BY ORDER OF THE SECRETARY OF THE
AIR FORCE

AIR FORCE INSTRUCTION 14-106

1 MARCH 1994

Intelligence

INTELLIGENCE EDUCATION, RESEARCH,
AND TRAINING PROGRAMS (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 14-1, *Intelligence Management*. It explains how to apply for and take part in Air Force and other Defense Intelligence Community agencies' education, research, and training programs. This instruction does not address the award of intelligence Air Force specialty codes (AFSC) or formal skill-enhancing training.

This publication requires collecting and maintaining personal information protected by the Privacy Act of 1974. The authority is Title 10, United States Code, Section 8013. System of records notice F030 AF A applies.

Attachment 1 lists the abbreviations, acronyms, and terms used in this instruction.

SUMMARY OF REVISIONS

This is the first publication of AFI 14-106. It aligns with AFPD 14-1. It deletes background information and streamlines the information on the Postgraduate and Undergraduate Intelligence Programs.

Chapter 1

RESPONSIBILITIES

1.1. HQ USAF/IN (Assistant Chief of Staff, Intelligence [ACS/I]). ACS/I establishes policy for and nominates or makes final selection of Air Force intelligence personnel to take part in intelligence education, research, and training programs.

1.2. HQ USAF/INR (Directorate of Resource Management). HQ USAF/INR sets policy, provides guidance, and establishes procedures for management and execution of intelligence education, research, and training programs. HQ USAF/INR, with other applicable organizations, approves eligibility and selection criteria for each program. They, or their designated representative, chair all selection boards convened to evaluate each nominee against established criteria and to ensure the selection of the best qualified candidates.

1.3. HQ AIA/DPAT (HQ Air Intelligence Agency, Personnel Training and Education Branch).

HQ AIA/DPAT administers Air Force intelligence education, research, and training programs. This branch:

- Identifies training requirements, develops eligibility and selection criteria, and establishes application format and submission procedures.
- Publicizes established programs, solicits applications, designates the appropriate format for applications, and processes nomination applications.
- Notifies trainees of their selection and advises them of their responsibilities in the program (security clearances, traveling requirements, reporting, etc.).
- Ensures that each individual selected to take part in intelligence education, research, or training programs is assigned a project monitor, as required.
- Assesses the benefits of intelligence education, research, and training programs and recommends improvements to program sponsors for enhancing program values.

1.4. Command Senior Intelligence Officer (SIO). The SIO or equivalent reviews and validates applications from his or her command's intelligence personnel to take part in applicable intelligence education, selected training, and research programs.

1.5. Applicant. Applicant completes application packages according to instructions provided by AIA/ DPAT for each program. Once selected, the nominee complies with program administrative procedures established by AIA/DPAT.

1.6. Project Monitor:
- Acknowledges receipt and understanding of project monitor duties distributed by AIA/DPAT.
- Advises the trainee of the full scope of the training program, to include the support provided and any administrative actions required of the trainee.
- Prepares officer performance reports, enlisted performance reports (EPR), civilian performance appraisals, and training reports, as required, throughout the program.

- Removes the trainee from the program if he or she fails to maintain progress or engages in actions incompatible with the approved training program.

Chapter 2

DCI EXCEPTIONAL INTELLIGENCE ANALYST PROGRAM

2.1. General Information. The Director of Central Intelligence (DCI) established this program to help a select group of intelligence analysts broaden their skills, thereby enabling them to deal with an increasingly complex and demanding global environment. The DCI sponsors this program to provide analysts with the maximum latitude in conducting professional enrichment projects around their own interests and skills. The nominating command or field operating agency (FOA) provides military and civilian training billets for this program. The Community Management Staff (CMS) budget identifies funding for this program, to a maximum per selectee, for all temporary duty (TDY) travel, tuition, books, and incidental costs allowed. However, the CMS budget will not fund computer software or hardware. The program supports individually tailored research and study plans encompassing a relevant discipline, including graduate studies in the United States or abroad or temporary assignment to another US government agency. Trainees should complete their projects within 1 year. They prepare quarterly reports to document their activity and to permit the project monitor to evaluate their progress within the program. The trainee submits research projects, data bases, and reference files at the end of the program, along with a comprehensive final report, to the CMS Staff, with a copy to AIA/DPAT.

2.2. Program Eligibility. This program is open to all career civilian and military intelligence officers considered by their sponsoring agency to be individuals of high potential but not past mid career stage (GS-9 to GS-15, and 0-3 to 0-5). Members entering this program must:

- Have experience in, and commitment to, the analysis function of intelligence and currently be involved in intelligence analysis.

