COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction is to be used in conjunction with AFPD 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.

(AFSPC) The OPR for this supplement is HQ AFSPC/INOU (Ms Patsy Williams). This supplement implements and extends the guidance of Air Force Instruction (AFI) 14-105, *Unit Intelligence Mission and Responsibilities***. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC command procedures for use in conjunction with the basic AFI. It establishes intelligence functions and responsibilities in support of operational missions at Headquarters Air Force Space Command (HQ AFSPC) units. This publication applies to AFSPC Direct Reporting Units (DRUs) or Centers, Numbered Air Forces (NAFs), wings and squadrons. It also applies to Air National Guard (ANG) Units assigned AFSPC-operational missions. It does not apply to Air Force Reserve Command (AFRC) Units assigned AFSPC-operational missions. Upon receipt of this integrated supplement discard the Air Force basic publication. Requests for waivers to this supplement will be forwarded to HQ AFSPC/INOU, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4311, describing the specific requirement and explaining why a waiver is needed. If approved, a waiver stays in effect for the life of the publication unless HQ AFSPC/INOU specifies a shorter period of time, rescinds it in writing, issues a change that alters the waiver or the requesting unit cancels their request.**

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

(AFSPC) This document is substantially revised, to include updated references and to add training, systems and requirements management responsibilities. It must be completely reviewed. A bar (|) indicates a revision from the previous edition.

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. (AFSPC) HQ AFSPC/INOU, Readiness and Unit Support Branch, is the initial point of contact as the central clearing-house for unit intelligence matters and is responsible for unit advocacy, liaison and guidance.

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

1.1.1.1. (AFSPC) HQ AFSPC/IN staff will review NAF operations plans for intelligence adequacy and compliance with established directives.

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. (AFSPC) HQ AFSPC/INOU performs Staff Assistance Visits (SAVs) to NAFs and DRUs, as needed and requested, and to wings and subordinate units in coordination with the appropriate NAF.

1.1.1.2.1. (Added - AFSPC) HQ AFSPC/IN may task highly experienced and qualified intelligence personnel (Active Duty, ANG or Reserve) from across the command to augment the HQ AFSPC Inspector General team during Operational Readiness Inspections and Compliance Inspections of AFSPC units. HQ AFSPC/INFT and INOU will provide comprehensive training and continuity materials on Intelligence Inspector duties and responsibilities to these augmentees prior to participation in any inspection. HQ AFSPC/IN or designated representative will meet or talk with designated intelligence inspectors to discuss inspection-related issues before they commence their first inspection.

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

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. (AFSPC) HQ AFSPC/INOU will provide a Standard Intelligence Document List (SIDL) for all units. The HQ AFSPC SIDL will be posted on HQ AFSPC/IN web pages, linked to national-level producer home pages and updated, as necessary, to ensure a living document. (See para 1.1.2.13. (AFSPC)).

1.1.1.5. Coordinate intelligence exercise activities and requirements.

1.1.1.5.1. (Added-AFSPC) Provide training scenarios or other materials, to include participation in Inspector General Inspections, in order to exercise, test and train unit intelligence personnel. Appoint an experienced and qualified intelligence representative as a member of the MAJCOM exercise planning and evaluation team. HQ AFSPC/IN staff may be available to augment NAF and wing exercise manning requirements, as needed. TDY is unit-funded.

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.

1.1.1.6.3. (Added-AFSPC) Review and develop C4ISR architecture requirements for current and future systems supporting space-related activity with and among subordinate and gained organizations. Advocate the standardization and related training for intelligence systems used by HQ AFSPC intelligence personnel to ensure intelligence information is available at all levels of command. System automation support is either AF funded or unit funded. If non-AF funded, subordinate unit must program for initial and long-term costs through appropriate chain-of-command.

1.1.1.6.4. (Added-AFSPC) Review and coordinate intelligence system Memorandum of Agreement and Understanding between AFSPC, subordinate units and other agencies.

1.1.1.6.5. (Added-AFSPC) Provide user advocacy for fielded Integrated Broadcast Service (IBS) Tactical Receive System (TRS) and Multi-mission Advanced Tactical Terminal (MATT) program support. Advocate current and future IBS broadcast and tactical terminal requirements. Provide assistance to command and control initiatives/programs that require broadcast intelligence support. Provide planning to accomplish necessary training and logistic requirements of each fielded system. Provide TRS operational assistance and insight to the user when appropriate.

