contingency plans and operations. Advise wing/group SIO of significant changes to unit tasking for exercises, contingency plans and operations.

3.3.3.2. Coordinate intelligence personnel and equipment support for tasked UTCs and any deployment orders with squadron staff and wing/group SIO.

3.3.3.3. Identify unfilled requirements and notify squadron staff and wing/group SIO.

3.3.3.4. Ensure mobility or reception preparedness of intelligence activities and personnel within the squadron/flight. Coordinate with wing/group SIO on deployed intelligence support requirements.

## 3.4. **Cross Servicing During Deployment.**

3.4.1. Civil Reserve Air Fleet (CRAF) Support: The CRAF is a Department of Defense and Department of Transportation program designed to augment Air Mobility Command organic mobility resources during times of crisis. The basic authority for CRAF is contained in EO 11490, *Assigning Emergency Preparedness Functions to Federal Departments and Agencies*, 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.

3.4.1.1. Upon activation of the CRAF, HQ AMC/Threat Working Group will be responsible for coordinating intelligence and force protection support to CRAF assets.

3.4.1.2. 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.

3.4.1.3. 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.

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

3.4.1.4.1. The names and clearances of authorized commercial carrier headquarters POCs will be provided by and maintained by HQ AMC/DOF. This list will be reviewed/updated at least annually.

3.4.2. 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.

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

3.4.2.2. 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 AMC/Threat Working Group. Confirmation will be accomplished by checking the AMC Secure Launch List to ensure there is a valid DoD mission being accomplished by the carrier.

3.4.2.3. 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.

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

### **3.5. Host Support to Transient Units.**

3.5.1. Wing/group SIO will provide intelligence support and related activities (mission briefing, targeting, mission planning, GI&S support, force protection threat updates, etc.) to transient units, as required.

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

## Chapter 4

### EMPLOYMENT/SUSTAINMENT

**4.1. Mission Planning.** The Wing/group SIO is responsible for the following intelligence functions in the employment/sustainment phase of operations:

4.1.1. The Wing/group SIO is responsible for the following intelligence functions in the employment/sustainment phase of operations:

4.1.1.1. Ensure that intelligence personnel are capable of extracting data from the appropriate tasking document (e.g. Air Tasking Order, Airspace Coordination Order or Integrated Tasking Order, etc.) or other tasking that initiates the mission process.

4.1.1.2. Ensure intelligence personnel are trained and available to participate in the Mission Planning Cell (MPC). These personnel will participate IAW local directives in developing mission profiles, supplying material and information to execute missions, and satisfying tasking orders.

4.1.1.3. Develop quality control procedures to ensure standardization and accuracy of situation / Order of Battle (OB) displays. Units will use Department of the Army FM 101-5-1 *Operational Terms and Graphics*, computer system and/or chart pak symbology for developing OB symbology as applicable to the unit mission.

4.1.1.4. Ensure all organization intelligence functions are equipped with the required GI&S, imagery and target material products to support briefings, mission planning, staff support and employment operations.

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

4.1.1.6. Ensure quality control of intelligence mission folder data.

4.1.1.7. Ensure intelligence personnel assigned to mission planning functions understand their responsibilities concerning LOAC.

4.1.1.8. Validate unit PRs and forward to appropriate validation authority.

### **4.2. Briefing Support.**

4.2.1. The Wing/group SIO is responsible for the following intelligence functions in the employment/sustainment phase of operations:

4.2.1.1. Ensure that intelligence briefings in support of mission objectives incorporate up-to-date intelligence and force protection information tailored to the audience.

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

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

4.2.1.4. Ensure intelligence personnel provide briefing support IAW MAJCOM directives.

### **4.3. Debriefing and Reporting.**

4.3.1. The Wing/group SIO is responsible for the following intelligence functions in the employment/sustainment phase of operations:

4.3.1.1. Develop procedures to ensure aircrews/ground teams report perishable, critical information of intelligence value, including force protection information, with an inflight report or enroute report.

4.3.1.2. Intelligence personnel will debrief all missions, IAW MAJCOM/theater directives.

4.3.1.3. Wing/group procedures will include preparation for each debriefing prior to the combat crews' and/or ground teams' return to base including pre-entering mission information and inflight/enroute report data on appropriate forms.

4.3.1.4. Intelligence personnel will establish procedures to ensure all combat crews'/ground teams are debriefed on perishable, critical information of intelligence value prior to all other debriefings.

4.3.1.5. Ensure critical debrief information is disseminated rapidly. All voice reports will be followed up with written documentation. SCI material may only be transmitted on SCI accredited equipment located in a SCIF.

