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Intelligence

**INTELLIGENCE PRODUCTION AND
APPLICATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 14-1, *Air Force Intelligence Planning and Operations* (previously AFPD 14-2). It describes how to prepare, staff, validate, and administer production and applications requirements to ensure timely and accurate intelligence support to warfighters, force modernization organizations, and policy makers. If you use this AFI, see the referenced Defense Intelligence Agency (DIA) guidance, AFPD 14-1, and AFI 14-series.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFPD 14-1; defines the Air Force implementation of the Department of Defense Intelligence Production Program (DoDIPP); and standardizes the Air Force process for submitting and satisfying production and application requirements. Reporting requirement “HAF-INX(M)9374, Prioritized Compilation of Applications Requirements” using DD Form 1497, is no longer applicable and is canceled. A | indicates revisions from the previous edition.

Section A— Beginning the Requirements Process

1. Defining the Requirements Process. The demand for intelligence production has increased dramatically since the end of the Cold War, while intelligence resources required to support the Air Force Global Engagement mission have been significantly reduced.

1.1. Manpower reductions and intelligence agency consolidations have dictated the need to eliminate both analytical duplication and initiative production. In this era of fiscal restraint, it is imperative that Air Force intelligence production and application centers expend their efforts based solely on validated customer requirements. The Air Force has implemented an intelligence production management program based on the Department of Defense Intelligence Production Program (DoDIPP) process.

1.2. This instruction provides Air Force customers with a simple, single format and process to articulate intelligence production and application requirements, regardless of whether the requirement is satisfied by DoDIPP or an Air Force application center.

2. Submitting Production Requirements. Air Force customers requiring intelligence production or application will submit a Production Requirement (PR) in the format specified in attachment 2. The term “Production Requirement”, as used in this instruction refers to a requirement that generates either intelligence production or the application of previously produced intelligence.

2.1. Forward the PR through your chain-of-command for review and command approval. Air Force customers requesting production under Title X (train, organize, and equip) will submit the PR through Air Force channels to their MAJCOM/IN.

2.2. The MAJCOM/IN will submit the PR to HQ AIA/DO for validation.

2.3. Air Force customers submitting a PR in support of Unified Command tasking will submit the PR through their component chain-of-command to the Unified Command/J-2 for validation.

2.4. Each echelon will review the PR, ensuring the intelligence requested is required to meet mission taskings and complies with the specified format.

3. Production Requirement Validation. HQ AIA/DO will validate all Air Force Title X production and application requirements and assign those requirements to the appropriate production or application center for satisfaction based on established production responsibilities.

4. Production and Application Center Process. Air Force production and application centers will produce intelligence products, applications, and services based solely on customer requirements and validated in accordance with this instruction.

4.1. The tasked center will:

4.1.1. Within 20 working days after production requirement assignment, contact the customer via phone, message, fax, e-mail, or other documented means and provide as a minimum: name, office symbol, phone/fax number, e-mail address of analyst of primary responsibility for satisfying customer defined requirement.

4.1.2. The analyst will clarify with the customer all aspects of the production requirement to assure full knowledge and understanding of the requirement to include content, product classification, media, format, due date(s), etc.

4.2. The Production Center Response (PCR). The center will prepare and present/provide an interim PCR (attachment 3) to the customer (fax, e-mail, mail) with sufficient detail to permit customer acceptance, rejection, or modification of PCR.

4.2.1. The center will submit copies of PCRs to HQ AIA/DO concurrent with provision to customer.

4.2.2. PCRs will be completed in 20 working days in accordance with DoDIPP standards. If a PCR has not been sent to the customer within 60 calendar days, the issue will be submitted to NAIC/CC for resolution/disposition.

4.2.3. During the PCR process, the center will discuss any requirement or portion of requirement that will not be fully satisfied with the customer. This negotiation process and the portion of the requirement that will not be satisfied will be documented in the “comments” section of the Community On-Line Intelligence System for End Users and Managers (COLISEUM) PR record, indicating the date and name of the approving authority. COLISEUM is the DoD-approved migration intelligence system for documenting, validating, assigning, and tracking production and application requirements. See section B, para 4 for a complete explanation of COLISEUM.

Section B— The Production Process

5. Production. Air Force production and application centers will produce the required intelligence products, applications, and services as agreed upon in the customer accepted PCR. The customer must agree to any changes to the content, format, media, classification, or releasability of the product after PCR acceptance. Document such changes in the “comments” section of the COLISEUM PR record indicating the date and name of the approving authority (customer).