1.1.1.7. Ensure mission planning materials (e.g., Geospatial Information and Services (GI&S) and imagery) are available IAW AFI 14-205, *Identifying Requirements for Obtaining and Using Geospatial Information and Services,* and theater publication/production policy.

1.1.1.8. Establish Production Requirement (PR) and Dissemination management policy and validate unit and force level intelligence requirements IAW current DoD, Unified Command and MAJCOM guidance.

1.1.1.8. (AFSPC) HQ AFSPC/INOU is the command focal point for the Department of Defense Intelligence Production Program (DoDIPP) management for AFSPC. All intelligence Production Requirements (PRs) and Requests for Information (RFIs) will be registered through the Community On-Line Information System for End-Users and Managers

(COLISEUM). An RFI is a generic request that becomes a PR when it cannot be satisfied by available intelligence and is assigned to a production center for new and original production. For further information on dissemination activities, see paragraph 1.1.1.17. (Added-AFSPC).

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. (AFSPC) HQ AFSPC/IN, as the Senior Intelligence officer (SIO), is responsible for overall SCI security and ensures that quarterly periodic SCI security training and awareness is conducted for all SCI-indoctrinated individuals, to include the proper procedures for SCIF operations and requirements and guidelines for protecting SCI information. See further responsibilities and guidance in 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. (AFSPC) HQ AFSPC/INOU is responsible for developing Command Checklists that reflect IG inspection criteria and command requirements for intelligence staffs, to include unit Additional Duty Intelligence Officers, to prepare for and conduct internal reviews.

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. (AFSPC) HQ AFSPC/IN manages the Space Intelligence Reserve Office (SIRO), established per Secretary of Defense direction. The SIRO serves as the command's Reserve Support Team (RST), providing policy and guidance for the overall management of assigned AFSPC Individual Mobilization Augmentees (IMAs). SIRO is the focal point for all Intelligence Reserve IMA actions and receives all requests for IMA support from command and unit level.

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.*

1.1.1.13. 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. (AFSPC) HQ AFSPC/INFP monitors unit reporting of intelligence functional areas within the SORTS program and coordinates with units, HQ AFSPC staff and outside agencies on policies and guidance effecting intelligence readiness issues.

1.1.1.14. (Added-AFSPC) HQ AFSPC/INXA provides/coordinates comprehensive space and space systems threat analysis in support of Command planning and acquisition-related tasks and programs. This includes threat and intelligence support for Command Mission Needs Statements, Operational Requirements Documents, Initial Capabilities Documents,

Analysis of Alternatives, and Mission Area Plans. Space acquisition policy may change documentation/nomenclature; however, INXA will continue to support process with threat and intelligence requirements data.

1.1.1.15. (Added-AFSPC) HQ AFSPC/INOU manages the HQ AFSPC Command Foreign Materiel Program (FMP) and coordinates requirements for FMP acquisition and exploitation, in addition to defending priorities at Air Force level.

1.1.1.16. (Added-AFSPC) HQ AFSPC/INOU manages the Additional Duty Intelligence Officer (ADIO) program that promotes intelligence applications for the total command force structure and ensures intelligence is an effective partner in unit operations.

1.1.1.16.1. (Added-AFSPC) Wings and operational squadrons without full-time intelligence personnel will appoint, in writing, ADIOs to carry out the intelligence function. Commander-appointed primary and alternate ADIOs will have a one-year minimum retainability in position, except for overseas sites, which will require a minimum of 6 months retainability. Letters of appointment will be sent up the chain of command to parent Wing, NAF, and HQ AFSPC/INOU.

1.1.1.16.2. (Added-AFSPC) Units with limited Air Force personnel, who have little or no capability to sustain or manage an ADIO program, will assign a Point of Contact to receive selected intelligence materials, as required, and to coordinate with parent Wing and NAF for additional intelligence support, as needed. This low-key effort will be in place at space tracking sites, space operations squadrons with a collocated AFSPC Wing and other units, as appropriate.

