

**BY ORDER OF THE COMMANDER
AIR FORCE INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE AGENCY**

AFISRA INSTRUCTION 14-153 VOLUME 1

14 MARCH 2013

**480 ISR WG
Supplement**

16 OCTOBER 2013

Intelligence



**AIR FORCE DISTRIBUTED COMMON
GROUND SYSTEM (AF DCGS)
INTELLIGENCE TRAINING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFISRA/A3T

Certified by: AFISRA/A3
(Colonel Kevin B. Glenn)

Supersedes: AFISRAI 14-153 Volume 1,
17 July 2009

Pages: 61

(480ISRW)

OPR: 480 ISR WG/DOT

Certified by: 480 ISR WG/DO
(Lt Col Dennis H. Howell)
Pages: 19

This publication implements Air Force Policy Directive (AFPD) 14-2, *Intelligence Rules and Procedures*; AFPD 10-9, *Lead Operating Command Weapon System Management*; and AFPD 14-1, *Intelligence, Surveillance, and Reconnaissance (ISR) Planning, Resources, and Operations* and is consistent with Air Force Instruction (AFI) 14-202 Volume 1, *General Intelligence Rules*. This publication establishes the Air Force (AF) Intelligence, Surveillance and Reconnaissance Agency (AFISRA) minimum standards for training and qualifying personnel performing duties at the AF Distributed Common Ground System (DCGS) core and distributed sites. This publication is applicable to all units assigned to, or gained by, AFISRA and applies to commanders, operation supervisors, mission crews, and support personnel assigned or attached to an AF DCGS core or distributed mission site. This publication also applies to AFISRA-gained Air National Guard (ANG) and Air Force Reserve intelligence units and personnel supporting AF DCGS operations.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rim/cfm>. Contact your supporting Records Manager as required.

(480ISRW) AFISRAI 14-153V1 is supplemented as follows. This supplement implements policy for the management of the 480 Intelligence, Surveillance, and Reconnaissance Wing (ISR WG) Intelligence Training Program. It establishes the Intelligence Training Program that supports AFISRA objectives. This supplement applies to all 480 ISR WG staff offices, subordinate units, and units assigned or attached that execute national or theater AF DCGS operations. Unless otherwise stated, 480 ISR WG Commander (480 ISR WG/CC) is the waiver authority for this supplement. Request waivers through the appropriate chain of command to 480 ISR WG/CC. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendations for Change of Publication*; route AF Form 847s through the appropriate chain of command. This instruction may be supplemented at any level but must be routed through the higher headquarters functional OPR for review and coordination before publishing. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rim/cfm>. Contact supporting records managers as required.

SUMMARY OF CHANGES

This publication has been completely revised and must be reviewed in its entirety. Major modifications to the AF DCGS training processes are outlined through-out this publication.

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Chapter 1

GENERAL INFORMATION

1.1. General. The Air Force Intelligence, Surveillance, and Reconnaissance Agency (AFISRA) as lead agency for this weapon system designates AFISRA, Directorate of Operations (A3) the OPR for this volume IAW AFPD 14-2, *Intelligence Rules and Procedures*.

1.1.1. The following key words are used throughout this document and are explained IAW the guidance below:

1.1.1.1. "Will," "shall" and "must" indicate a mandatory requirement.

1.1.1.2. "Should" indicates a preferred, but not mandatory, method of accomplishment.

1.1.1.3. "May" indicates an acceptable or suggested means of accomplishment.

1.1.1.4. "Note" indicates operating procedures or techniques considered essential to emphasize.

1.1.1.5. "HHQ" indicates AFISRA.

1.2. Responsibilities.

1.2.1. HQ AFISRA will:

1.2.1.1. Develop policy and guidance for AF/A2 validation and approval to ensure training program objectives are achieved.

1.2.1.2. Review, approve and distribute AF DCGS enterprise training materials.

1.2.1.3. Convene and chair applicable AF DCGS training working groups, delegating working group responsibilities to a lower echelon as required/practical.

1.2.1.4. Analyze, advocate and staff subordinate AF DCGS units' training and training manpower issues.

1.2.1.5. Develop formal feedback, upgrade, acquisition and product improvement processes for automated AF DCGS training systems.

1.2.1.6. Conduct training staff assistance visits (SAV) for AFISRA AF DCGS Direct Reporting Organizations (DRO).

1.2.1.7. Manage AF DCGS training funding requirements except for AFISRA-gained Air Reserve Components (ARC). AFISRA-gained ARC units will obtain formal school quotas for required AF DCGS position certification training via National Guard Bureau (NGB) and Air Force Reserve Command (AFRC) procedures for formal training.

1.2.1.8. Manage Air Education and Training Command (AETC) Intelligence Formal Training Unit (FTU) course material inputs.

1.2.1.9. Coordinate AF DCGS annual training allocation with AETC.

1.2.1.10. Chair the Intelligence Realistic Training Review Board (IRTRB) at a minimum every two years in conjunction with the Training Planning Team (TPT) to review AF DCGS training requirements and programs IAW AFI 36-2201, *Air Force Training*

Program, AFI 36-2251, Management of Air Force Training Systems, and AFI 14-202 Volume 1, Intelligence Training.

1.2.1.11. Ensure input to the production of mission specific master question files IAW AFI 14-202 Volume 1, *Intelligence Training*, any applicable supplements, and this instruction.

1.2.2. AF DCGS FTU will:

1.2.2.1. Manage and conduct AF DCGS FTU Initial Qualification Training (IQT) IAW AFI 14-202 Volume 1 for all entry-level AF DCGS positions.

1.2.2.2. Develop and conduct in-residence AF DCGS FTU course.

1.2.2.3. Co-chair TPT working groups to review and update Course Training Standard (CTS) material for AF DCGS FTU courses.

1.2.2.4. Incorporate AFISRA policy and guidance to ensure training program objectives are met. Assist AFISRA in management of training program objectives, provide necessary staff support, and ensure programs meet AF DCGS training needs.

1.2.2.5. Identify FTU shortfalls that adversely impact combat readiness capability and report deficiencies to AFISRA.

1.2.2.6. Coordinate with AFISRA to ensure experience level of FTU instructors as follows:

1.2.2.6.1. AF DCGS crewmembers being considered for assignment as an AF DCGS FTU instructor must be current, qualified, and maintain Combat Mission Ready (CMR) status with a minimum of one year experience in the crew position for which they are being considered as an FTU instructor and/or course developer. While assigned as an AF DCGS FTU instructor, members will meet all requirements to maintain at least Basic Mission Capable (BMC) status IAW AFISRAI 14-153 Volume 2 and this instruction. All personnel who do not meet the minimum requirements or cannot maintain BMC must have a waiver approved through AFISRA with corrective action established prior to instructing.

1.2.2.7. Develop and distribute Qualification Training Packages (QTP) to satisfy IQT requirements for all entry-level AF DCGS positions. QTPs for entry-level positions will include all academic materials necessary to conduct in-unit training.

1.2.2.8. Forward finalized copies of the approved CTS and QTPs to AFISRA.

1.2.2.9. Summarize trainee feedback and forward trends to AFISRA through the TPT process.

1.2.3. AFISRA-gained ARC units will:

1.2.3.1. Coordinate AFISRA-gained ARC units formal AF DCGS training requirements with AETC and AFISRA.

1.2.3.2. Program training resources for formal AF DCGS IQT school quotas.

1.2.3.3. Forward copies of training waivers to AFISRA.

1.2.4. Wings/Centers/Groups/DROs will:

- 1.2.4.1. Develop unit-specific guidance to ensure training program objectives are met. Assist subordinate units in management of training programs, provide necessary staff support and ensure programs meet the unit needs.
- 1.2.4.2. Attend training meetings hosted by AFISRA.
- 1.2.4.3. Establish written training review board (TRB) procedures.
- 1.2.4.4. Convene a Training Review Panel (TRP) at least once per year to discuss topics such as progression, changes to requirements, trends to include positive or negative data, and other issues deemed pertinent. Forward TRP results through appropriate channels to AFISRA.
- 1.2.4.5. Ensure units at group level and below review training materials and plans annually and conduct semi-annual TRPs.
- 1.2.4.6. Identify and report training shortfalls that adversely impact mission execution and report deficiencies to AFISRA. AFISRA-gained ARC units will report via established NGB and ARC procedures.
- 1.2.4.7. Develop and recommend changes to training materials to satisfy Mission Qualification Training (MQT) requirements for all AF DCGS positions. Forward MQT materials through appropriate channels to AFISRA for approval and dissemination.
- 1.2.4.8. Determine and submit annual formal AF DCGS FTU training quota requirements through proper channels and forward to AFISRA. AFISRA-gained ARC units will coordinate through appropriate channels and forward to AFISRA.
- 1.2.4.9. Coordinate with subordinate units to develop unit training programs and ensure they are in compliance with this instruction.
- 1.2.4.10. Conduct subordinate AF DCGS unit training field assistance visits (FAV), as applicable.
- 1.2.4.11. Review and forward waiver requests outlined in this instruction to AFISRA for staffing and approval. AFISRA-gained ARC unit waivers will be coordinated with their respective A2F prior to submission to AFISRA.
- 1.2.4.12. Develop, validate and submit requirements for AF DCGS training resources. AF units will forward requirements to AFISRA through appropriate channels.
- 1.2.4.13. Plan and program for required AF DCGS training resources for the Wing/Center and subordinate units. Manage, distribute and execute assigned training resources.
- 1.2.4.14. Develop IQT/MQT/Continuation Training (CT) requirements for unique unit positions, as required.
- 1.2.4.15. Appoint, in writing, a training point of contact (POC) and provide to AFISRA/A3T, through appropriate channels.
- 1.2.4.16. Coordinate with AFISRA on the development and approval of AF DCGS enterprise-wide training materials.

1.2.4.17. Consolidate and forward recommended changes to enterprise-wide training materials to AFISRA.

1.2.4.18. If no wing/center exists, lower echelon units will perform duties as required.

1.2.4.19. May supplement this instruction and forward to AFISRA/A3T.

1.2.4.20. **(Added-480ISRW)** 480 ISR WG.

1.2.4.20.1. **(Added-480ISRW)** 480 ISR WG/CC will ensure the overall integrity and standardization of the Wing's Operations Training program.

1.2.4.20.2. **(Added-480ISRW)** 480 ISR WG Director of Operations (480 ISR WG/DO) will ensure compliance with this guidance.

1.2.4.21. **(Added-480ISRW)** 480 ISR WG Operations Training Flight (480 ISR WG/DOT) will:

1.2.4.21.1. **(Added-480ISRW)** Develop 480 ISR WG operations training policy, procedures, guidance, and training documentation IAW higher headquarters (HHQ) instructions.

1.2.4.21.2. **(Added-480ISRW)** Assist subordinate units in management of training programs, provide necessary staff support, and ensure programs meet unit needs.

1.2.4.21.3. **(Added-480ISRW)** Gather, validate, and manage all operations training requirements for subordinate groups and squadrons.

1.2.4.21.4. **(Added-480ISRW)** Review 480 ISR WG operations training guidance annually as needed to ensure accuracy and currency.

1.2.4.21.5. **(Added-480ISRW)** Review subordinate units' instructor designation memo and forward instructor designation letters to 480 ISR WG/CC monthly.

1.2.4.21.6. **(Added-480ISRW)** Compile and analyze training shortfalls that adversely impact combat capability and report deficiencies to 480 ISR WG/DO, as needed.

1.2.4.21.7. **(Added-480ISRW)** Staff all requests to waive HHQ guidance through appropriate channels within 480 ISR WG Staff for 480 ISR WG/CC concurrence.

1.2.4.21.8. **(Added-480ISRW)** Conduct site visits to perform Program Reviews when directed by 480 ISR WG/CC or as requested by a unit commander in preparation for a formal inspection.

1.2.4.21.8.1. **(Added-480ISRW)** Review operations training programs of subordinate units to ensure compliance with directives. Identify trends, shortfalls, and potential problem areas. Cross-feed "best practices" to other units. Keep all units apprised of positive and adverse trends identified during site visits, Program Reviews, and inspections.

1.2.4.21.8.2. **(Added-480ISRW)** Prepare inputs from Program Review findings and submit to the Inspector General team for inclusion in the final unit Program Review report. Follow up on corrective actions taken in response to identified program shortfalls until resolved.

1.2.4.21.9. **(Added-480ISRW)** Serve as focal point for subordinate units to recommend corrections or changes to the DCGS-Enterprise standardized AF Form 797/Job Qualification Standard (JQS) and Training Task Lists (TTL).

1.2.4.21.10. **(Added-480ISRW)** Staff all proposed JQS changes through AFISRA/A3.

1.2.4.21.10.1. **(Added-480ISRW)** JQS developed for DCGS-Enterprise certifications will be reviewed annually. The AFISRA-hosted TPT conference is the preferred venue for bottom-line coordination for qualification and certification training material standards by Subject Matter Experts (SME), when changes are required. SMEs should be identified from Wing staff or subordinate unit manning, preferably AF DCGS Instructors or crew members who have demonstrated in-depth training and operational knowledge and performance.

1.2.4.21.10.2. **(Added-480ISRW)** Work closely with AFISRA/A3T, AF DCGS FTU, and subordinate units to review and update training materials.

1.2.4.21.11. **(Added-480ISRW)** Coordinate actions and attendance in support of AFISRA TPT or other training meetings with subordinate groups and units, as applicable.

1.2.4.21.12. **(Added-480ISRW)** Advocate 480 ISR WG operations training interests at various training policy forums, to include at all intelligence Air Force Specialty Code (AFSC) Utilization and Training Workshops and Cryptologic Training Advisory Group meetings.

1.2.4.21.13. **(Added-480ISRW)** Coordinate all actions with appropriate subordinate groups, squadrons, and AF DCGS partner organizations, as required.

1.2.4.22. **(Added-480ISRW)** Subordinate 480 ISR WG Groups will:

1.2.4.22.1. **(Added-480ISRW)** Develop policy and guidance to ensure training program objectives are met. Assist subordinate units in management of training programs, provide necessary staff support, and ensure units implement an effective operations training program.

