



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR COMBAT COMMAND  
JOINT BASE LANGLEY-EUSTIS VA

AFI14-202V2\_ACCSUP\_ACCGM2016-01

27 April 2016

MEMORANDUM FOR ACC REGAF UNIT-LEVEL INTELLIGENCE FUNCTIONS

FROM: HQ ACC/A2  
209 Dodd Blvd  
Joint Base Langley-Eustis, VA 23665-2789

SUBJECT: ACC Guidance Memorandum 15-01 to AFI14-202V2\_ACCSUP, *Intelligence Standardization/Evaluation Program*

Releasability: There are no releasability restrictions on this publication.

1. By Order of the Director, Air Combat Command Directorate of Intelligence, this ACC Guidance Memorandum immediately implements the ULI training evaluation process, waiving (see ACC/A2 Waiver to AFI 14-202 and 14-2(MDS) AFI ULI Standardization and Evaluation Requirements, dated 09 Jun 15) and replacing the current Intelligence Standardization and Evaluation (S/E) program mandated by AFI 14-202 and applicable 14-2(MDS) AFIs. Rationale for incorporating ULI Standardization and Evaluation functions within the unit training program is to increase the efficiency of the limited number of qualified personnel and overall effectiveness of the training and evaluation system. ULI is defined as intelligence functions resident in wing and below units.

2. Compliance with this memorandum is mandatory. This guidance memorandum applies to all ACC Active Duty intelligence personnel assigned to wing and below units. To the extent its direction is inconsistent with other Air Force publications; the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

3. This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

*Agile Combat Power*

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VERALINN "DASH" JAMIESON  
Major General, USAF  
Directorate of Intelligence

## Unit-level Intelligence (ULI) Training Evaluation Process

**1.0. General.** Intelligence training evaluation ensures the unit's training program adequately prepares their personnel to perform in their assigned duty position. It does this by observing personnel performing intelligence functions to ensure they can successfully perform in the assigned duty position(s) to a minimum standard by observation of performance of those duties, and ensure functional teams are certified to perform their assigned unit functions (e.g., Mission Planning Cell [MPC]) (see Figure 1). SIOs will ensure evaluations are conducted as determined required. **(T-2)** These evaluations provide feedback to enable personnel and teams to improve their performance. It also provides feedback to training programs since trends observed in several individuals can highlight best practices or deficiencies in training, and ensures personnel do not put themselves or others at risk by performing duties for which they are not qualified. The following outlines the minimum requirements for a ULI training evaluation. SIOs may develop (or retain) a more robust training evaluation process to meet mission support requirements.

**1.1. Organization.** The composition of the ULI training evaluation function is at the SIO's discretion **(T-2)** with the following considerations:

1.1.1. Any trainer qualified in a duty position that can be evaluated can serve as an evaluator in an appropriate event **(T-2)**. IAW AFI 36-2201, *Air Force Training Program*, trainers are required to develop evaluation tools. Note: There is no requirement for a separate cadre of training evaluators. Evaluator is simply a role a trainer may perform.

1.1.2. In a multi-MDS wing/unit, not all personnel acting as evaluators are required to be qualified in every MDS provided each MDS is represented by at least one qualified individual **(T-3)**.

**1.2. Evaluations.** Evaluations should be accomplished in a realistic training environment in conjunction with in-garrison events to the maximum extent possible (e.g., Command Post exercises, unit War Day, unit exercises). Evaluations during exercises are encouraged. Units should apply operational risk management principles to determine whether it is appropriate to conduct an evaluation during real-world operations. Evaluations can be as simple as a qualified individual observing the trainee or team in the performance of their duties to ensure they are meeting the minimum local demands for accuracy, timeliness, and correct use of procedures.

### 1.3. Types of Evaluations.

1.3.1. Individual Evaluations. Individual training evaluations are the culmination of the training received by an individual for their assigned duty position(s). The specific tasks and criteria for an individual training evaluation are developed by the SIO **(T-2)**. Typically, these are derived from unit training standards and task requirements found in the unit's training plan. Ideally, a training evaluation would check the individual's overall performance in their assigned duty position (e.g., MPC, CIC, Squadron) not each and every discrete task that makes up the duty position.

1.3.2. Team Evaluations. Team training evaluations look at how teams of individuals perform to satisfy specific requirements expected of a particular team (e.g., MPC, CIC, Squadron). The specific evaluation tasks and criteria for a team evaluation are developed by the SIO (T-2). Typically these are derived from checklists, products and product timelines expected for a particular team.

1.3.3. Periodic evaluations. Develop a process to evaluate individual and team proficiency (T-2). Periodic evaluation timelines are at the discretion of the SIO (T-2). Some examples of when a periodic evaluation might be necessary are when an individual returns from an extended TDY or has been chopped to a duty position where they may not have performed functions typical of their previous assigned duty position, or when observed performance does not meet unit standards.

**1.4. Unsatisfactory Performance.** Trainer evaluators will promptly notify the trainee's supervisor whenever unsatisfactory performance is observed (T-2).

