



**UNIT INTELLIGENCE MISSION AND
RESPONSIBILITIES**

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AFI 14-105, 3 June 2002 is supplemented as follows: This supplement provides USAFE specific direction, information, point of contact details, templates, and web sites regarding intelligence training and participation in the planning and execution of Air Force and Joint and Coalition operations. It instructs the HQ USAFE/IN Staff, subordinate units and wing senior intelligence officers (SIO) to implement programs as outlined in AFI 14-105, *Unit Intelligence Missions and Responsibilities*. This supplement applies to all permanent and USAF transiting units within the US European Command (USEUCOM) area of responsibility. This publication applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) IMAs assigned to the Directorate of Intelligence (HQ USAFE/IN) and subordinate units. AFI 14-105, AFRC Supplement 1, incorporates all of the requirements contained in this supplement and applies to all HQ USAFE-gained reserve units. Send comments and suggested improvements for this supplement on AF Form 847, **Recommendation for Change of Publication**, through channels to: HQ USAFE/INR, Unit 3050 Box 80, APO AE 09094. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.1.1.1.1. (Added) . HQ USAFE/IN directs and facilitates USAFE joint information operations and integrates USAFE intelligence, surveillance and reconnaissance assets, activities and programs into theater operations. HQ USAFE/IN plans, programs, budgets, trains and evaluates intelligence for the command and implements national policy on information security and foreign disclosure programs. HQ USAFE/IN includes the following divisions: Intelligence Surveillance and Reconnaissance (ISR) Readiness (HQ

USAFE/INR), ISR Integration (HQ USAFE/INY), Intelligence Plans, Programs and Systems (HQ USAFE/INX) and Special Security (HQ USAFE/INS).

1.1.1.2. Unit Support (HQ USAFE/INRUS) will organize and perform Staff Assistance Visits (SAV). At the discretion of HQ USAFE/INRUS, personnel who possess appropriate expertise may augment SAV teams. All SAVs will be conducted in accordance with AFI 90-201, *Inspector General Activities*, and the associated USAFE supplement.

1.1.1.2.1. (Added) SAVs will provide an overall objective look at unit programs, processes and products. They will be conducted using the appropriate command inspection guides; however, efforts will be tailored as required and upon request of the unit Senior Intelligence Officer (SIO).

1.1.1.2.2. (Added) Waiver Requests. Requests for waivers to this supplement will be forwarded to HQ USAFE/INRUS describing the specific requirement and explaining why a waiver is needed. All requests will be submitted in letter format via mail, fax or email. If approved, the waiver stays in effect for the life of the publication unless HQ USAFE/INRUS specifies a shorter period of time, cancels it in writing (via fax, mail or email), or issues a change that alters the waiver.

1.1.1.3. The Manpower Branch (HQ USAFE/INRM) coordinates with Manpower and Organization (HQ USAFE/XPM) to determine manpower distribution across the command. All intelligence enlisted and officer assignments are coordinated with Military Personnel Management (HQ USAFE/DPA) and HQ AFPC.

1.1.1.4. The USAFE Standard Intelligence Document List (SIDL) can be found on the HQ USAFE/INR unclassified web site. The majority of intelligence products produced are disseminated via Intelink and the Internet. Units requiring hardcopy, or some other media type, should contact HQ USAFE/INRUT for assistance.

1.1.1.5. HQ USAFE/INR's exercise responsibilities are outlined in HQ USAFE/IN Operating Instruction (OI) 14-02, posted on SIPRNET.

1.1.1.5.1. (Added) The Exercise Plans Branch (HQ USAFE/INRE) serves as lead intelligence planner for all USAFE-led exercises. HQ USAFE/INRE sources, through appropriate agencies, any equipment, systems, and manpower to fulfill intelligence obligations for USAFE or EUCOM directed exercises. They identify manpower requirements, in accordance with the appropriate CONOPs, JTF, JFACC, AFFOR/A2, and Crisis Action Team (CAT) force structure and ensure qualified personnel fill positions. Additionally, they: determine JTF, JFACC, AFFOR/A2 CAT roles, missions and responsibilities; develop training objectives, mission essential tasks and master scenario events list; prepare JTF, JFACC, AFFOR A2 and CAT players for their roles; serve as exercise Functional Area Manager (FAM) with responsibility for manning the exercise control group (white cell) and augmenting Numbered Air Force (NAF) manning; produce intelligence handbooks; and serve as focal point for collection of intelligence lessons learned.

1.1.1.5.2. (Added) HQ USAFE/IN OI 14-02 also informs NAF INs and the USAFE Theater Air and Space Operations Support Center (UTASC) of their support requirements. NAF INs will establish requirements to support current exercise and advise HQ USAFE/INRE of shortfalls, provide "Trusted Agent" to act as points of contact for exercise-related issues, be responsible for NAF specific reports and implementers, maintain close working relationship with HQ USAFE/INRE to ensure exercise continuity and success, provide guidance and support to subordinate units, and provide manning support as required by HQ USAFE/IN.

1.1.1.5.3. (Added) UTASC/A2 will provide a POC for exercise related issues, attend related meetings and planning conferences as required and address capabilities/limitations of 32 AIS and 24 IS. UTASC/A2 will coordinate target folder construction for simulated and real-world exercise countries for specific scenarios, develop scripted events as required, and provide expertise to participate in both the player side and control group.

1.1.1.6.2.1. (Added) HQ USAFE/INX manages the fielding, training, connectivity and maintenance activities of automated intelligence systems. System related requirements should be identified to HQ USAFE/IN via the HQ USAFE/IN ISR Readiness Visualization Tool (VisTool) SIPRNET online reporting mechanism. HQ USAFE/INX will address systems requirements in VisTool. Requirements will first be validated and coordinated with the requesting unit and then logged into the C4 Systems Requirement Document (CSRD) Tracking System (CTS) for processing within HQ USAFE/INX. CTS serves as a life cycle management system for CSRDs, information systems requirements, by centrally storing information about each CSRD, providing functions for working on the CSRDs, notifying key people when certain actions occur, and facilitating communication between all work centers involved.