1.2.4.22.2. **(Added-480ISRW)** Ensure groups provide SME representation and/or inputs for training meetings hosted by HHQ.

1.2.4.22.3. **(Added-480ISRW)** Ensure units conduct Quarterly Training Review Panels (QTRP) IAW with this supplement.

1.2.4.22.4. **(Added-480ISRW)** Identify training program shortfalls that adversely impact combat capability and initiate actions as appropriate.

1.2.4.22.5. **(Added-480ISRW)** Supplement this instruction and forward copy to 480 ISR WG/DOT for review prior to publication/implementation. If DCGS operations training programs are maintained at the squadron versus the ISR Group, the squadron will be required to supplement this instruction.

1.2.5. Squadrons/Detachments will:

1.2.5.1. Determine proficiency level to which each intelligence crew position will train to unless otherwise mandated.

1.2.5.2. Provide AFISRA/A3 and operational commander(s), as appropriate, with a list of CMR and BMC manning positions upon request.

1.2.5.3. Monitor training programs to ensure training objectives are met. Ensure programs meet unit needs and provide necessary staff/resource support.

1.2.5.4. Ensure training requirements, certifications, and currencies for all assigned/attached mission crewmembers are met.

1.2.5.5. Appoint in writing a squadron Chief of Training.

1.2.5.5.1. **(Added-480ISRW)** Ensure Operations Training Flight Commander and military staff are instructor qualified, unless waived by unit commander. (This function will be performed by an Operation Support Training flight (OST), where appropriate.)

1.2.5.6. Designate instructors by official memorandum.

1.2.5.6.1. **(Added-480ISRW)** Designate instructors using the 480 ISR WG memorandum format IAW **Attachment 6** and forward to the 480 ISR WG/Directorate of Training (DOT) by the fifth calendar day of the month.

1.2.5.7. **(Added-480ISRW)** Identify Tier I and II upgrade trainee candidates, instructor candidates and Ops Training manning replacements, if needed, to fulfill crew manning and training requirements.

1.2.5.8. **(Added-480ISRW)** Provide resources to execute training responsibilities assigned in this instruction. Such resources should address the need to supply an adequate training environment.

1.2.5.9. **(Added-480ISRW)** Staff all proposed training waiver requests and enterprise training material changes through 480 ISR WG/DOT. (This function will be performed by OST, where appropriate.)

1.2.5.10. **(Added-480ISRW)** Ensure Unit DO or a designated alternate chairs the Quarterly Training Review Panels (QTRP).

1.2.6. Unit Operations Training Office will:

1.2.6.1. Plan, develop and implement squadron mission crew training program.

1.2.6.1.1. **(Added-480ISRW)** Develop and maintain an Operations Training continuity book for unit training programs and documentation. Conduct annual review of local program materials and maintain and update documentation in continuity book.

1.2.6.2. Develop unit specific certifications and local training requirements as required.

1.2.6.2.1. **(Added-480ISRW)** Develop and maintain local unit training programs for operational tasks not covered by the DCGS-Enterprise JQS. Forward materials to 480 ISR WG/DOT for approval prior to implementation.

1.2.6.3. Convene a semi-annual TRP to discuss topics such as progression, changes to requirements, trends to include positive or negative data, and other issues deemed pertinent and forward through applicable channels.

1.2.6.3.1. Report TRP results to the next echelon within 30 days after the conference.

1.2.6.3.2. **(Added-480ISRW)** Convene TRPs on a quarterly basis in order to ensure unit leadership is aware of training issues and trends.

1.2.6.3.2.1. **(Added-480ISRW)** QTRP Minimum Requirements.

1.2.6.3.2.1.1. **(Added-480ISRW)** Include Unit DO and Chief of Training.

1.2.6.3.2.1.2. **(Added-480ISRW)** Review and validate new and current training requirements and initiate actions, as appropriate.

1.2.6.3.2.1.3. **(Added-480ISRW)** Discuss and evaluate any positive or negative trends and develop an action plan to correct adverse trends. Positive achievements should also be noted as potential best practices to recommend to other units.

1.2.6.3.2.1.4. **(Added-480ISRW)** Brief and discuss areas of improvement in the unit training process, any issues requiring HHQ involvement for resolution, and any other Operations Training issues.

1.2.6.3.2.1.5. **(Added-480ISRW)** Prepare a QTRP report of results and forward a copy to 480 ISR WG no later than 10 calendar days from the day when the QTRP is held.

1.2.6.3.2.2. **(Added-480ISRW)** Required topics to include in QTRP report:

1.2.6.3.2.2.1. **(Added-480ISRW)** List of attendees.

1.2.6.3.2.2.2. **(Added-480ISRW)** Operations Training manning data to include copies of current Operations Training appointment letter and Operations Training-assigned instructor status.

1.2.6.3.2.2.3. **(Added-480ISRW)** Instructor manning by crew position as a ratio of instructors available verses instructors required by lead wing for number of qualified operators.

1.2.6.3.2.2.4. **(Added-480ISRW)** Letter of Training (LoT) data. Units will report all training metrics for the quarter by crew position.

1.2.6.3.2.2.4.1. **(Added-480ISRW)** Number of personnel awaiting training.

1.2.6.3.2.2.4.2. **(Added-480ISRW)** Number of personnel in IQT.

1.2.6.3.2.2.4.3. **(Added-480ISRW)** Number of personnel in MQT.

1.2.6.3.2.2.4.4. **(Added-480ISRW)** Number of personnel in upgrade training.

1.2.6.3.2.2.4.5. **(Added-480ISRW)** Number of personnel in difference training.

1.2.6.3.2.2.4.6. **(Added-480ISRW)** Personnel in instructor/evaluator training.

1.2.6.3.2.2.4.7. **(Added-480ISRW)** Continuation training topic(s), number of sessions conducted per topic and percentage of unit manning completing continuation training topic(s) during reporting period.

1.2.6.3.2.2.5. **(Added-480ISRW)** Total training waivers approved, specified by category.

1.2.6.3.2.2.6. **(Added-480ISRW)** Training trends, positive and negative (i.e. decreased awaiting-training queue timelines, results of periodic training folder review, commonly identified delinquent RIP task items); negative trends should also include action plan to correct issue.

1.2.6.3.2.2.7. **(Added-480ISRW)** Old business: topics pertaining to action items from previous QTRP or any directed taskers requiring update or close-out.

1.2.6.3.2.2.8. **(Added-480ISRW)** New business and how it affects unit: training status (development, start, finish, etc.) for system upgrades or new capabilities, new locally-developed training material/certification, new WG/Center/Group/DRO training initiatives, new enterprise training initiatives, new operating guidance or updates, the occurrence and findings from Training Review Board(s) held during the quarter, issues requiring HHQ assistance, etc.

1.2.6.4. Forward recommended changes to AF DCGS training materials through applicable channels.

1.2.6.5. Review training folders on all newly assigned intelligence personnel to identify previous qualifications and certifications and determine training plan.

1.2.6.5.1. Determine if Fast Track status applies to newly assigned intelligence personnel.

1.2.6.5.2. Coordinate review of individual's evaluation folder with local Stan/Eval to identify and validate AF DCGS qualifications earned during previous assignment to DGS (Distributed Ground Station) or Distributed Mission Site (DMS). Assessment of previous qualifications should determine appropriate crew position training placement.

1.2.6.6. Track personnel training status and maintain individual training folders.

1.2.6.6.1. **(Added-480ISRW)** Report unit operations training metrics in Letter of Training (LoT) to 480 ISR WG/DOT by the fifth calendar day of the month.

1.2.6.7. Report crewmember CMR/BMC Ready Intelligence Program (RIP) status to Unit Commander monthly.

1.2.6.8. **(Added-480ISRW)** Develop process to identify Tier I and II upgrade trainee candidates, Instructor candidates and Operations Training manning replacements, if needed, to fulfill crew manning and training requirements on at least a monthly schedule.

May be included in flight-level, Operations Training-level, or DO/CC meetings held to identify unit manning issues and to develop solutions.

1.2.6.9. **(Added-480ISRW)** Convene Training Review Board (TRB).

1.2.6.9.1. **(Added-480ISRW)** Convene TRBs after first-time evaluation failures. A first-time failure can be either a Q3 on the task performance portion of evaluation or score below 85% on the written exam portion. A Q2 rating during the task performance portion of evaluation does not require a TRB. NOTE: TRBs are only required after first-time evaluation failures; all second and subsequent evaluation failures require a Stan/Eval and Training Review Board (STRB) to be convened IAW paragraphs 6.6. and 6.7. of 14-202V2_AFISRASUPI.

1.2.6.9.2. **(Added-480ISRW)** Normally, TRBs should be scheduled within 5 duty days of the failed evaluation. Schedule the TRB and notify participants of the date, time, and location of the TRB. The TRB is chaired by the Chief of Training and is attended by the trainee, trainee's supervisor, and instructor. The Intelligence Evaluator (IE) who conducted the evaluation and other operations personnel may be invited, as necessary, to determine cause or contributing factors of the failure during training and/or evaluation.

1.2.6.9.3. **(Added-480ISRW)** The primary purpose of a TRB is to identify and rectify any training factors which may have contributed to a trainee's first-time failure. The TRB will include a review of missed areas on the evaluation to ensure they are still relevant to the position qualification, the training process, trainee conduct, proficiency, currency of materials, supervisory involvement, and possible improvement areas. In addition, the TRB will determine if convening a STRB is warranted or if a remedial/additional training plan is required.

1.2.6.9.4. **(Added-480ISRW)** Assist supervisors and instructors to develop an individualized remedial training plan, if needed.

1.2.6.9.5. **(Added-480ISRW)** Document TRB data on an AF Form 623a in training folder summarizing training and evaluation dates, TRB findings, and recommended corrective action plan for the trainee. In addition, Operations Training will capture relevant data from TRBs conducted during subsequent QTRP for trend reporting.

1.2.6.10. **(Added-480ISRW)** Establish procedures for generating, reviewing, filing, and performing quality control appraisal of training documentation (e.g., AF Forms 623, 623a, 797, etc.).

1.2.6.11. **(Added-480ISRW)** Review all operations training folders for personnel assigned to unit for completeness, accuracy, and compliance with documentation requirements annually. Provide an overall review summary including positive and negative trends and total number of folders reviewed to all work centers, unit leadership, and 480 ISR WG/DOT during corresponding QTRP.

1.2.6.12. **(Added-480ISRW)** Review training folders for personnel not assigned to host unit, but who conduct mission operations and/or training at host unit for a period longer than one week before they return to home unit. Ensure all training documentation is returned to individual's home unit when temporary duty period is completed. Provide an

overall review summary including any positive and negative trends and total number of folders reviewed to appropriate flights and/or work centers, unit leadership, and 480 ISR WG/DOT during corresponding QTRP.

1.2.6.13. **(Added-480ISRW)** Ensure established timelines for entry into and completion of Initial Qualification Training (IQT), Mission Qualification Training (MQT), Tier I and II Upgrade Training, Certification Training, Difference Training (DT), and Continuation Training (CT) are met.

1.2.6.14. **(Added-480ISRW)** Ensure all requests for operations training-related assistance outside of the 480 ISR WG are coordinated with the 480 ISR WG/DOT through the chain of command.

1.2.6.15. **(Added-480ISRW)** Ensure all personnel assigned to Operations Training and/or maintaining instructor qualification complete semi-annual continuation training on training documentation and training folder maintenance. Supplement wing-provided training documentation continuation training package with site-specific requirements, as needed.

1.2.6.16. **(Added-480ISRW)** Ensure instructors properly complete all required training documentation.

1.2.7. Instructors will:

1.2.7.1. Document all training in approved training folders and/or AFISRA approved automated system.

1.2.7.2. Be familiar with all applicable courseware and guidance pertaining to certifications/qualifications.

1.2.7.3. Review the trainee's training folders prior to each mission or training session.

1.2.7.4. Conduct thorough pre-training brief and post-training critique.

1.2.7.5. Conduct one-on-one instructor to trainee ratio during live mission when trainee occupies a CML position.

1.2.7.5.1. **(Added-480ISRW)** Comply with instructor to trainee ratio IAW HHQ guidance. Instructor may instruct more than one trainee during live mission with additional trainee observing, but only one trainee may actively execute tasks on weapon system workstation under the direct supervision of an instructor. Academic instruction in classroom or workstation practical application exercises in training labs/on dedicated training systems may be conducted by one instructor with multiple trainees.

1.2.7.6. Be responsible for the safe execution of respective crew position duties. The instructor must take control of the crew position if there is any doubt as to the trainee's ability to safely execute the duties of the mission position at any time during the mission. The instructor shall explain and demonstrate the proper method of executing these duties as soon as possible during a non-critical phase of the mission.

1.2.7.7. Be knowledgeable in AF DCGS Tactics, Techniques, and Procedures (TTP) 3-1 DCGS, AFI 14-202 Volume 3, *General Intelligence Rules* and AFISRAI 14-153 Volume

3, *Air Force Distributed Common Ground System Operations Procedures* to provide immediate input to any crew member concerning weapon system employment.

1.2.7.8. Instruct only on the positions for which they hold a current qualification, are designated as an instructor by the commander, and have met all of the requirements outlined in this instruction for instructor duty.

1.2.7.9. **(Added-480ISRW)** Complete semi-annual continuation training on training documentation and training folder maintenance.

1.3. Training Progression.

1.3.1. Personnel must be entered into training per prescribed timelines outlined in AFI 14-202 Volume 1, *Intelligence Training*.

1.3.1.1. **(Added-480ISRW)** Unit Commanders may approve removal of personnel from training due to medical disqualification, emergency leave, security clearance or other administrative action, wartime operations impacting training availability or other reasons deemed valid and appropriate. Removal from training should only be considered when specific issues occur that would potentially impede or halt an individual's training progression for a significant period of time. Trainees will not be removed from training queues to avoid exceeding training timelines.