1.1.1.16.3. (Added-AFSPC) HQ AFSPC/INOU manages a command-wide ADIO Training and Certification Program and certifies NAF and wing-validated ADIO Final Training Evaluation Checklists. All ADIO Air Force personnel will be registered in the ADIO Training and Certification Program. Materials are located on AFSPC/IN SIPRNET homepage. The training commences on the ADIO appointment date and should be completed in three months. The methodology is addressed in the AFSPC ADIO Handbook. Intelligence POCs working with intelligence materials at the unit level may elect to enroll in the Training and Certification Program for functional familiarity or career enhancement.

1.1.1.16.4. (Added-AFSPC) Wings and units without full-time intelligence personnel are encouraged to formalize host-tenant support agreements or memorandums of agreement with collocated unit intelligence staffs to provide a supportive, integrated environment for unit ADIOs. This does not waive the requirement for an ADIO appointment and subsequent training and certification. Copies of agreement will be sent up the chain of command to the respective wing, NAF and HQ AFSPC/INOU.

1.1.1.16.5. (Added-AFSPC) HQ AFSPC/INOU manages the ADIO of the Year Award Program. This award is given annually to recognize the dedicated efforts and outstanding performance and accomplishments of the ADIOs who contribute to the intelligence mission at AFSPC operational sites. Specific details are provided in AFSPCI 14-103, *Air Force Space Command Intelligence Awards.*

1.1.1.16.6. (Added-AFSPC) Intelligence functions manned by additional duty intelligence personnel are encouraged to use IN, DOI or OSKEI identifiers to standardize

office symbols. These symbols serve as functional identifiers to facilitate intelligence information flow. They are not intended to identify or dictate organizational structure.

1.1.1.17. (Added-AFSPC) HQ AFSPC/INOU Command Dissemination Manager (CDM) assigns Defense Intelligence Agency (DIA) dissemination accounts to DRUs, NAFs, wings and units with full-time intelligence personnel or ADIOs and to organizations with POCs, as required. The USSTRATCOM "L" designator accounts ensure AFSPC unit dissemination requirements are registered for receipt of national-level intelligence products. These accounts incorporate unit Statements of Intelligence Interest (SIIs). The CDM validates intelligence dissemination requirements through the unit SIIs resident on the DIA Joint Dissemination System (JDS) and serves as an intelligence information broker for national-level resource materials. JDS provides the CDM and national-level producers metric-type data reports on customers' capabilities and requirements. The "L" designator identifier is also used with the COLISEUM tool for production and application requirements processing (see also paragraph 1.1.2.14.1. (Added-AFSPC) below). However, customers must apply for a separate COLISEUM account.

1.1.1.17.1. (Added-AFSPC) The CDM authorizes release of intelligence information, as requested, to command contractors supporting HQ AFSPC activities, to include contractors located outside command facilities supporting AFSPC missions or Federally Funded Research and Development contractors. Command contractors must have a current contract information letter on file in HQ AFSPC/INOU. See further guidance in AFI14-303_AFSPCSUP1, *Release of Intelligence to US Contractors.*

1.1.1.18. (Added-AFSPC) Establish Collection Management policy IAW DIAM 58 series and validate unit and force-level collection requirements.

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

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

1.1.2.1.1. (Added-AFSPC) Ensure systems, training, production and dissemination requirements are forwarded through the NAF to appropriate HQ AFSPC intelligence staff to allow for command advocacy and liaison.

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

1.1.2.2. (AFSPC) Responsible for the overall management of all phases of the wing intelligence staff training. See Chapter 2 for further guidance. Also review guidance in AFSPCI 14-0102, *Command Intelligence Personnel Training* **(CIPTP).**

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.

1.1.2.6.1. (Added-AFSPC) Monitor intelligence activities of subordinate/geographically separated units (GSUs). Ensure GSUs are informed of significant geopolitical and military intelligence events that could affect execution of mission taskings.

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

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

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

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

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

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

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

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

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

1.1.2.12.2. (Added-AFSPC) Schedule periodic Staff Assistance Visits (SAVs) to their subordinate units.

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. (AFSPC) Wings with full-time intelligence personnel or ADIOs will maintain, as a minimum, SIDL intelligence reference publications and theater-specific documents in hard copy, soft copy or web links. The wing/group Intelligence Reference Materials Manager will address the availability of documents via electronic dissemination and whether or not electronic availability precludes ordering hard copies or CD-ROMs.   Maintain a minimum of AFSPC-required Standard Intelligence Document List (SIDL) reference materials in hard

copy or CD-ROM for ease of reference and to preclude computer failure. Bookmark SIDL references maintained via web links.

