COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 14-3, *Control, Protection, and Dissemination of Intelligence Information*. It outlines all local requirements for implementing the Base Vehicle Safety Program to include appointing responsibilities to all levels of the chain of command. Additionally, it directs the use of approved vehicle safety inspection standards. This Operating Instruction complies with AFI 14-105, paragraph 2.1.2.4, dated 3 June 2002, and United States Air Forces Europe (USAFE) Supplement 1, 30 October 2002. This instruction provides specific guidance for Unit Intelligence Mission and Responsibilities and provides instruction for implementing the Intelligence Personnel Training program. It provides detailed guidance on: developing, implementing, conducting, and managing intelligence Internal Training, to include Initial Qualification Training, Mission Qualification Training, and Continuation Training. This supplement also provides specific guidance on the External Training program provided to assigned pilots and aircrew. This supplement applies to all 85th Group officer, enlisted, and civilian intelligence and non-intelligence personnel assigned to 85th Group intelligence functions. The purpose of this program is to ensure all intelligence personnel at the Operations Squadron, Rescue Squadron, and the Air Control Squadron are fully capable of carrying out their peacetime and wartime duties. Send comments and suggested improvements to this instruction on an AF Form 847, **Recommendation for Change of Publication**, through channels to 85 OS/IN.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Responsibilities

1.1. The **Group Senior Intelligence Officer (SIO) will:**

1.1.1. Oversee the execution of the 85th Group IPT program while ensuring compliance with all requirements set forth in AFI 36-2201, AFI 14-105, and AFI 14-105 USAFE Sup 1.

1.1.2. Ensure the IPT program is aligned with the various 85th Group missions and projected wartime taskings.

1.1.3. Conduct periodic inspections of officer training records for all intelligence officers to ensure training is properly documented.

1.1.4. Provide a written evaluation of the Group IPT program to the OG/CC via the OS/CC at the end of each training cycle.

1.1.5. Certify all aircrew intelligence trainers IAW AFI 14-105, USAFE Supp 1.

1.1.6. Appoint a Group Escape and Evasion program manager who will coordinate, as required, with wing life support and implement all intelligence E&E training.

1.2. **The Intelligence Flight Superintendent, or designee, will:**

1.2.1. Develop, manage, revise, and execute the internal training program.

1.2.2. Supervise the career field training and upgrade program for all enlisted intelligence personnel.

1.2.3. Periodically research AFCAT 36-2223, *"USAF Formal Schools,"* USAF Special Operations School Catalog, and Joint Military Intelligence Training Center Catalog of courses at a minimum to develop training requests/requirements for intelligence personnel.

1.2.4. Forecast formal training requirements to HQ USAFE/INRUS to validate requirements previously forecasted for the next fiscal year. HQ USAFE/INRUS then forwards the requirements for funding to the Training Requirements Board.

1.2.5. Conduct periodic inspections of enlisted training records to ensure training is properly documented.

1.2.6. Ensure all training/exams/attendance is documented, tracked, and subsequently conduct trend analysis to identify program strengths and weaknesses.

1.2.7. Assign instructor responsibilities for each training session.

1.3. **The NCOIC of INO will:**

1.3.1. Develop and maintain a Master Question File (MQF) for the entire Group with general intelligence knowledge questions and mission design series (MDS) specific intelligence knowledge questions for both internal and external training.

1.3.2. Develop and administer a yearly comprehensive test at the end of the annual training cycle based on the MQF.

1.4. **Academic Instructors will:**

1.4.1. Provide a training overview at the beginning of each training session to include applicable Career Field Education and Training Pamphlet (CFETP) items to be opened based on the training session and academic objectives for the session.

1.4.2. File a copy of their briefing on the SIPRnet shared drive in the appropriate formal training briefs folder. Briefings will be named according to the following convention: ***DDMONYY Training Brief***.

1.4.3. Schedule training for intelligence personnel absent from the session and provide a hard copy of the script/brief used for review by the absentees.

1.4.4. Provide questions pertaining to their presentation to be incorporated into the tests and the MQF.

2. Internal Training.

2.1. The Group Senior Intelligence Officer is responsible for Intelligence Internal Training

2.2. **Initial Qualification Training (IQT)**

2.2.1. Supervisors will minimize additional duties for trainees during either Initial Qualification or Mission Qualification training. IQT begins on the individual's first duty day and will be completed within 30 days of arrival on station.

2.2.2. The Superintendent will conduct an initial evaluation to determine qualification level within 10 days of beginning IQT. The Superintendent will also spot check previously certified tasks (CFETP/AF Form 797) to ensure that the individual can still perform task requirements. The initial evaluation will include as a minimum:

2.2.2.1. A review of the individual's past training and experience.

2.2.2.2. Validation of previously certified CFETP/CJQS items.

2.2.2.3. Determination of formal training requirements

2.2.3. The Superintendent will track all personnel entering IQT by name, date training began, and date training was completed. Local training records for all personnel will be created using a six-part folder in the following manner:

2.2.3.1. Section I: Formal training section of the AF Form 623.

2.2.3.2. Section II: Applicable IQT documentation.

2.2.3.3. Section III: MQT documentation and work center checklist.

2.2.3.4. Section IV: Photocopies of any and all formal training course certificates.

2.2.3.5. Section V: Miscellaneous.

2.2.3.6. Section VI: Not Used.

2.2.4. The IN will maintain all officer-training records.

2.3. **Mission Qualification Training (MQT)**

2.3.1. The purpose of MQT is to train and certify intelligence staff personnel on their specific duty position. Trainees must satisfactorily complete MQT IAW AFI 14-105 USAFE Sup 1. MQT will be documented using the MQT checklist in the individual's local training folder.