1.3.2. Qualification training progresses students from initial qualification through mission qualification and appropriate evaluations and/or certifications. There are three types of qualification training: IQT, MQT, and Specialized Training. Once an intelligence crewmember is trained and qualified via an initial mission evaluation, he or she achieves CMR status. **Note:** If there is no entry level position at unit for an Air Force Specialty Code (AFSC) and appropriate entry-level crew position IQT is unavailable, obtain Group CC-approved waiver for the individual to complete DGS 101 and local system training required for an entry-level crew position and then proceed to next tier position training.

1.3.2.1. Initial Qualification Training (IQT). IQT provides the initial training necessary to qualify students for basic duties in the weapon system and initial crew position without regard to a specific unit mission. IQT is addressed in **Chapter 2** of this instruction.

1.3.2.2. Mission Qualification Training (MQT). MQT provides the training necessary to qualify personnel to perform tasks in support of AF DCGS assigned missions. AF DCGS personnel achieve Combat Mission Ready or Basic Mission Capable (BMC/CMR) status upon completion of a successful Initial Mission evaluation (INIT MSN). MQT is addressed in **Chapter 3** of this instruction.

1.3.2.3. Concurrent IQT/MQT. MQT should typically begin upon completion of IQT; however, when determined appropriate by the unit commander, intelligence personnel may begin MQT before completion of IQT, if training events and timelines make this option more practical. Member must complete IQT before fully completing MQT.

1.3.2.4. Specialized Training. Specialized training is any skill necessary to carry out the unit's assigned missions that are not required for every intelligence unit member. For AF DCGS units and for purposes of this instruction, specialized training outlines instructor and intelligence evaluator training requirements. Specialized training is addressed in **Chapter 6** of this instruction.

1.4. Intelligence Personnel Status.

1.4.1. Regression to Non-BMC/CMR (N-BMC/N-CMR). Once BMC/CMR status is awarded, failure to complete the required BMC/CMR CT and/or evaluation requirements will result in regression to N-BMC/N-CMR status. N-BMC/N-CMR personnel will accomplish required training and evaluation and be upgraded to BMC/CMR before performing operational duties.

1.4.2. Proficiency Advance. Personnel may be accelerated through all standard qualification training requirements based on demonstrated proficiency or previous experience. The Unit Training Office will determine a training plan for students to move through qualification training while staying within policy guidelines.

1.4.3. Remedial Training. Individuals who fail evaluations or do not maintain the required CT requirements will undergo remedial training. Remedial training will include the items identified as deficient in an evaluation or not completed during CT. Remedial training may culminate in an evaluation IAW AFI 14-202 Volume 2, as supplemented.

1.5. Training Folders and Reports.

1.5.1. Units will document and maintain personnel training folders IAW AFI 36-2201 and AFI 14-202 Volume 1.

1.5.1.1. **(Added-480ISRW)** Units will use AFISRA-approved AF Form 797, JQS to document progression and completion of crew position qualification training and associated certifications and use a TTL as a reference tool to further define training requirements. Use of AF Form 623a for training documentation is also mandatory; proper use and maintenance of AF Form 623a will be performed IAW AFI36-2201 Sect 6.9.7.3. Units may develop local forms to track an individual's training progression in addition to AF Form 623a entries that may be removed from training folder upon completion and awarding of crew position qualification and/or certification. Training folder documents will be placed in reverse chronological order with the most recent on top.

1.5.2. AF DCGS FTU will forward formal school records to the gaining unit.

1.5.2.1. **(Added-480ISRW)** FTU graduates receive a copy of their graduation certificate, AFISRA Form 401, *Temporary Evaluation Certificate*. AF Form 4350, *Certificate of Intelligence Qualification* is forwarded to the gaining Group Stan/Eval flight.

1.5.2.2. **(Added-480ISRW)** A crew position IQT JQS will not be required in a member's training folder UNLESS:

1.5.2.2.1. **(Added-480ISRW)** An individual did NOT attend the FTU and requires in-unit IQT.

1.5.2.2.2. **(Added-480ISRW)** An FTU graduate de-certifies on an IQT task and must be re-trained.

1.5.3. Crewmembers departing Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) will hand-carry their AF DCGS training folder to the gaining unit if the

folder is unclassified. Classified training folders will be forwarded to the gaining unit via appropriate channels.

1.5.4. Training Folder Requirements. The Unit Training Office is responsible for the disposition and management of AF DCGS crew position training folders. Training will ensure complete, accurate, and timely documentation of each training event.

1.5.5. Electronic training folders will be maintained in accordance with AF/A2 direction.

1.5.6. The Training Task List (TTL), captured on an AF Form 797, *Job Qualification Standard Continuation/Command JQS* prescribes tasks required for operation and employment of the Distributed Common Ground System (DCGS) AN/GSQ-272 SENTINEL weapon system and applies to all units training and certifying AF DCGS crewmembers. TTLs define training requirements for skill set development that support the operational duties necessary for each crew position. TTLs are the basis for creating syllabi and training programs that develop the required knowledge and skill sets necessary for weapon system employment. The TTL includes all tasks in each functional area requiring training, and will be used as a management tool for developing, performing and documenting training, as part of the overall Qualification Training Package (QTP) for each crew position or certification.

1.5.6.1. **(Added-480ISRW)** AF Form 797/JQS is a required form that is used to document all weapon system certification and qualification training. The AF Form 797/JQS contains overarching tasks specific to the associated certification or crew position which are required training for any member to attain certification/qualification. Each line item on the JQS consists of the task, the training reference which indicates where additional information regarding that task can be found, and training area that the task satisfies. Each task item on the AF Form 797/JQS must be signed off by an instructor certified/qualified in the certification/crew position which is being trained.

1.5.6.2. **(Added-480ISRW)** AF Form 797/JQS will be used in conjunction with the certification/crew position master TTL when conducting training. Units are responsible for creating a local TTL for each certification or crew position by identifying which master TTL sub-paragraphs are applicable to that unit's mission and system capabilities and are required training for their members. Once the local TTL is created or updated a copy should be maintained by the unit operations training flight and made available to instructors for use when training. Members are not required to maintain a TTL in their training folder; TTLs should be used as a reference tool to further define training requirements. Once new TTL items are identified and circled, unit operations training flights must ensure dissemination of changes to instructors.

1.5.7. The QTP is a set of instructional documents designed for use at the unit level to qualify/certify an individual. A QTP includes or provides references to all documents and materials necessary to successfully train personnel on a given crew position or certification. It is composed of training objectives, references, the Job Qualification Standard (JQS), TTL, study guide, and training syllabus.

1.6. Waivers. AFISRA/CC is the waiver authority for this publication, authority can be delegated. Submit waivers through appropriate training channels to AFISRA/A3T. Copies will be in message or memo format. **Note:** HQ AFRC and ANG unit waivers will be coordinated with their respective A2 prior to submission to AFISRA.

1.6. (480ISRW)Waiver Authority. (Added) The 480 ISR WG/CC is the waiver authority for this supplement. The commander may delegate specific waiver authority as required.

1.6.1. The chart below depicts AFISRA/CC delegated waiver authority- All waivers approved lower than AFISRA will be forwarded up the appropriate chain of command to AFISRA/A3T in message or memo format quarterly.

1.6.1.1. **(Added-480ISRW)** All training waivers approved for the month at Group level or below will be forwarded to 480 ISR WG/DOT by the fifth calendar day of each following month.

1.6.2. **(Added-480ISRW)** Training waivers must include:

1.6.2.1. **(Added-480ISRW)** Individual's name, rank, mission position.

1.6.2.2. **(Added-480ISRW)** Background information for cause and justification for request.

1.6.2.2.1. **(Added-480ISRW)** Include data utilized to select individual(s) for waiver, such as: previous experience as an Instructor, Trainer, or Task Certifier, including any data on previous career fields (if pertinent); personal attributes that indicate potential for being an Instructor, assuming higher skill-level duties, or successfully completing in-unit training through Fast Track or Proficiency Advance methods; confirmed non-availability of FTU class; any interview data (if interviews are conducted); rank, name, and title of individuals recommending individual. Examples of information supporting justification are not exclusive.

1.6.2.2.2. **(Added-480ISRW)** Include specific mission reasons that justify need for waiver.

1.6.2.3. **(Added-480ISRW)** Corrective actions recommended and date training will begin and projected completion date.

Table 1.1. Delegated Waiver Authority.

Item	Waiver type is for	Waiver authority is delegated no lower than
1	Training Extensions	1st Extension (30 day): Squadron/CC 2nd Extension (30 day): Group/CC or Direct Reporting Organization (DRO) as Appropriate 3rd Extension (30 day): Wing/CC Beyond 3 rd Extension: AFISRA/A3
2	Enterprise-wide Training Materials	AFISRA/A3T
3	Instructor Candidate Requirements	Group Commander or equivalent or appropriate DRO
4	FTU Instructor Pre-requisites	AFISRA/A3 ((through Air Education and Training Command (AETC))

5	AETC Instructor BMC Currency	AFISRA/A3T (through AETC)
6	Positional AFSC Waiver	Group Commander or equivalent, or appropriate DRO

Chapter 2

INITIAL QUALIFICATION TRAINING

2.1. General. This chapter outlines IQT for AF DCGS entry-level crew positions. IQT for intelligence personnel begins after initial skills training is completed (i.e., the AFSC-awarding courses) and will take place at the AETC AF DCGS FTU. Formal training and a successful INIT QUAL meets the criteria for crewmembers to achieve Basic Qualification (BQ) status.

2.1.1. **(Added-480ISRW)** When inbound or newly arrived individuals are identified by unit as requiring formal IQT, coordination with 480 ISR WG/DOT for course attendance at AF DCGS FTU must be conducted.

2.1.2. **(Added-480ISRW)** Completing the appropriate formal IQT courses satisfies all unit IQT requirements.

2.2. Waivers. AFISRA will generate a waiver for in-unit IQT due to FTU non-availability for Active Duty (AD) units. AFRC and NGB/A2 are the waiver authority for AFISRA-gained ARC units and will forward all waiver requests regarding FTU waivers to AFISRA for review.

2.2.1. **(Added-480ISRW)** When identified, 480 ISR WG AD units will submit FTU IQT by-pass nominees to 480 ISR WG/DOT to coordinate for AFISRA approval. During coordination with AFISRA for in-unit IQT/FTU by-pass, units will not delay start of IQT for new members if local training queues allow. If HHQ determines that FTU attendance is available and appropriate, member will attend in-residence AF DCGS FTU IQT course for appropriate crew position/AFSC.

2.2.2. **(Added-480ISRW)** In-unit IQT/FTU waiver requests will be properly formatted and then coordinated through 480 ISR WG/DOT to the Wing Commander. Waiver requests will include:

2.2.2.1. **(Added-480ISRW)** Name, rank, training crew position.

2.2.2.2. **(Added-480ISRW)** Date of request by unit for reserved seat in current scheduled FTU class and subsequent determination that FTU class seat will not be immediately available.

2.2.2.3. **(Added-480ISRW)** Justification for local training in lieu of formal course training.

2.2.2.4. **(Added-480ISRW)** Date local training will begin and projected completion date.

2.2.2.5. **(Added-480ISRW)** Requested exceptions to formal course syllabus with rationale, if any.

2.3. In-Unit IQT.

2.3.1. Units are required to use AF DCGS FTU QTP.

2.3.2. IQT Timeline. Students must complete in-unit IQT within the time limits specified in the QTP not to exceed 90 calendar days from IQT start date (120 calendar days for AFISRA-gained AFRC and ANG units). If training exceeds established time limits, the unit

commander is the waiver authority and may grant a 30-day extension. Units must notify appropriate channels with the individual student's name, rank, mission position, reason for delay, and an action plan. If a second 30-day extension is necessary it must be approved by the Group Commander. If a third extension is necessary, it must be approved by the Wing Commander. Further extensions will require appropriate headquarters approval.

2.3.3. Personnel in IQT will not perform crew mission duties without direct instructor supervision.

2.3.3.1. **(Added-480ISRW)** IQT trainees may perform hands-on training on work stations/systems without one-to-one Instructor supervision when the systems are not being utilized for live mission. IQT trainees may observe qualified operators conducting live missions without direct supervision, but will not interrupt operators or manipulate workstations or systems being utilized.

2.3.4. Personnel completing IQT will be evaluated IAW AF DCGS FTU standards for QUAL evaluation. Personnel attending in-unit IQT will be evaluated according to the same standards used by AF DCGS FTU for the end of course QUAL evaluation.

2.3.5. Personnel approved to attend in-unit IQT will maintain a copy of the approved waiver and have their training performance documented in their training folder.

2.3.5.1. **(Added-480ISRW)** All in-unit IQT will be documented on an appropriately annotated AF Form 623a and AF Form 797/JQS using AFISRA-approved TTLs as reference tools to define training requirements for each AF DCGS crew position. The 797 and 623a forms will remain in the individual's folder while assigned to an AF DCGS weapon system unit.

2.4. Refresher Training. For in-residence FTU graduates, unit commanders may authorize up to 10 days for refresher training before the student is placed in MQT. Unit Training Office will document the training in the individual's training folder.

2.5. Formal Course Changes. Changes to IQT and QTP formal requirements can only be made by AETC in coordination with AFISRA and will be determined at the TPT.

Chapter 3

MISSION QUALIFICATION TRAINING

3.1. General. MQT is training necessary to qualify intelligence personnel in an assigned position to perform the unit mission. MQT execution will take into account the assigned crew position, current qualifications, prior experience, currency, documented performance and/or formal training achieved by each individual. MQT can be accomplished through internal training sessions, external courses, or one-on-one instruction from a qualified instructor. At the completion of MQT, applicable mission certifications, and a successful evaluation, individuals are BMC/CMR for the applicable crew position. Applicable portions of MQT will be used to create a re-qualification program for personnel who are in N-CMR or N-BMC status.

3.1.1. Locally Developed Syllabi for MQT. When specific formal courseware is not published, units will forward locally developed syllabi for in-unit training through proper channels and forward to AFISRA for review, validation and approval prior to use in the field. Only AFISRA-approved syllabi are authorized for use in MQT.

3.1.2. **(Added-480ISRW)** MQT, mission qualification evaluations, and special qualifications will be conducted in-unit following the completion of the formal course or in-unit IQT. MQT should be conducted during live missions; however, when situations warrant and live mission is not available, MQT may be conducted on mission workstations or in training labs with applicable systems to simulate live mission activity. Locally-developed training scenarios with defined objectives and anticipated responses may be used to supplement training once approved as outlined in AFISRAI 14-153V1 paragraph 3.1.1.