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.

1.1.2.13.2. (AFSPC) Access the JDS database, resident on INTELINK and INTELINK-S, to update SII requirements for the wing and/or subordinate units. Notify the AFSPC CDM of updates requiring review and validation. There is no AFSPC requirement to submit hard copy SIIs formally through the command validation chain. The JDS is the formal validation tool.

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.

1.1.2.13.5. (Added-AFSPC) "Push and pull" products from electronic media, when available, for GSUs without intelligence systems connectivity. The SIDL is not all-inclusive, so units will need to identify and maintain additional reference materials, as appropriate, to support their mission. Units with JDS capability on either INTELINK or INTELINK-S will order intelligence publications from national-level producers by using the Request Processing System (RPS) resident on JDS. Those without capability will work with their Wing Intelligence Flight office.

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.

1.1.2.14.1. (Added-AFSPC) Submit Requests for PRs through the parent NAF. ICBM Wings will e-mail PR requests directly to HQ AFSPC/INOU via SIPRNET. Intelligence personnel will use the DoD Community-approved PR format for intelligence information requests and will provide specific justification for the requested information. Units may submit their requests directly into the COLISEUM database if they have COLISEUM accounts. HQ AFSPC/INOU will review all requests before they are forwarded to USSTRATCOM or Air Force validators. COLISEUM is best accessed through JWICS systems. The National Community does not access SIPRNET COLISEUM on a timely basis.

1.1.2.14.2. (Added-AFSPC) Order DoD-0000-151C-99, *Department of Defense Intelligence Production Program: Requirements Management***, which provides generic production procedure policies, establishes procedures for the preparation of PRs, the validation of PRs, and production center responses, etc. Order this document through normal**

> **intelligence dissemination channels or search for product on INTELINK databases. Also review AFI 14-201,** *Intelligence Production and Applications.*

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

1.1.2.15. (AFSPC) Address requests for intelligence products or information not available locally through the authorized validation chain of command: unit to wing to NAF to MAJ-COM CDM.

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.

> **1.1.2.16.1. (Added-AFSPC) HQ AFSPC/INOU, in coordination with HQ AFSPC/XPIF, MAJCOM Foreign Disclosure Office, provides guidance to units on foreign disclosure issues. AFSPC squadrons with foreign nationals fully integrated into the operational crews will use HQ AFSPC/XPIF Delegation of Disclosure Authority Letters (DDLs) for the purpose of familiarization of releasable Category 8 Military Information to foreign nationals. The site commander may refer to DDLs, if available, to make a determination to release information. Category 8 Information in Command DDLs has previously been approved for release.**

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.

1.1.2.19. (AFSPC) Ensure the self-inspection program closely examines intelligence operations within all intelligence work areas. Conduct self-inspections, as a minimum, on an annual basis. Unit-tailored checklists and the AFSPC Intelligence Inspection Checklist, used by the Command Inspector General or designated augmentee during an inspection, will be used to conduct self-inspections. Specific requirements to conduct self-inspections are outlined in AFSPCCL 14-1, *Unit Intelligence Support.* **Add to or modify the Command Checklist criteria to ensure an effective and through review of the unit intelligence support program.**

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

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

1.1.2.22. (Added-AFSPC) Identify and track for currency the commander-appointed primary officer and alternate officer or noncommissioned officer carrying out the intelligence function at sites without full-time intelligence personnel resources. Report names of appointed ADIO personnel to parent NAF and HQ AFSPC/INOU.

1.1.2.23.(Added-AFSPC) Administer the HQ AFSPC ADIO Training and Certification Program. Provide training materials to newly appointed unit-level ADIOs, track certification of ADIOs and perform final evaluations, as required. A unit DOT representative, a departing ADIO or an alternate ADIO, if already certified, can also do ADIO final evaluations. Wing will provide certification recommendations to HQ AFSPC/INOU with information copy to parent NAF.

1.1.2.24. (Added-AFSPC) Obtain Defense Message System (DMS) capability, to include intelligence-specific classified and unclassified DMS addresses, and ensure subordinate units with ADIOs also use this dissemination system to provide effective intelligence message information flow.

