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SECRETARY OF THE AIR FORCE**

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Intelligence

**UNIT INTELLIGENCE MISSION AND
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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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.

(USAFE) 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.

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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.

1.1.1. MAJCOM Intelligence responsibilities:

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

1.1.1.1.1. (Added-USAFE) . 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. 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. (USAFE) 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-USAFE) 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-USAFE) 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. Analyze, advocate and staff subordinate units' intelligence manpower issues and coordinate command intelligence assignments.

1.1.1.3. (USAFE) 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. 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.

1.1.1.4. (USAFE) 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. Coordinate intelligence exercise activities and requirements.

1.1.1.5. (USAFE) 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-USAFE) 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-USAFE) 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-USAFE) 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. 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.

1.1.1.6.1. 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.

1.1.1.6.2.1. (Added-USAFE) 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 (CSR D) Tracking System (CTS) for processing within HQ USAFE/INX. CTS serves as a life cycle management system for CSR Ds, information systems requirements, by centrally storing information about each CSR D, providing functions for working on the CSR Ds, notifying key people when certain actions occur, and facilitating communication between all work centers involved.

1.1.1.6.2.2. (Added-USAFE) 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-USAFE) 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-USAFE) 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-USAFE) 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) 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-USAFE) 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-USAFE) 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 (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.

1.1.1.7. (USAFE) 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-USAFE) 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-USAFE) 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. 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. (USAFE) 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. 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.

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

1.1.1.9.1. (Added-USAFE) 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-USAFE) 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-USAFE) 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. Establish compliance criteria that give clear guidance on unit programs and their expected results.

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

1.1.1.13. (USAFE) 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. **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. (USAFE) 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.

1.1.2.1. 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.

1.1.2.9.1. (USAFE) 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.

1.1.2.9.2. 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.

1.1.2.16. (USAFE) 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. (USAFE) National Policy and Procedures for the Disclosure of Classified Military Information to Foreign Governments and International Organizations,

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

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

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

1.1.2.16.5. (USAFE) AAFP 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*,

1.1.2.16.6. (USAFE) Air Force Foreign Disclosure and Technology Transfer Program.

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.

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

1.1.2.21. (USAFE) 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-USAFE) 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-USAFE) Air Order of Battle (AOB)

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

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

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

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

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

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

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

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

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

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

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

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

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

1.1.2.21.1.15. (Added-USAFE) Downed aircrew locations

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

1.1.2.21.1.17. (Added-USAFE) Classification and downgrading data

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

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

1.1.3. (USAFE) 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.

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.

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

2.1.1. MAJCOM responsibilities:

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

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. (USAFE) 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.

2.1.2.2. 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.

2.1.2.4. (USAFE) 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 (IT0X1), if one is assigned.

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.

2.1.2.5. (USAFE) 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-USAFE) 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 (IT0X1), if one is assigned.

2.1.2.5.2. (Added-USAFE) 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. 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.

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

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

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

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 (IT0X1), 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.

2.1.2.10. (USAFE) 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. Ensure procedures for conducting, documenting, testing, evaluating, monitoring and reporting external intelligence training are in place.

2.1.2.11. (USAFE) 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.

2.1.2.12. 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. (USAFE) 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.

2.1.3.1. 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.

2.2.2.1. (USAFE) 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.

2.2.2.2. 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.

2.2.2.3. (USAFE) 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-USAFE) 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-USAFE) 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-USAFE) 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. 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. (USAFE) 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 subse-

quently 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.

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

2.2.2.5.1. Assigned unit weapon systems capabilities and limitations.

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

2.2.2.5.3. Current intelligence.

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.

2.2.3. **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.
- 2.3.2.2.14. (Added-USAFE) NATO specific guidelines and their associated impact on both peacetime and contingency intelligence operations.
- 2.3.2.2.15. (Added-USAFE) Unit organizational structure and chain of command.
- 2.3.2.2.16. (Added-USAFE) Tour of all intelligence work centers and applicable unit work centers.