1.1.1.6.2.2. (Added) HQ USAFE/INX has a designated baseline of systems they currently manage and field. It includes Personal Computer--Integrated Imagery and Intelligence (PC-I3), Weapon System Video (WSV) (which is migrating to HQ USAFE/DO and HQ USAFE/SC), Raindrop, Tactical Receive Suite (TRS) and Imagery Product Library (IPL) access (HQ USAFE/INY coordination required).

1.1.1.6.2.3. (Added) HQ USAFE/INX also manages activities and participates in forums to identify, validate, and develop systems solutions and architectures. The forums are:

1.1.1.6.2.3.1. (Added) Integration Management Review (IMR). The IMR serves as a recurring management forum used to discuss and manage information technology (IT) systems migration in light of HQ USAFE/IN mission requirements; existing command initiatives and program objectives; ever improving IT capabilities; and compliance with required National standards. The IMR accounts for the status of planned HQ USAFE/IN infrastructure transition, and the schedules involving USAF and National migration system development and delivery. It also provides a reporting mechanism for detailed, internal site integration activities, to include an update on previous fiscal quarter accomplishments as well as detailed plans for the next fiscal quarter. There are two IMRs, one for Collateral Systems (Unit Automation Center [UAC] IMR) and one for SCI Systems (Intelligence Systems Support Center IMR). Each conducts monthly requirements and tasking reviews.

1.1.1.6.2.3.2. (Added) Intelligence Systems Requirements Management Council (ISRMC). The ISRMC serves as a management forum used to introduce, discuss, and manage USAFE intelligence systems requirements in the light of existing theater initiatives and programs supported by HQ USAFE/IN. The ISRMC focuses on managing system requirements that fall within the scope of existing programs and resources and serves as a facilitating organization with regard to future theater and national program initiatives; thus, it is complementary to the Requirements Management Board, the forum used to address all USAFE Intelligence resource requirements.

1.1.1.6.2.3.3. (Added) USAFE Configuration Control Board (CCB). The CCB exists to establish and control a standard intelligence communication and computer systems architecture for USAFE sites throughout the European theater. The CCB is chaired by HQ USAFE/CSS SCI Flight Commander and is responsible for providing configuration control for all intelligence support network baselines and architectures for the theater. Potential requests for modifications to the baseline architecture or software configuration are funneled from the user up through the systems branch where engineering and technical

solutions are evaluated prior to meeting the board for possible change implementation. This process also feeds HQ USAFE/IN specific requirements for modifications to the theater SCI software baseline, which is under the purview of DoD Intelligence Information Systems (DoDIIS) and the Joint Analysis Center (JAC) at RAF Molesworth.

1.1.1.6.2.3.4. (Added) Systems Integration Management (SIM). The SIM process manages the integration of IT capabilities within the DoDIIS community. The SIMO (HQ USAFE/INX SIM office) carries out this process for the USAFE intelligence enterprise. SIM is defined as the disciplined and structured planning, cost optimization, and accountability methodology to identify, analyze, and preclude or resolve enterprise integration issues.

1.1.1.6.2.3.5. (Added) Resources Working Group (RWG). The RWG is a financial panel that meets periodically to develop HQ USAFE/IN spend plans. The systems requirements vetted here have been reviewed as part of the CCB process.

1.1.1.7. Ensure mission planning materials, including digital geospatial products, are available according to AFI 14-205 and theater publication/production policy. HQ USAFE/IN hosts a web page on SIPRNET that includes guidance and information on acquiring geospatial information and services (GI&S). AFI 14-205, *Identifying Requirements for Obtaining and Using Geospatial Information and Services*, the accompanying USAFE Supplement 1, and a detailed GI&S Reference Guide can be accessed from the site.

1.1.1.7.1. (Added) AFI 14-205, and its supplement, provides procedures for identifying requirements for GI&S. They include information relevant to ordering, supplying, and monitoring use of these products and services.

1.1.1.7.2. (Added) The GI&S Reference Guide serves to assist USAFE unit level intelligence professionals meet their prime objective of satisfying customer needs. Its use, in conjunction with Joint, AF, and USAFE Policy Directives and Instructions or Supplements provides a solid foundation of how to effectively provide the necessary products to the GI&S customer.

1.1.1.8. HQ USAFE/IN has designated the UTASC as the executive agent for Production Requirements (PR). The 32 AIS' PR and Dissemination Management Policy are outlined in its "JAOC Checklist for Requirements Managers." Requests for Information should be submitted via COLISEUM. 32 AIS/INO is the USAFE POC for access to COLISEUM.

1.1.1.9. SCI programs within USAFE are managed by HQ USAFE/INS.

1.1.1.9.1. (Added) T-SCIFS are defined as accredited areas used for actual or simulated war operations for a specified period of time.

1.1.1.9.2. (Added) TSWAs are defined as temporarily accredited facilities that are used no more than 40 hours monthly for the handling, discussion, and or processing of SCI, but where SCI should not be stored. With sufficient justification, longer periods of usage and storage of SCI may be approved.

1.1.1.9.3. (Added) Information, policy, and guidelines for set-up, accreditation, and management of T-SCIFs and TSWAs can be found in DCID 1/21, *Manual for Physical Security Standards for SCIFs*, Air Force Manual 14-304, *The Security, Use and Dissemination of Sensitive Compartmented Information* and DoD 5105.21-M-1, *Sensitive Compartmented Information Administrative Security Manual*.

1.1.1.10. HQ USAFE/INRUS, in collaboration with Inspector General Operations (HQ USAFE/IGO), is responsible for developing command inspection guides according to AFI 33-360 Vol. 1 and AFI 90-201,

USAFE 1 and publishes them through HQ USAFE/SCYI. These guides provide clear guidance on unit programs and processes and their expected results. HQ USAFE/IG inspectors will use these guides during formal inspections. HQ USAFE/INRUS personnel will use them during SAVs, and the units will use them during self-inspections. The guides will be available from the USAFE Publishing website as well as the HQ USAFE/IG website.

