

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 14-103**

**25 NOVEMBER 2013**



**Intelligence**

**VISUAL RECOGNITION TRAINING  
MATERIALS PRODUCTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: ACC/A2

Certified by: AF/A2D  
(Brig Gen Donald J. Bacon)

Supersedes: AFI 14-103, 25 January 2005

Pages: 6

---

This publication implements Air Force Policy Directive (AFPD) 14-1, *Intelligence, Surveillance, and Reconnaissance (ISR) Planning, Resources, and Operations*. It establishes the requirements and responsibilities for the production of visual recognition (VR) training materials. This publication supports qualification and specialized training requirements outlined in Air Force Instruction (AFI) 11-2, AFI 13-1, and AFI 14-2 series publications. It supports the concept in Joint Publication 3-09, *Joint Fire Support*. This publication applies to Active Duty, Air Force Reserve and Air National Guard personnel. 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 Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Submit change recommendations using an AF Form 847, Recommendation for Change of Publication to the Office of Primary Responsibility (OPR). This publication may be supplemented, but all direct supplements must be coordinated through the OPR of this publication prior to certification and approval. Upon publication, MAJCOMS will ensure copies are provided to the OPR of this publication. Units may request waivers for tiered compliance items IAW AFI 33-360, *Publications and Forms Management*. The OPR is the waiver authority for non-compliance items; these requests must be submitted through the chain-of-command to the publication OPR.

### **SUMMARY OF CHANGES**

This rewrite clarifies the responsibilities, incorporates changes in organizational designations, and includes risk factors (known as "tiers") to tasks assigned to organizations below major command (MAJCOM) level to depict the assessed risk of non-compliance. It has also been

renamed and revised to focus on visual threat recognition, instead of the former threat recognition training materials production program. Air Combat Command, Intelligence Directorate (ACC/A2) is designated as lead for program management and Air Force Targeting Center (AFTC) replaces the 480th Intelligence Wing as the lead for visual recognition training material production management.

**1. OVERVIEW.** This publication provides the basic policy and guidance for the management, production and dissemination of VR training materials. It provides information for submitting VR training materials production requirements. Production of VR training materials support a variety of training programs mandated in the AFI 11-2, 13-1, and 14-2 series publications. The use of VR training materials ensures operations personnel are able to recognize key features of weapon systems and other military equipment. When combined with threat knowledge training, the ability to visually identify weapon systems enables operators to:

- 1.1. Identify and understand the physical characteristics of weapon systems.
- 1.2. Identify patterns of employment and enhance their knowledge of equipment capabilities.
- 1.3. Identify deviations from known equipment characteristics and patterns of employment to enable them to report these deviations through intelligence channels.

## **2. ROLES AND RESPONSIBILITIES.**

**2.1. Deputy Chief of Staff, Intelligence, Surveillance, and Reconnaissance (AF/A2)** provides oversight for policy development on VR training program management. Plans, advocates, and coordinates, as necessary with other military services, national agencies, combat support agencies (CSA) and foreign military organizations.

### **2.2. Air Combat Command, Intelligence Directorate (ACC/A2).**

2.2.1. Provides oversight and program management of VR training materials production program.

2.2.2. Plans, advocates, and coordinates (with higher headquarters, supported major commands (MAJCOM), CSAs, etc.) on behalf of AFTC to support VR materials production management, resources, associated system/software development and fielding, and development of VR training processes.

2.2.3. Conducts quarterly review of production requirements with AFTC to facilitate ACC advocacy (with higher headquarters, supported MAJCOMs, CSAs, etc.) of resources, system/software/computer-based training (CBT) development, and training processes in support of total force units.

2.2.4. Coordinates development of VR training processes (training for VR trainers) across MAJCOMs.

### **2.3. Air Force Targeting Center (AFTC):**

2.3.1. Provides production management of VR training materials. (T-2)

2.3.2. Serves as focal point for units requesting VR training materials. (T-2)

2.3.2.1. Receives, validates, prioritizes, and provides status updates on production requests for VR training materials or requests for VR training program support

through the AFTC EnterpriseWizard (EW) on the AFTC Secure Internet Protocol Router Network (SIPRNET) homepage. (T-2)

2.3.3. Collects, coordinates, validates, and reports on VR training material production requirements and status. (T-3)

2.3.3.1. Forwards resource and training tactics techniques and procedure requirements to ACC/A2 Staff to facilitate headquarters advocacy (with higher headquarters, supported MAJCOMs, CSAs, etc.) of resources, system/software/CBT development, and training processes in support of units. (T-3)