3.1.3. **(Added-480ISRW)** Concurrent IQT/MQT. MQT should typically begin upon completion of IQT; however, in situations determined by the Senior Intelligence Officer, intelligence personnel may begin MQT before completion of IQT, if training events and timelines make this option more practical. Member must complete IQT before fully completing MQT. Refer to AFI 14-202V2, AFISRAI 14-153V2/AFI 14-2(DCGS)V2, as supplemented, for combined IQT/MQT evaluation criteria and procedures.

3.2. MQT Timelines. MQT will be completed within the time limits specified below.

3.2.1. For individuals completing in-unit IQT, the first MQT training event must be completed within 45 calendar days from the completion of IQT (including AFISRA-gained ANG and AFRC units). If entry into MQT is delayed, the Unit Commander may grant a 30-day extension and must be notified with individual's name, rank, mission position and reason for delay. If a second 30-extension is necessary it must be approved by the Group Commander. If a third extension is necessary, it must be approved by the Wing Commander. Further extensions will require appropriate headquarters approval.

3.2.2. Students must complete MQT within the time limits delineated, not to exceed 90 calendar days (180 days for AFISRA-gained AFRC and ANG units). If training exceeds the prescribed time limits, the Unit Commander must be notified with the individual's name, rank, mission position and reason for delay. If a second extension is necessary it must be approved by the Group Commander.

3.2.3. Personnel in MQT may only perform primary crew position duties under the direct supervision of an instructor for that crew position. The instructor is responsible for all actions and intelligence data derived by the personnel in MQT under their supervision.

3.2.3.1. **(Added-480ISRW)** MQT trainees may perform hands-on training on work stations/systems without direct supervision when the systems are not being utilized for live mission. MQT trainees may observe qualified operators conducting live missions without direct supervision, but will not interrupt operators or manipulate workstations or systems being utilized.

3.2.4. Upgrade Training. Upgrade training provides MQT for Tier 1 and Tier 2 positions identified in **Table A2.1**

3.2.4.1. Fast Track. Personnel identified by the unit commander with previous experience that directly translates to an AFISRA Mission Design Series (MDS), weapon system, intelligence function, or specific activity mission position can be placed into Fast Track status. Personnel placed into Fast Track status must complete IQT for an entry-level position and then must complete the MQT for Tier 1 upgrade mission position.

3.2.4.1.1. **(Added-480ISRW)** Entry into fast track status must be based on previous experience performed within five years prior to arrival at gaining unit. Individuals with qualifying experience that expired in excess of the five year maximum period may not enter into fast track; all IQT and MQT qualification requirements for entry level crew position must be completed before consideration for Tier I upgrade training. Groups, Squadrons or detachments may issue additional guidance (i.e. operating instructions) as necessary.

3.2.4.2. Crew position prerequisites and progression requirements are shown in **Table A2.2**.

3.2.4.3. Unit Commanders should select only highly qualified, motivated, and responsible individuals for Upgrade Training.

3.2.4.4. Upgrade Training Prerequisites. This establishes the minimum guidelines for those personnel identified to qualify for a Tier position.

3.2.4.4.1. Be approved by the unit Director of Operations (DO).

3.2.4.4.2. Currently hold the pre-requisite qualification or certification required for the upgrade position.

3.2.4.4.2.1. **(Added-480ISRW)** Reference Table A2.2 for crew progression requirements.

3.2.4.4.3. Hold the appropriate Air Force Specialty Code (AFSC) for the Tier position or obtain the appropriate waiver.

3.2.4.4.3.1. **(Added-480ISRW)** Reference Table A2.1 for crew position AFSC requirements.

3.2.4.4.3.2. **(Added-480ISRW)** Crew Position AFSC Skill Level Prerequisites.

3.2.4.4.3.2.1. **(Added-480ISRW)** Mission Operations Commander (MOC). The MOC must hold at least a 14N1 AFSC skill level.

- 3.2.4.4.3.2.2. **(Added-480ISRW)** Imagery Mission Supervisor (IMS). The IMS must hold at least a 1N171A AFSC skill level.
- 3.2.4.4.3.2.3. **(Added-480ISRW)** Sensor Planner (SP). The SP must hold at least a 1NX5 AFSC skill level.
- 3.2.4.4.3.2.4. **(Added-480ISRW)** GEOINT Reports Editor. The GRE must hold at least a 1N151A AFSC skill level.
- 3.2.4.4.3.2.5. **(Added-480ISRW)** Screener. The SCR must hold at least a 1N151A AFSC skill level.
- 3.2.4.4.3.2.6. **(Added-480ISRW)** Geospatial Analyst. The GA must hold at least a 1N131A AFSC skill level.
- 3.2.4.4.3.2.7. **(Added-480ISRW)** Ground Mission Supervisor (GMS). The GMS must hold at least a 1N271X/1N371/1N471B AFSC skill level.
- 3.2.4.4.3.2.8. **(Added-480ISRW)** Surveillance and Warning Supervisor. The S&W must hold at least a 1N471B AFSC skill level.
- 3.2.4.4.3.2.9. **(Added-480ISRW)** Data Link Operator. The DLO must hold at least a 1N251X/1N351/1N451B AFSC skill level.
- 3.2.4.4.3.2.10. **(Added-480ISRW)** Product Reporter. The PR is a Tier I crew position. The PR must hold at least a 1N451B AFSC skill level.
- 3.2.4.4.3.2.11. **(Added-480ISRW)** Technical Reporter. The TR must hold at least a 1N431B AFSC skill level.
- 3.2.4.4.3.2.12. **(Added-480ISRW)** Special Signals Operator. The SSO must hold at least a 1N231C AFSC skill level.
- 3.2.4.4.3.2.13. **(Added-480ISRW)** Electronic Mission Supervisor. The EMS must hold at least a 1N271A AFSC skill level.
- 3.2.4.4.3.2.14. **(Added-480ISRW)** Threat Analyst. The TA must hold at least a 1N251A AFSC skill level.
- 3.2.4.4.3.2.15. **(Added-480ISRW)** Signals Analyst. The SA must hold at least a 1N231A AFSC skill level.
- 3.2.4.4.3.2.16. **(Added-480ISRW)** Multi-Source Mission Supervisor (MMS). The MMS must hold at least a 1N07X/1N17X/1N27X/1N37X/1N47X AFSC skill level.
- 3.2.4.4.3.2.17. **(Added-480ISRW)** Correlation Analyst (CAN). The CAN must hold at least a 1N05X /1N15X /1N25X /1N35X /1N45X AFSC skill level.
- 3.2.4.4.3.2.18. **(Added-480ISRW)** Multi-Source Analyst (MSA). The MSA is a DCGS Analysis and Reporting Team (DART) crew position. The MSA must hold at least a 1N031A AFSC skill level.
- 3.2.4.4.3.2.19. **(Added-480ISRW)** Cryptologic Mission Supervisor. The CMS must hold at least a 1N251C/1N351 AFSC skill level.

3.2.4.4.3.2.20. **(Added-480ISRW)** Cryptologic Operator. The CO must hold at least a 1N331 AFSC skill level.

3.2.4.4.3.3. **(Added-480ISRW)** Group Commanders may waive AF DCGS crew prerequisites (e.g., AFSC or skill level requirement) as outlined in 3.2.4.4.3.2. Forward copies of all approved waivers through applicable command channels to 480 ISR WG/DOT. Waiver requests must include the following:

3.2.4.4.3.3.1. **(Added-480ISRW)** Name, rank, crew position and reference to 480 ISR WG and MAJCOM guidance for crew position prerequisites.

3.2.4.4.3.3.2. **(Added-480ISRW)** Justification for waiver. Provide all background and substantiating information on individual(s) and mission requirements that support waiver request.

3.2.4.5. Upgrade Training Timelines. Students must complete upgrade training within 90 calendar days. If training exceeds established time limits, the unit commander is the waiver authority and may grant a 30-day extension. Units must notify appropriate channels with the individual student's name, rank, mission position, reason for delay, and an action plan. If a second 30-day extension is necessary it must be approved by the Group Commander. If a third extension is necessary, it must be approved by the Wing Commander. Further extensions will require appropriate headquarters approval.

3.2.4.6. Personnel must sit with an instructor for that crew position, until qualified. The instructor is responsible for all actions and intelligence data derived by the personnel in upgrade training under their supervision.

3.2.4.7. Upgrade Training Knowledge and Task Training. For upgrade training, units will use applicable Qualification Training Packages (QTP). Common area instruction and performance-based academics will include all pertinent core tasks for each trained crew position.

3.2.4.7.1. Locally developed syllabi for upgrade training. When specific formal courseware is not published, units will forward locally developed syllabi for in-unit training through proper channels and forward to AFISRA for review, validation and approval prior to use in the field. Only AFISRA approved syllabi are authorized for use in upgrade training.

3.2.4.8. At the completion of upgrade training, and a successful INIT MSN, individuals achieve BMC/CMR for the applicable crew position.

3.2.4.9. Upgrade Training Documentation. All upgrade training will be documented on an appropriately annotated AF Form 797, *Job Qualification Standard Continuation/Command JQS*. These forms will remain in the individual's folder while assigned to an AF DCGS weapon system.

3.2.4.9.1. Unit Training Office is responsible to ensure the primary instructor properly documented all required training documentation.

3.3. MQT Training Elements. Units will use applicable formal courseware or AFISRA-approved materials. Common area instruction and performance-based academics will include all pertinent core tasks for each trained crew position. Unit MQT programs will include all unique local area procedures and will ensure the trainee is able to demonstrate knowledge/task

proficiency. Crew Resource Management (CRM) principles identified in AFI 11-290, Chapter 6 are included throughout the applicable training areas listed below. The below training items are applicable to some or all crew positions and the MQT requirements are specifically broken out in each crew positions JQS and Training Task List:

3.3. (480ISRW)MQT Training Elements (Additional required areas for training will include the following, IAW Attachment 5, Table A5.1.)

3.3.1. Communication Systems. The trainee will:

3.3.1.1. Operate available text, graphic, and/or voice communication systems.

3.3.1.2. Know and execute proper communication standards, and maintain communication discipline.

3.3.1.3. Utilize applicable checklists as required.

3.3.2. Mission Preparation. The trainee will:

3.3.2.1. Review the Intelligence Read File (IRF) Part B and C as applicable and complete required documentation.

3.3.2.2. Review the entire IRF library as required.

3.3.2.3. Confirm all currency requirements have been met, to include crewmembers manning those positions reporting to a supervisor.

3.3.2.4. Ensure crew rest requirements are met, to include crewmembers manning those positions reporting to a supervisor.

3.3.2.5. Initialize and sign-on the workstation and have an understanding of the squadron's specific intelligence system and graphics software to conduct missions.

3.3.2.6. Conduct pre-mission activities to support a DCGS mission.

3.3.2.7. Access all required mission materials for the crew position to include publications, checklists and working aids.

3.3.2.8. Ensure access to all required personal and professional equipment (e.g., headsets) in serviceable condition.

3.3.2.9. Utilize applicable checklists as required.

3.3.3. Mission Execution. The trainee will:

3.3.3.1. Conduct a DCGS mission via established Planning and Direction, Collection, Processing and Exploitation, Analysis and Production, and Dissemination (PCPAD) procedures through timely, accurate, and relevant integration, evaluation, and analysis of all available data, information, and intelligence.

3.3.3.2. Locate mission essential information from previously executed missions and determine relevancy to current mission.

3.3.3.3. Collect intelligence data and monitor/exploit raw intelligence data/activity and report IAW essential elements of information (EEI) for the area of interest.

3.3.3.4. Maintain situational awareness of ongoing activity and account for all collected target(s)/activity during mission execution.

3.3.3.5. Utilize applicable checklists as required.

3.3.4. Crew Coordination. The trainee will:

3.3.4.1. Communicate mission objectives/data with appropriate DCGS crewmembers and mission segments providing effective, well-coordinated actions to ensure mission execution.

3.3.4.2. Know and execute proper communication standards, and maintain communication discipline.

3.3.4.3. Request/provide crew assistance as necessary.

3.3.4.4. Identify breakdowns in judgment and crew discipline and take appropriate action.

3.3.4.5. Utilize applicable checklists as required.

3.3.5. Post-Mission Activities. The trainee will:

3.3.5.1. Account for all mission-related events (e.g., significant mission, crew, and system issues).

3.3.5.2. Pass on all required mission-related events to shift lead for inclusion in the crew debrief and attend crew debrief as required, including lessons learned for internal and external agency process adjustments in order to better execute mission objectives.

3.3.5.3. Log off/shut down workstation.

3.3.5.4. Create or provide input to post mission databases, logs, checklists and reports, including archiving data, as required.

3.3.5.5. Utilize applicable checklists as required.

3.3.6. Mission Handoff. The trainee will:

3.3.6.1. Develop and conduct an informative shift changeover.

3.3.6.2. Organize, prioritize and present key information at shift changeover, provide incoming personnel with a summary of events to prepare them for their shift to include at a minimum: Distributed Ground Station (DGS) mission update, target status, mission highlights, collection objectives, pending tasks, personnel and equipment problems, work center systems status and briefing times.

3.3.6.3. Utilize applicable checklists as required.

3.3.7. Emergency/Safety Procedures. The trainee will:

3.3.7.1. Safely conduct themselves before, during, and after the mission.

3.3.7.2. Comply with emergency and safety procedures and apply proper preventative and/or corrective actions to emergency situations and/or evaluate potential hazards.

