UNIT INTELLIGENCE MISSION AND RESPONSIBILITIES

HOLDOVER
"The basic publication has changed; impact on supplemental inforamtion is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: https://afmc.wpafb.afmil/pdl/pubs.htm.

This supplement should be used in conjunction with AFI 14-105 to guide intelligence operations and responsibilities in AFMC. In this supplement, wing/group (as identified in AFI 14-105) equates to center/lab research site. AFMC Intelligence organizations will substitute "center/lab research site" for all refer-ences to "wing/group" in AFI 14-105. The center/lab research site Director of Intelligence will adhere to the duties and responsibilities assigned to wing/group SIOs in AFI 14-105, in addition to the duties and responsibilities identified in the supplement. In this supplement, squadron (as identified in AFI 14-105) equates to program office. Program offices with embedded intelligence personnel will adhere to the duties and responsibilities assigned to squadron intelligence functions in AFI 14-105 in addition to the duties and responsibilities identified in this supplement.

AFI 14-105, 1 September 1997, is supplemented as follows:

1.1. Mission. Integrate intelligence into and facilitate proper handling and protection of sensitive infor-mation in the research, development, test, acquisition, sustainment and support processes of AFMC. This includes: providing intelligence threat and foreign capabilities information; identifying and documenting intelligence support and infrastructure requirements for the entire weapon system lifecycle; providing ser-vices enabling the distribution and use of classified or sensitive information; and sustaining secure facili-ties and equipment for customer access to classified or sensitive information.

1.2.1.3. Provide functional oversight, guidance and coordination for intelligence manpower and person-nel issues.

1.2.1.3.1. (Added) Appoint a command functional manager to coordinate and oversee intelligence career field, manpower, and personnel actions.

1.2.1.3.2. (Added) Establish intelligence civilian, active duty and reserve personnel management policy in coordination with AFMC DP.

1.2.1.3.3. (Added) Prioritize intelligence resource requirements to maximize mission accomplishment within entitlements. Provide manpower allocation recommendations to HQ USAF/XOI, AFMC/DP, AFMC/XP, AFPC and AIA/RE.

1.2.1.5. Coordinate intelligence exercise activities and requirements: Identify and task intelligence personnel/ units to support 14NX and 1NXXX exercise and contingency requirements levied to AFMC.

1.2.1.6. Provide Information Technology (IT) oversight and management for the AFMC intelligence community.

1.2.1.6.1. (Added) Designate the Integration Management Officer and the Information Systems Security Manager.

1.2.1.6.2. (Added) Establish IT policy for intelligence data handling systems.

1.2.1.6.3. (Added) Execute architectural planning and implementation for intelligence data handling systems.

1.2.1.6.4. (Added) Implement Mission Based Budgeting to facilitate resource requirement definition for IT systems/applications.

1.2.1.6.5. (Added) Define IT transition strategies that are consistent with operational needs and implementation resources.

1.2.1.6.6. (Added) Ensure IT assets comply with DoD and C4ISR operational and technical architectures.

1.2.1.6.7. (Added) Establish the AFMC intelligence IT baseline and manage change.

1.2.1.7. Develop and execute the AFMC GI&S program to support Air Force integrated weapons system development.

1.2.1.7.1. (Added) Monitor, collect, assess, revise, and validate GI&S functional and RDT&E requirements supporting Air Force weapon systems.

1.2.1.7.2. (Added) Ensure functional GI&S requirements for all new and upgraded Air Force weapon systems are defined by the appropriate milestones per Chairman Joint Chiefs-of-Staff Instruction (CJCSI) 3901.01.

1.2.1.7.3. (Added) Forward validated requirements for new GI&S products and additional coverage of standard NIMA products through the GI&S requirements process.

1.2.1.7.4. (Added) Monitor GI&S technology and developments in government and industry for application to new Air Force systems.