4.3.1.6. Debriefed information must be reported IAW tasking authority requirements.

4.3.1.6.1. SIO will establish procedures for intelligence report composition and dissemination. All reports will be quality controlled and submitted IAW OPLAN and/or theater guidance.

4.3.1.6.2. In the event there is no OPLAN/theater guidance, US Message Text Format will be used for all reports.

4.3.1.7. Units will follow MAJCOM-developed Weapons System Video (WSV) processes and procedures for transmitting video segments.

**4.4. Evasion and Recovery (E&R).** For units with an assigned SERE specialist (IT0X1), intelligence will coordinate E&R responsibilities and document delineation of duties in a Memorandum for Record.

**4.4. (AFRC) Evasion and Recovery (E&R).** The wing SIO appoints an E&R manager from the intelligence shop to manage all phases of intelligence support to E&R within the wing. This individual develops written guidance on executing the program to ensure customer requirements are met. Individual will work with the life support and/or ITX personnel to conduct the wing or unit E/R program. Ideally, the intelligence individual will be a graduate of SV-80A or scheduled to attend SV-80A, or other recognized Evasion and Recovery programs, as determined by the Joint Personnel Recovery Agency (JPRA).

4.4.1. ISOPREPs: Every person subject to participation in an employment mission must have two current, accurate and identical hard copy ISOPREP cards on file IAW Joint Personnel Recovery Agency (JRPA) guidance. Once completed, the ISOPREP is classified CONFIDENTIAL and must be safeguarded accordingly.

4.4.1.1. Individuals with ISOPREPs will review them at least every six months. During employment operations, personnel will review ISOPREP upon deployment, prior to the first mission of the day and as often as necessary thereafter.

4.4.1.2. When deploying to support contingencies, forward one of the two ISOPREPs to the deployed location, unless theater requirements dictate otherwise. If not received, the gaining organization will request the ISOPREPs from the losing unit.

4.4.1.3. Secure electronic transmission of ISOPREPs is authorized to meet short-notice requirements. Be prepared to forward hardcopy DD 1833 upon theater request.

4.4.1.4. The parent unit will maintain a legible hard copy of deployed personnels' ISOPREPs.

4.4.1.5. During operations, ISOPREPs should be stored with or in close proximity to the individual evasion plan of action.

4.4.1.6. In the event of an accident involving loss of life, the organization maintaining the ISOPREP will retain the DD Form 1833 until it is determined the safety investigation board does not require the forms to aid in the identification of the remains. If the forms are not required, they will be destroyed. If required, the physical description information contained on the ISOPREP will be declassified and accountability transferred to a senior member of the investigation team or board.

4.4.1.7. ISOPREPs of individuals separating from the service, or are no longer flight or duty qualified will be destroyed. Upon PCS, ISOPREPs will be forwarded to the gaining unit.

4.4.2. EPA: Every person, crew, or team subject to participation in a combat mission must have and review an EPA applicable for that mission. Ensure personnel are familiar with theater combat recovery procedures as noted in the Special Instructions of the tasking order, to include use of authentication codes (word/letter/number of day), communications requirements, identification methods and any particular points of interest.

4.4.2.1. Personnel participating in multiple missions within a 24-hour period need not reaccomplish an EPA if the objective area is the same and the crew or person considers the former EPA valid.

4.4.3. E&R Materials: Unit intelligence personnel will ensure sufficient quantities of applicable evasion kits are available and establish positive control procedures. Evasion charts are mandatory evasion kit items. Kits may include blood chits, pointee talkees, infrared lights, infrared reflective tape, barter items and button compass. Simulated E&R kits will be developed for exercises.

**4.5. Automated Intelligence Systems.** Intelligence personnel must use all available automated intelligence systems (i.e. PCI3, WSV, JDISS, DISK, Falcon View, etc.) necessary to accomplish mission tasking. Ensure systems are accredited to the highest level of classified information to be processed prior to operation.

**4.6. Written Procedures .** Ensure current written checklists or procedures are available for employment operations to include as a minimum:

4.6.1. Intelligence support to mission planning

4.6.2. Order of Battle Displays

4.6.3. Briefing procedures

4.6.4. Debriefing procedures

4.6.5. Reporting

4.6.6. Automated Intelligence Systems

4.6.7. Force Protection

4.6.8. OPSEC requirements and procedures (IAW AFI 10-1101)

**4.7. Internal Management.** Intelligence personnel will not be assigned additional duties that interfere with their contingency/wartime tasking(s) or intelligence responsibilities. Intelligence personnel will not be designated as augmentees for other base functions during wartime, contingencies or exercises.