3.3.7.3. Coordinate with crewmembers without delay.

3.3.7.4. Utilize applicable checklists as required.

3.3.8. Security. The trainee will:

- 3.3.8.1. Comply with security directives.
- 3.3.8.2. Mark, sanitize and safeguard classified information IAW governing directives, and established procedures related to crew duties.
- 3.3.8.3. Utilize applicable checklists as required.
- 3.3.9. Intelligence Products. The trainee will:
 - 3.3.9.1. Create, Quality Control (QC) and disseminate data, information, and/or intelligence products (e.g., textual, graphical, and/or voice reports) using the appropriate methods and meeting appropriate timelines.
 - 3.3.9.2. Utilize applicable checklists as required.
- 3.3.10. Threat Warning (TW). The trainee will:
 - 3.3.10.1. Demonstrate proper TW procedures IAW national, theater or local guidance and weapon system standards.
 - 3.3.10.2. Identify and locate the threat and notify appropriate segment lead.
 - 3.3.10.3. Provide any threat amplifying information (e.g. characterization, activity, timing, location) and take appropriate actions.
 - 3.3.10.4. Display knowledge of common terminology, combat terminology, code words, authentication methods, and brevity usage.
 - 3.3.10.5. Utilize applicable checklists as required.
- 3.3.11. Graphic Functions. The trainee will:
 - 3.3.11.1. Manipulate workstation maps and display specific action points, likely threats, and/or other order of battle (OB) as required to execute mission objectives.
 - 3.3.11.2. Utilize applicable checklists as required.
- 3.3.12. Collection Minimization. The trainee will:
 - 3.3.12.1. Demonstrate adherence to national, Air Force, and local collection minimization directives regarding restrictions to collection when performing crew mission duties.
 - 3.3.12.2. Utilize applicable checklists as required.
- 3.3.13. Critical Information (CRITIC) Reporting. The trainee will:
 - 3.3.13.1. Recognize events meeting potential CRITIC criteria.
 - 3.3.13.2. Perform CRITIC procedures IAW national policy and local directives.
 - 3.3.13.3. Utilize applicable checklists as required.
- 3.3.14. Research and Analysis. The trainee will:
 - 3.3.14.1. Analyze available data, information, and/or intelligence from tactical, operational and strategic sources as applicable to the duty position.

3.3.14.2. Use applicable software capabilities/resources to research and analyze correlated intelligence concerning potential symmetric/asymmetric threats, to include military, information, diplomatic, and economic, as required.

3.3.14.3. Answer requests for information (RFI) via applicable reporting criteria/special instructions.

3.3.14.4. Utilize applicable checklists as required.

3.3.15. Sensor Capabilities. The trainee will:

3.3.15.1. Be knowledgeable about AF DCGS and related collection systems.

3.3.15.2. Understand organic sensor capabilities and limitations, system configurations, usage, and operational requirements for each platform.

3.3.15.3. Understand alternate collection capabilities and operational requirements for each collection platform.

3.3.15.4. Utilize applicable checklists as required.

3.3.16. Mission Tasking. The trainee will:

3.3.16.1. Review current tasking and collection requirements to identify exploitation requirements for current mission and ensure understanding of reporting criteria for the area of interest.

3.3.16.2. Retrieve and identify key components and extract unit tasking from national, theater and local tasking guidance.

3.3.16.3. Utilize applicable checklists as required.

3.3.17. External Coordination. The trainee will:

3.3.17.1. Coordinate mission objectives with external agencies.

3.3.17.2. Know and execute proper communication standards, and maintain communication discipline.

3.3.17.3. Coordinate with national agencies, tactical controlling authorities and collection platforms and provide timely direction or information to operators, as required.

3.3.17.4. Utilize applicable checklists as required.

3.3.18. Product Management. The trainee will:

3.3.18.1. Manage all collected, satisfied, and unsatisfied targets and products as required.

3.3.18.2. Ensure products contain all applicable information for type of product issued and meet reporting guidance and timeliness.

3.3.18.3. Perform proper accounting and QC on intelligence products as required.

3.3.18.4. Utilize applicable checklists as required.

3.3.19. NICKELBACK. The trainee will:

3.3.19.1. Recognize events meeting potential NICKELBACK criteria.

3.3.19.2. Provide NICKELBACK support IAW national policy and local directives.

3.3.19.3. Utilize applicable checklists as required.

3.3.20. Mission Management. The trainee will:

3.3.20.1. Manage mission resources (e.g., personnel, equipment, and time) and demonstrate proficiency in executing mission management tasks.

3.3.20.2. Monitor operator activities, systems status, assignment status, mission Tactics, Techniques, and Procedures (TTP), and other management functions as required to satisfy priorities, manage workload distribution and ensure mission effectiveness/efficiency.

3.3.20.3. Troubleshoot and/or make conclusions on system data and take appropriate actions.

3.3.20.4. Resolve breakdown in judgment and crew discipline.

3.3.20.5. Utilize applicable checklists as required.

3.3.21. Sensor Cross-Cue. The trainee will:

3.3.21.1. Identify and execute cross-cueing opportunities across mission segments, federated/distributed partners, ISR platforms and organizations.

3.3.21.2. Use national, theater, and tactical assets as appropriate to enhance DCGS operations.

3.3.21.3. Use proper communication channels and procedures for re-tasking opportunities.

3.3.21.4. Utilize applicable checklists as required.

3.3.22. Collection Planning. The trainee will:

3.3.22.1. Develop and modify a mission plan to meet mission collection objectives.

3.3.22.2. Use mission materials to develop a mission plan based on tasking, collection requirements, flight requirements, sensor capabilities, and/or customer needs.

3.3.22.3. Utilize applicable checklists as required.

3.3.23. Pre-Mission Briefing (PMB). The trainee will:

3.3.23.1. Develop and present their portion of the PMB IAW prescribed timelines, format, and content requirements.

3.3.23.2. Utilize applicable checklists as required.

3.3.24. Personnel Recovery. The trainee will:

3.3.24.1. Recognize Personnel Recovery events.

3.3.24.2. Perform Personnel Recovery procedures following national policy and local directives.

3.3.24.3. Utilize applicable checklists as required.

3.3.25. Post Mission Debrief. The trainee will:

3.3.25.1. Plan, coordinate and conduct their portion of the debrief.

3.3.25.2. Pass on all required mission/crew/system-related events to a shift lead for inclusion in the crew debrief and will include relevant information in applicable mission log/databases.

3.3.25.3. Utilize applicable checklists as required.

3.3.26. Direction Finding. The trainee will:

3.3.26.1. Take, verify, recall, manipulate and refine manual and automatic lines of bearing, ellipses, and latitude and longitude coordinates using available tools.

3.3.26.2. Utilize applicable checklists as required.

3.3.27. Search and Acquisition. The trainee will:

3.3.27.1. Set, display, modify, and/or manipulate automatic/manual search and acquisition assignments, including collection frequencies and/or parametrics, as required to accomplish mission objectives.

3.3.27.2. Utilize applicable checklists as required.

3.3.28. Tactical Data Link Operations. The trainee will:

3.3.28.1. Perform data link operations.

3.3.28.2. Amplify pertinent data to provide actionable intelligence information within prescribed timelines and processes.

3.3.28.3. Utilize applicable checklists as required.

Chapter 4

CERTIFICATION TRAINING

4.1. Certification Training. The process of training used for special capabilities, procedures and rules to supplement qualification training. Certifications are attained through methods other than qualification training and are verified by an instructor.

4.1.1. Certifications.

4.1.1.1. Enterprise-level certifications will be developed and maintained by a Subject Matter Expert (SME) wing/center/bureau, and approved and published by AFISRA.

4.1.1.1.1. **(Added-480ISRW)** Certification Training Timeline. Students must complete certification training within the time limits specified in the training plan not to exceed 90 calendar days from start date (120 calendar days for AFISRA-gained AFRC and ANG units). If training exceeds established time limits, the unit commander is the waiver authority for first training extension request. Further extensions, if required, will follow guidelines for approval in AFISRAI 14-153V1 Table 1.1.

4.1.1.2. Units may develop unit-level certifications, as required. Forward copies to Higher Headquarters (HHQ) through appropriate channels for review.

4.1.1.2.1. **(Added-480ISRW)** Waiver authority for unit-level certifications will be Unit Commander. Copies of approved training waivers will be forwarded to 480 ISR WG/DOT.

4.1.1.3. Initial Cadre. Initial personnel developing or receiving difference training will form the initial cadre for the new feature, variation capability or procedure and will be responsible for training and qualifying/certifying additional crews.

4.1.1.3.1. **(Added-480ISRW)** Initial Cadre Identification Memorandum. Prior to new systems, upgrades to existing weapon system, or new mission set, 480 ISR WG/CC will issue an official memorandum designating an OPR/fusion lead for new system/mission set to the respective ISR Group commander(s). ISR Group commander(s) will submit requests for initial cadre to 480 ISR WG/DOT for 480 ISR WG/CC approval. Initial cadre memo requests will identify all individuals at unit authorized to develop and conduct difference training. 480 ISR WG will forward a copy of approved initial cadre memo to AFISRA.

4.1.1.3.2. **(Added-480ISRW)** Initial cadre personnel will hold a current appropriate AF DCGS crew position qualification. Qualified instructors should be the preferred personnel designated for initial cadre IAW AFI14-202V1_AFISRASUP_I Sect 3.4.1. Initial cadre training may take place at the unit or at an off-site location with engineering specialists/SMEs responsible for the new baseline or minor system upgrades.

4.1.1.3.3. **(Added-480ISRW)** Upon completion of initial cadre training, initial cadre personnel will be required to develop a certification training package in order to provide difference training to other crew members. There is a maximum of 120

calendar days allowed for initial cadre to develop tactics, processes, and training materials. The certification training package will include, at a minimum, position-specific training standards (797/TTL), study guides, performance evaluation criteria and materials (question banks and demonstrated performance checks). Completed certification training packages will be forwarded to 480 ISR WG/DOT for validation and approval before use. See AFISRAI 14-153V1 paragraphs 4.1.3.5 for Area of Responsibility (AOR) certifications.

4.1.1.3.4. **(Added-480ISRW)** Once training materials are developed and validated, a timeline outlining completion of training at a unit should be identified; maximum time allowed to complete training will be 120 calendar days. Instructors should be the first group of individuals taught by the initial cadre to ensure that, upon expiration of the initial cadre designation, the unit has sufficient instructor manning to maintain and proliferate this new system, sensor, or upgrade. Initial cadre members must also complete and document difference training within the same training periods.

4.1.2. Tabletop Certifications.

4.1.2.1. Tabletop Certification is a tool available to Squadron/Detachment Commanders or their equivalents to expedite certification of crewmembers in a new mission area when there is insufficient time to certify via pre-existing methods. Additionally, Squadron/Detachment Commanders or their equivalents may use Tabletop Certification to certify crewmembers on mission tasks that cannot be performed in a live-mission environment without adversely affecting safety or negatively impacting mission operations (e.g., CRITIC testing, emergency procedures, etc). The purpose of Tabletop Certification is to convey to the Commander that the crewmember(s) is/are prepared to perform the tasks safely and successfully.

4.1.2.1.1. Tabletop Certification for a new mission area must include training and review of basic Area of Responsibility (AOR) information to include maps, major locations, OB, geographical features, and target weapon systems. Tabletop Certification for a mission task must include training, review and simulated execution of the mission task.

4.1.2.1.2. Tabletop certifications will be documented in personnel training folders.

4.1.2.1.3. Tabletop certifications expire after 120 days and must be replaced by formal certification methods if the mission continues.

4.1.3. Certification Types. Certifications can include system upgrades or additions, AOR, mission specific functions, and are necessary supplements to certain weapon system qualifications. All certifications will be accomplished by completing open and/or closed-book written examinations and/or a positional/task performance ability assessment to the satisfaction of an instructor.

4.1.3.1. Sensor certification. Training conducted for changes to collection sensor capabilities.

4.1.3.2. System certification. Training conducted on changes to weapons system configurations.

4.1.3.3. Mission Specific Certification. Training conducted to meet unique mission support requirements.

4.1.3.3.1. **(Added-480ISRW)** Mission specific (or “mission set”) certifications will be accomplished by completing an open or closed book written examination with a minimum passing score of 85% and a task certification by qualified instructor or task certifier, if required for performance items. Mission specific certifications must be re-accomplished at least every 17 months and re-accomplishment should be aligned with periodic crew position qualification evaluations.

4.1.3.3.2. **(Added-480ISRW)** Failure to meet 85% on a mission specific certification or re-certification written examination will require a TRB to be convened IAW paragraph 1.2.6.9. of this instruction. Following TRB determination, a retest on deficient subject areas may not be administered earlier than 24 hours from failed examination. If retesting earlier than 24 hours from failed examination is necessary, unit commander may approve earlier retest on a case-by-case basis. Any additional training assigned to remedy deficiencies identified for a task performance item failure must be completed within 14 calendar days. Training may include, but is not limited to self-study, academic instruction, and simulated or live missions. Demonstration of satisfactory knowledge or proficiency to an instructor or task certifier is required to qualify as completed. Document retest scores and additional training accomplishment in training records.

4.1.3.3.3. **(Added-480ISRW)** Restrictions. Individuals failing to complete all certification requirements will not perform duties or responsibilities assigned to certification until successful re-accomplishment of requirements. Failed certifications will not affect crew position qualification.

4.1.3.4. Enterprise-wide Certifications will be determined at TPT working groups.

4.1.3.5. AOR Certifications. Training conducted to meet AOR specific operational requirements. AOR certifications will be accomplished annually by completing an open-book test with a minimum passing score of 85%. Failure to meet 85% on an AOR recertification will require an instructor review of items missed and retest on deficient subject areas within 48 hours.

4.1.3.5.1. 480 ISRW is responsible to ensure the production of AOR certification material to include study guides and test banks IAW the provisions of AFI 14-202 Volume 1, Intelligence Training, as supplemented, and this instruction.

4.1.3.5.2. 480 ISRW is responsible to review and update AOR materials annually.

4.1.3.5.3. AFISRA retains oversight responsibility and is the final authority of all published AOR certification training materials.

4.1.3.6. AOR and mission specific certification training may be performed simultaneously with MQT or upgrade training when appropriate.

4.1.4. Multiple Certifications. Personnel may hold multiple certifications. Certification assessments may be combined during a single mission event provided all required grading areas for each certification are covered. Closed-book portions may be combined into a single test/assessment covering all applicable certifications.

4.1.5. Certifications expire on the last day of the 17th month following the month in which the certification was successfully completed and can be done in conjunction with applicable periodic evaluation.