1.2.1.7.5. (Added) Review Air Force systems acquisition documentation to ensure GI&S assessments are properly documented at each developmental milestone as prescribed by AFI 10-601, *Mission Needs and Operational Requirements Guide and Products*, CJCSI 3901.01, *Global Geospatial Information and Services*, and DoD 5000.56, *Programming Unique Mapping, Charting, and Geodesy Requirements for Developing Systems*.

1.2.1.7.6. (Added) Work with units to determine requirements for trained GI&S points of contact to provide local GI&S support, collect GI&S requirements and disseminate GI&S information in support of weapon system development.

1.2.1.7.7. (Added) Work in conjunction with the HQ Air Force Research Laboratory to assess NIMA prototype products for applicability to future weapon systems.

1.2.1.7.8. (Added) Serve as single AFMC focal point for resolving all GI&S problems related to system development.

1.2.1.8. Establish policy for submitting *ad hoc* and Production Requirement (PR) requests using the Community On-Line Intelligence System for End-Users and Managers (COLISEUM).

1.2.1.8.1. (Added) Review, approve, and prioritize AFMC production requirements to maximize intelligence value to AFMC weapon systems.

1.2.1.8.2. (Added) Establish validation/revalidation criteria for ad hoc/PR submissions and maintain metrics on both ad hoc and PR timeliness.

1.2.1.8.3. (Added) Establish and maintain a feedback system to ensure customer satisfaction with intelligence products.

1.2.1.8.4. (Added) Serve as focal point for distribution of intelligence periodicals to DIs.

1.2.1.8.5. (Added) Serve as advocate for DIs to resolve PR problems with Production Centers and higher headquarters.

1.2.1.9. Serve as the MAJCOM Senior Intelligence Officer (SIO) with the SCI security management responsibilities of:

1.2.1.9.1. (Added) Validating/approving: need-to-know for SCI access (personnel security); concept and need for establishing a SCIF, Tactical SCIF (T-SCIF), or Temporary Secure Working Area (TSWA) (physical security); need for SCI communications and ADP systems (communications/TEMPEST/AIS security).

1.2.1.9.2. (Added) Approve MOAs/CUAs regarding SCI security management/support with other organizations as necessary.

1.2.1.9.3. (Added) Approve CUAs for introducing Special Access Program (SAP) materials into the SCIF for storage and operations.

1.2.1.9.4. (Added) Evaluate/coordinate requests for using the Defense Special Security Communications System (DSSCS) for SAPs.

1.2.1.9.5. (Added) Process requests for waivers.

1.2.1.10. In addition, appoint a command training manager to consolidate and submit training requirements for HQ intelligence staff and unit intelligence functions.

1.2.1.12. Support HQ AFMC/CC and staff through current and relevant intelligence products, with emphasis on foreign weapon/new technology development, weapons system proliferation, terrorism, and infrastructure protect threats.

1.2.1.12.1. (Added) Submit foreign military acquisition (FMA) requirements, intelligence production requirements (PRs), and ad hocs to support intelligence deficiencies.

1.2.1.12.2. (Added) Provide Intelligence expertise to Command through participation in interdisciplinary Working Groups and review of regulations, instructions and plans.

1.2.1.12.3. (Added) Provide intelligence support to HQ AFMC Anti-terrorism/Force Protection Working Group.

1.2.1.12.4. (Added) Identify international threats to AFMC bases and infrastructure for vulnerability assessments.

1.2.1.13. Ensure comprehensive threat analysis support is provided to project/program offices; act as advocate to ensure adequate production resources are dedicated to support integrated weapon system management.

1.2.1.13.1. (Added) Ensure comprehensive threat analysis support throughout entire system life-cycle and ensure appropriate hand-off of responsibilities as system transitions between life-cycle phases (ie. Acquisition to Sustainment)

1.2.1.13.2. (Added) Ensure support of weapon system development through oversight of DI participation in the Threat Steering Group (TSG) and Intelligence Support Plan (ISP) processes and coordination of AFMC TSG and ISP policy with higher headquarters.