1.1.3. Operational Squadron Intelligence Personnel Responsibilities:

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

1.1.3.1. (AFSPC) Operational Squadron-level units with dedicated intelligence personnel will conduct intelligence activities, as required. Generally, functions and responsibilities are similar to the Operations Support Squadron/Flight. Operational Squadron-level units or GSUs without dedicated intelligence personnel will appoint ADIOs to perform the squadron intelligence activities. Upon commander appointment, ADIOs will enroll in the HQ AFSPC/ INOU ADIO Training and Certification Program and work with parent wing or group for administrative support. ADIOs will also serve as a member of the unit installation Threat Working Group IAW AFI 10-245, *Air Force Antiterrorism (AT) Standards*. ADIOs may use local area intelligence resources, where available, to supplement the unit intelligence program.

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.

1.1.3.3. (AFSPC) Utilize JDS to update SIIs or work through your chain of command, who will advocate, define and coordinate your unit intelligence dissemination requirements.

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

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

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

1.1.3.6. (AFSPC) Ensure required SIDL document URLs are hot-linked and book-marked. Check quarterly to ensure accuracy of URLs. If a unit can access a required document through the use of INTELINK or SIPRNET, there is no AFSPC requirement to maintain a hard copy. It is recommended, however, that a minimum of SIDL reference materials be

maintained in hard copy or CD-ROM for ease of reference and to preclude computer failure. When URL's are used, ADIOs will pass those bookmarks to incoming ADIOs.

1.1.3.7. (Added-AFSPC) Coordinate intelligence dissemination requirements and Geospatial Information and Services (GI&S) requirements with parent wing or group.

1.1.4. (Added-AFSPC) Intermediate Unit Intelligence Responsibilities (where applicable). The Space Warfare Center (SWC) and the Space and Missile Systems Center (SMC) are DRUs to HQ AFSPC. 14 AF and 20 AF are the senior warfighting echelons and conduct space and missile operations through their respective Space Operations Center (SOC) and Missile Operations Center (MOC). Direct coordination/skip-echelon intelligence support between NAFs and USSTRATCOM is not authorized during peacetime or exercise operations. Direct coordination/skip-echelon intelligence support between NAFs and USSTRATCOM is authorized only during crisis, contingency or war. HQ AFSPC is the Air Force service component for Space/ICBM forces. AFSPC/CC serves as the Commander, Air Force Forces (AFFOR) for space and ICBM forces. The DRUs/NAFs will, as appropriate:

1.1.4.1. (Added-AFSPC) Provide the core intelligence staff, planning and support for situational awareness and staff operations. Apply the principles of Intelligence Preparation of the Battlespace (IPB) to facilitate planning IAW AFP 14-118, *Aerospace Intelligence Preparation of the Battlespace.* The NAF Senior Intelligence Officer (SIO), as available, will directly task the SOC or MOC intelligence personnel for required information. The SIO, when designated as the SPACEAF/A-2, will task the 614 SIS or 9 SOPS intelligence personnel for direct support during contingency, crisis, exercise or war situations.

1.1.4.2.(Added-AFSPC) Ensure analytical, collection management and targeting support are keyed to unit tasking.

1.1.4.3. (Added-AFSPC) Review OPLANs/CONPLANs and prepare the Intelligence Annex to supporting plans to execute operations and contingency employment options. Establish information requirements (Essential Elements of Information or Priority Intelligence Requirements) in support of unit mission as identified in tasked war plans.

1.1.4.4.(Added-AFSPC) Manage intelligence dissemination requirements, intelligence documents, reference materials and intelligence library. Ensure Statement of Intelligence Interest (SII), consisting of unit mission and Intelligence Functional Code requirements, is current in the DIA Joint Dissemination System (JDS) database, which is resident on INTELINK and SIPRNET. DRUs and NAFs may access JDS to review and update SII requirements. HQ AFSPC/INOU CDM will validate. All subordinate wing and unit SIIs are available on JDS for NAFs to review, as required.