- Agree to remain in the intelligence field, as prescribed in AFI 36-401, *Civilian Training and Development* (formerly AFRs 4-10 and 40-418) or AFI 36-2107, *Active Duty Service Commitments* (formerly AFRs 36-51, 36-94, and 39-18), either with their sponsoring agency or another agency within the national Intelligence Community (IC).

- Have the agency sponsoring study program recommend them.

2.3. Program Application. Interested persons must submit applications through their command SIO, or equivalent, to AIA/DPAT, using the application format at **Attachment 2**. AIA/DPAT must receive applications no later than 31 August of the fiscal year (FY) preceding that of desired study.

2.4. Program Selection. A HQ USAF/INR-chaired selection board composed of field grade intelligence officers reviews and evaluates applications. This board then recommends nominees to the ACS/I for final selection and recommendation for nomination to the DCI. Applicants compete against each other. There will be no specific quotas for IC agencies and the number of selectees will not exceed 20 IC-wide per year. The Board judges all proposed projects based on how well applicants address these concerns in their proposals:

- Will the proposal outlined by the individual applicant significantly enhance the applicant's value as a career intelligence analyst?

- Will the proposal constitute a significant contribution to the mission of the Intelligence Community?

- Does the proposal contribute to the Community's capability to provide cogent intelligence analysis in a changing world environment?

- Does the proposal relate its objective to future national intelligence needs?

Chapter 3

JOINT MILITARY INTELLIGENCE COLLEGE (JMIC)

3.1. General Information. The JMIC offers military and civilian personnel working in intelligence or intelligence-related specialties the opportunity to enroll in undergraduate or graduate-level study. The college is in the Defense Intelligence Analysis Center on Bolling AFB, Washington, DC. Additional campuses are at Wright-Patterson AFB, Ohio, with the National Air Intelligence Center; and Fort George G. Meade, Maryland, with the National Security Agency. Areas of study include methods of intelligence research, the intelligence cycle, intelligence assessment, intelligence contributions to joint operations, and intelligence management.

3.2. Postgraduate Intelligence Program (PGIP). The PGIP is a professional post-baccalaureate program in strategic intelligence, divided into two tracks: a joint intelligence track for field grade officers, and a strategic intelligence track for noncommissioned officers (NCO) and company-grade officers. This 37-week program consists of three academic quarters. It provides advanced study in national intelligence organization, collection management, production, dissemination of national intelligence, and basic intelligence analysis. Qualified students may also apply for the Master of Science in Strategic Intelligence (MSSI) degree program, after arrival at JMIC. The MSSI program runs concurrently with PGIP, but normally requires an additional quarter of study and the writing of a thesis. It also requires passing a comprehensive examination covering the core courses of the PGIP.

3.3. PGIP Eligibility. The PGIP is open to Air Force members in the grade of E-6 to 0-5 or civilian intelligence professionals with an intelligence specialty/subspecialty, or designated as such, or are seeking to become qualified or designated as such (E-6 selectees may also apply). Applicants must have:

- A nomination by his or her parent organization.
- A baccalaureate degree from a regionally accredited academic institution.
- A Top Secret security clearance with SCI access prior to entry into the program.
- Three years time on station as of class start date (if in continental United States) or be within 60-days of date eligible for return from overseas, if overseas (active duty military applicants).
- At least 3 years retainability (Reserve Individual Mobilization Augmentees [IMA]).
- Completed Professional Military Education commensurate with their grade, either in residence or by correspondence.
- Parent organization or command funding the student while at JMIC (civilian applicants).

3.4. PGIP Application Procedures. Forward packages for officers and civilians to AFMPC/DPMRSI, and packages for enlisted members to AFMPC/DPMRAD3, with an information copy to AIA/DPAT. Intelligence IMAs forward their letter of application and nomination package to AIA/RE. With the exception of the letter of recommendation from the unit commander or SIO, intelligence IMAs follow the same procedures and forward the package to the senior IMA of the reservist's gaining command. Nominations close on 31 October to meet the HQ USAF/IN Undergraduate Intelligence Program (UGIP) Selection Board scheduled in December of each year. The PGIP application for officers, enlisted personnel, and civilians consists of:

- An unclassified personal letter, addressed to the PGIP Selection Board, specifically stating why the applicant would like to attend PGIP, and the type of duty desired after graduation.
- A letter of recommendation from the unit commander or SIO.
- A brief one-page outline detailing Air Force experience and educational background.
- A separate page (which goes to JMIC) identifying the applicant's home and office addresses and phone numbers, current job description, and Social Security number (SSN).
- A letter from the base education office verifying college credits (or a copy of college transcripts or diploma).