1.2.1.14. Provide functional oversight, guidance, and coordination for intelligence inspection criteria for operational readiness inspections (ORIs) and unit compliance inspections (UCIs).

1.2.1.14.1. (Added) Develop complete and realistic exercise scenarios for AFMC/IG to evaluate wartime readiness of AFMC units.

1.2.1.14.2. (Added) Provide intelligence personnel to augment the AFMC/IG during ORIs and UCIs.

1.2.1.14.3. (Added) Advise AFMC intelligence offices on transition strategies from peacetime acquisition support to crisis operations.

1.2.1.14.4. (Added) Establish intelligence oversight policy, guidance and training requirements.

1.2.1.17. (Added) Provide oversight and management of NFIP (GDIP, CCP), and TIARA funding and manpower execution.

1.2.1.17.1. (Added) Adjust intelligence funding and manpower resource allocations to meet changing mission requirements.

1.2.1.17.2. (Added) Plan and program for intelligence funds, manpower, automated intelligence systems, and training to support command-wide mission needs.

1.2.2. Director of Intelligence Responsibilities. Unless otherwise directed by AFMC/IN, the Director of Intelligence (DI) is the center/lab research site Senior Intelligence Officer (SIO). The DI is responsible for the planning and execution of intelligence functions supporting all AFMC intelligence requirements; as the SIO, serve as the intelligence staff officer for the commander/director of each center/lab research site.

1.2.2.3. This includes functional oversight of intelligence personnel assigned directly to laboratory directorates, program offices and any other AFMC entities at the center/lab research site location.

1.2.2.3.1. (Added) The DI will coordinate on all civilian intelligence position requirements at the center/lab research site prior to submission to HQ AFMC or 88 ABW/CPF for processing.

1.2.2.12. DI shall perform downward-delegated field level SIO responsibilities (as identified by HQ AFMC/IN):

1.2.2.12.1. (Added) Approve/appoint in writing all primary/alternate SCI security officials (Special Security Officers (SSOs); Special Security Representatives (SSRs); Contractor Special Security Officers

(CSSOs); TK Control Officer (TCO); GAMMA Control Officer (GCO); BRAVO Control Officer (BCO). Copies of this correspondence will be forwarded to HQ AFMC/INS for all field unit SCIFs under the DI's cognizance.

1.2.2.12.2. (Added) Ensure proper protection, use, and dissemination of SCI material through enforcement of SCI security management rules and regulations.

1.2.2.12.3. (Added) Maintain the integrity of the SCI control system and ensure SSO personnel aren't assigned/performing duties that conflict or interfere with SCI security management.

1.2.2.12.4. (Added) Establish a memorandum of agreement (MOA) (as needed) with the supporting communications element to ensure SCI security support, timely communications support to the intelligence directorate, and privacy communications support.

1.2.2.12.5. (Added) Approve/manage SCI security education/training program.

1.2.2.12.6. (Added) Ensure sufficient qualified personnel, funds, and logistical support are provided for SCI operations. (Follows the AF "organize, train, equip" logic).

1.2.2.12.7. (Added) Ensure all commanders direct local military law enforcement agencies to provide the SSO with derogatory or questionable behavior information on SCI-indoctrinated personnel.

1.2.2.12.8. (Added) Keep the SSO informed of SCI security management issues, e.g. installation facilities utilization, information systems requirements, installation security, or installation resource protection.

1.2.2.12.9. (Added) Designate SCI couriers for handcarrying SCI outside the US. (***Note:** SSOs and CSSOs can designate/approve couriers within the CONUS; SIO may delegate authority to SSO for couriers traveling outside the CONUS.)

1.2.2.12.10. (Added) Approve SOPs (as required) and EAPs.