6. Production Completion/Due Date. Product due date is defined as the due date stated in the PCR, as accepted by the customer. The customer must agree to proposed changes in due dates. Document due date changes in the “comments” section of the COLISEUM PR record indicating the date and name of the approving authority.

7. Production Dissemination. Air Force production and application centers will ensure expedient delivery of intelligence products, applications, and services to the customer.

7.1. Digital dissemination. Consistent with DoD policies, dissemination will be accomplished digitally, providing virtual access to intelligence products, applications, and services regardless of the location of either the producer(s) or the user(s).

7.1.1. The primary dissemination method will be INTELINK (collateral and/or SCI), with CD-ROM, other magnetic media, and hardcopy as secondary media/methods.

7.1.2. Digital dissemination significantly reduces costs and time delays, placing time-sensitive intelligence at the fingertips of customers. Further, updates can be accomplished in a matter of minutes as new collection and analysis are performed, particularly in crisis, contingency, or conflict.

7.2. Production and applications centers and Air Force customers must acquire the requisite communication and computer equipment consistent with DoD-directed architectures (e.g., JIVA) to assure timely access to intelligence products, applications, and services.

8. COLISEUM. Forward PRs through the chain of command through the most expedient means (e.g., fax, e-mail); however, enter them into the COLISEUM data base prior to submission to either the Air Force or unified command Validation Office.

8.1. COLISEUM is the DoD-approved migration intelligence system for documenting, validating, assigning, and tracking production and application requirements.

8.2. The COLISEUM data base contains all DoD production requirements, providing customers and centers access to the full spectrum of intelligence production requirements and the current status of those requirements.

8.3. Air Force customers should acquire access to COLISEUM to expedite production and application requirement submission, validation, and assignment.

9. Customer Production Requirement Prioritization. To the maximum extent possible, Air Force production and applications centers will incorporate customer-stated priorities into their production schedules. All Air Force (HQ AIA) validated production requirements will contain a numeric priority within a range of 1.00 to 4.00, with 1.00 being the top priority. The center will apply DoDIPP-approved prioritization tools provided by other services or unified command validation offices as appropriate. Centers will factor customer priorities into fact-based decision making regarding reallocation of analyst resources, AIA Form 89 submission, and deferment of production because of resource constraints.

Section C— The Customer

10. Customer Satisfaction (Requirements Satisfaction). Air Force production and application customers are encouraged to provide feedback on requirement satisfaction for each tasked PR using the customer feedback screen in COLISEUM. Use attachment 4 for general guidance.

11. Production reviews. HQ AIA will conduct one production review annually to assess performance levels for each Air Force production and applications center.

12. REACHBACK.

12.1. Some air intelligence products, applications, and services may be unavailable in the Area of Responsibility (AOR) to Air Force units operating under a Unified Commander. Use REACHBACK to obtain such needed products, applications, and services.

12.2. *REACHBACK Tactics, Techniques, and Procedures (TTP)* details the Unified Command-approved procedures for employing REACHBACK. Contact the HQ AIA Information Operations Center (IOC), Kelly AFB, TX, to take advantage of REACHBACK.

12.3. The HQ AIA IOC is the single point of entry for Air Force units accessing REACHBACK capabilities.

Section D— Responsibilities

13. In General. Air Force units/organizations will:

13.1. Ensure mission intelligence needs are translated into actionable production requirements.

13.2. Review existing intelligence products, applications, and services to ensure the requirement cannot be satisfied with existing intelligence.

13.3. Prioritize production requirements using a command-level approved model.

13.4. Comply with procedures outlined in this instruction for submitting production requirements.

13.5. Provide timely response to production center requests for requirement clarification, PCR negotiation, and customer satisfaction.

14. NAF & MAJCOM IN. Numbered Air Forces (NAF)/Major Command (MAJCOM) IN will:

- 14.1. Ensure the synergistic integration of intelligence into operations.
- 14.2. Ensure that production requirements support tasked missions of subordinate units.
- 14.3. Ensure that production requirements meet basic quality standards for completeness.
- 14.4. Track the status of production requirements and provide their status to subordinate units.
- 14.5. Assist subordinate units in obtaining access to COLISEUM and INTELINK as appropriate.
- 14.6. Approve and forward production requirements to the validation office (AIA for Title X, Unified Command for all others, with an info copy to HQ AIA/DO).
- 14.7. Ensure timely, quality customer satisfaction assessments by subordinate units.
- 14.8. Develop and submit a customer prioritization model to HQ AIA/DO for approval.
- 14.9. Supplement this instruction to define command/NAF specific procedures.