3.5. PGIP Selection. HQ USAF/INRF sponsors the selection boards for PGIP. AFMPC/DPMRSI hosts the boards, which meet at HQ AFMPC, and provides access to the applicants' personnel files for review during the selection process. (Civilians will include the last five performance ratings with their application.) Board recommendations go to the ACS/I for approval.

3.6. Undergraduate Intelligence Program. The UGIP provides undergraduate instruction to NCOs across a broad spectrum of national intelligence subjects and a wide range of geographic areas. This 37-week program is divided into three academic quarters and provides advanced study in national intelligence organization, collection management, production, dissemination of national intelligence, and basic intelligence analysis. The college has applied for congressional approval to offer a Bachelor of Science in Intelligence degree program, which involves an additional quarter of study for eligible students.

3.7. UGIP Eligibility. The UGIP is open to active duty and Reserve Air Force NCOs in grades technical sergeant (technical sergeant selectees may also apply) through senior master sergeant and civilian equivalents. Applicants must have:
- A minimum of 8 years intelligence or intelligence-related experience.
- An associates degree or minimum of 60 semester hours of in-residence college credit documented in their educational records, including at least 15 semester hours in-residence at an accredited academic institution.
- Completed PME, commensurate with their grade, either in residence or by correspondence.
- Three years retainability for follow-on assignment upon class graduation.
- A Top Secret security clearance with SCI access prior to entry into the program.

3.8. UGIP Application Procedures. Forward packages to AFMPC/DPMRAD3 with an information copy to AIA/DPAT. Intelligence IMAs will forward their letter of application and nomination package to AIA/RE. With the exception of the letter of recommendation from the unit commander or SIO, intelligence IMAs will follow the same procedures and forward the package to the senior IMA of the reservist's gaining command.   Nominations close on 31 October to meet the HQ USAF/IN UGIP Selection Board scheduled in December of each year. Application packages consist of:
- An unclassified personal letter, addressed to UGIP Selection Board, specifically stating why the applicant would like to attend UGIP, and the type of duty desired after graduation.
- A letter of recommendation from the unit commander or SIO.
- A brief one-page outline detailing Air Force experience and educational background.

- A separate page (which goes to JMIC) identifying the applicant's home and office addresses and telephone numbers, current job description, and SSN.
- A letter from the base education office verifying college credits (or a copy of college transcripts or diploma).
- Last five EPRs (E-6 and E-6 selectees).
- Last five performance ratings (civilians).

3.9. UGIP Selection. HQ USAF/INRF sponsors the selection boards for UGIP. AFMPC/DPMRSI hosts the boards, which meet at HQ AFMPC, and provides access to the applicants' (E-7 to E-9) personnel files for review during the selection process. Board recommendations go to the ACS/I for approval.

Chapter 4

QUALITY OF ANALYSIS (Q OF A) PROGRAM

4.1. General Information. The purpose of this GDIP-funded program is to improve the quality of DoD intelligence analysis and help retain qualified intelligence personnel by increasing the depth of analytical area and functional expertise. The program funds all costs allowed for up to 3 months of training. The individually tailored training may include travel to foreign countries for geographic area familiarization; attendance at academic seminars, scientific symposia, and equipment exhibitions; and visits to Federal and private research centers, laboratories, educational institutions, and production facilities. ***Note: Do not use the above training as a collection vehicle; the training must be independent of routine TDY programs.*** A trip report is required at the end of training.

4.2. Program Eligibility. This program is open to journeyman-level military and civilian personnel engaged in intelligence analysis as their primary function (officers [first lieutenants through major]; enlisted [senior master sergeant, master sergeant, and exceptionally well qualified technical sergeants], and civilians [GS-07 to GS-13]). The desirable candidate is one who has -demonstrated high quality work and potential for advancement. In the case of foreign travel, consideration is given to the mature individual who will represent his or her sponsoring agency, as necessary, to members of host-country governments and US personnel assigned to that country. The nominee must:

- Have an undergraduate degree or an equivalent substitute (experience plus intelligence analysis training from a Service and/or the JMIC).
- Have at least 3 years remaining on active duty.

4.3. Program Application. The goal of the program is to have an approved analyst travel plan by the beginning of each FY. SIOs solicit analyst nominations from subordinate units. Nominations will be based on the unit's needs and participant's potential benefits. SIOs, or their designees, nominate their candidates by endorsing nomination packages and then sending them through the parent major command (MAJCOM) or FOA to AIA/DPAT. AIA/DPAT must receive nomination packages by 31 July of the FY preceding that of desired travel. See **Attachment 3** for application format.