4.1.6. Certification Documentation. All certification training, to include tabletop certifications, will be documented on AF Forms 797 and 623a and tracked on the Letter of Xs.

4.1.6.1. **(Added-480ISRW)** Units will report status of unit members' AOR and mission set certifications to 480 ISR WG on a monthly basis using ISR Group's Letter of Certification (LoX).

4.2. Difference Training.

4.2.1. Difference Training (DT) is required for qualified/certified crewmembers when a new feature, variation, capability or procedure is initially introduced into the AF DCGS Enterprise, when an existing feature is introduced to a field site, or upon PCS or TDY to a new/different field site.

4.2.1.1. Initial Introduction into DCGS Enterprise-Wide Feature Application

4.2.1.1.1. When a new feature, variation, capability or procedure is initially introduced to the weapon system, it requires new certification for each applicable crew position. The OG/CC will identify, and Wing/CC will approve the initial cadre, which is responsible to develop initial training materials. Units will use these materials to conduct this type of difference training and award certifications to all applicable crew positions for successful mission execution.

4.2.1.2. Existing Feature Introduced to a field site Location

4.2.1.2.1. DT is required when an existing feature, variation, capability or procedure is introduced to a field site that didn't have it previously. That location will identify an initial cadre that will obtain training and training materials from a designated field site that operates with that feature.

4.2.1.3. PCS/TDY to another field site

4.2.1.3.1. Local area procedures for each field site may be different, and emergency area procedures for each field site will be different. When a qualified crewmember operates at another field site, that individual will require locally created DT prior to performing mission duties. Initial cadre is not necessary for this difference training type.

4.2.1.4. **(Added-480ISRW)** New Qualification JQS line items.

4.2.1.4.1. **(Added-480ISRW)** In the event new line items are added to crew position JQSs, ISR Group CCs will identify, and WG/CC will approve, the initial cadre to develop initial training materials and conduct DT for personnel already holding the respective crew position qualification. Instructors will update the completion date of new JQS line items after task certification and make appropriate 623a entry. Evaluation is not required following DT; all JQS line items will be evaluated during the next periodic reevaluation.

4.2.2. DT may be incorporated into qualification and/or certification standards, as appropriate. Incorporation of difference training will be determined at the TPT.

4.2.3. Units will use applicable AFISRA approved DT materials for enterprise-wide changes.

4.2.4. Difference Training Timelines. Personnel that enter DT must accomplish the training within 60 calendar days (90 days for AFISRA-gained AFRC and ANG units) from the date entered into training.

4.2.5. Difference Training Documentation. All enterprise-wide DT will be documented.

4.2.5.1. **(Added-480ISRW)** DT will be documented utilizing a 623a entry to annotate when DT was started as well as an entry to annotate when DT was completed. These entries can occur on the same date if DT can be accomplished in a single day.

Chapter 5

CONTINUATION TRAINING

5.1. Continuation Training (CT). This chapter outlines intelligence CT requirements for CMR and BMC AF DCGS personnel. CT maintains the knowledge, skills and abilities of intelligence personnel at their assigned qualification status. There are two aspects of CT. The first consists of knowledge tasks, typically delivered in unit internal training venues. These training topics ensure familiarization with unit responsibilities, intelligence skills and AF DCGS capabilities. The second consists of performance tasks outlined in the Ready Intelligence Program (RIP), which intelligence personnel must accomplish and document completion of tasks for mission essential events with sufficient frequency to maintain currency defined for CMR and BMC. CMR and BMC intelligence personnel must complete appropriate RIP tasks at the specified intervals and successfully accomplish periodic mission qualification evaluations (MSN) in accordance with AFI 14-202 Volume 2 and AFISRAI 14-153 Volume 2 to maintain currency and qualification in each mission crew position.

5.1.1. CT items. AF DCGS units will have these items on their annual CT plan:

5.1.1.1. Emergency/Safety Procedures.

5.1.1.2. Crew Resource Management.

5.1.1.3. AOR

5.1.1.4. RIP items (see [paragraph 5.4](#))

5.2. Local Training. Local training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to crewmembers to enhance their skill and job knowledge. The intent of local training is to ensure crewmembers are knowledgeable about squadron-specific, local area procedures, local systems, related procedures, and local directives. Units are responsible for developing and tracking local training events.

5.2.1. **(Added-480ISRW)** Units will develop documentation and methodology for tracking CT accomplishment and provide monthly status updates to 480 ISR WG/DOT. If a standardized database is utilized, unit will outline local procedures for reporting and validation of CT accomplishment.

5.3. Refresher Training. Refresher Training is optional training which occurs when a crewmember reports to their operational unit of assignment to review FTU trained items and can also occur after return from a lengthy TDY or leave of absence. Squadron training POCs will determine what refresher training is required and assign an instructor to crewmembers when deemed necessary.

5.4. Ready Intelligence Program (RIP). The intent of RIP is to ensure BMC/CMR mission crewmembers perform specific mission essential tasks with sufficient frequency to maintain proficiency in assigned duty positions. RIP guidance applies to all AF DCGS AD, reserve component and distributed mission sites.

5.4.1. RIP is considered an integral part of CT for crewmembers because, when they go beyond the specific time interval for any RIP event or task, they are considered non-BMC or non-CMR and enter into a phased training status for the overdue event or task. The different

levels of training required to regain BMC or CMR status are based on the amount of time the crewmember is overdue.

5.4.2. AFISRA establishes and publishes AF DCGS RIP requirements.

5.4.2.1. RIP Task definitions are provided in **Attachment 3, Table A3.1** and minimum RIP requirements are contained in **Attachment 4, Table A4.1**.

5.4.2.2. Additional or modified RIP definitions and tasking will be developed and updated by AFISRA. AF DCGS RIP Tasking Messages will be sent out by AFISRA/A3T identifying additional or modified RIP tasks.

5.4.3. RIP tasks should primarily be conducted in the course of real-world missions. For those RIP events or tasks that cannot be completed during a real-world mission, other methods will be used. These methods include but are not limited to shadowing a live mission, using pre-recorded or simulated mission data, performing a scripted mock event with one or more associated crewmembers, or performing an academic review with a qualified crewmember, preferably in the same crew position, or supervisor.

5.4.3.1. **(Added-480ISRW)** RIP items that must be accomplished during live missions will be identified in supplemental lead wing AF DCGS RIP tasking messages, as required.

5.4.4. Logging RIP events. Supervisors and individual crew members are responsible for ensuring documentation of RIP task completion IAW local instructions.

5.4.4.1. **(Added-480ISRW)** If a standardized enterprise-wide database is utilized, unit will outline local procedures for logging and validation of RIP accomplishment. If a standardized database is not available, units will develop documentation and methodology for logging and validating RIP accomplishment.

5.4.5. Unit Training Office is responsible to provide a quarterly RIP status report to unit commander.

5.4.6. Mission crew members must complete RIP tasks for each crew position in which they are qualified.

5.4.6.1. For crewmembers qualified on two or more positions, RIP tasks shared between crew positions, if similar, can be applied to each applicable position's currency requirements.

5.4.6.2. Mission crew members will not log RIP events for duty positions which they are not qualified.

5.4.6.3. Instructors may log crew duty tasks and instructor RIP requirements on any mission event in which they perform instructor duties.

5.4.6.4. Evaluators may log crew duty tasks required for their mission crew qualifications as they evaluate the tasks. There are no evaluator-specific RIP requirements.

5.4.7. Failure to meet RIP requirements for any given event (as calculated from the date the event was last accomplished) will result in loss of currency for the overdue event and regression to N-BMC/N-CMR status for that crew position. Members failing to meet RIP

requirements will be supervised by a qualified crewmember until the delinquent RIP events are complete as outlined in **Table 5.1**. Loss of instructor currency does not affect currency for mission crew positions in which the instructor is qualified.

Table 5.1. RIP Non-Currency Requirements.

Number of Days Since RIP Item Last Accomplished	Requirement to Regain Currency
Up to 120 Days	Complete delinquent RIP tasks with an individual current and qualified in the same crew position
121-180 Days	Individual must be placed in supervised status; complete refresher training in delinquent RIP tasks with a qualified instructor in same crew position; conduct performance check with different qualified instructor in same crew position
181-364 Days	Individual must be reentered into training; successfully pass evaluation IAW AFISRAI 14-153 Volume 2
Over 364 Days	Re-accomplish MQT, all certifications and all evaluations

Chapter 6

SPECIALIZED TRAINING

6.1. General. Specialized Training encompasses AF DCGS instructor and intelligence evaluator required training. This chapter establishes the minimum requirements for AF DCGS instructor/evaluator candidates and the required training.

6.1.1. Documentation. Specialized training for AF DCGS Instructor will be recorded IAW AF/A2 and AFISRA directed documentation sources. Specialized training should also be documented appropriately IAW AF/A2 guidance and approved processes regarding on-line documentation.

6.2. AF DCGS Instructor. Instructors are experienced crewmembers who have been qualified to instruct trainees. Instructors serve as the primary planner and task certifier in approved training documentation and can open/close tasks and request evaluations. Instructors will be designated in writing by the Unit/CC or designated individual.

6.2.1. Instructor Qualification Prerequisites. This program establishes the minimum guidelines for those personnel identified to qualify as an instructor. Personnel selected for instructor must:

6.2.1.1. Attain unit commander approval.

6.2.1.1.1. **(Added-480ISRW)** In addition to uniformed military personnel, unit commanders may approve qualified DAF civilian and contractor personnel to instruct crewmembers on any crew position except for the crew positions of MOC, GMS, IMS, SCR, EMS, CMS, CAN, and S&W. These crew positions directly participate in hostilities and must only be instructed by uniformed instructors in Title 10 status.

6.2.1.2. Maintain BMC/CMR status with a minimum Q1 on the latest evaluation in the crew position(s) for which they will instruct and have the following crew position experience:

6.2.1.2.1. Complete a minimum of 400 mission hours in the initial crew position for which they hold a qualification and 200 mission hours for each subsequent crew position.

6.2.1.2.1.1. Mission time conducting similar duties other than on AF DCGS may be considered toward instructor hours, at the discretion of the unit Commander, when it is determined too few missions are assigned to the unit to allow timely Instructor progression.

6.2.1.2.1.2. **(Added-480ISRW)** Source materials other than that collected on live DCGS missions, such as archived DCGS training products, archived DCGS audio/imagery feeds and/or processed outside of mission times may count towards mission hour requirements for Instructor prerequisites, at the discretion of the unit commander, when it is determined too few missions are assigned to the unit to allow timely operator and instructor progression.

6.2.1.2.1.3. **(Added-480ISRW)** Units will provide recommendations and

justification to 480 ISR WG/DOT for source materials not collected and exploited during live DCGS missions or collected from non-DCGS missions that may be considered for mission hour proficiency.

6.2.1.2.1.4. (Added-480ISRW) Certification Instructor. Instructors who gain certifications that build upon their crew position qualifications (i.e. High Altitude Workflow Coordinator, MOC platform certification, etc. EXCEPT AOR certifications) must also accumulate 200 mission hours on that certification before they are eligible to instruct trainees on the gained certification. Instructors may not sign off certification training items until they have at least 200 mission hours utilizing that certification. Instructors for newly gained AOR certifications do not require additional mission hours before they are eligible to instruct trainees.

6.2.1.2.1.4.1. (Added-480ISRW) Waivers. For qualified instructors who gain a certification, these individuals must accomplish a minimum of 50% of the required mission hours. Group Commanders may waive up to 50% of the certification mission hours for select qualified instructors based on previous AF DCGS and/or instructor experience, currency, and documentation or when it is determined that too few missions are assigned to the unit to allow timely operator and instructor progression.

6.2.1.2.1.4.2. (Added-480ISRW) Waiver requests must include:

6.2.1.2.1.4.2.1. (Added-480ISRW) Justification to waive 25% of the required certification mission hours for an instructor.

6.2.1.2.1.4.2.2. (Added-480ISRW) Summary of individual's intelligence career field experience.

6.2.1.2.2. Meet Air Force trainer requirements IAW AFI 36-2201 and be awarded 5-skill level (enlisted personnel only).

6.2.2. Instructor Training Requirements.

6.2.2.1. Receive formal instructor training through the AFISRA-approved course.

6.2.2.2. Successfully complete instructor training as detailed below and an instructor evaluation IAW AFISRAI 14-153 Volume 2.

6.2.2.2.1. Qualified instructors are not required to repeat the instructor qualification process (instructor specialized training and instructor evaluation) for subsequent positions provided they meet the minimum mission hours.

6.2.3. Loss/Recovery of Instructor Status. Unit commanders will remove an individual's instructor status when one of the following conditions exists:

6.2.3.1. The individual fails an evaluation on the crew position in which they are instructing. Instructors must successfully complete additional training assigned and/or successfully complete a new performance check to regain instructor qualification.

6.2.3.2. Instructors who fail a written examination must successfully re-accomplish the written exam to regain instructor status.

6.2.3.3. Individuals fail to maintain currency that results in removal of BMC/CMR status. If an instructor status becomes N-CMR/N-BMC, they cannot instruct on that position until all currency requirements have been completed.

6.2.3.4. If the unit commander determines an instructor is no longer capable of performing instructor duties, a commander-directed downgrade will be documented IAW AFI 14-202 Volume 2, as supplemented.

6.2.4. Instructor Training Areas

6.2.4.1. INSTR 1- INSTRUCTIONAL ABILITY - The trainee will:

- 6.2.4.1.1. Demonstrate the ability to communicate effectively.
- 6.2.4.1.2. Provide appropriate corrective guidance when necessary.
- 6.2.4.1.3. Plan ahead and make timely decisions.
- 6.2.4.1.4. Correctly analyze student errors.

6.2.4.2. INSTR 2- BRIEFINGS/CRITIQUE/Documentation. The trainee will:

- 6.2.4.2.1. Ensure briefings are well organized, accurate, and thorough.
- 6.2.4.2.2. Review student's present level of training and define mission events to be performed.
- 6.2.4.2.3. Demonstrate ability during critique to reconstruct the mission, offer mission analysis, and provide corrective guidance where appropriate.
- 6.2.4.2.4. Complete all training documents according to prescribed directives and award the appropriate grades.