1.1.1.11. The HQ Air Reserve Personnel Center's Individual Reserve Guide is available on-line at <http://arpc.afrc.af.mil/dpst/index.htm>. This guide answers some commonly asked questions about the Individual Reserve Program, provides points of contact for assistance, and provides instructions for completing forms regularly used by Individual Mobilization Augmentees (IMA). Air Force Instruction 36-2629, *Individual Mobilization Augmentee Management*, is the Air Force guideline for managing the IMA program.

1.1.1.11.1. (Added) The MAJCOM Intelligence Reserve FAM serves as a liaison between HQ USAFE/IN and commanders, division chiefs, superintendents and supervisors of supporting units on all reserve actions.

1.1.1.12. AFI 36-2201, *Developing, Managing and Conducting Training*, prescribes Air Force training policy, training requirements, and validation. It establishes responsibilities for the development, management, and conduct of military training in support of active-duty, guard, and reserve military personnel. See paragraph 2.4.1.1. of this supplement for more information on formal training.

1.1.1.13. HQ USAFE/INRUS will organize HQ USAFE/IN efforts to monitor the readiness of all USAFE intelligence units. The primary means to do so will be the on-line reporting mechanisms known as the ISR Readiness Visualization Application (VisTool) and the AEF Reporting Tool (ART). VisTool is the primary means by which HQ USAFE/IN elements and NAF and Unit SIO indicate their manpower, training, and systems readiness. Identification of readiness deficiencies in any area will generate taskings geared toward addressing those deficiencies. As such, VisTool is both a reporting mechanism and a tasking system. VisTool is available via SIPRNET. ART is a web-based, non-intrusive, html-environment tool with associated databases to support collection, collation, and report generation of unit and aggregate unit type codes (UTC) readiness data. AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, dictates that all Air Force units, including Air National Guard and Reserve components, owning UTCs allocated in an AEF, an AEW, or included within a Lead Mobility Wing or designated an enabler will report the status of their UTCs via ART according to applicable AFIs. The ART database resides on the SIPRNET for secure access. Units that are allocated UTC taskings under AEF view and report their status against these taskings directly on the ART website.

1.1.2. These responsibilities are equally applicable to non-flying units with assigned intelligence personnel. For Contingency Response Groups, the Security Forces Squadron SIO is the group SIO. For Air Support Operations Groups, the Air Support Operations Squadron SIO is the group SIO.

1.1.2.9.1. Examples of standards and templates for all USAFE administrative products such as briefings, memorandums, bulleted paper etc, can be found in the USAFE Survival Guide ([https://wwwmil.usafe.af.mil/direct/ds/AO Survival Guide.htm](https://wwwmil.usafe.af.mil/direct/ds/AO_Survival_Guide.htm)) under the USAFE Staff Templates link.

1.1.2.16. USAFE Foreign Disclosure Officers (FDO) authorize disclosures of US Classified Military Information (CMI) and Controlled Unclassified Military Information (CUMI). FDOs are not required to approve disclosure of unclassified information that is neither controlled nor approved for public release to representatives of a foreign government or international organization. The following references provide

the statutory and policy basis for access to CMI and CUMI by foreign governments, international organizations, their representatives, foreign persons and foreign commercial entities:

1.1.2.16.1. National Policy and Procedures for the Disclosure of Classified Military Information to Foreign Governments and International Organizations,

1.1.2.16.2. DoDD 2040.2, *International Transfers of Technology, Goods, Services and Munitions*,

1.1.2.16.3. DoDD 5230.11, *Disclosure of Classified Military Information to Foreign Governments and International Organizations*,

1.1.2.16.4. DoDD 5230.20, *Visits, Assignments, and Exchanges of Foreign Nationals*,

1.1.2.16.5. AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*,

1.1.2.16.6. Air Force Foreign Disclosure and Technology Transfer Program.

1.1.2.20. Units will access and update VisTool by 0730 CET on the first duty day of each month. In accordance with HQ USAFE/IN directives designed to assist units and improve unit readiness, HQ USAFE/INRUS may direct units to access and update the VisTool database at an increased frequency. In addition to manpower status reporting, VisTool will be used to convey the status of automated intelligence systems, training and upcoming events for the unit. Moreover, this mechanism will be the conduit for units to submit requests to the HQ USAFE/IN staff for non-substantive intelligence support.

1.1.2.21. Units will develop quality control procedures to ensure standardization and accuracy of briefings and situation or Order of Battle (OB) displays. See **Attachment 3 (Added)** for example briefing formats.

1.1.2.21.1. (Added) 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. Unit situation and OB displays will include (as applicable to mission requirements):

1.1.2.21.1.1. (Added) Air Order of Battle (AOB)

1.1.2.21.1.2. (Added) Missile Order of Battle (MOB)

1.1.2.21.1.3. (Added) Threat rings for static (non-mobile) Surface-to-Air Missiles (SAM)

1.1.2.21.1.4. (Added) Ground Order of Battle (GOB)

1.1.2.21.1.5. (Added) Electronic Order of Battle (EOB)

1.1.2.21.1.6. (Added) Naval Order of Battle (NOB)

1.1.2.21.1.7. (Added) Forward Line of Own Troops (FLOT)

1.1.2.21.1.8. (Added) Fire Support Coordination Line (FSCL)

1.1.2.21.1.9. (Added) Selected Area for Evasion (SAFE)

1.1.2.21.1.10. (Added) Early Warning (EW) and Ground Control Intercept (GCI) sites

1.1.2.21.1.11. (Added) Location of Combat Air Patrols (CAP)

1.1.2.21.1.12. (Added) Special Operations Forces (SOF) locations

1.1.2.21.1.13. (Added) Nuclear, Biological, Chemical (NBC) contaminated areas

1.1.2.21.1.14. (Added) Current day's targets, drop zones, or landing zones or area of operations

1.1.2.21.1.15. (Added) Downed aircrew locations

1.1.2.21.1.16. (Added) Legend depicting all symbols and associated captions

1.1.2.21.1.17. (Added) Classification and downgrading data

1.1.2.21.1.18. (Added) Current As-of Date-Time-Group

1.1.3. In cases where no intelligence personnel are assigned to the squadron, these responsibilities transfer to the wing or group SIO and may be delegated as applicable to other intelligence personnel within the wing or group.