4.4. Program Selection. AIA/DPAT, or its designated representative, convenes a board of selected intelligence officers, civilians, and senior noncommissioned officers no later than 15 September of each year to review command nominations and establish an Air Force prioritized selection list. AIA/DPAT notifies each SIO and selected analysts of their selection to participate in the program. A supplemental board may be announced and convened to consider additional available training positions as funding availability dictates. After notification, analysts will:

- Initiate travel orders no later than 30 July of the program FY to use program funds.
- Send one copy of travel orders to AIA/DPAT immediately upon publication to validate travel plans.
- Contact all agencies and organizations to be visited to establish proper guidelines.
- Contact the local special security office (SSO) or 497th IG/INS and consult the *USAF Foreign Clearance Guide* for any restrictions to foreign travel (see **Attachment 4** and USAFINTEL

201-1, *Security Used and Dissemination of Sensitive Compartmented Information (SCI)* [Classified]).

- Review Qualilty of Analysis Travel Checklist (**Attachment 5**).

- Submit a trip report (**Attachment 6**) on his or her experiences to the respective command SIO. The SIO determines command-wide applicability and distribution, and sends a separate copy to AIA/DPAT.

- Send trip reports and supporting documents (copy of travel orders, copy of airline tickets, and legible copy of the PAID travel voucher) to AIA/DPAT not later than 30 days after completing travel. As a minimum, the trainee must submit travel orders and travel vouchers to AIA/DPAT no later than 10 September. Failure to submit a complete trip report automatically disqualifies an individual from future program acceptance.

Chapter 5

OTHER EDUCATION AND RESEARCH PROGRAMS

5.1. Foreign Area Studies Program (FASP). This Air Force program develops and sustains a resource of officers whose special knowledge and understanding of countries or geographical areas of the world are needed in selected positions. The Air Force Institute of Technology sponsors this program. Applicants should refer to AFR 36-16, *Foreign Area Studies Progr*a *m*, to apply for FASP.

5.2. Airpower Research Institute (ARI) Research Fellowship. This is a command-sponsored, 1-year research fellowship at ARI. AFI 36-2110, *Assignments* (formerly AFRs 35-28, 36-20, 39-11, and 39-20) gives a full description and application procedures. HQ USAF/IN sponsors one officer to conduct research on a subject related to a more effective warfighting capability or to produce a study on long-range strategy and policy in employing airpower. The sponsor organization provides an officer position for the fellowship and funds TDY travel. Officers in the rank of major through colonel who have master's degrees and an outstanding Air Force record are eligible.

5.3. RAND Research Fellows Program. Each year HQ USAF/IN selects an individual to work with the RAND Corporation at Santa Monica, California. Generally, field grade intelligence officers possessing a minimum of a master's degree may apply for the RAND Research Fellows Program by sending a letter or message to AFMPC/DPMRPC2 and information copy to AIA/DPAT and AFMPC/DPMRSI, no later than 1 January each year. Also, members should discuss their desires with the AFMPC/DPMRSI assignment officers. Refer to AFI 36-2110 for eligibility criteria and selection procedures. Final selections by the ACS/I are announced each spring.

5.4. Intelligence Professional Continuing Education Program (IPCEP). This JMIC program allows intelligence professionals to enroll as part-time students and to receive graduate or undergraduate credit for courses taught at JMIC. These courses cover a broad spectrum of subjects concerning the intelligence community. The courses normally consist of 10, 3-hour sessions meeting weekly. Classes are held during both duty and nonduty hours. Attendance during duty hours requires prior coordination with a student's supervisor. Enrollment is open to military and civilian intelligence professionals (technical sergeant to lieutenant colonel and GS-7 to GS-13) who work in the Washington, DC area. Individuals desiring to attend IPCEP courses should contact their training officer to preregister with the JMIC registrar. Interested persons must:

- Be designated intelligence specialists or have a minimum of 2 years intelligence experience.
- Possess an undergraduate degree from an accredited institution.
- Meet security clearance requirements and prerequisites of individual courses.

5.5. Council on Foreign Relations--International Affairs Fellowship. This is an annual competition to identify promising people in public service who have displayed notable intellectual gifts and whose professional growth would benefit from a period of reflection and writing about an important contemporary issue in international relations. The program seeks to nourish the relationship between scholarship and stewardship in international affairs by facilitating active policy involvement for scholars and analysts and reflective policy analysis for those in more active roles. The fellowships enable each selectee to undertake an examination of an important problem in international affairs and to explore the implications

11

of that problem for the interests and policies of the United States, foreign states, or international organizations. Most fellowships begin the following fall and cover no more than 12 months. There are a few restrictions on location, but most fellows are in New York or Washington, DC.