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. (USAFE) 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-USAFE) Sequence of Events:

2.4.1.1.1.1. (Added-USAFE) 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-USAFE) 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-USAFE) 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-USAFE) 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. Annually provide a MAJCOM-sponsored list of recommended training opportunities to increase subordinate units' awareness of available training courses.

2.4.1.2. (USAFE) 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.

2.4.2. **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.

2.6. 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. (USAFE) 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.

Chapter 3

PLANS, MOBILITY AND DEPLOYMENT

3.1. Plans

3.1.1. MAJCOM responsibilities:

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.

3.1.1.1. (USAFE) 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.

3.1.2. 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.

3.1.2.3. 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.

3.3.1.1. (USAFE) 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. Provide assistance in addressing contingency or exercise related manpower, equipment and communication requirements.

3.3.1.2. (USAFE) 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-USAFE) 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-USAFE) 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-USAFE) 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. Provide list of minimum requirements for mobility equipment.

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

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.

3.3.2.5. 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).

3.3.2.6. 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.

3.3.2.9. 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.

3.3.2.9. (USAFE) 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.

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.

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

4.3.1.3. 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.

4.4.1. 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.

4.4.1.3. (USAFE) 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.

4.4.1.4. 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.

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

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.

4.8. 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.

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

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

Abbreviations and Acronyms (Added-USAFE)

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

A2.1.1. (Added-USAFE) Receive RFI via COLISEUM or email.

A2.1.2. (Added-USAFE) Validate RFI by ensuring the information does not exist in other locations.

A2.1.3. (Added-USAFE) Log RFI into the appropriate file. Location will vary with each exercise and or contingency.

A2.1.4. (Added-USAFE) Determine best way answer should be attained for requestor and submit RFI via proper channels.

A2.1.5. (Added-USAFE) Upon receiving an answer, RFI Manager should disseminate answer to appropriate cells and solicit feedback.

A2.2. (Added-USAFE) RECEIVING RFIs:

A2.2.1. (Added-USAFE) Requirements manager should ensure set up of a generic “RFI Inbox” on all systems for receipt of RFIs.

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

A2.2.3. (Added-USAFE) 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. (Added-USAFE) Subject line should be short, concise, and at lowest classification possible.

A2.3. (Added-USAFE) VALIDATE RFIs:

A2.3.1. (Added-USAFE) Ensure requestor researched all available information and mentioned research in RFI.

A2.3.2. (Added-USAFE) Ensure justification is sufficient to merit tasking of limited assets.

A2.3.3. (Added-USAFE) For RFIs requesting imagery ensure that the following information is on the request:

A2.3.3.1. (Added-USAFE) Target name and what to be reported

A2.3.3.2. (Added-USAFE) Latitude and longitude and or BE Number

A2.3.3.3. (Added-USAFE) Type of imagery

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

A2.3.3.5. (Added-USAFE) Purpose of imagery

A2.3.3.6. (Added-USAFE) Type and number of products required.

A2.3.4. (Added-USAFE) Ensure the date due is sometime in the future.

A2.3.5. (Added-USAFE) 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. (Added-USAFE) If any of the above info has not been provided, then return RFI to the requestor for clarification.

A2.4. (Added-USAFE) LOGGING RFIs:

A2.4.1. (Added-USAFE) Open RFI Log. Location will vary for each exercise or contingency

A2.4.2. (Added-USAFE) Log RFI in the chronological order it was received.

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

A2.4.4. (Added-USAFE) Email or call requestor with the RFI tracking number.

A2.5. (Added-USAFE) DISTRIBUTE RFI FOR ANSWERING:

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

A2.5.1.1. (Added-USAFE) Send RFI via email or COLISEUM.

A2.5.1.2. (Added-USAFE) Call or email to cell RFI POC to ensure the team is aware of the RFI.