2.1. This training is equally applicable to Tactical Air Control Party (TACP) personnel assigned to ASOGs.

2.1.2.1. Wing or group SIOs will develop a training program detailing an annual external intelligence training cycle. When possible, this program should align with the wing or group operations training program (e.g. flying training program, TACP training program, or associated equivalent). This plan will address the items to be trained, training methods, documentation procedures, testing, and trend analysis procedures. This program will be developed by the external intelligence training manager, approved by Operations Group Commander or equivalent, and implemented by operational squadron intelligence personnel.

2.1.2.4. The operating instruction will be developed in coordination with the wing or group Weapons and Tactics Flight or Officer, the Intelligence Evasion and Recovery (E&R) training program manager, and the wing/group's SERE specialist (1T0X1), if one is assigned.

2.1.2.5. For each training item, there will be associated training objectives. From these objectives, test questions will be derived and organized into a Master Question File (MQF). The external intelligence training program manager will develop the MQF with inputs from each intelligence function with the wing or group. The MQF will be published annually, simultaneously with the external intelligence training plan, and will be updated as required to reflect Air Force Tactics, Techniques, and Procedures (AFTTP) 3-1, Volume 2 changes.

2.1.2.5.1. (Added) Threat Knowledge and Visual Recognition portions will be coordinated through the wing or group Weapons and Tactics Flight or Officer. The E&R portion will be coordinated through the E&R training program manager and the wing or group SERE specialist (1T0X1), if one is assigned.

2.1.2.5.2. (Added) The training plan will ensure each training item is taught at least annually. Training methods can include, but are not limited to: threat of the day briefings (see recommended content at [Attachment 4 \(Added\)](#)), current intelligence briefings, theater orientation briefings, weapons and tactics academics, and weapons system videos.

2.1.2.6. Training will be documented and filed in the appropriate individual's personnel training records. Training will include but not be limited to the following items:

2.1.2.6.1. (Added) Detailed knowledge of the information contained in the AFTTP 3-1 Volume 2 and the AFTTP 3-1 Volumes applicable to the weapon systems associated with the external intelligence training audience.

2.1.2.6.2. (Added) Demonstrated proficiency in tailoring intelligence information to the unit's specific mission, roles, and combat profiles.

2.1.2.6.3. (Added) Demonstrated proficiency in preparing and presenting tailored intelligence information in briefings and training sessions.

2.1.2.6.4. (Added) Successful completion of a closed book test composed of questions from the unit MQF.

2.1.2.10. AFTTP 3-1, Volume 2 or any other applicable volume can be supplemented with other classified and unclassified authoritative publications such as Tactics Bulletins, Tactics Analysis Reports, Country Studies, etc so long as the source is appropriately referenced. In the absence of more accurate information, AFTTP 3-1, Volume 2 or other applicable volumes will be the authoritative source.

2.1.2.11. Using questions from the unit MQF, a test will be developed and administered to the entire training audience as part of the annual training cycle. The minimum passing score will be 85 percent, correctable to 100 percent via a review of the items missed with a certified external intelligence trainer.

2.1.3. In cases where no intelligence personnel are assigned to the squadron, these responsibilities transfer to the wing or group SIO and may be delegated as applicable to other intelligence personnel within the wing or group.

2.2.2.1. Training will consist of academic instruction and performance-based training. Supervisors will conduct and document an initial evaluation on every individual within 15 duty days of the individual reporting for duty.

2.2.2.3. Each unit will establish a periodic individual evaluation program to assess whether the individual is current and still retains the skills and knowledge provided in the Initial Qualification Training (IQT) and Mission Qualification Training (MQT). The evaluation may consist of written tests, performance evaluations, or both.

2.2.2.3.1. (Added) The period between evaluations will be determined by the unit SIO depending on such factors as the criticality of the task or information, the perishability of the skill and the frequency with which the task is performed by the individual being evaluated. If the individual fails the evaluation, he or she will be entered into remedial training.

2.2.2.3.2. (Added) Units unable to provide training on Career Field Education and Training Plan (CFETP) core tasks will coordinate with co-located or nearby units for assistance.

2.2.2.3.3. (Added) At a minimum, training status updates will be provided to HQ USAFE/INRU on a monthly basis via the VisTool on-line reporting mechanism. However, HQ USAFE/IN may issue separate follow-on guidance dictating an increased reporting frequency. Submissions will conform to guidance provided in paragraph **1.1.2.20.** and associated subparagraphs.

2.2.2.4. In addition to conducting and supervising the AFSC skill-level (enlisted) upgrade training program, units will develop a duty position qualification and certification program for all assigned intelligence and intelligence support personnel. The unit program will be designed to ensure all assigned personnel are assigned specific tasks or duties and are subsequently certified on those tasks or duties. The unit training program must ensure training is provided on all critical in-garrison, predeployment, deployment, operational, and redeployment intelligence and intelligence support tasks. The unit training program will consist of Initial Qualification Training (IQT), Mission Qualification Training (MQT), and Continuation Training (CT) and will comply with the principles in AFI 36-2201.

2.3.2.2.14. (Added) NATO specific guidelines and their associated impact on both peacetime and contingency intelligence operations.

2.3.2.2.15. (Added) Unit organizational structure and chain of command.

2.3.2.2.16. (Added) Tour of all intelligence work centers and applicable unit work centers.

2.4.1.1. Annually, HQ USAFE/INR initiates screening for formal training requirements for the next fiscal year. Screening at the unit level involves identifying required training courses and the urgency for each. This information is forwarded to HQ Air Education and Training Command (AETC) to be used to acquire adequate funding for USAFE quotas.

2.4.1.1.1. (Added) Sequence of Events:

2.4.1.1.1.1. (Added) Approximately mid calendar year, HQ USAFE/DP issues a data call for MAJCOM training requirements. This message outlines suspenses for MAJCOM functional manager responses.

2.4.1.1.1.2. (Added) HQ USAFE/INRUT will, in turn, suspense units for their formal training requirements: Units review their requirements and identify required training courses as well as the level of urgency for each course.