- **Eligibility.** Candidates must be between the ages of 27 and 35 (inclusive), and are solicited from government, as well as academic life, business, and the professions. Candidates should have a strong academic background with some foundation in writing and research.

- **Application.** In response to an annual call for nominations in August, nominations are due to AIA/DPAT by 10 September each year. Nominations must include name, age, and address of candidate, and a brief description of his or her background, both military and academic, together with the reasons for recommending the nomination.

- **Selection.** The Council extends invitations to those applicants invited for the final competition, requiring a five-page, double-spaced proposal outlining their study topic. Selectees are notified by April.

5.6. Air Force Research Associate Program. Approximately 15, carefully chosen, experienced field grade officers, with a minimum of a master's degree, are selected each year to serve a 1-year assignment at selected civilian study centers concerned with national and military strategy and national defense policy. See AFI 36-2110 for specific eligibility criteria and application and selection procedures.

5.7. Defense Academic Research Support Program (DARSP). This DIA-sponsored program provides contracted, indepth monographs addressing intelligence concerns about critical shortfalls in the quality and quantity of the IC's analysis of Third World issues. Developed as a program to serve the entire IC, DARSP is designed to provide opportunities for analysts to interact with national and international scholars on Third World issues. DARSP sponsors monthly roundtables and symposia at the unified and specified commands. Through the JMIC, DARSP has a series of workshops providing analysts and scholars an opportunity to meet over a 2- to 3-day period to discuss issues pertaining to a particular Third World region. Research topics are solicited from Air Force Intelligence organizations, consolidated by AIA/DPAT, reviewed by HQ USAF/IN, and nominated to DIA for final selection.

ERVIN J. ROKKE, Maj General, USAF
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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 documents.

AFPD 14-1, *Intelligence Management*

AFPD 36-23, *Military Education*

AFI 31-501, *Personnel Security Program Management* (formerly AFR 205-32)

AFI 36-102, *Basic Authority and Responsibility for Civilian Personnel Administration and Management* (formerly AFR 40-102)

AFI 36-202, *Civilian Mobility* (formerly AFR 40-303)

AFI 36-401, *Civilian Training and Development* (formerly AFRs 4-10 and 40-418)

AFI 36-1101, *Civilian Intelligence Personnel Management System (CIPMS)* (formerly AFR 40-9)

AFI 36-2107, *Active Duty Service Commitments* (formerly AFRs 36-51, 36-94, and 39-18)

AFI 36-2110, *Assignments* (formerly AFRs 35-28, 36-20, 39-11, and 39-20)

AFI 36-2402, *Officer Evaluation System* (formerly AFRs 36-6, 36-9, and 36-10)

AFI 36-2403, *Enlisted Evaluation System* (formerly AFP 39-15 and AFR 39-62)

AFI 36-2611, *Officer Professional Development* (formerly AFP 36-13 and AFR 36-23)

AFCAT 36-2223, *US Air Force Formal Schools* (formerly AFR 50-5)

USAFINTEL 201-1, *Security Used and Dissemination of Sensitive Compartmented Information (SCI)* (Classified)

AFR 36-16, *Foreign Area Studies Program*

AFR 205-57, *Counterintelligence Awareness and Briefing Program (FOUO)*

USAF Foreign Clearance Guide

Joint Military Intelligence College Catalog. (Obtain a copy by writing: Joint Military Intelligence College, Admissions Office, Washington DC 20340-5485.)

Abbreviations and Acronyms

ACS/I—Assistant Chief of Staff, Intelligence

AFSC—Air Force Specialty Code

AIA—Air Intelligence Agency

ARI—Airpower Research Institute

ASD—Assistant Secretary of Defense

CMS—Community Management Staff

DARSP—Defense Academic Research Support Program

DCI—Director of Central Intelligence

DIA—Defense Intelligence Agency

DoD—Department of Defense

EPR—Enlisted Performance Report

FASP—Foreign Area Studies Program

FOA—Field Operating Agency

FY—Fiscal Year

GS—General Schedule

IC—Intelligence Community

ICDP—Intelligence Career Development Program

IMA—Individual Mobilization Augmentee

IPCEP—Intelligence Professional Continuing Education Program

JMIC—Joint Military Intelligence College

MSSI—Master of Science in Strategic Intelligence

NCO—Noncommissioned Officer

PGIP—Postgraduate Intelligence Program

Q of A—Quality of Analysis

SCI—Sensitive Compartmented Information

SIO—Senior Intelligence Officer

SSN—Social Security Number

SSO—Special Security Office

TDY—Temporary Duty

UGIP—Undergraduate Intelligence Program (formerly Senior Enlisted Intelligence Program [SEIP])

Terms

Assignment Monitor—For purposes of this instruction, the term assignment monitor refers to the following--for officers: AFMPC/DPMRS; for enlisted: AFMPC/DPMRAD3.