15. HQ AIA/DO . HQ Air Intelligence Agency/DO will:

- 15.1. Respond to Air Staff direction.
- 15.2. Provide intelligence products, applications, and services to warfighters, force modernization, and policymakers through all phases of conflict.
- 15.3. Validate and task all Air Force production and application requirements.
- 15.4. Act as the SIO for Air Staff and its DRUs for production requirements.
- 15.5. Process all production requirements for classified Air Force activities.
- 15.6. Track all Air Force production requirements.
- 15.7. Conduct annual production reviews.
- 15.8. Train and support MAJCOM intelligence production requirement offices.
- 15.9. Measure customer (requirement) satisfaction.
- 15.10. Report production metrics to Air Staff semi-annually.
- 15.11. Advocate and champion the automation of production management systems (e.g., COLISEUM) and virtual production/dissemination systems (e.g., JIVA) for the Air Force.
- 15.12. Program AIA resources to ensure Air Force production and application centers provide timely, tailored, quality intelligence products, applications, and services across the spectrum of conflict.

16. NAIC . The National Air Intelligence Center will:

- 16.1. Produce intelligence products, applications, and services as tasked by HQ AIA/DO and other DoDIPP validation offices.
- 16.2. Comply with procedures outlined in this instruction.

16.3. Program resources to optimize the use of virtual production/dissemination systems that are JIVA compliant.

| 17. AFIWC . The Air Force Information Warfare Center (AFIWC) will:

17.1. Produce intelligence products, applications, and services as tasked by HQ AIA/DO.

17.2. Comply with procedures outlined in this instruction.

17.3. Program resources to optimize the use of virtual production/dissemination systems that are JIVA compliant.

| 18. HQ USAF/XOI . HQ U.S. Air Force/XOI will:

18.1. Formulate and establish policy for Air Force intelligence production.

18.2. Advocate Air Force concerns and positions within national forums.

18.3. Conduct program evaluations to assure that production and application processes and systems are providing the most effective support to Air Force requirements.

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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

NOTE:

The user of this instruction is responsible for verifying the currency of the cited publications.

Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms

Joint Publication 2.0, Joint Doctrine for Intelligence Support to Operations

AFDD 50, Air Force Intelligence Doctrine

AFPD 14-1, Air Force Intelligence Planning and Operations

DoD-0000-151-94, Department of Defense Intelligence Production Program (DoDIPP)

DoD-0000-151A-96, DoDIPP: Production Responsibilities

DoD-0000-151B-YR, DoDIPP: Production Priorities

DoD-0000-151C-95, DoDIPP: Production Procedures

DoD-0000-151E-96, DoDIPP: Special Production Programs

REACHBACK: Tactics, Techniques, and Procedures

Abbreviations and Acronyms

AFIWC—Air Force Information Warfare Center

AIA—Air Intelligence Agency

Air Staff—Headquarters Air Force staff

CD-ROM—Compact Disc - Read Only Memory

COLISEUM—Community On-Line System for End Users and Managers

DIA—Defense Intelligence Agency

DoD—Department of Defense

DoDIPP—Department of Defense Intelligence Production Program

DRU—Direct Reporting Unit

INTELINK—Classified INTERNET for intelligence information

IOC—Information Operations Center

JAC—Joint Analysis Center

JIC—Joint Intelligence Center

JIVA—Joint Intelligence Virtual Architecture

LTOIV—Last time of intelligence value

MAJCOM—Major Command
NAF—Numbered Air Force
NAIC—National Air Intelligence Center
POC—Point of Contact
PCR—Production Center Response
PR—Production Requirement
SCI—Sensitive Compartmented Intelligence
SIO—Supporting Intelligence Office
TTP—Tactics, Techniques, and Procedures
VO—Validation Office

Terms

Intelligence—The product resulting from the collection, processing, integration, analysis, evaluation, and interpretation of available information concerning foreign countries, adversaries, or potential adversaries.

Intelligence Application—The direct extraction and tailoring of information from an existing foundation of intelligence and near-real-time reporting in support of validated requirements. It is focused on and meets specific, narrow requirements.

Intelligence Dissemination—The timely distribution of intelligence to the requester in the customer defined format and media to satisfy validated requirements.

Intelligence Production—The integration, evaluation, analysis, and interpretation of information from a single or multiple sources into finished intelligence for known military and related national security consumer requirements.

Need—A customer statement of the intelligence or information necessary to accomplish a mission.