2.4.1.1.1.3. (Added) Approximately 30 days later, units will submit AF Forms 3933, **MAJCOM Mission Training Request**, for each identified course. The form must include how many quotas they require for each course, level of urgency, justification and any alternative training methods. For Level 1 training requests, the Group Commander and or HQ USAFE/DPPET identified authority must sign the AF Form 3933. The Unit CC may sign level 2 training requests. Staffing time required for appropriate approval should be factored in to the given suspense date. As such, all Level 1 course identifications should be addressed immediately upon receipt of the screening message. Level 1 forms must be provided to HQ USAFE/INRUT in hard copy with appropriate signature.

2.4.1.1.1.4. (Added) When unit forms are returned to HQ USAFE/INRUT, they are consolidated and forwarded to HQ USAFE/DP, who develops a MAJCOM level training requirement and submits to HQ AETC.

2.4.1.2. A course list is made available to the units via the HQ USAFE/INR SIPRNET Web Site. This page is reviewed frequently for currency and accuracy. Click on the course name links to view course information such as administrative instructions, prerequisites, quota information, reporting instructions, security requirements, uniform requirements, location information, etc.

2.6. Consult AFI 11-401, *Flight Management*, as well as the associated USAFE supplement for a complete description and explanation of orientation and familiarization flights. The USAFE supplement is available via the USAFE Publications web site.

3.1.1.1. HQ USAFE/IN UTC additions, deletions, and changes are verified by the MAJCOM Deployment Contingency FAM then coordinated with HQ USAFE/XPXX. The MAJCOM FAM has visibility into all USAFE postured UTCs, and can change health status on each HQ USAFE/IN UTC through ART. Each NAF or Wing FAM has the ability to change the readiness status of their particular unit.

3.3.1.1. Air Force Instructions 10-400, *Aerospace Expeditionary Force Planning*, 10-402, *Mobilization Planning*, 10-403, *Deployment Planning and Execution*, and 10-404, *Base Support and Expeditionary Site Planning* provide policy and guidance on the AEF contingency deployment process. Specific mobility, deployment, and reception issues at the unit level should be addressed through respective Wing Personnel Readiness Unit (PRU) and Unit Deployment Manager (UDM) channels.

3.3.1.2. The HQ USAFE/INRM Deployment Contingency FAM serves as a liaison between Air Staff, Aerospace Expeditionary Force (AEF) Center, downrange commanders, and intelligence units and personnel deploying within and into the USEUCOM AOR.

3.3.1.2.1. (Added) Contingency Manpower. USAFE units with assigned intelligence personnel are tasked to provide personnel for contingency deployments based on UTCs postured in ART. The MAJCOM Deployment Contingency FAM serves as a liaison between Air Staff, AEF Center, downrange commanders, and all HQ USAFE/IN intelligence units and personnel on filling any contingency deployment requirements assigned through postured UTCs. MAJCOM FAM has visibility into all USAFE postured UTCs, and can change health status on each HQ USAFE/IN UTC through ART.

3.3.1.2.2. (Added) Exercise Manpower. HQ USAFE/INRE sources through appropriate agencies any equipment, systems, and manpower to fulfill intelligence obligations for USAFE or USEUCOM directed exercises. All personnel requirements and obligations must be coordinated with participating units to ensure proper objectives are being met, personnel are available, and exercise issues deconflict with real world obligations.

3.3.1.2.3. (Added) Equipment and Communications Requirements. Requirements for contingencies are addressed in same but expedited manner, as outlined in paragraph **1.1.1.6.2.1. (Added)** of this supplement.

3.3.1.3.1. (Added) The MAJCOM Deployment Contingency FAM serves as liaison for HQ USAFE/IN units on UTC equipment requirements.

3.3.2.9. The wing or group SIO will ensure situation briefings and pre-deployment briefings are effectively executed in support of operations throughout the wing or group. See **Attachment 3 (Added)** for example briefing formats.

4.3.1.2. Use a mission-tracking log to ensure aircrews and ground teams are briefed and debriefed according to local procedures and associated reports are recorded.

4.4.1.3. Units must follow guidance established by the Joint Task Force, Combined Task Force or theater to which they are deploying. In absence of theater guidance, upon notification of isolated personnel immediately forward ISOPREP information via the fastest secure means available (such as secure fax or emailing filled soft copy DD Form 1833) to a Joint Search and Rescue Center or Rescue Coordination Center. Maintain one original copy of the ISOPREP at the unit for further dissemination.

4.4.2.1. Accomplish all EPA via USAFE Form 13, **Evasion Plan of Action (EPA)**.

4.10. **Form Prescribed.** USAFE Form 13, **Evasion Plan of Action (EPA)**.

Abbreviations and Acronyms (Added)

AF—Air Force

AETC—Air Education and Training Command

AFFOR—Air Force Forces

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive
AFTTP—Air Force Tactics, Techniques and Procedures
AIS—Air Intelligence Squadron
AOB—Air Order of Battle
AOC—Air Operations Center
AOG—Air Operations Group
AOI—Area of Interest
AOR—Area of Responsibility
AOS—Air Operations Squadron
ART—AEF Reporting Tool
ASOG—Air Support Operations Group
BDA—Battle Damage Assessment
C2—Command and Control
CAP—Combat Air Patrol
CAT—Crisis Action Team
CCB—Configuration Control Board
CET—Central European Time
CFETP—Career Field Education and Training Plan
C/JAOC—Coalition/Joint Air Operations Center
C/JFACC—Coalition/Joint Forces Air Component Commander
CM—Collection Management
CMI—Classified Military Information
CRD—Capstone Requirements Document
CSRD—C4 Systems Requirement Document
CT—Continuation Training
CTS—CSRD Tracking System
CUMI—Controlled Unclassified Military Information
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDIIS—Department of Defense Intelligence Information System
DCID—Director of Central Intelligence Directive
EOB—Electronic Order of Battle