4.7.1. (Added-AFRC) In AFRC intelligence units, the incumbent senior ranking officer holding the Lt Col billet (where authorized) is designated the senior intelligence officer (SIO) for the purpose of complying with this instruction. When the SIO traditional reservist, and the Air Reserve technician (ART) officer are of equal grade, the ART will be designated the wing SIO. The ART Intelligence NCO functions as squadron Intelligence NCOIC.

**4.8. 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 support 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.

**4.9. Forms Adopted.**

4.9.1. DD Form 1833, Isolated Personnel Reports.

GLEN D. SHAFFER, Maj General, USAF  
Assistant Chief of Staff, Intelligence

## 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*

DoD Directive 1300.7, *Training and Education to Support the Code of Conduct (CoC)*

DoDI 2000.16, *DoD Antiterrorism Standards*

DoD 3020.36-P, *Master Mobilization Plan*

DoD Directive 5230.11, *Disclosure of Classified Military Information to Foreign Governments and International Organizations*

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

EO 11490, *Assigning Emergency Preparedness Functions to Federal Departments and Agencies*

JP 3-50.2, *Doctrine for Joint Search and Rescue*

AFI 10-704, *Military Deception Program*

AFI 10-1101, *Operations Security (OPSEC)*

AFI 14-104, *Oversight of Intelligence Activities*

AFI 14-205, *Identifying Requirements for Obtaining and Using Geospatial Information and Services*

AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*

AFI 36-2201, *Developing, Managing and Conducting Training*

AFI 36-2209, *Survival and Code of Conduct Training*

AFI 90-201, *Inspector General Activities*

AFTTP 3-1, Vol II, *Threat Reference Guide and Countertactics*

Army FM 101-5-1, *Operational Terms and Graphics*

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

#### *Abbreviations and Acronyms*

**AEF**—Air Expeditionary Force

**AFORMS**—Air Force Operations Resource Management System

**AFOSI**—Air Force Office of Special Investigation

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**CoC**—Code of Conduct  
**CONOPS**—Concept of Operations  
**CRAF**—Civil Reserve Air Fleet  
**DISK**—Deployable Intelligence Support Kit  
**DoDIPP**—Department of Defense Intelligence Production Program  
**EAF**—Expeditionary Aerospace Force  
**E&R**—Evasion and Recovery  
**EPA**—Evasion Plan of Action  
**EPR**—Enlisted Performance Report  
**GI&S**—Geospatial Information and Services  
**GSU**—Geographically separated unit  
**IMA**—Individual Mobilization Augmentee  
**IPB**—Intelligence Preparation of the Battlespace  
**IRMM**—Intelligence Reference Materials Manager  
**ISOPREP**—Isolated Personnel Report  
**JDISS**—Joint Deployable Intelligence Support System  
**JDS**—Joint Dissemination System  
**JPra**—Joint Personnel Recovery Agency  
**LIMDIS**—Limited Distribution  
**LOAC**—Law of Armed Conflict  
**MAJCOM**—Major Command  
**MPC**—Mission Planning Cell  
**OB**—Order of Battle  
**OJT**—On the Job Training  
**OPLAN**—Operations Plan  
**OPORD**—Operations Order  
**OPR**—Officer Performance Report  
**OPSEC**—Operations Security  
**OSI**—Office of Special Investigation  
**OSS/OSF**—Operations Support Squadron/Flight  
**PCS**—Permanent Change of Station  
**PC-I3**—Personal Computer Integrated Imagery and Intelligence

**POC**—Point of Contact

**PR**—Production Requirement

**SCI**—Sensitive Compartmented Information

**SERE**—Survival, Evasion, Resistance and Escape

**SII**—Statement of Intelligence Interest

**SIO**—Senior Intelligence Officer

**SORTS**—Status of Readiness and Training System

**T-SCIF**—Tactical Sensitive Compartmented Information Facility

**TSWA**—Temporary Secure Working Area

**TTP**—Tactics, Techniques and Procedures

**UTC**—Unit Type Code

**WSV**—Weapons System Video

## Attachment 2 (Added-AFRC)

## UNIT COMPLIANCE INSPECTION (UCI) CHECKLIST

(ALL items are core compliance items)

1. UCI Core Compliance Items					
			YES	NO	N/A
1.1.		Is the Wing/Unit in compliance with all aspects of the AFRC Intelligence Oversight (IO) program (IO checklists can be found on the AFRC/IG Web page)?			
1.2.		Is the Wing/Unit in compliance with internal training documentation as delineated in AFI 14-105, paragraphs 2.2. and 2.3.?			
1.3.		Does the Wing/Unit coordinate with respective NAF/DOI prior to Unit Compliance Inspection (UCIs) conducted by HQ AFRC/IG for changes to inspection items and/or Special Interest Items (SIIs)?			