1.2.2.12.11. (Added) Staff all other SCI security management actions as needed through HQ AFMC/INS.

1.2.2.16. Within AFMC, DI support to the Production Requirements process will also include: appointing a single POC for PR/RFI management; ensuring customer feedback is obtained; and prioritization of requirements. Guidance for this process is supplemented in the AFMC PR Handbook.

1.2.2.16.1. (Added) Intelligence support should be provided at the earliest point possible in the acquisition cycle (ie. Premilestone 1 support to research and development, TPIPTs, ACTD development).

1.2.2.16.2. (Added) DIs should review all MNSs and ORDs to determine intelligence sensitivity of new programs and work with Program Offices to insure identification of related Production Requirements.

1.2.2.22. (Added) Manage intelligence Information Technology requirements.

1.2.2.22.1. (Added) Designate the intelligence Integration Management Officer and the intelligence Information Systems Security Manager.

1.2.2.22.2. (Added) Establish intelligence IT requirements.

1.2.2.22.3. (Added) Participate in development of technical and systems architectures for intelligence.

1.2.2.22.4. (Added) Maintain and report on intelligence IT.

1.2.2.22.5. (Added) Enforce Site Information Management policies. AFMC GI&S requirements.

1.2.2.23. (Added) Establishes GI&S point of contact to provide local GI&S support, collect GI&S requirements and disseminate GI&S information in support of weapon system development.

1.2.3. Program Office Intelligence Personnel Responsibilities. In this supplement, squadron (as identified in AFI 14-105) equates to program office. Program offices with embedded intelligence personnel will adhere to the duties and responsibilities assigned to squadron intelligence functions in AFI 14-105. Intelligence products provided to program offices may be different than those provided to operational flying squadrons. Threat assessments, participation on threat working groups, identifying production requirements, and providing Scientific and Technical intelligence are a few areas AFMC focuses on that are in addition to providing current intelligence and scenario inputs.

1.2.3.1. Provide current and relevant intelligence and products, focusing on information impacting weapons system development. Identify intelligence operational requirements to intelligence systems developers and forums determining long range intelligence infrastructure requirements.

1.2.3.7. (Added) Implement SCI security management procedures as necessary and as outlined in DoD S-5105.21-M-1, Chapter 1, Para F5b, *The SCI Administrative Security Manual*.

1.2.3.7.1. (Added) Staff SCI security management actions through the center/lab research site SSO and HQ AFMC/IN as appropriate.

1.2.3.7.2. (Added) Perform downward-delegated SCI security management actions as directed by HQ AFMC/IN.

2.2. Internal Intelligence Training. DI will:

2.2.1.1. Training programs will include all 1NXXX, 14NX, and series 013X personnel assigned to the center/lab research site. Training programs will also include S&T personnel as required to support the intelligence function.

2.2.1.2. Ensure the training program qualifies personnel for upgrade/qualification within the intelligence specialties and accomplishes Air Force directed core task training.

2.2.1.7. Ensure nominations for all SCI security management courses are submitted to HQ AFMC/INS for coordination and final approval for attendance.

2.4.2. DI will:

2.4.2.1. Develop Individual Development Plans (IDPs) for all employees that include short-term courses (computer, quality, professional, intelligence etc÷) and long-term training (continuing education, SOS, AWC). These plans should contain both requirements and completed goals.

2.4.2.1.1. (Added) The IDP core training requirements will be based on the AFMC training templates for intelligence employees. Additional course requirements that are not included in the AFMC training templates may be added if the supervisor approves the requirement.

2.4.2.1.2. (Added) IDPs will be developed and maintained in the employee's training file.

2.4.2.2. (Added) Include AFSC upgrade and SCI required training courses in annual requirements identification for intelligence personnel assigned and attached to AFMC organizations at that location.

2.4.2.3. (Added) Submit annual training requirements to AFMC training manager, including all required data (course #, level of requirement, justification and quotas required).

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