A2.5.2. (Added-USAFE) Cells need to assess ability to answer RFI:

A2.5.2.1. (Added-USAFE) Does the cell have the information?

A2.5.2.2. (Added-USAFE) Can the suspense be met?

A2.5.2.3. (Added-USAFE) 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. (Added-USAFE) 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. (Added-USAFE) RECEIVING RFI ANSWERS:

A2.6.1. (Added-USAFE) Receive answer via email or COLISEUM.

A2.6.2. (Added-USAFE) Associate answer with requestor.

A2.6.3. (Added-USAFE) Give answer to requestor.

A2.6.4. (Added-USAFE) Is answer is satisfactory?

A2.6.4.1. (Added-USAFE) If yes, close RFI.

A2.6.4.2. (Added-USAFE) If no, resubmit with more information regarding what requestor wants.

A2.7. (Added-USAFE) SOLICIT FEEDBACK ON RFI ANSWER:

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

A2.7.2. (Added-USAFE) 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. (Added-USAFE) If negative feedback is received:

A2.7.4. (Added-USAFE) 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. (Added-USAFE) Send the RFI back to the appropriate POC for completion.

A2.7.6. (Added-USAFE) If necessary, close the RFI and create a new one asking for clarification.

A2.8. (Added-USAFE) UPDATE RFI SLIDE FOR AOC UPDATE BRIEF:

A2.8.1. (Added-USAFE) Open RFI slide. Location will vary for each exercise or contingency

A2.8.2. (Added-USAFE) Include the following information on the briefing slide:

A2.8.2.1. (Added-USAFE) RFI Number

A2.8.2.2. (Added-USAFE) Suspense

A2.8.2.3. (Added-USAFE) Requestor

A2.8.2.4. (Added-USAFE) Subject

A2.8.2.5. (Added-USAFE) Status

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

A2.8.3. (Added-USAFE) Eliminate RFIs previously briefed as "Closed".

A2.8.4. (Added-USAFE) Add and highlight new RFIs.

A2.8.5. (Added-USAFE) Annotate and highlight any changes to RFIs that are still open.

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

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

A3.1.2. (Added-USAFE) Format. The briefing will include the following, as applicable:

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

A3.1.2.2. (Added-USAFE) Major events leading to the crisis

A3.1.2.3. (Added-USAFE) Any National decisions, if known

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

A3.1.2.5. (Added-USAFE) Current situation at deployment base/location

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

A3.1.2.7. (Added-USAFE) Anticipated enemy reactions

A3.1.2.8. (Added-USAFE) 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. (Added-USAFE) Additional items as dictated by the local situation

A3.2. (Added-USAFE) Deployment Briefing:

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

A3.2.2. (Added-USAFE) Format. The briefing will include the following, as applicable:

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

A3.2.2.2. (Added-USAFE) Summary of military and political situation generating the deployment

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

A3.2.2.4. (Added-USAFE) Enemy tactics and employment strategies

A3.2.2.5. (Added-USAFE) Potential and or anticipated enemy reactions to the deployment

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

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

A3.2.2.7.1. (Added-USAFE) Airman Geneva Convention status

A3.2.2.7.2. (Added-USAFE) Emergency destruction of classified

A3.2.2.7.3. (Added-USAFE) Recommended evasive actions

A3.2.2.7.4. (Added-USAFE) Theater recovery and authentication

A3.2.2.7.5. (Added-USAFE) EPA

A3.2.2.7.6. (Added-USAFE) Sanitization reminder

A3.2.2.7.7. (Added-USAFE) ISOPREP review

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

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

A3.2.2.10. (Added-USAFE) Additional items as dictated by the local situation

A3.3. (Added-USAFE) Situation Briefings to Battle Staff and Aircrews:

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

A3.3.2. (Added-USAFE) Format. The briefing will include the following, as applicable:

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

A3.3.2.2. (Added-USAFE) Significant military and or political events

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

A3.3.2.4. (Added-USAFE) Indications of impending enemy attack

A3.3.2.5. (Added-USAFE) Enemy tactics and or employment strategies

A3.3.2.6. (Added-USAFE) Potential course of enemy action

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

A3.4. (Added-USAFE) Mission Briefings:

A3.4.1. (Added-USAFE) 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. (Added-USAFE) Format. The briefing will include the following, as applicable:

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

A3.4.2.2. (Added-USAFE) General battle situation, information since last brief

A3.4.2.3. (Added-USAFE) Target information

A3.4.2.3.1. (Added-USAFE) Name and location

A3.4.2.3.2. (Added-USAFE) Significance

- A3.4.2.3.3. (Added-USAFE) Elements to be attacked or imaged
- A3.4.2.3.4. (Added-USAFE) Desired mean point of impact (DMPI)
- A3.4.2.4. (Added-USAFE) General situation in target area
 - A3.4.2.4.1. (Added-USAFE) FEBA, FLOT, FSCL
 - A3.4.2.4.2. (Added-USAFE) Enemy force locations
- A3.4.2.5. (Added-USAFE) Enroute threats (SAM, AAA, Air, etc.)
 - A3.4.2.5.1. (Added-USAFE) Ingress
 - A3.4.2.5.2. (Added-USAFE) Target Area, Drop Zone, or Landing Zone
 - A3.4.2.5.3. (Added-USAFE) Egress
- A3.4.2.6. (Added-USAFE) Local area situation
 - A3.4.2.6.1. (Added-USAFE) Terrorist threats, IR SAMs, etc.
- A3.4.2.7. (Added-USAFE) E&R data
 - A3.4.2.7.1. (Added-USAFE) SAFE areas
 - A3.4.2.7.2. (Added-USAFE) Theater recovery and authentication procedures (letter, word, number)
 - A3.4.2.7.3. (Added-USAFE) Airman Geneva Convention Status
 - A3.4.2.7.4. (Added-USAFE) ISOPREP review
 - A3.4.2.7.5. (Added-USAFE) E&R kit
 - A3.4.2.7.6. (Added-USAFE) EPA development and review
- A3.4.2.8. (Added-USAFE) EEIs
- A3.4.2.9. (Added-USAFE) In-flight report requirements
- A3.4.2.10. (Added-USAFE) Debrief location
- A3.4.2.11. (Added-USAFE) Additional items dictated by the local situation

A3.5. (Added-USAFE) Step Briefing:

- A3.5.1. (Added-USAFE) Purpose. An informal briefing to highlight any changes since the pre-mission briefing.
- A3.5.2. (Added-USAFE) Format. Informal, address each of the following areas where changes have occurred:
 - A3.5.2.1. (Added-USAFE) Security classification (overall classification at opening and closure of briefing)
 - A3.5.2.2. (Added-USAFE) Target, drop zone, or landing zone changes (name, location, significance)
 - A3.5.2.3. (Added-USAFE) New threats (air, air defense, ground, naval, EW or GCI, etc.)

A3.5.2.4. (Added-USAFE) EPA changes

A3.5.2.5. (Added-USAFE) Latest threat update code

A3.5.2.6. (Added-USAFE) Any other changes that have impact on the mission

A3.6. (Added-USAFE) Changeover Briefing:

A3.6.1. (Added-USAFE) Purpose. Provide incoming personnel with a summary of events to prepare them for their shift.

A3.6.2. (Added-USAFE) Format. The briefing will include the following, as applicable:

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

A3.6.2.2. (Added-USAFE) Present Situation Briefing to on-coming shift

A3.6.2.3. (Added-USAFE) Fires to be put out

A3.6.2.3.1. (Added-USAFE) Pending tasking or questions

A3.6.2.3.2. (Added-USAFE) Personnel and or equipment problems

A3.6.2.4. (Added-USAFE) Work center status (Battle Staff, WOC, Squadrons, etc.)