2.3.2. MQT will take place during normal duty days until completed. It should be presented to the student in a logical "building block" approach.

2.3.3. Lesson plans and instruction should include, but is not limited to: references used, academic objectives, tasks, conditions for certification, certification standards, training to be supplied, time needed, documentation required, and make-up method.

2.3.4. The superintendent or IN will administer an end of course certification test that will include both a written academic portion, a current intelligence or threat briefing evaluated IAW the 85 OS/IN Briefing Evaluation Sheet, and evaluation of hands-on tasks according to written evaluation criteria.

2.4. **Continuation Training (CT)**

2.4.1. The CT phase ensures individuals maintain qualification on all critical peacetime and wartime knowledge, skills, and tasks. Continuation Training will normally occur weekly at the same date/time, and conditions permitting, at the same location. The IN or superintendent will notify all intelligence personnel of any changes.

2.4.2. The Superintendent or designee will schedule CT topics and assign instructors.

2.4.3. Instructor(s) will save all materials to the SIPRnet shared drive in the appropriate formal training briefs folder. Briefings will be named according to the following convention: ***DDMONYY Training Brief***.

2.4.4. Instructor(s) should use current lesson plans that are maintained by OS/INO, or create a lesson plan to be maintained by OS/INO. Lesson plans and instruction should include, but are not limited to: references used, academic objectives, tasks, conditions for certification, certification standards, training to be supplied, time needed, documentation required, and make-up method.

2.4.5. Supervisors will schedule make-up training for those personnel absent from a CT session and document it appropriately.

2.4.6. The Superintendent will disseminate the CT schedule to all sections/squadrons.

2.4.7. A test should be administered at the end of the CT session. In accordance with USAFE Supplement 1 to AFI 14-104, the minimum passing score is 85%, and should be corrected to 100%.

2.5. **Advanced Training.** Personnel who have demonstrated a measurable proficiency (CT test average of 85% or better) level are qualified for AT. AT will be training at the discretion of the IN and Superintendent.

2.6. **Mobility.** Supervisors will refer to AFI 10-403, and the Ancillary Training program manager to ensure individual ancillary mobility training is current.

2.7. **Documentation**

2.7.1. The superintendent will generate and maintain training documentation for all assigned Air Force intelligence personnel.

2.7.2. Trainers may not train and certify an individual on any CFETP core task, or any MQT task. (e.g. no one person may sign both the trainer and certifier blocks)

2.7.3. Attendance should be taken and documented for all continuation-training sessions.

2.7.4. Test scores will be documented for each MQT Phase, and for CT for all assigned intelligence personnel.

2.7.5. Individual supervisors/element chiefs will properly document training items as applicable in the AF Form 623, "On-the-Job Training Record," IAW AFI 36-2201, for each of their enlisted personnel.

3. External Training. Group and Squadron Intelligence functions will provide Intelligence training to designated personnel; defined as operations support personnel, pilots and aircrew, Security Forces, and others as directed by the 85th Group Commander.

3.1. **Threat Knowledge Training**

3.1.1. Squadron intelligence and 85 OS/INU intelligence personnel are responsible for determining intelligence-training methods.

3.1.2. Squadron and 85 OS/INU Intelligence personnel will prepare a 6-month Aircrew Intelligence Training plan prior to the beginning of each training cycle. This schedule will include Threat Of the Day (TOD), Electronic Warfare training, Visual Recognition training, and formal training topics on hotspots and potential areas of U.S. military involvement. It will also include the intelligence portion of Evasion and Recovery training, E&R preparation, and Collection and Reporting. A copy of this plan will be forwarded to the 85 OS/IN for review.

3.1.3. Squadron and 85 OS/INU Intelligence personnel will use the Air Force Tactics, Techniques, and Procedures (AFTTP) 3-1, Volume 2 as the basis for all threat recognition and counter-tactics training. All other sources are considered supplementary. Unit intelligence personnel will ensure that they have only the most current publication on hand, and hard and soft copies of outdated versions are destroyed.

3.1.4. Squadron and 85 OS/INU Intelligence personnel will be trained and certified IAW AFI 14-105, USAFE Supp 1 before providing academic instruction to pilots and aircrew.

3.1.5. Pilot/aircrew intelligence training will be documented. Documentation will include, as a minimum, name/rank, date arrived station, training topic, and date training was accomplished.

3.1.6. Squadron/INU personnel will administer an annual test to permanent party aviators to validate threat knowledge training objectives. The test will consist of both a written threat knowledge portion and a visual recognition test. Minimum passing score is 85%, correctable to 100%. Questions will be drawn from the Master Quiz File, and visual recognition imagery will be taken from TOD briefings.

3.1.7. Provide self-study materials to designated personnel.

3.2. **Evasion and Recovery**

3.2.1. Squadron intelligence and 85 OS/INU Intelligence personnel are responsible for determining the requirements and scope of their Escape and Recovery program.

3.2.2. Squadron intelligence and 85 OS/INU Intelligence personnel will update and maintain individual Escape and Recovery plans; and will maintain and update Isolated Personnel Report (ISO-PREP) cards.

STEVEN F. DREYER, Colonel, USAF
Deputy Commander, 85th Group

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-403, *Deployment Planning and Execution*

AFI 14-103, *Threat Recognition Training Program*

AFI 14-105, *Unit Intelligence Mission and Responsibilities*

AFI 14-105 USAFE Sup 1, *Unit Intelligence Mission and Responsibilities*

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