6.2.4.3. INSTR 3- DEMONSTRATION AND PERFORMANCE. The trainee will:

- 6.2.4.3.1. Demonstrate procedures and techniques during the mission.
- 6.2.4.3.2. Demonstrate thorough knowledge of systems, procedures, and all applicable publications and regulations.

6.2.5. Instructor evaluations will be conducted IAW AFI 14-202 Volume 2 and AFI 14-153 Volume 2. The trainee is qualified to perform instructor duties after meeting all the criteria above, completing training, and a successful initial instructor evaluation (INIT INSTR).

6.2.6. Instructors will maintain currency by accomplishing the mission crew position and instructor CT requirements as dictated by this AFI and the RIP Tasking Message. Failure to accomplish these requirements will affect the individual's Instructor currency and additional training will be required as determined by the unit commander.

6.2.7. Waivers. Instructor candidate waivers will be approved by the Group Commander and forwarded through the Wing Commander to AFISRA/A3T. For instructor qualification(s), individuals must accomplish a minimum of 75% of the required hours. Group Commanders may waive candidate selection criteria, required events, and mission hours for select individuals based on previous AF DCGS and/or instructor experience, currency, and documentation.

6.2.7.1. Waiver requests must include:

6.2.7.1.1. Justification to waive the instructor candidate requirements.

6.2.7.1.2. Summary of individual's intelligence career field experience.

6.2.8. FTU Instructors leaving the schoolhouse that meet the minimum requirements may be proficiency advanced through the AF DCGS instructor program.

6.2.9. Documentation. Record instructor training IAW AF/A2 and AFISRA directed documentation sources. Specialized training should also be documented appropriately IAW AF/A2 guidance and approved processes regarding on-line documentation.

6.2.9.1. **(Added-480ISRW)** Units will document instructor training progression and completion on approved AF Form 797 and on 623a entries in training folders. Units will identify and report unit qualified instructors by position and certification on a monthly basis. Monthly reporting and early designation of prospective instructor candidates and Ops Training manning replacements will aid in identifying potential manning shortfalls.

6.3. Intelligence Evaluator Training Areas.

6.3.1. Intelligence Evaluator (IE) prerequisites. Personnel selected for IE must be a qualified and current instructor per the guidelines in [paragraph 6.2](#) and as set forth in AFISRAI 14-153 Volume 2.

6.3.2. Intelligence Evaluator Profiles

6.3.2.1. IE 1 -Mission Evaluation Preparation. The IE trainee will:

6.3.2.1.1. Be familiar with all evaluation material.

6.3.2.1.2. Possess all forms/documents required for conducting the evaluation.

6.3.2.1.3. Comply with all directives pertaining to the administration of the evaluation.

6.3.2.2. IE 2 - IE's Briefing. The IE trainee will:

6.3.2.2.1. Brief their examinee on the type(s) of evaluation, mission requirements, responsibilities, grading criteria, and IE actions/position during the evaluation.

6.3.2.2.2. Verify the examinee is familiar with the evaluation profile. If the examinee has questions on the evaluation profile, the IE trainee may explain evaluation TTPs (how the IE will evaluate the task), however the IE trainee will not conduct training on any specific elements of the evaluation profile.

6.3.2.2.3. Identify which tasks may need to be simulated and how the simulation will occur.

6.3.2.2.4. If applicable, explain which products will be generated.

6.3.2.2.5. Explain the flow of the evaluation to the examinee.

6.3.2.3. IE 3 - Performance During the Mission. The IE trainee will:

6.3.2.3.1. Assess individual tasks when they occur and/or when IE tolerances have been met IAW guidance. All tasks will be assessed utilizing proper checklists/forms to annotate grade/discrepancies.

6.3.2.3.2. Identify all discrepancies as they occur or when their examinee has exceeded IE/guidance tolerances. Annotate all discrepancies as they are identified.

6.3.2.3.3. Take notes necessary for completion of the evaluation, to include assignment on grades and debriefing. Notes should be specific, clear, and thorough.

6.3.2.3.4. Perform the evaluation as briefed during the IE in-brief. When it is not possible to perform the evaluation as briefed, the IE trainee must ensure proper instruction and guidance is given in order not to confuse their examinee. In cases where the IE trainee provides training and/or shortcuts, such action will not be conducted until after their examinee has performed the task and the task has been assessed.

6.3.2.3.5. Remove their examinee from position, when warranted due to safety, disciplinary issues, or IAW guidance.

6.3.2.3.6. Be thoroughly versed in the mission/crew position duties and responsibilities for the position they are evaluating.

6.3.2.4. IE 4 - Assessment of Overall Performance. The IE trainee will:

6.3.2.4.1. Review discrepancies, assess their examinee's performance during the evaluation, and/or execute appropriate guidance to assign remedial action.

6.3.2.4.2. Assign area grades based on discrepancies and IAW guidance, as supplemented.

6.3.2.4.3. Take into account area grades, discrepancies, remedial action(s), and requisite exams when assigning overall grade.

6.3.2.5. IE 5 - Evaluation Documentation. The IE trainee will:

6.3.2.5.1. Prepare and complete all required documentation.

6.3.2.5.2. Process the Temporary Certificate of Qualification IAW HHQ guidance.

6.3.2.5.3. Annotate the evaluation IAW AFI 14-202 Volume 2 and AFISRAI 14-153 Volume 2 guidance.

6.3.2.6. IE 6 - Debrief. The IE trainee will:

6.3.2.6.1. Debrief the examinee within 24 hrs.

6.3.2.6.2. Provide a well organized and accurate debrief. The debrief will include all key mission events, providing instruction and references as required. The debrief will also provide a reconstruction of the mission in a logical order that covers all tasks evaluated; operations/actions the examinee took to perform evaluated tasks; any discrepancy(s) noted during the performance of each task; the grading criteria of any task with a noted discrepancy(s); any additional training for any task with a noted discrepancy(s); specifics on how and to whom the examinee must demonstrate task proficiency for tasks and/or grading criteria areas with assigned additional training; detailed grades for each grading area; and the overall evaluation grade.

6.3.2.6.3. Debrief the supervisor within 24 hrs and must include highlights, strong points, and weak areas (as applicable).

6.3.3. IE certifications will be conducted IAW AFI 14-202 Volume 2, as supplemented and AFISRAI 14-153 Volume 2. The trainee becomes an intelligence evaluator after meeting the above criteria, completing training, and a successful intelligence evaluator certification IAW AFISRAI 14-153 Volume 2.

Chapter 7

INFORMATION COLLECTION, RECORDS, AND FORMS

7.1. Information Collections. No information collections reports are created by this publication.

7.2. Records. Maintain all records created as a result of processes prescribed in this publication in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

ROBERT P. OTTO, Major General, USAF
Commander

(480ISRW)

JEFFREY A. KRUSE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFISRAI 14-153, Volume 2, *Air Force Distributed Common Ground System (AF DCGS) Evaluation Criteria*, TBD

AFISRAI 14-153, Volume 3, *Air Force Distributed Common Ground System (AF DCGS) Operations Procedures*, TBD

AFI 14-104, *Oversight of Intelligence Activities*, 16 April 2007

AFI 14-202 Volume 1, *Intelligence Training*, 10 March 2008

AFI 14-202 Volume 2, *Intelligence Standardization/Evaluation Program*, 10 March 2008

AFI 14-202 Volume 3, *General Intelligence Rules*, 10 March 2008

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

AFPD 14-2, *Intelligence Rules and Procedures*, 29 November 2007

DoDI 3305.02, *DoD General Intelligence Training*, 28 November 2006

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 4381, *Intelligence Grade Sheet*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

Abbreviations and Acronyms

AD—Active Duty

AETC—Air Education and Training Command

AF—Air Force

AFI—Air Force Instruction

AFISRA—Air Force Intelligence, Surveillance and Reconnaissance Agency

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

ANG—Air National Guard
ARC—Air Reserve Component
AOR—Area of Responsibility
BQ—Basic Qualification
BMC—Basic Mission Capable
CAN—Correlation Analyst
CMR—Combat Mission Ready
CMS—Cryptologic Mission Supervisor
CO—Cryptologic Operator
CRITIC—Critical Intelligence Report
CRM—Crew Resource Management
CSAR—Combat Search and Rescue
CT—Continuation Training
CTS—Course Training Standard
DGS—Distributed Ground Station
DCGS—Distributed Common Ground System
DLO—Data Link Operator
DMS—Distributed Mission Site
DoD—Department of Defense
DRO—Direct Reporting Organization
DRU—Direct Reporting Unit
DT—Difference Training
EAP—Emergency Action Plan
EI—Essential Elements of Information
EMS—ELINT Mission Supervisor
FAV—Field Assistance Visit
FOA—Field Operating Agency
FTU—Formal Training Unit
GA—Geospatial Analyst
GMS—Ground Mission Supervisor
GRE—Geospatial Report Editor
HHQ—Higher Headquarters

HQ—Headquarters

IAW—In Accordance With

IE—Intelligence Evaluator

IMS—Imagery Mission Supervisor

IMINT—Imagery Intelligence

INIT—Initial (evaluation)

INSTR—Instructor (qualification evaluation)

IQT—Initial Qualification Training

IRF—Intelligence Read File

ISR—Intelligence, Surveillance, and Reconnaissance

IRTRB—Intelligence Realistic Training Review Board

MAJCOM—Major Command

MDS—Mission Design Series

MM—RIP Mission Training Event Code

MMS—Multi-Source Mission Supervisor

MO—RIP Mission Operations Training Event Code

MOC—Mission Operations Commander

MSA—Multi-Source Analyst

MSN—Mission (evaluation)

MQT—Mission Qualification Training

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

NGB—National Guard Bureau

OB—Order of Battle

OPR—Office of Primary Responsibility

PCA—Permanent Change of Assignment

PCPAD—Planning and Direction, Collection, Processing and Exploitation, Analysis and Production, and Dissemination

PCS—Permanent Change of Station

POC—Point of Contact

PR—Product Reporter

QTP—Qualification Training Package

QC—Quality Control

QUAL—Qualification (Evaluation)
RDS—Records Disposition Schedule
RFI—Request For Information
RIP—Ready Intelligence Program
S&W—Surveillance and Warning Supervisor
SA—Signal Analyst
SAV—Staff Assistance Visit
SCR—Screener
SE—RIP Special Emphasis Event Training Code
SIGINT—Signals Intelligence
SME—Subject Matter Expert
SP—Sensor Planner
SSO—Special Signals Operator
Stan/Eval—Standardization and Evaluation
TA—Threat Analyst
TCPED—Tasking Collection, Processing, Exploitation and Dissemination
TPT—Training Planning Team
TR—Technical Reporter
TRB—Training Review Board
TRP—Training Review Panel
TTP—Tactics, Techniques and Procedures
TW—Threat Warning

Terms

Air Force Distributed Common Ground System (AF DCGS)—A distributed, network-centric, global system designated as the AF AN/GSQ-272 SENTINEL intelligence, surveillance and reconnaissance (ISR) weapon system, AF DCGS consists of ground stations, mission sites, collaborative work centers and remote entities connected in a network-centric data and information distributed system. AF DCGS takes advantage of AF, sister service, national and coalition sensors in the air, on land, in space, and at sea, spanning multi-INT disciplines. It provides tailored, correlated information to those who need it at all levels across the globe, in peace and in combat. It is scalable and comprised of fixed & deployable total force components capable of forward-based activities & robust, full-scale reachback operations. AF DCGS is a component of the larger DoD DCGS enterprise.

Basic Mission Capable (BMC)—The status of AF DCGS mission crewmembers who have satisfactorily completed MQT, are qualified in the unit mission, but do not maintain CMR status.

Basic Qualification (BQ)—Mission crewmembers who have satisfactorily completed IQT and are qualified to perform basic duties, but may not perform mission duties unsupervised. BQ is a prerequisite for all personnel to enter MQT. BQ is not a long term qualification status.

Certification—The status of a crewmember who has satisfactorily completed training prescribed to maintain the knowledge and skills necessary to supplement qualifications. Certifications are attained through methods other than evaluation and are verified by an instructor.

Collection Minimization—Procedures established to ensure adherence to national, AF and local directives regarding restrictions to collection when performing crew mission duties.

Combat Mission Ready (CMR)—The status of intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by this document.

Continuation Training (CT)—Continuation Training provides the volume, frequency, and mix of training necessary for mission crews to maintain proficiency in their assigned qualification level. It consists of local and difference training and the Ready Intelligence Program (RIP). CT is separate from skill level upgrade training, although CT may fulfill some skill level upgrade training requirements.

Currency—A measure of how frequently and/or recently a task is completed. Currency requirements should ensure mission crews maintain a minimum level of proficiency in a given event.

Difference Training (DT)—Training for new features, variations, capabilities, and/or procedures (to include local procedures).

Direct Reporting Organization—Units that are outside of the normal AF organizational structure, lacking a parent Group and/or Wing. For these units, any requirements normally satisfied at the Group or Wing level moves up to the first available organization in the chain.

Enterprise Level Certification—Certification applicable across all AF DCGS units.

Fast Track— Training, qualification or certification process for personnel, identified by the unit commander, that have demonstrated exceptional skill in a crew position. While still responsible for all training and qualification requirements for each position through the tier progression, they may be signed off on many/most items and evaluated more quickly than normal training timelines.

Formal Training Unit (FTU)—A unit with a primary mission to train crew personnel according to approved syllabi.

In-unit IQT—Training provided by unit in lieu of that provided at the FTU in-residence courses.

Initial Qualification Training (IQT)—Initial training necessary to qualify AF DCGS mission crews in a basic AF DCGS crew position without regard to a squadron's specific mission. IQT includes AF DCGS Formal Training Unit (FTU) in-residence courses as well as in-unit training using FTU materials, when waived.

Instructor—An experienced crewmember qualified to instruct others in operations, academics and positional duties. Instructors can certify training completion on appropriate mission documentation.