EW—Early Warning
FAM—Functional Area Manager
FDO—Foreign Disclosure Officer
FLOT—Forward Line of Own Troops
FSCL—Fire Support Coordination Line
GCI—Ground Control Intercept
GDIP—General Defense Intelligence Program
GOB—Ground Order of Battle
IMINT—Imagery Intelligence
IMR—Integrated Management Review
IPL—Image Product Library
IPL—Integrated Priority List
IQT—Initial Qualification Training
IS—Intelligence Squadron
ISR—Intelligence, Surveillance, and Reconnaissance
ISRMC—Intelligence Systems Requirements Management Council
IT—Information Technology
JAC—Joint Analysis Center
JAOC—Joint Air Operations Center
JDS—Joint Dissemination System
JFACC—Joint Forces Air Component Commander
JTF—Joint Task Force
LOC—Lines of Communication
MOB—Missile Order of Battle
MQF—Master Question File
MQT—Mission Qualification Training
NAF—Numbered Air Force
NATO—North Atlantic Treaty Organization
NBC—Nuclear, Biological, Chemical
NIPRNET—Non-Secure Internet Protocol Router Network
NOB—Naval Order of Battle
OI—Operating Instruction

POM—Program Objective Memorandum
PRU—Personnel Readiness Unit
RFI—Request for Information
RMB—Requirements Management Board
SAFE—Selected Area For Evasion
SAM—Surface to Air Missile
SAV—Staff Assistance Visit
SIDL—Standard Intelligence Document List
SIM—Systems Integration Management
SIMO—Systems Integration Management Office
SIPRNET—Secret Internet Protocol Router Network
SOF—Special Operations Forces
SSO—Special Security Office
SSR—Special Security Representative
TACP—Tactical Air Control Party
TBD—To Be Determined
TST—Time Sensitive Targeting
TRS—Tactical Receive Suite
UAC—Unit Automation Center
UDM—Unit Deployment Manager
USAFE—United States Air Forces in Europe
USEUCOM—United States European Command
UTASC—USAFE Theater Air and Space-operations Support Center
VisTool—ISR Readiness Visualization Application

Attachment 2 (Added)**JOINT AIR OPERATIONS CENTER CHECKLIST FOR REQUIREMENTS MANAGER****A2.1. RFI BASICS:**

A2.1.1. Receive RFI via COLISEUM or email.

A2.1.2. Validate RFI by ensuring the information does not exist in other locations.

A2.1.3. Log RFI into the appropriate file. Location will vary with each exercise and or contingency.

A2.1.4. Determine best way answer should be attained for requestor and submit RFI via proper channels.

A2.1.5. Upon receiving an answer, RFI Manager should disseminate answer to appropriate cells and solicit feedback.

A2.2. RECEIVING RFIs:

A2.2.1. Requirements manager should ensure set up of a generic "RFI Inbox" on all systems for receipt of RFIs.

A2.2.2. Receive RFIs from analytical cells (ISR Division, Combat Ops, Combat Plans, Strategy, and Air Mobility.)

A2.2.3. Perform a quick check to ensure all block of RFI have been filled in correctly. (If missing information, return to or call requestor for input.)

A2.2.4. Subject line should be short, concise, and at lowest classification possible.

A2.3. VALIDATE RFIs:

A2.3.1. Ensure requestor researched all available information and mentioned research in RFI.

A2.3.2. Ensure justification is sufficient to merit tasking of limited assets.

A2.3.3. For RFIs requesting imagery ensure that the following information is on the request:

A2.3.3.1. Target name and what to be reported

A2.3.3.2. Latitude and longitude and or BE Number

A2.3.3.3. Type of imagery

A2.3.3.4. Quality of resolution (describe what needs to be seen on the image)

A2.3.3.5. Purpose of imagery

A2.3.3.6. Type and number of products required.

A2.3.4. Ensure the date due is sometime in the future.

A2.3.5. Make an initial assessment if the suspense is reasonable. Coordinate with the requestor and office of primary responsibility to create a better suspense if necessary.

A2.3.6. If any of the above info has not been provided, then return RFI to the requestor for clarification.

A2.4. LOGGING RFIs:

A2.4.1. Open RFI Log. Location will vary for each exercise or contingency

A2.4.2. Log RFI in the chronological order it was received.

A2.4.3. Print the RFI, file it in the book, and forward via email or COLISEUM to the applicable agency.

A2.4.4. Email or call requestor with the RFI tracking number.

A2.5. DISTRIBUTE RFI FOR ANSWERING:

A2.5.1. Distribute RFIs to applicable cells (ISR Division, Combat Ops, Combat Plans, Strategy, and Air Mobility.)

A2.5.1.1. Send RFI via email or COLISEUM.

A2.5.1.2. Call or email to cell RFI POC to ensure the team is aware of the RFI.

A2.5.2. Cells need to assess ability to answer RFI:

A2.5.2.1. Does the cell have the information?

A2.5.2.2. Can the suspense be met?

A2.5.2.3. If unable to answer, the tasked cell should return the RFI to the Requirements Manager via email or COLISEUM including the reason they cannot answer the question.

A2.5.3. If the cells cannot answer the RFI, then forward to the JECG (JAC) via email or COLISEUM with reasons the cells cannot answer the question.

A2.6. RECEIVING RFI ANSWERS:

A2.6.1. Receive answer via email or COLISEUM.

A2.6.2. Associate answer with requestor.

A2.6.3. Give answer to requestor.

A2.6.4. Is answer is satisfactory?

A2.6.4.1. If yes, close RFI.

A2.6.4.2. If no, resubmit with more information regarding what requestor wants.

A2.7. SOLICIT FEEDBACK ON RFI ANSWER:

A2.7.1. If no feedback is provided by the requestor, try to solicit feedback, via phone, email, or face to face.

A2.7.2. If positive feedback is received (or if 24 hours passes with no feedback), close the RFI in the log and update the RFI slide status from "Pending" to "Closed."

A2.7.3. If negative feedback is received:

A2.7.4. Gather information on why the answer was not sufficient. Ensure requestor provides a detailed explanation of why the answer was not satisfactory.

A2.7.5. Send the RFI back to the appropriate POC for completion.

A2.7.6. If necessary, close the RFI and create a new one asking for clarification.