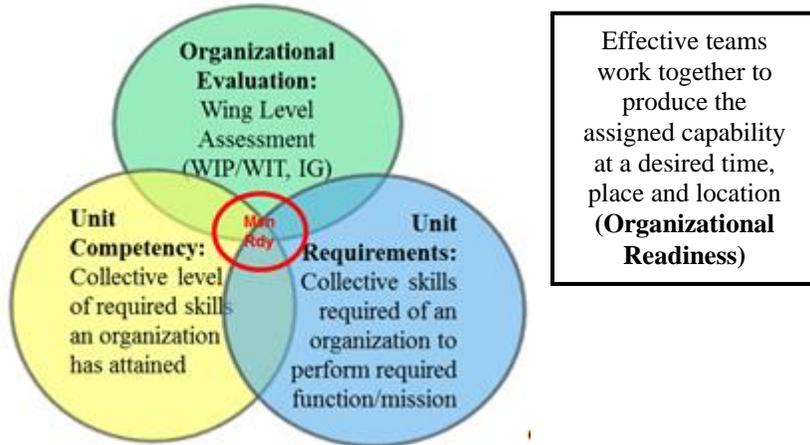
1.4.1. Re-qualification. If an individual fails an evaluation, or if a trainer, supervisor, or SIO directs a downgrade from Combat Mission Ready (CMR) it will be documented in the AF Form 623a (T-2). The individual's supervisor will develop a training plan to re-qualify the trainee (T-3). The re-qualification process culminates in a successful evaluation for the assigned duty position in question (T-2).

**1.5. Documentation.** Outcomes of evaluations will be annotated on an AF Form 623a in the trainee's training record (T-2). A successful evaluation that qualifies an individual as CMR will state such on the trainee's AF Form 623a and will be signed by the trainee and supervisor IAW AFI 36-2201 (T-2). Continued use of AF Forms 4349, 4381 and 4350 is optional.

**Figure 1. ULI Training Evaluation Process Model**

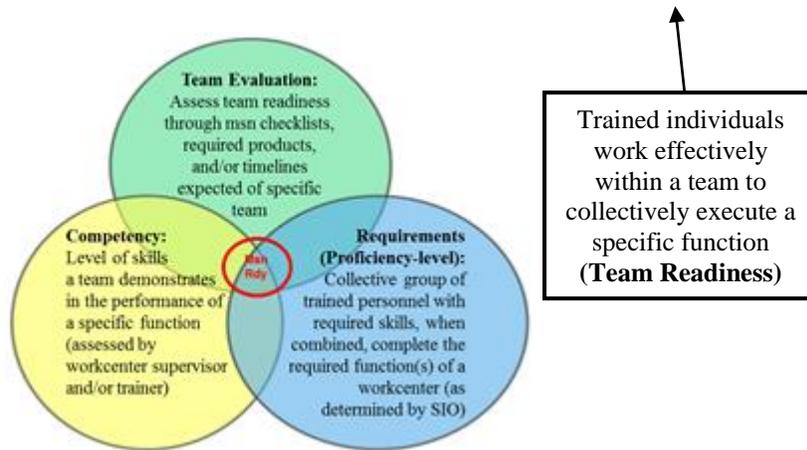
**ORGANIZATIONAL READINESS LEVEL**

- Tasks and criteria for organizational readiness are developed by the Wing Commander through the Wing Inspection Program (WIP); evaluated by Wing Inspection Team (WIT) and Inspector General (IG).

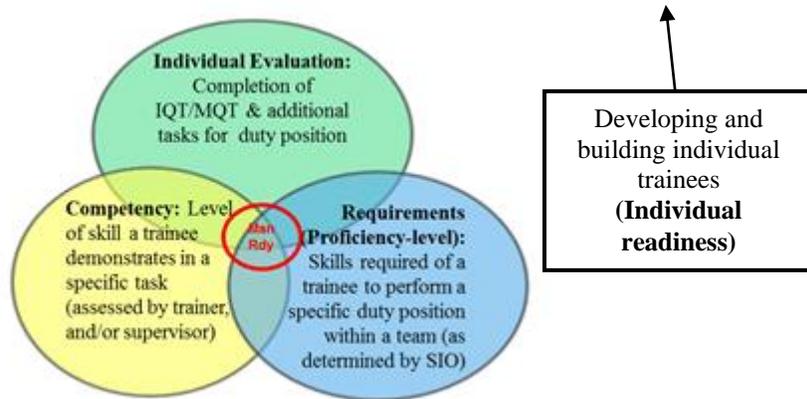


**INDIVIDUAL AND TEAM READINESS LEVELS**

- Tasks and criteria for individual and team evaluations are developed by the SIO. These evaluations should be accomplished in realistic training environments to the maximum extent possible.



\*Team-evaluation: Assess group of trained individuals, performing together, to meet team msn requirements



\*Individual-evaluation: Culmination of training received by an individual for their assigned duty position