Intelligence Education and Research Programs—Programs which are intelligence-oriented and require both academics and research, often leading to the award of a degree. These programs include the Director of Central Intelligence Exceptional Intelligence Analyst Program, the Joint Military Intelligence College (JMIC) Postgraduate Intelligence Program, the JMIC Master of Science in Strategic Intelligence degree program, the JMIC Undergraduate Intelligence Program, and the JMIC Bachelor of Science in Intelligence degree program.

Intelligence Training Programs—Programs which are intelligence-related and provide job enhancement and an increased understanding of a specific range of information and its direct application to the job. Some programs in this category may lead to the award of a degree. These programs include the Quality of Analysis Program, and formal schools identified in Service and Department of Defense school catalogs.

Other Education, Research, and Training Programs Available to Air Force Intelligence Personnel—Programs which enhance the job skills of intelligence personnel, but which are not limited to personnel in intelligence specialties. These programs include, but are not limited to, the Foreign Area Studies Program, the Airpower Research Institute Research Fellows Program, the Council on Foreign Relations International Affairs Fellowship, the Intelligence Professional Continuing Education Program at the Joint Military Intelligence College, the RAND Research Fellows Program, the Air Force Research Associates Program, and the Defense Academic Research Support Program at the JMIC.

Project Monitor—An individual, knowledgeable of a particular education, research, or training project, who acts as guidance counselor or supervisor of the trainee for the project duration. The project monitor is routinely the applicant's direct supervisor or a knowledgeable individual at the training or research location who has agreed to act as project monitor. If an individual other than the immediate supervisor is project monitor, the supervisor and the monitor should establish firm guidelines for administering routine matters, such as leave, time cards, etc. A project monitor is required for the Director of Central Intelligence (DCI) Exceptional Intelligence Analyst Program, and the Quality of Analysis (Q of A) Program. For the DCI Exceptional Intelligence Analyst Program, the project monitor may be an Air Force civilian or active duty member, or active duty member of another Service or agency. For the Q of A Program, the project monitor should be an Air Force civilian or active duty member.

Trainee—For purposes of this instruction, the term trainee refers to any participant in an intelligence education, research, or training program.

Attachment 2

DCI EXCEPTIONAL INTELLIGENCE ANALYST PROGRAM APPLICATION

(Part 1)

A2.1. Personal history (including formal educational background and prior training).

A2.2. Chronological sketch of professional career, with emphasis on analytical skills.

A2.3. Proposed program in detail:

A2.3.1. What do you plan to do?

A2.3.2. How will your proposal contribute to your analytical competencies?

A2.3.3. How do you relate objectives of your proposal to your perceptions of future national intelligence needs?

A2.3.4. What kinds of intelligence problems would you like to be working on 5 years from now and why?

A2.3.5. Estimated costs allocated by FY:

- Travel related to your proposal (including moving expenses, if proper).
- Tuition costs and fees.
- Other expenses.

(Part 2: Attach to Each Application)

ADMINISTRATIVE AND PERSONNEL REQUIREMENTS

A2.4. Sponsoring activity/command:

- Organization providing manpower authorization for duration of your project: (Organization, station, location, zip code).
- Authorizing officials: (Name, duty title, grade, office symbol, location, telephone number).
- Duty title and brief job description appropriate for activity while in program.
- Reporting and endorsing officials for performance appraisals (civilian) or reports (military) while in program: (Name, duty title, grade, office symbol, location, telephone number).
- Organization and authorizing official providing an SCI billet, if required, for duration of your program: (Organization, station, location, zip code, name, duty title, grade, office symbol, location, telephone number).

A2.5. Project Monitor: (Name, title, address, and telephone number of senior official serving as your mentor during the program and report, through the sponsoring command to DCI, on results and value of project upon program completion).

A2.6. Finance Office to which obligation authority or reimbursement authorization for funds to support your program is to be sent.

- Organization and office symbol, station, location, zip code, telephone number.
- Name, position, and telephone number of person contacted to verify support.

A2.7. Types of administrative support required:

- Typing, preparation of TDY orders, obtaining quotas in courses, arranging theater clearances, if necessary).
- Equipment and facilities (office space, desk, safe, etc.).
- Organization which has agreed to provide each cost (or projected cost for each which is to be charged to your program; e.g., leasing of typewriter). Provide same information as in **A2.6.**paragraph A2.6.

NOTE:

Expenses are to be tabulated in program proposal costs.

A2.8. Special arrangements you will have to make to enroll in a university degree program, to pay tuition, etc.