Intelligence Evaluator (IE)— Current and qualified (BMC or CMR) AF DCGS instructor personnel who has completed the IE training and certification. IEs must be current and qualified in the events they evaluate. Only IEs may conduct intelligence qualification (mission or specialized) evaluations (initial or periodic).

Mission Qualification Training (MQT)—Training needed to qualify mission crewmembers to perform their specific squadron mission in an assigned position. This training is a prerequisite for CMR or BMC status.

Proficiency—The quality of having competence and a command of the fundamentals derived from practice and familiarity. A measure of how well a task is completed. An individual is considered proficient when he/she can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

Proficiency Advance— Process reserved for personnel with demonstrated and documented skill in a particular crew position, and identified by the unit commander. Individual is advanced past lower tier position requirements, only completing the requirements for the selected higher-tier position.

Qualification Training Packages (QTP)—Formal Training Unit formal courseware provided to units conducting secondary method training.

Ready Intelligence Program (RIP)—A component of CT which is designed to focus on capabilities needed to accomplish a unit's core tasked missions. RIP events are specific to the AF DCGS weapon system. BMC and CMR intelligence personnel must complete appropriate RIP tasks identified in this document.

Refresher Training—Optional training provided by the local unit to AF DCGS FTU graduates upon reporting to their operational unit of assignment. Refresher training is a review of FTU trained items in sufficient depth and breadth to ensure the crewmember retains knowledge and task area proficiency at the basic qualification level.

Remedial Training—Training provided to members receiving a qualification level 3 (Q-3) during an initial, SPOT, or recurring evaluation, or for crewmembers who fail to complete CT requirements and regress to non-CMR/non-BMC status.

RIP Tasking Message—Higher Headquarters message that establishes Ready Intelligence Program event and frequency requirements in addition to events contained in this instruction.

Supervised Status—The status of a member who must operate under the supervision of an instructor. BQ and BMC (unless waived) crewmembers are normally in supervised status during operational missions.

Attachment 1 (480ISRW)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****(Added) *Prescribed Forms***

(Added) AF Form 4350, *Certificate of Intelligence Qualification*, 10 March 2008

(Added) *Adopted Forms*

(Added) AFISRA Form 401, *Temporary Certificate of Evaluation*

Abbreviations and Acronyms

(Added) CC—Commander

(Added) DO—Director of Operations

(Added) DOT—Directorate of Operations Training flight

(Added) LoT—Letter of Training

(Added) LoX---Letter of Certifications

(Added) OSS—Operations Support Squadron

(Added) OST—Operations Support Training flight

(Added) Q—Qualification

(Added) QTRP—Quarterly Training Review Panel

(Added) STRB—Stan/Eval and Training Review Board

(Added) WG—Wing

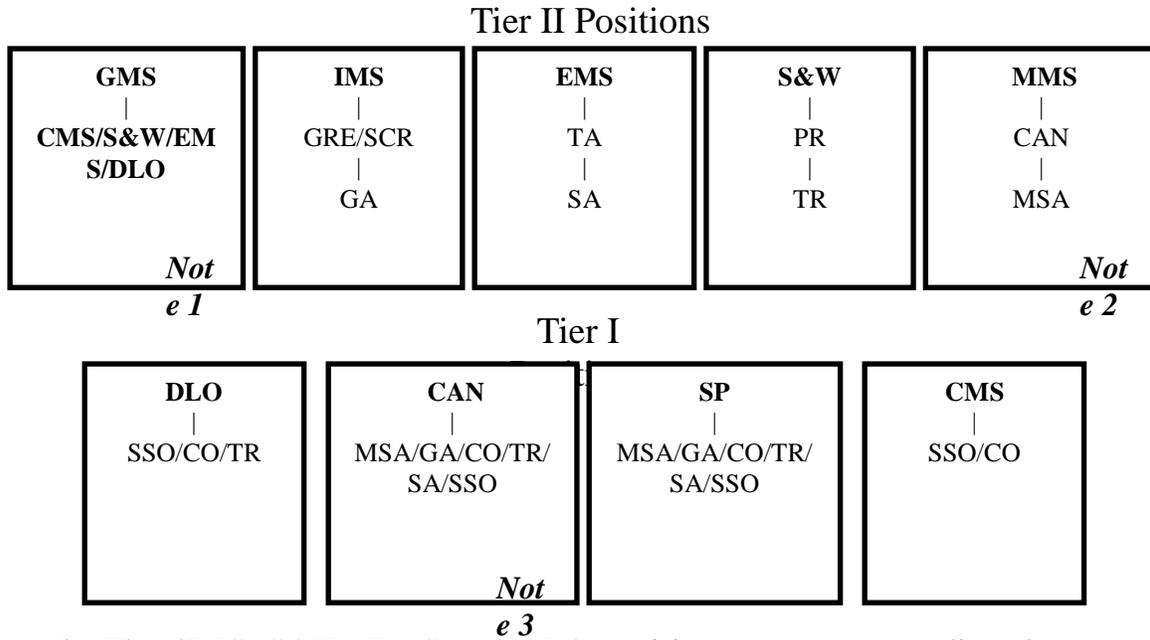
Attachment 2

AF DCGS TIERED MISSION POSITIONS

Table A2.1. Entry, Tier I and Tier II Crew Position AFSC Requirements.

AFSC	CREW POSITION																			
	Entry Level							Tier I							Tier II					
	MOC	GA	SSO	SA	TR	CO	MSA	GRE	SCR	SP	CMS	TA	PR	DLO	CAN	S&W	IMS	EMS	GMS	MMS
14N	X																			
1N0X1							X			X					X					X
1N1X1A		X						X	X	X					X		X			X
1N2X1A				X						X		X			X			X	X	X
1N2X1C			X							X	X			X	X				X	X
1N3X1						X				X	X			X	X				X	X
1N4X1B					X					X			X	X	X	X			X	X

Table A2.2. Crew Progression Requirements.



Note 1: The CMS, S&W, EMS and DLO positions can progress directly to GMS.

Note 2: Preferred tier progression method to MMS is MSA through CAN.

Note 3: Any entry level position, with the exception of the MOC, can progress to Can, followed by MMS.

Attachment 3
RIP TASK DEFINITIONS

Table A3.1. RIP Tasking Definitions.

Code	Training Event	Definition
Mission (MM)		
MM01	AF DCGS Mission	Conduct ISR activity that includes collection, processing, exploitation and/or dissemination (CPED).
MM02	AF DCGS Mission Instructor	Train a crewmember on positional tasks.
Mission Operations (MO)		
MO01	Internal/External Ad Hoc to include time sensitive targets	De-conflict tasking and capacity issues; coordinate with internal/external elements, ensure successful completion of Ad hoc requirements.
MO02	Target/dynamic retasking	De-conflict tasking and capacity issues; coordinate with internal/external elements to retask previously unsatisfied EEIs.
MO03	Cross-Cue events	Coordinate with at least one ISR asset for collection.
MO04	Mission Plan Modification	Adjust planned route to optimize collection.
MO05	SIGINT Reporting	Identify reportable activity; draft, and/or QC, disseminate appropriate reports IAW established procedures.
MO06	IMINT Reporting	Identify reportable activity; create, edit, and/or QC, disseminate products IAW established procedures.
MO07	Multi-INT Reporting	Draft report from multiple intelligence sources.
MO08	Search and Acquisition	Set, display, modify and manipulate automatic and/or manual search and acquisition assignments and collection.
Code	Training Event	Definition
Special Emphasis Events (SE)		
SE01	CRITIC Event	Recognize activity meeting CRITIC criteria and execute established procedures.
SE02	Troops in Contact (TIC)	Support TIC activity; coordinate with internal and external elements IAW established procedures.
SE03	Personnel Recovery (PR) /CSAR event	Support PR events; coordinate with internal and external organizations and execute established

		procedures.
SE04	Distress Signal	Recognize distress signals; process/report IAW established procedures.
SE05	Threat Warning	Recognize threat activity; process/report threat activity IAW established procedures.
SE06	NICKLEBACK	Recognize activity meeting NICKLEBACK criteria; process/report threat activity IAW established procedures.
SE07	Emergency Action Plan (EAP)	Recognize safety and security situations and execute applicable checklists IAW established procedures.
Emergency/Contingency Actions (EA)		
EA01	In-flight Emergency	Coordinate with internal and external elements during in-flight emergency situations involving collection platforms IAW established procedures.
EA02	Pilot Medical Emergency	Provide support to pilot and coordinate with internal and external elements during pilot emergency situations involving collection platforms IAW established procedures.
EA03	Non-Emergency abort	Execute non-emergency abort coordination (eg: modified tasking, RTB, etc) for collection platforms IAW established procedures.
EA04	Sensor/equipment outage	Perform trouble shooting procedures for sensor and baseline/non-baseline equipment outages IAW established procedures and checklists.
EA05	Loss of link with the mission aircraft	Perform troubleshooting procedures, coordinate with internal and external elements for loss of link with the mission aircraft IAW established procedures and checklists.

Attachment 4

MINIMUM RIP CURRENCY REQUIREMENTS

Table A4.1. Minimum RIP Currency Requirements.

Code	Training Event	Crew Position	BMC	CMR
Mission (MM)			Task/Days	
MM0 1	AF DCGS Mission	All	1/180	1/90
MM0 2	AF DCGS Mission, Instructor	All Instructors	1/180	1/90
Mission Operations (MO)				
MO0 1	Internal/External Ad Hoc to include Time Sensitive Targets	MOC, GMS, CAN, MSA, IMS, MMS	1/180	1/90
MO0 2	Target / Dynamic Retasking	MOC, SP, SCR, IMS	1/180	1/90
MO0 3	Cross-Cue Event	MOC, GMS, EMS, DLO, S&W, PR, CMS, CAN, MSA	1/180	1/90
MO0 4	Mission Plan Modification	MOC, GMS, SP	1/180	1/90
MO0 5	SIGINT Reporting	GMS, EMS, DLO, S&W, PR, TR, SSO, TA, SA	1/180	1/90
MO0 6	IMINT Reporting	IMS, GRE, GA, SCR, CAN	1/180	1/90
MO0 7	Multi-INT Reporting	MOC, S&W, PR, MSA, CAN, MMS	1/180	1/90
MO0 8	Search and Acquisition	EMS, DLO, TA, CO, SSO	1/180	1/90
Special Emphasis Events (SE)				
SE01	CRITIC Event	MOC, GMS, EMS, DLO, S&W, PR, TR, CMS, CO, SSO, CAN, TA, SA	1/180	1/90
SE02	Troops In Contact (TIC)	MOC, GMS, S&W, CAN, IMS, GA, SCR, CMS, DLO, MMS	1/180	1/90
SE03	Personnel Recovery (PR) Program – SAR/CSAR event	MOC, GMS, DLO, S&W, TR, CMS, CO, SSO, IMS, GA, SCR	1/180	1/90
SE04	Distress signal	MOC, GMS, EMS, DLO, S&W, PR, TR, CMS, CO, SSO, IMS, SCR, GA	1/180	1/90
SE05	Threat Warning	MOC, GMS, EMS, TA, SA, DLO, S&W, PR, TR, MMS, CMS, CO, SSO, CAN, MSA, GRE	1/180	1/90
SE06	SIGINT Threat Warning (STW)	MOC, GMS, EMS, SA, TA, DLO, S&W, PR, TR, CMS, CO, SSO, CAN	1/180	1/90
SE07	Emergency Action Plan	All	1/180	1/90

	(EAP)			
Emergency/Contingency Actions (EA)				
EA01	In-flight Emergency	MOC, GMS, DLO	1/180	1/90
EA02	Pilot Medical Emergency	MOC, GMS	1/180	1/90
EA03	Non-emergency abort	MOC, GMS, S&W, SP	1/180	1/90
EA04	Sensor/equipment outage	ALL	1/180	1/90
EA05	Loss of link with the mission Aircraft	MOC, GMS, EMS	1/180	1/90

**Attachment 5 (Added-480ISRW)
CREW POSITION MQT REQUIREMENTS**

Table A5.1. AF DCGS Crew Position MQT Minimum Training Requirements.

Training Areas	DCGS Crew Positions																			
	Entry Level							Tier 1							Tier 2					
	MOC	GA	SSO	SA	TR	CO	MSA	GRE	SCR	SP	CMS	TA	PR	DLO	CAN	SW	IMS	EMS	GMS	MMS
Communication Systems	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mission Preparation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mission Execution	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Crew Coordination	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Post-Mission Activities	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mission Handoff	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Emergency/Safety Procedure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Security	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Threat Warning	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Graphic Functions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Collection Minimization	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Intelligence Products		X	X	X	X		X	X				X	X	X	X			X		X
CRITIC Reporting	X		X	X	X	X	X				X	X	X	X	X	X		X		X
Research and Analysis							X								X					X
Mission Tasking	X	X	X		X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
External Coordination	X				X		X	X	X	X	X			X	X	X	X	X	X	X
Product Management	X							X			X			X	X	X	X	X	X	X
NICKELBACK	X		X	X	X	X					X	X	X	X	X	X	X	X	X	X
Mission Management	X									X	X			X	X	X	X	X	X	X
Sensor Cross-Cue	X								X	X	X			X	X	X	X	X	X	X
Collection Planning	X									X	X						X	X	X	X
Pre-Mission Briefing	X						X			X	X				X		X	X	X	X
Personnel Recovery	X	X	X		X	X		X	X	X	X	X		X	X	X	X	X		
Post-Mission Debrief	X						X			X	X			X	X	X	X	X	X	X
Direction Finding			X	X		X					X	X						X	X	
Search and Acquisition			X			X					X	X		X				X		
Datalink Ops														X						
Sensor Capabilities	X	X	X	X		X	X		X	X	X	X		X	X		X	X	X	X

OPS TRAINING CHIEF, Rank, USAF
Commander, Operations Training Flight

1st Ind, XXX IS/CC; date, Instructor Designation Letter

MEMORANDUM FOR ALL

I have verified the personnel in the chart above meet minimum requirements and hold sufficient mission hours to Instruct in each Qualification and Certification listed. The listed personnel are hereby designated as Instructors for the XXX IS.

SQ COMMANDER, Rank, USAF

(or 'XXX OSS COMMANDER' based on
organization alignment)
Commander, XXX IS