A3.6.2.5. (Added-USAFE) WOC and or Squadron briefing times

A3.6.2.6. (Added-USAFE) Review previous brief and materials for next brief

A3.6.2.7. (Added-USAFE) Review incoming and outgoing messages since last shift

A3.6.2.8. (Added-USAFE) Review significant events log

A3.6.2.9. (Added-USAFE) Review flying and MPC schedule

A3.6.2.10. (Added-USAFE) PR status (submitted, answered, and needed)

A3.6.2.11. (Added-USAFE) Review BSDs, SPINS, WATCHCON, and DEFCON status

A3.6.2.12. (Added-USAFE) Pallet loading process and status

A3.6.2.13. (Added-USAFE) Personnel processing times and status

A3.6.2.14. (Added-USAFE) Deployment briefing times and status

A3.6.2.15. (Added-USAFE) Base X status and or problems

A3.6.2.16. (Added-USAFE) Personnel, runner status and schedules

A3.6.2.17. (Added-USAFE) Systems status (PC-I3, PCs, etc.)

A3.6.2.18. (Added-USAFE) Equipment status

A3.6.2.19. (Added-USAFE) Comm check and or problems

A3.6.2.20. (Added-USAFE) Messages due out (check timeliness)

A3.6.2.21. (Added-USAFE) OB display status

A3.6.2.22. (Added-USAFE) Procedure changes

A3.6.2.23. (Added-USAFE) Things that need to be done

A3.6.2.24. (Added-USAFE) Location of items to be evacuated

A3.6.2.25. (Added-USAFE) Location of vehicles and or keys

A3.6.2.26. (Added-USAFE) Review emergency procedures (chemical codes, duress words, etc.)

A3.6.2.27. (Added-USAFE) Location of alternates

A3.6.2.28. (Added-USAFE) Combination or cipher changes

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

A4.1. (Added-USAFE) 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. (Added-USAFE) Aircraft (fixed wing and helicopter):

- A4.2.1. (Added-USAFE) Visual Recognition (from the applicable perspective)
- A4.2.2. (Added-USAFE) Countries of Employment
- A4.2.3. (Added-USAFE) Role and Mission
- A4.2.4. (Added-USAFE) Variants
- A4.2.5. (Added-USAFE) Avionics
 - A4.2.5.1. (Added-USAFE) AI Radar
 - A4.2.5.2. (Added-USAFE) Radar Warning Receiver (RWR)
 - A4.2.5.3. (Added-USAFE) Electronic Attack (EA) and Electronic Protect (EP) Features
 - A4.2.5.4. (Added-USAFE) Chaff and Flares
- A4.2.6. (Added-USAFE) Armament
- A4.2.7. (Added-USAFE) Maneuverability
- A4.2.8. (Added-USAFE) Primary Threat Country
 - A4.2.8.1. (Added-USAFE) Basing and Operating Locations
 - A4.2.8.2. (Added-USAFE) Training
 - A4.2.8.3. (Added-USAFE) Tactics
 - A4.2.8.4. (Added-USAFE) Modifications
- A4.2.9. (Added-USAFE) Threat Warning Indications and Audio
- A4.2.10. (Added-USAFE) Available Countertactics, Counterprocedures and Relative Effectiveness

A4.3. (Added-USAFE) Air-to-Air Missiles:

- A4.3.1. (Added-USAFE) Countries of Employment
- A4.3.2. (Added-USAFE) Associated Airframes
- A4.3.3. (Added-USAFE) Cueing Systems
- A4.3.4. (Added-USAFE) Guidance
- A4.3.5. (Added-USAFE) Off-Boresight Capability
- A4.3.6. (Added-USAFE) EP Features or Infrared Counter-Counter Measures (IRCCM)