A2.9. Assignment monitor:

- Name, office symbol, telephone number, date approval provided.
- Release date to participate in program.
- Projected follow-on assignment in line with program of study.

Attachment 3

QUALITY OF ANALYSIS PROGRAM APPLICATION

A3.1. Endorsement, by command/SIO or designee, of intelligence benefit and operational impact of proposed training or research. (All applications should be forwarded through the command/IN or equivalent.)

A3.2. Personal History of Nominee:
- Personal data (include name, grade, AFSC or civilian series, social security number, organization, title, date assigned, address, and telephone number [Defense Switched Network (DSN) and commercial]).
- Description of civilian and military education related to the intelligence profession and the proposed study topic. (Include dates, degrees, honors, and language qualification.)

A3.3. Proposed Training or Research Program in Detail:

    A3.3.1. Proposed Training or Research. State how the proposed training or research will contribute to the sponsoring organization or to the professional competency of the applicant. Be specific about the need for the proposed research and the intended use.

    A3.3.2. Training or Research Plan:

        A3.3.2.1. Objective of program.

        A3.3.2.2. Proposed research topic or projects.

        A3.3.2.3. Duration of research or travel and proposed start date. (Each trip must be planned by FY quarter.)

        A3.3.2.4. Location of training or research. (Trips should be grouped regionally to economize travel.)

        A3.3.2.5. Planned travel itinerary with budget, by FY quarter.
- If more than one trip, each trip should be broken out for budget, location, and duration.
- Budget should be broken out by travel, per diem, and other expenses.

NOTE:

According to USAFINTEL 201-1, travel to hostile countries by SCI indoctrinated personnel must be approved by local SSO or 497 IG/INS before submitting the package. Some countries may also require travel in pairs.

        A3.3.2.6. Required academic or research tools (analytical methods, computer time, conferences, etc.).

        A3.3.2.7. Language study (type of course, intensity, practical application), if required.

        A3.3.2.8. Milestones to be included in preliminary and final trip reports

    A3.3.3. Administrative Information:

- Program monitor (office symbol and telephone number). Include acknowledgment of respon-sibilities for active duty service commitments for military personnel , and training agreements that include a mobility agreement for civilians.
- Authorizing and sponsoring officials (organization, location, and telephone numbers).
- Reporting and endorsing officials.
- Support requirements (office location, clerical, typing, computer or computer time, designated finance office, passport, theater clearances, etc.).

A3.4. Budget. Use the following format for each trip:

- Direct Costs FY   (Qtr 1)   (Qtr 2)   (Qtr 3)   (Qtr 4)   Total

(Include registration fees, books, typing, computer time, copying, research, and other anticipated expenses.)

- Travel   (Qtr 1)   (Qtr 2)   (Qtr 3)   (Qtr 4)   Total

- Per Diem   (Qtr 1)   (Qtr 2)   (Qtr 3)   (Qtr 4)   Total

(Include rental car expense, annotated separately, if required.)

- Total Expenses   (Qtr 1)   (Qtr 2)   (Qtr 3)   (Qtr 4)   Total

A3.5. Dissemination of Research, Trip Reports, or Final Report:

A3.5.1. One copy through chain-of-command to command/IN or equivalent.

A3.5.2. One copy through program monitor to AIA/DPAT at the end of each travel period.

- Must include copy of PAID travel voucher, airline ticket receipts, registration receipts, etc.
- Must be submitted within 15 workdays of conclusion of travel or on receipt from the Account-ing and Finance Office.

A3.5.3. Final trip reports and support documentation must be submitted to HQ AIA/DPAT, 102 Hall Blvd, Suite 277, San Antonio, TX 78243-7019, no later than 10 September unless otherwise approved in writing.

Attachment 4

LETTER REQUESTING APPROVAL OF UNOFFICIAL TRAVEL TO HAZARDOUS COUNTRIES

REPLY TO

ATTN OF:

SUBJECT:

    TO: Immediate Supervisor

          Supporting SSO

          IN TURN

1. According to USAFINTEL 201-1, Chapter 21, request approval to travel to (list hazardous areas/ countries to be visited. See USAFINTEL 201-1, attachment 42, for list of countries.) I understand the local SIO, MAJCOM SIO, and 497th IG/INSC must approve my travel plans before I may depart. I also understand I must receive a Defensive Security Briefing.

2. Information:

   a. Identification of traveler: (List grade, name, SSN, organization, location, and duty title.)

   b. I (have) (have not) specific and extensive knowledge of SCI, as defined in USAFINTEL 201-1, paragraph 21-4g.

   c. Travel Itinerary: (Specify each area or country to be visited, dates, and mode of travel to include name of travel agency, airline, and transportation facilities to be used. Include all intermediate stops and the associated dates and hotel accommodations.)

   d. Purpose of travel: (Be specific for each leg of the trip: sightseeing, conference, orientation. Indicate Quality of Analysis associated.)

   e. Date approval is needed.