1.1.4.5. (Added-AFSPC) The NAF is the initial point of contact for wing and unit PR submissions and other information for unit and force-level intelligence requirements. Pre-coordination of requirements with Production Center(s) is authorized; however, all pre-coordinating data needs to be referenced in the subsequent COLISEUM PR, which must be processed through HQ AFSPC/INOU. NAFs have first right of refusal and may contact HQ AFSPC/INOU for assistance, as required. SPACEAF/A2 through the SOC or its Space Intelligence Squadron and 20 AF under Task Force-214 may submit operationally hot PRs and RFIs directly to USSTRATCOM Joint Intelligence Center (STRATJIC) Validation Office. Hot PRs are those that require an answer in less than 96 hours from time of initial

request to customer satisfaction. These must be documented in COLISEUM after the fact and/or as soon as practical. HQ AFSPC/INOU will process less time-sensitive PRs, including all Title X requirements addressing acquisition and training-related tasks and programs.

1.1.4.5.1. (Added-AFSPC) DRUs will submit PRs directly into COLISEUM for processing through HQ AFSPC/INOU, who will coordinate and track. Skip-echelon tasking to national agencies is not authorized. DRUs, however, are authorized to submit PRs and RFIs directly to STRATJIC in time-sensitive situations.

1.1.4.5.2. (Added-AFSPC) NAFs and DRUs will ensure future space control requirements are vetted through the HQ AFSPC/INXY Space Control Mission Team.

1.1.4.6. (Added-AFSPC) Ensure NAF personnel are familiar with wing and subordinate unit support requirements. Assist units in identifying, validating and processing dissemination, production and collection requirements.

1.1.4.6.1. (Added-AFSPC) Conduct wing SAVs to provide an overall objective look and to ensure adequate resources for mission accomplishment.

1.1.4.7. (Added-AFSPC) Advocate wing and unit intelligence systems requirements to HQ AFSPC/INXI for assistance in procurement of sufficient systems to meet mission requirements.

1.1.4.8. (Added-AFSPC) Assist with subordinate unit operational exercises. Ensure operations and message traffic procedures, along with threat advisory support requests, are coordinated prior to exercise.

1.1.4.9. (Added-AFSPC) Administer the HQ AFSPC/IN ADIO Training and Certification Program at wings without full-time intelligence staffs. Provide training materials to newly appointed ADIOs, track certification and perform final evaluation, as required. HQ AFSPC/INOU and wing intelligence staffs with additionally assigned ADIOs may also assist in providing ADIO training program materials and evaluations. Parent NAF or wing will provide wing-level ADIO certification recommendations to HQ AFSPC/INOU.

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. (AFSPC) External training in support of contingency, crisis and wartime taskings is required at NAFs, wings and squadrons with full-time intelligence resources. Intelligence staffs will develop a training initiative for collocated space and missile crews and those space and missile personnel that are deployed in support of mission taskings. Training should include crew information requirements, situational awareness, threat briefings, supporting intelligence data and available intelligence resources.

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).

2.1.2.1.1. (Added-AFSPC) Intelligence personnel should sit crew duty, when possible, so that they can develop a familiarity and methodology for providing an adequate external training program.

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.

2.1.2.2.4. (Added-AFSPC) The SIO at AFSPC wings will serve as the external intelligence training program manager. NAFs and Intelligence squadrons will appoint in writing an external intelligence training program manager to oversee program execution.

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

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

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

2.1.2.5.1. (Added-AFSPC) AFSPC units will provide training on items 1 through 4 referenced above, as applicable.

2.1.2.5.2. (Added-AFSPC) Wing and operational site ADIOs, who are normally staff personnel or members of space and missile crews, will be responsible for intelligence familiarization to site operational crews.

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

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

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

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

2.1.2.8.1.1. Code of Conduct training

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

2.1.2.8.1.3. Evasion Plan of Action (EPA) preparation

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

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

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

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

2.1.2.10.1. (Added-AFSPC) AFSPC units will use AFTTP 3-1 and other documents identified in the AFSPC SIDL as primary training references.

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

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

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

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

2.1.3. Operational Squadron Intelligence personnel responsibilities:

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

2.1.3.2. Attain certification for instructing prior to conducting training.

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

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

2.2. (AFSPC) Internal training is required for all DRU, NAF, wing and squadron personnel with Intelligence AFSCs. Ensure training is accomplished using AFSPCI 14-0102, *Command Intelligence Personnel Training Program (CIPTP)*. **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. Design the program to ensure personnel are assigned and certified on specific tasks and duties, in addition to the five intelligence core competencies.**

2.2.1. MAJCOM responsibilities:

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

2.2.1.2. (Added-AFSPC) Provide oversight and training of intelligence participation in unit force protection working groups.