A2.8. UPDATE RFI SLIDE FOR AOC UPDATE BRIEF:

A2.8.1. Open RFI slide. Location will vary for each exercise or contingency

A2.8.2. Include the following information on the briefing slide:

A2.8.2.1. RFI Number

A2.8.2.2. Suspense

A2.8.2.3. Requestor

A2.8.2.4. Subject

A2.8.2.5. Status

A2.8.2.6. Objective (Enable, Compel, Degrade, Isolate, or Protect)

A2.8.3. Eliminate RFIs previously briefed as “Closed”.

A2.8.4. Add and highlight new RFIs.

A2.8.5. Annotate and highlight any changes to RFIs that are still open.

Attachment 3 (Added)**EXAMPLE BRIEFING FORMATS****A3.1. Initial Situation Briefing:**

A3.1.1. Purpose. To inform the commander and staff of the current situation or crisis; presented initially following recall or alert declaration.

A3.1.2. Format. The briefing will include the following, as applicable:

A3.1.2.1. Security Classification (overall classification on open and close slide, each slide with applicable classification)

A3.1.2.2. Major events leading to the crisis

A3.1.2.3. Any National decisions, if known

A3.1.2.4. Enemy force disposition (air, ground and naval, as applicable)

A3.1.2.5. Current situation at deployment base/location

A3.1.2.6. Local area situation (e.g., terrorist activity, subversion threats, etc.)

A3.1.2.7. Anticipated enemy reactions

A3.1.2.8. Possible en-route flight hazards for previously scheduled and transient flights (Air Defense activity, Spectrum Interference Resolution (SIR), Electronic Attack (EA), etc.)

A3.1.2.9. Additional items as dictated by the local situation

A3.2. Deployment Briefing:

A3.2.1. Purpose. To provide intelligence information required for deployment planning; presented to aircrew and key staff prior to deployment.

A3.2.2. Format. The briefing will include the following, as applicable:

A3.2.2.1. Security classification (overall classification on open and close slide, each slide with applicable classification)

A3.2.2.2. Summary of military and political situation generating the deployment

A3.2.2.3. Enemy activity and force disposition (air, ground and naval, as applicable) in AOR and along deployment route

A3.2.2.4. Enemy tactics and employment strategies

A3.2.2.5. Potential and or anticipated enemy reactions to the deployment

A3.2.2.6. Possible en route hazards to flight (SIR, air defense activity, EA, etc.)

A3.2.2.7. Bailout or alternate landing issues (for hostile, friendly and neutral areas) to include:

A3.2.2.7.1. Airman Geneva Convention status

A3.2.2.7.2. Emergency destruction of classified

A3.2.2.7.3. Recommended evasive actions

A3.2.2.7.4. Theater recovery and authentication

A3.2.2.7.5. EPA

A3.2.2.7.6. Sanitization reminder

A3.2.2.7.7. ISOPREP review

A3.2.2.8. Known threats (terrorist or regular military forces) in vicinity of bed down location

A3.2.2.9. Reporting instruction and Essential Elements of Information (EEI)

A3.2.2.10. Additional items as dictated by the local situation

A3.3. Situation Briefings to Battle Staff and Aircrews:

A3.3.1. Purpose. To provide the latest intelligence to assist commanders, staff and aircrews in their decision making.

A3.3.2. Format. The briefing will include the following, as applicable:

A3.3.2.1. Security Classification (overall classification on open and close slide, each slide with applicable classification)

A3.3.2.2. Significant military and or political events

A3.3.2.3. Enemy force disposition (ground, air and air defense, naval, as applicable)

A3.3.2.4. Indications of impending enemy attack

A3.3.2.5. Enemy tactics and or employment strategies

A3.3.2.6. Potential course of enemy action

A3.3.2.7. Local area situation (terrorism, sabotage, subversion threats, etc)

A3.4. Mission Briefings:

A3.4.1. Purpose. To provide aircrews with the latest intelligence and most accurate information available on targets, drop zones, landing zones, mission areas, enroute threats, evasion and recovery and other factors essential to mission success.

A3.4.2. Format. The briefing will include the following, as applicable:

A3.4.2.1. Security classification (overall classification on open and close slide, each slide with applicable classification)

A3.4.2.2. General battle situation, information since last brief

A3.4.2.3. Target information

A3.4.2.3.1. Name and location

A3.4.2.3.2. Significance

A3.4.2.3.3. Elements to be attacked or imaged

A3.4.2.3.4. Desired mean point of impact (DMPI)

A3.4.2.4. General situation in target area

A3.4.2.4.1. FEBA, FLOT, FSCL

A3.4.2.4.2. Enemy force locations

A3.4.2.5. Enroute threats (SAM, AAA, Air, etc.)

A3.4.2.5.1. Ingress

A3.4.2.5.2. Target Area, Drop Zone, or Landing Zone

A3.4.2.5.3. Egress

A3.4.2.6. Local area situation

A3.4.2.6.1. Terrorist threats, IR SAMs, etc.

A3.4.2.7. E&R data

A3.4.2.7.1. SAFE areas

A3.4.2.7.2. Theater recovery and authentication procedures (letter, word, number)

A3.4.2.7.3. Airman Geneva Convention Status

A3.4.2.7.4. ISOPREP review

A3.4.2.7.5. E&R kit

A3.4.2.7.6. EPA development and review

A3.4.2.8. EEIs

A3.4.2.9. In-flight report requirements

A3.4.2.10. Debrief location

A3.4.2.11. Additional items dictated by the local situation

A3.5. Step Briefing:

A3.5.1. Purpose. An informal briefing to highlight any changes since the pre-mission briefing.

A3.5.2. Format. Informal, address each of the following areas where changes have occurred:

A3.5.2.1. Security classification (overall classification at opening and closure of briefing)

A3.5.2.2. Target, drop zone, or landing zone changes (name, location, significance)

A3.5.2.3. New threats (air, air defense, ground, naval, EW or GCI, etc.)

A3.5.2.4. EPA changes

A3.5.2.5. Latest threat update code

A3.5.2.6. Any other changes that have impact on the mission

A3.6. Changeover Briefing:

A3.6.1. Purpose. Provide incoming personnel with a summary of events to prepare them for their shift.