Production Center Response—A tendered contract between the production or application center and the customer. A PCR states what is to be produced, what media, frequency of production, target production date, and product classification/releasability. (See attachment 3)

Production Requirement—Validated and formatted documentation of a customer's intelligence requirement used the production/application community to satisfy a customer's requirement. (See attachment 2)

REACHBACK—The process of obtaining air intelligence products, services, and applications that are unavailable in the Area of Responsibility (AOR), or through the chain of command, from Air Force intelligence organizations.

Requirement—A command approved, formatted request for intelligence activity which responds to one or more customer needs.

Supporting Intelligence Office (SIO)—An office designated to provide intelligence to a customer and generally in the customer's chain-of-command. The SIO conducts the final chain-of-command review of a PR prior to submission to the Validation Office (VO). In most cases, this is the MAJCOM senior intelligence officer, the Numbered Air Forces (NAF) for Air Combat Command (ACC) units, and the Air

Intelligence Agency (AIA) for Air Staff, its Direct Reporting Units (DRU), and classified Air Force activities.

Attachment 2

PRODUCTION REQUIREMENT (PR) FORMAT

A2.1. Production Number: A 12 character alpha numeric number that uniquely identifies a production/application requirement. The first four characters are the customer's SII account number (followed by a hyphen), the next two characters are the fiscal year of submission (followed by a hyphen), and the last four characters are a "one up sequence" for production requirements submitted in the fiscal year (e.g. E001-97-0001)

A2.2. Subject: A short descriptive title, UNCLASSIFIED whenever possible.

A2.3. Customer: Name, organization, mailing address, electrical message address, e-mail address, commercial and DSN phone and fax numbers of the customer.

A2.4. Date of request: YYMMDD

A2.5. Date product required: YYMMDD (Include LTOIV in YYMMDDHHMMZ as required)

A2.6. Form and frequency of response:

A2.6.1. Media of product (e.g., message, INTELINK, CD-ROM, data base, etc.)

A2.6.2. Frequency (e.g., one time, biennially, etc.)

A2.6.3. Classification and releasability of product

A2.7. Statement of requirement: Begin with an executive summary (50 words or less) defining the production/application requirement. As necessary, use subsequent paragraphs to amplify the requirement. Identify and prioritize the country(ies) of interest, as well as all other lists relative to the PR (e.g., critical technologies). Identify any requirements for interim product deliveries. Identify intended "end use" of the product when possible. Identify all significant impacts to mission accomplishment if the requested product is not produced. At the conclusion, reference all appropriate Program Management Directives (PMD), System Threat Assessment Reports (STAR), System Threat Assessments (STA), Intelligence Support Plans (ISP), other related documents, any superseded PR, and intelligence products reviewed.

A2.8. Administrative comments: Include customer prioritization using approved scale (e.g., 1.0 to 4.0, where 1.0 is high and 4.0 is low in priority). Add additional administrative comments as required.

A2.9. Security classification: The overall classification of the PR. Ensure that individual paragraph classification markings are included in the PR as applicable.

A2.10. Supporting Intelligence Office: Organization, address, mailing address, electrical message address, e-mail address, commercial and DSN phone and fax numbers, and POC.

Attachment 3

PRODUCTION CENTER RESPONSE (PCR) FORMAT

A3.1. Production Number: Use the customer's PR number (e.g. E001-97-0001).

A3.2. Subject: Use the customer's PR subject.

A3.3. Product Priority: List customer's stated numeric priority and the COLISEUM derived priority.

A3.4. Product:

A3.4.1. Subject

A3.4.2. Abstract

A3.4.3. Product Media

A3.4.4. Frequency

A3.4.5. Target dissemination date

A3.4.6. Target audience (narrative description)

A3.4.7. Classification and releasability of product

A3.4.8. AOR (Unified Command area of responsibility)

A3.4.9. Country(ies)

A3.4.10. Product Identification Code

A3.5. Collaborative Production Center(s): List all collaborative production/application centers that will provide input, what the input will include (in general terms), and when the input should be provided to the primary production/application center.

A3.6. PCR classification: The overall classification of the PCR. Ensure that individual paragraph classification markings are included in the PCR as applicable.

A3.7. VO: The assigning Validation Office.

A3.8. Production POC: Name, organization, mailing address, electrical message address, e-mail address, commercial and DSN phone and fax numbers of the primary production center point of contact.

Attachment 4

CUSTOMER SATISFACTION (REQUIREMENT SATISFACTION)

Areas for evaluation

1. Timeliness
2. Objectivity
3. Usability
4. Readiness
5. Completeness
6. Accuracy
7. Relevance

Rating values (scale from 0-6)

0. Totally unacceptable
1. Poor
2. Marginal
3. Fair
4. Good
5. Excellent
6. Outstanding