2.2.2. Wing/group SIO responsibilities:

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

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

2.2.2.2.1. (Added-AFSPC) HQ AFSPC does not require the internal training program manager to be appointed in writing.

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

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

2.2.2.5. 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.

2.3.2.3. 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. (AFSPC) AFSPC DRUs, NAFs, wings and squadrons will consolidate training requirements for all assigned intelligence personnel. Wings will submit unit and wing training requirements to parent NAF. NAFs will provide an annual consolidated NAF, wing and squadron Formal Training Requirements Package to the AFSPC Command Training Manager, HQ AFSPC/INFT. DRUs will submit directly to HQ AFSPC/INFT. Failure to provide the required information prevents the command from programming and budgeting required resources. Submit training requests as soon as the requirement has been identified. All units will use AF Form 3933, MAJCOM Mission Training Request, to request specific training slots.   Unit personnel may work directly with the Command Training Manager (HQ AFSPC/INFT) for specific course training. ANG units will submit training requirements 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.

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

2.4.1.3. (Added-AFSPC) HQ AFSPC/INFT is responsible for establishing command intelligence training policy, developing a command training plan, assisting units in obtaining and developing training which is required, but not locally available, validating training requirements and ensuring command intelligence personnel are familiar with training opportunities and deficiencies. Normally, units will be responsible for funding their own training once personnel have arrived on station.

2.4.1.4. (Added-AFSPC) HQ AFSPC/INFT will develop and maintain an Intelligence Formal Training Unit (IFTU) course to provide specialized substantive space intelligence training related to primary jobs in order to fill in gaps from basic intelligence training. This three-week course, taught at the SCI-level, is AFSPC-funded and will be offered three to four times annually by HQ AFSPC/IN at Peterson AFB, Colorado. The IFTU course is

available to unit ADIOs; however, personnel holding primary intelligence AFSCs have priority placement. HQ AFSPC/INFT also offers a mobile two-week IFTU version, which will travel to units for in-house training.

2.4.2. Wing/group SIO responsibilities:

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

2.4.3. Operational Squadron Intelligence personnel responsibilities:

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

2.5. Intelligence Oversight Program. All active duty, Air Force Reserve, Air National Guard (when in federal status) and civilian personnel assigned to intelligence units or staffs, regardless of specialty, will be familiar with and adhere to the provisions of DoD 5240.1-R, *Procedures Governing the Activities of DoD Intelligence Components that Affect United States Persons*, AFI 90-201, *Inspector General Activities,* and AFI 14-104, *Conduct of Intelligence Activities*. Contractor personnel, if engaged in intelligence activities, and TDY personnel will also be familiar with and adhere to the publications cited.

2.5. (AFSPC) HQ AFSPC ADIOs engaged in unit intelligence activities will also be familiar with and adhere to the publications cited.

2.5.1. (Added-AFSPC) HQ AFSPC/INOU will implement and monitor the Command Intelligence Oversight program for HQ AFSPC, DRU, NAF, wing, and squadron intelligence personnel. Specific guidance is provided in AFI 14-104, *Oversight of Intelligence Activities*.

2.5.2. (Added-AFSPC) DRUs, NAFs and Wings will appoint Intelligence Oversight Monitors in writing to HQ AFSPC/INOU. Monitors will provide appropriate training within their organization and subordinate units. Wing-level ADIOs will also serve as the Wing Intelligence Oversight Monitor. Squadron-level personnel providing additional duty intelligence officer functions must be aware of this program and will be trained/orientated by their parent Wing or NAF.

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.

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.

3.1.1.2. (Added-AFSPC) HQ AFSPC/INFP, Personnel/Manpower, will be the Functional Area Manager (FAM) for Aerospace Expeditionary Force (AEF) deployments. As the MAJ-COM FAM, INFP will be responsible for posturing intelligence AFSCs into deployable Unit Type Codes (UTCs) that are tasked to support real world and contingency requirements. This process involves implementing Air Staff guidance, reviewing UTC availability based on unit capability, validating the accuracy of each sourced UTC requirement and approving or disapproving reclama actions. HQ AFSPC/INFP will coordinate this process and resolve potential problems through the AEF Center, HQ AFSPC/XPF, unit organization(s) and the MPF's Personnel Readiness Unit. (*NOTE:* Not applicable to ANG units.)