A4.3.7. (Added-USAFE) Employment Ranges

A4.3.8. (Added-USAFE) Maneuverability

A4.3.9. (Added-USAFE) Fuzing

A4.3.10. (Added-USAFE) Lethal Radius

A4.3.11. (Added-USAFE) Primary Threat Country

A4.3.11.1. (Added-USAFE) Training

A4.3.11.2. (Added-USAFE) Tactics

A4.3.11.3. (Added-USAFE) Modifications

A4.3.12. (Added-USAFE) Threat Warning Indications and Audio

A4.3.13. (Added-USAFE) Available Countertactics, Counterprocedures and Relative Effectiveness

A4.4. (Added-USAFE) Surface to Air Missiles (SAM):

A4.4.1. (Added-USAFE) Countries of Employment

A4.4.2. (Added-USAFE) Role and Mission

A4.4.3. (Added-USAFE) Fire Control Systems

A4.4.4. (Added-USAFE) Associated Radars, Sensors

A4.4.5. (Added-USAFE) EP Features

A4.4.6. (Added-USAFE) Employment Ranges and Altitudes

A4.4.7. (Added-USAFE) Missile Capabilities

A4.4.8. (Added-USAFE) Guidance and Profile

A4.4.9. (Added-USAFE) Visual Cues (Available To Targeted Aircrew)

A4.4.10. (Added-USAFE) Primary Threat Country

A4.4.10.1. (Added-USAFE) Operating Locations

A4.4.10.2. (Added-USAFE) Training

A4.4.10.3. (Added-USAFE) Tactics

A4.4.10.4. (Added-USAFE) Modifications

A4.4.11. (Added-USAFE) Threat Warning Indications and Audio

A4.4.12. (Added-USAFE) Available Countertactics, Counterprocedures and Relative Effectiveness

A4.5. (Added-USAFE) Anti-Aircraft Artillery:

A4.5.1. (Added-USAFE) Countries of Employment

A4.5.2. (Added-USAFE) Role and Mission

A4.5.3. (Added-USAFE) Guidance

A4.5.4. (Added-USAFE) Fire Control Systems

A4.5.5. (Added-USAFE) Associated Radars and Sensors

A4.5.6. (Added-USAFE) EP Features

A4.5.7. (Added-USAFE) Employment Ranges and Altitudes

A4.5.8. (Added-USAFE) Visual Cues (Available To Targeted Aircrew)

A4.5.9. (Added-USAFE) Primary Threat Country

A4.5.9.1. (Added-USAFE) Operating Locations

A4.5.9.2. (Added-USAFE) Training

A4.5.9.3. (Added-USAFE) Tactics (including firing doctrine)

A4.5.9.4. (Added-USAFE) Modifications

A4.5.10. (Added-USAFE) Threat Warning Indications and Audio

A4.5.11. (Added-USAFE) Available Countertactics, Counterprocedures and Relative Effectiveness

A4.6. (Added-USAFE) Radio Electronic Combat (REC):

A4.6.1. (Added-USAFE) Jammers

A4.6.1.1. (Added-USAFE) Jammer Type

A4.6.1.2. (Added-USAFE) Expected Locations (ground based and airborne)

A4.6.1.3. (Added-USAFE) Vulnerable Subsystems of Assigned MDS

A4.6.1.4. (Added-USAFE) Employment Tactics

A4.6.1.5. (Added-USAFE) Indications of Jamming

A4.6.1.6. (Added-USAFE) Jamming Techniques, Programs

A4.6.1.7. (Added-USAFE) Jamming Effectiveness

A4.6.1.8. (Added-USAFE) Countermeasures To Minimize Effects

A4.6.2. (Added-USAFE) Passive Detection

A4.6.2.1. (Added-USAFE) Expected Locations

A4.6.2.2. (Added-USAFE) Vulnerable Subsystems of Assigned MDS

A4.6.2.3. (Added-USAFE) Employment Tactics

A4.6.2.4. (Added-USAFE) Countertactics and Counterprocedures To Minimize Detection