3. Upon completion of the above proposed travel, I further understand I must report any unusual incidents to the supporting SSO no later than 24 hours after completion of my approved travel and that I must also comply with AFR 205-57, *Counterintelligence Awareness and Briefing Program (FOUO)*, reporting requirements.

_____

(full payroll signature)

1st Ind to (name of individual) ltr, (date), Request for Approval of Unofficial Travel

Program Monitor _____

    DATE _____

TO: Supporting SSO

1. Recommend (approval/disapproval). (If disapproval is recommended, provide rationale.)

2. (Name of requester) (does/does not) have specific and extensive knowledge, according to USAFINTEL 201-1, paragraph 21-4g. (If the requester does have specific and extensive knowledge, provide examples.)

_____

(Signature)

Attachment 5

QUALITY OF ANALYSIS TRAVEL CHECKLIST

The following checklist helps you in preparing for all official Q of A temporary duty (TDY) travel.

A5.1. Travel:

- Approved by sponsor. (This means that the travel is within the guidelines of the approved Q of A Program.)
- Consult *USAF Foreign Clearance Guide* for foreign travel restrictions.
- Contact 497 IG/INS or local special security office (SSO) for access restrictions and briefing/ debriefing requirements. (USAFINTEL 201-1, Chap 21 and **Attachment 4**).
- Review for applicability, Assistant Secretary of Defense (ASD) Memorandum subject: Travel Security, dated 10 July 1989 (or subsequent updates). This memo contains a listing of countries with cautionary or warning notices for restricted travel.

A5.2. Clearances:

- **Theater/Embassy.** Required at least 30 days prior to departure.
- **Passports/Visas.** Required for nearly all oversea travel. Visa requests and passport applications required at least 60 days before departure. Consult *USAF Foreign Clearance Guide* and ASD memorandum for any restrictions.
- **Immunizations (Overseas Only).** Check with medical personnel.
- **Civilian Identification Card.** For civilian personnel only--this may help in getting access to certain US Government and military facilities and services overseas. Contact the civilian personnel office or application requirements.

A5.3. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, and DD Form 1820, DoD Program for Stability of Civilian Employment Report Action:

- Dated.
- Appropriate travel purpose code (DD Form 1610, Block 9).
- Justification for Special Authorizations (DD Form 1820). Required for authorizations normally granted for TDY.
- Rental Vehicle.
- Special Fares (Trains, 1st Class Air Fares, etc.).

A5.4. Final Trip Report: (See format at **Attachment 6**.)

- Submit through program monitor within 15 workdays of completing the travel.
- Include an itemized breakdown of expenses to include copies of airline ticket receipts, paid travel voucher, and any other documentation required.
- Include lessons learned and applicability to current job as well as applicability to other analysts.
- Should be suitable for Air Force-wide dissemination.

A5.5. Program Support:

- Message to Defense Attache Office (with information copy to DIA/DAH and HQ USAF/INRF) for details on the following, as appropriate:

  - Length and dates of TDY.

  - Duties or proposed assignments.

  - Quarters availability and/or reservations.

  - Mess facilities.

  - Special in-country travel requirements or restrictions, such as international or military driver's license, availability of local or indigenous transportation, amount of funds for local or rental conveyances, necessity to travel in pairs, etc.

  - Need for special items such as personal effects, clothing, household utensils (depending on quarters and length of TDY), etc.

Attachment 6

QUALITY OF ANALYSIS PROGRAM TRIP REPORT FORMAT

A6.1. Duration, Places, and Organizations Visited: How long, where, and what visited.

A6.2. Person Making Visit: Individual participant.

A6.3. Purpose: What your trip was to accomplish.

A6.4. Key Personnel: Who you visited.

A6.5. Synopsis: Brief overview of travel and visits.

A6.6. Information Dissemination: To whom, where, or what you are preparing or presenting as a result of your Q of A travels.

A6.7. Recommendation: Include additional or future requirements.

A6.8. Summary: Detailed narrative discussion of travels. Should include observations and lessons learned.

A6.9. Assessment or Conclusions: What the trip did for you in relation to your goals and objectives.

A6.10. Quality of Analysis Assessment: Value of the Q of A Program to you and your organization.

NOTE:

Dissemination: One copy through chain of command to command/IN or equivalent; one copy to AIA/ DPAT immediately on completion--does not have to be coordinated copy.