A3.6.2. Format. The briefing will include the following, as applicable:

A3.6.2.1. Security classification (overall classification at opening and closure of briefing)

A3.6.2.2. Present Situation Briefing to on-coming shift

A3.6.2.3. Fires to be put out

- A3.6.2.3.1. Pending tasking or questions
- A3.6.2.3.2. Personnel and or equipment problems
- A3.6.2.4. Work center status (Battle Staff, WOC, Squadrons, etc.)
- A3.6.2.5. WOC and or Squadron briefing times
- A3.6.2.6. Review previous brief and materials for next brief
- A3.6.2.7. Review incoming and outgoing messages since last shift
- A3.6.2.8. Review significant events log
- A3.6.2.9. Review flying and MPC schedule
- A3.6.2.10. PR status (submitted, answered, and needed)
- A3.6.2.11. Review BSDs, SPINS, WATCHCON, and DEFCON status
- A3.6.2.12. Pallet loading process and status
- A3.6.2.13. Personnel processing times and status
- A3.6.2.14. Deployment briefing times and status
- A3.6.2.15. Base X status and or problems
- A3.6.2.16. Personnel, runner status and schedules
- A3.6.2.17. Systems status (PC-I3, PCs, etc.)
- A3.6.2.18. Equipment status
- A3.6.2.19. Comm check and or problems
- A3.6.2.20. Messages due out (check timeliness)
- A3.6.2.21. OB display status
- A3.6.2.22. Procedure changes
- A3.6.2.23. Things that need to be done
- A3.6.2.24. Location of items to be evacuated
- A3.6.2.25. Location of vehicles and or keys
- A3.6.2.26. Review emergency procedures (chemical codes, duress words, etc.)
- A3.6.2.27. Location of alternates
- A3.6.2.28. Combination or cipher changes

Attachment 4 (Added)**THREAT OF THE DAY BRIEFING FORMAT**

A4.1. Purpose. The SIO will ensure threat briefings in support of the external intelligence training program effectively support the wing or group's operational mission. The following recommended minimums may be tailored as applicable to the unit's assigned AOR, Mission Design Series (MDS), mission specific requirements, and 11-2 series instructions.

A4.2. Aircraft (fixed wing and helicopter):

A4.2.1. Visual Recognition (from the applicable perspective)

A4.2.2. Countries of Employment

A4.2.3. Role and Mission

A4.2.4. Variants

A4.2.5. Avionics

A4.2.5.1. AI Radar

A4.2.5.2. Radar Warning Receiver (RWR)

A4.2.5.3. Electronic Attack (EA) and Electronic Protect (EP) Features

A4.2.5.4. Chaff and Flares

A4.2.6. Armament

A4.2.7. Maneuverability

A4.2.8. Primary Threat Country

A4.2.8.1. Basing and Operating Locations

A4.2.8.2. Training

A4.2.8.3. Tactics

A4.2.8.4. Modifications

A4.2.9. Threat Warning Indications and Audio

A4.2.10. Available Countertactics, Counterprocedures and Relative Effectiveness

A4.3. Air-to-Air Missiles:

A4.3.1. Countries of Employment

A4.3.2. Associated Airframes

A4.3.3. Cueing Systems

A4.3.4. Guidance

A4.3.5. Off-Boresight Capability

A4.3.6. EP Features or Infrared Counter-Counter Measures (IRCCM)

A4.3.7. Employment Ranges

A4.3.8. Maneuverability

A4.3.9. Fuzing

A4.3.10. Lethal Radius

A4.3.11. Primary Threat Country

A4.3.11.1. Training

A4.3.11.2. Tactics

A4.3.11.3. Modifications

A4.3.12. Threat Warning Indications and Audio

A4.3.13. Available Countertactics, Counterprocedures and Relative Effectiveness

A4.4. Surface to Air Missiles (SAM):

A4.4.1. Countries of Employment

A4.4.2. Role and Mission

A4.4.3. Fire Control Systems

A4.4.4. Associated Radars, Sensors

A4.4.5. EP Features

A4.4.6. Employment Ranges and Altitudes

A4.4.7. Missile Capabilities

A4.4.8. Guidance and Profile

A4.4.9. Visual Cues (Available To Targeted Aircrew)

A4.4.10. Primary Threat Country

A4.4.10.1. Operating Locations

A4.4.10.2. Training

A4.4.10.3. Tactics

A4.4.10.4. Modifications

A4.4.11. Threat Warning Indications and Audio

A4.4.12. Available Countertactics, Counterprocedures and Relative Effectiveness

A4.5. Anti-Aircraft Artillery:

A4.5.1. Countries of Employment

A4.5.2. Role and Mission

A4.5.3. Guidance

A4.5.4. Fire Control Systems

A4.5.5. Associated Radars and Sensors

A4.5.6. EP Features

A4.5.7. Employment Ranges and Altitudes

A4.5.8. Visual Cues (Available To Targeted Aircrew)

A4.5.9. Primary Threat Country

A4.5.9.1. Operating Locations

A4.5.9.2. Training

A4.5.9.3. Tactics (including firing doctrine)

A4.5.9.4. Modifications

A4.5.10. Threat Warning Indications and Audio

A4.5.11. Available Countertactics, Counterprocedures and Relative Effectiveness

A4.6. Radio Electronic Combat (REC):

A4.6.1. Jammers

A4.6.1.1. Jammer Type

A4.6.1.2. Expected Locations (ground based and airborne)

A4.6.1.3. Vulnerable Subsystems of Assigned MDS

A4.6.1.4. Employment Tactics

A4.6.1.5. Indications of Jamming

A4.6.1.6. Jamming Techniques, Programs

A4.6.1.7. Jamming Effectiveness

A4.6.1.8. Countermeasures To Minimize Effects

A4.6.2. Passive Detection

A4.6.2.1. Expected Locations

A4.6.2.2. Vulnerable Subsystems of Assigned MDS

A4.6.2.3. Employment Tactics

A4.6.2.4. Countertactics and Counterprocedures To Minimize Detection

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