### Attachment 3 (Added-AFRC)

#### AFRC/DOI ADVANCED DISTRIBUTED LEARNING (ADL) COURSES PROCESSES

**A3.1. (Added-AFRC) Purpose:** Provide guidance concerning Advanced Distributed Learning (ADL) courses offered by AFRC/DOI.

**A3.2. (Added-AFRC) Modular Intelligence Training Course (MITC) Overview.** MITC is an Air Staff approved, AETC-reviewed intelligence training course developed by Headquarters Air Force Reserve Command (AFRC), Intelligence Division (DOI) to provide an alternate intelligence training forum for Air Force and Air Reserve Component intelligence personnel, currently in the 14N and 1N0 Air Force Specialties. The MITC fulfills the requirement to provide an alternative to the in-residence intelligence training courses at Goodfellow AFB (GAFB) for individuals meeting HQ AF/XOI established criteria which is delineated in paragraph 2.2.1.3 below. The MITC does **NOT** replace GAFB in-residence training; rather, it affords an alternative method for accomplishment of the education.

A3.2.1. (Added-AFRC) HQ AFRC/DOI does not waive intelligence AFSC training. The MITC is not a waiver of training. It is an alternate method of AFSC-awarding training. The completion of entry-level training is the requirement for the award of the AFSC. Nonetheless, any enrollee in MITC must obtain a waiver of training from Air Staff using the established DP waiver process.

A3.2.2. (Added-AFRC) The process for enrollment in MITC follows:

A3.2.2.1. (Added-AFRC) Information on the MITC enrollment process is located at the following URL:

<http://etca.randolph.af.mil/>

A3.2.2.1.1. (Added-AFRC) The following items are prerequisites to enrollment in MITC:

A3.2.2.1.2. (Added-AFRC) Candidate must be assigned to the 1N0 or 14N AFSC position to be eligible for MITC.

A3.2.2.1.2.1. (Added-AFRC) Candidate must have prior intelligence-related AFSC and/or experience in at least one of the Intelligence Core Competencies before assignment to the intelligence billet.

A3.2.2.1.2.2. (Added-AFRC) Prior to beginning the enrollment process, candidate must contact their Senior Intelligence Officer (SIO) to receive required instructions for the Skills Assessment Review and Pre-Qualification Process.

A3.2.2.1.3. (Added-AFRC) Approval for course requires a student Pre-Qualification application documenting prior intelligence and/or operational experience in at least one of the Five Intelligence Core Competencies:

A3.2.2.1.3.1. (Added-AFRC) (Intelligence Preparation of the Battlespace (IPB)/Predictive Battlespace Awareness (PBA).

A3.2.2.1.3.2. (Added-AFRC) Targeting

A3.2.2.1.3.3. (Added-AFRC) Air Operations Center (AOC) Operations

A3.2.1.3.4. (Added-AFRC) Intelligence, Surveillance and Reconnaissance (ISR) Management

A3.2.1.3.5. (Added-AFRC) Force Protection (FP). Current guidance and documentation dictates that all experience must be gained by the student prior to assignment in the intelligence AFSC. Please refer to AFMAN 36-8001, Chapter 6. The student application is submitted for approval through the AFSC Skills Assessment Review and Pre-Qualification Process. If prerequisites are not met, member will be required to attend the AFSC in-residence course.

A3.2.1.4. (Added-AFRC) All non-prior service personnel are required to complete the 1N031 or 14N1 in-residence course at Goodfellow AFB.

A3.2.1.5. (Added-AFRC) A mandatory waiver request is initiated by the student and approved by the Senior Intelligence Officer (SIO) *through AF/DP channels*. The waiver package follows a dual track through DP channels and through IN channels.

A3.2.1.5.1. (Added-AFRC) The following depicts the routing path for the waiver package

A3.2.1.5.1.1. (Added-AFRC) Member initiates waiver package

A3.2.1.5.1.2. (Added-AFRC) SIO approves package

A3.2.1.5.1.3. (Added-AFRC) Package is delivered to unit/wing DP office for forwarding to NAF/DP office. NAF/DP coordinates the package with the NAF/IN office for approval.

A3.2.1.5.1.4. (Added-AFRC) Package forwarded to HQ AFRC/DP. HQ AFRC/DP coordinates package with HQ AFRC/IFM.

A3.2.1.5.1.5. (Added-AFRC) HQ AFRC/IFM calls a waiver review board meeting to review the package and provides recommendation for approval or disapproval.

A3.2.1.5.1.6. (Added-AFRC) Officer packages receive final approval from Air Staff. Enlisted packages receive final approval from HQ AFRC/IFM.

A3.2.1.5.2. (Added-AFRC) HQ AFRC DOIT and IFM monitor Air Staff action and keep the applicable NAF/IN informed of package disposition.