2.3.4. Develops and produces VR training materials to meet standing and ad hoc requirements, and requests for information. (T-2)

2.3.4.1. Coordinates with outside entities (e.g., combatant commands, MAJCOMs, CSAs) to acquire weapon system video footage or other source materials needed to produce VR products. (T-3)

2.3.4.2. Maintains the capability to produce and disseminate limited hard copy, large format poster-sized materials. (T-3)

2.3.5. Provides a secure, online mechanism to store, search, and retrieve VR products and associated requests for information. (T-2)

2.3.5.1. Disseminates to units instructions for search and retrieval of select VR products and production management services. (T-3)

2.3.5.2. Disseminates VR training materials in appropriate formats to meet unit requirements. (T-3)

2.3.6. In coordination with ACC/A2 Staff, coordinates recurring forums with supported MAJCOMs/units and stakeholders to receive, validate, prioritize, and provide status updates on production requests or training program support. (T-3)

2.3.7. Develops and implements feedback mechanisms to solicit and address unit feedback. (T-3)

2.4. **Customer.** In order for customers to manage training aids efficiently, they must become familiar with AFTC's EW tool. It not only allows AFTC to receive, validate and prioritize customer production requests for VR training materials or requests for VR training program support, it also allows customers to obtain the status of their orders at any time. Whenever customers develop training processes, they may transmit them to AFTC via e-mail for consideration of implementation by other customers. Customers shall:

2.4.1. Submit requirements for new or existing VR training materials through the AFTC EW on the AFTC SIPRNET homepage. If EW is unavailable or not accessible, send requests via email to [AFTC.DO@langley.af.mil](mailto:AFTC.DO@langley.af.mil) (Non-classified Internet Protocol Router Network (NIPRNET)), [AFTC.DO@langley.af.smil.mil](mailto:AFTC.DO@langley.af.smil.mil) (SIPRNET), or via phone call to AFTC Staff (DSN 575-4098). Standing production requirements for VR material can also be submitted at the annual AFTC Target Requirements Conference. (T-2)

2.4.2. Manage local VR training programs IAW applicable AF, MAJCOM, and local guidance. (T-3)

2.4.3. To enhance the VR training materials production program, customers should send locally developed VR training directives and products to AFTC via email to [AFTC.DO@langley.af.mil](mailto:AFTC.DO@langley.af.mil) (NIPRNET) or [AFTC.DO@langley.af.smil.mil](mailto:AFTC.DO@langley.af.smil.mil) (SIPRNET). (T-3)

ROBERT P. OTTO, Lieutenant General, USAF  
Deputy Chief of Staff, Intelligence,  
Surveillance and Reconnaissance

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

AFPD 14-1, *Intelligence, Surveillance, and Reconnaissance (ISR) Planning, Resources, and Operations*, 2 April 2004

AFI 33-360, *Publications and Forms Management*, 25 September 2013

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

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**ACC/A2**—Air Combat Command, Intelligence Directorate

**AF/A2**—Deputy Chief of Staff, Intelligence, Surveillance, and Reconnaissance

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFTC**—Air Force Targeting Center

**CBT**—Computer-based Training

**CSA**—Combat Support Agencies

**EW**—Enterprise Wizard

**IAW**—In Accordance With

**MAJCOM**—Major Command

**NIPRNET**—Non Classified Internet Protocol Router Network

**OPR**—Office of Primary Responsibility

**SIPRNET**—Secure Internet Protocol Router Network

**VR**—Visual Recognition

***Terms***

**Enterprise Wizard**—AFTC's SIPRNET based online production request and management system. Used by customers to submit and track requirements and by production managers to reach-back to the customers for requirement coordination and to validate, assign, and track the status of production requirements. EW is also used to collect feedback from customers and to build reports for the AFTC Staff on products, man-hours, requesting organizations.

**Tier 2 (T-2)**—Non-compliance has the potential to create moderate risk of mission or program degradation or failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. Waivers

may be granted at the MAJCOM/CC level, but may not be delegated lower than MAJCOM Director.

**Tier 3 (T-3)** —Non-compliance has a relatively remote potential to create risk of mission or program degradation or failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. Waivers may be granted at the Wing/DRU/FOA/CC level.

**Visual Recognition**—VR is a subset of combat identification. It is a method used to identify objects such as aerospace, ground, and naval equipment likely to be encountered in the operational environment.