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.

3.1.2.1. (AFSPC) Prepare the Intelligence annex for wing support plans to execute operations and contingency employment options; coordinate annexes with parent NAF.

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.

3.1.2.5. (Added-AFSPC) Establish wing information requirements (Essential Elements of Information or Priority Intelligence Requirements) in support of the unit mission as identified in tasked war plans.

3.2. Exercise Planning.

3.2.1. Wing/group SIO responsibilities:

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

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

3.3. Mobility and Reception.

3.3.1. MAJCOM responsibilities:

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

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

3.3.1.3. Provide list of minimum requirements for mobility equipment.

3.3.2. Wing/group SIO responsibilities:

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

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

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

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

3.3.2.5. 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.

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

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

3.3.3. Operational Squadron intelligence personnel responsibilities:

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

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

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

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

3.4. Cross Servicing During Deployment.

3.4.1. Civil Reserve Air Fleet (CRAF) Support: The CRAF is a Department of Defense and Department of Transportation program designed to augment Air Mobility Command organic mobility resources during times of crisis. The basic authority for CRAF is contained in EO 11490, *Assigning Emergency Preparedness Functions to Federal Departments and Agencies*, and incremental stage definitions are in DoD 3020.36-P, *Master Mobilization Plan*. When CRAF is activated, the crews and aircraft are under mission control of AMC and function as a part of the total AMC airlift forces.

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

3.4.1.2. CRAF crew access to information is based strictly on need-to-know considerations and verification of CRAF status. Verification will be confirmed with the flight release form, plus company identification card and/or Geneva Convention card.

3.4.1.3. The level of information disclosed is restricted to collateral SECRET and below. Transient (enroute) CRAF aircrews can receive only oral and visual briefings -- they are not allowed to obtain hard or soft copy documentation.

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

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

3.4.2. Civilian carrier support to DoD missions: Civilian carriers are frequently contracted to augment DoD organic resources, without CRAF activation. This process allows the DoD to meet mobility requirements.

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

3.4.2.2. Civilian crew access to information is based strictly on need-to-know considerations and verification of DoD mission assignment. Verification is the responsibility of the AMC/Threat Working Group. Confirmation will be accomplished by checking the AMC Secure Launch List to ensure there is a valid DoD mission being accomplished by the carrier.

3.4.2.3. The level of information disclosed is restricted to collateral SECRET and below. Enroute commercial aircrews can receive only oral and visual briefings--they are not allowed to obtain hard or soft copy documentation.

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

3.5. Host Support to Transient Units.

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

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

Chapter 4

EMPLOYMENT/SUSTAINMENT

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

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

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

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

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

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

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

4.1.1.6. Ensure quality control of intelligence mission folder data.

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

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

4.2. Briefing Support.

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

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

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

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

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

4.3. Debriefing and Reporting.

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

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

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

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

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

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

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

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

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

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

4.4. Evasion and Recovery (E&R). For units with an assigned SERE specialist (1T0X1), 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.

4.4.1.4. 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 ISO-PREP will retain the DD Form 1833 until it is determined the safety investigation board does not require the forms to aid in the identification of the remains. If the forms are not required, they will be destroyed. If required, the physical description information contained on the ISOPREP will be declassified and accountability transferred to a senior member of the investigation team or board

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

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

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

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

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

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

4.6.1. Intelligence support to mission planning

4.6.2. Order of Battle Displays

4.6.3. Briefing procedures

4.6.4. Debriefing procedures

4.6.5. Reporting

4.6.6. Automated Intelligence Systems

4.6.7. Force Protection

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

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

4.7.1. (Added-AFSPC) While HQ AFSPC Intelligence personnel need to be familiar with the Operations Security and Tactical Deception disciplines and may serve on working groups, Intelligence personnel at AFSPC ICBM wings should not serve as primary leads for their units. These functions need to be assigned to personnel with knowledge of unit operations and appropriate rank in order to make appropriate operational recommendations to the senior leadership.

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.

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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