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SECRETARY OF THE AIR FORCE**

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***Intelligence***

***RQ-4 UNIT INTELLIGENCE TRAINING***

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This publication implements Air Force Policy Directive (AFPD) 14-2, *Intelligence Rules and Procedures*, and is consistent with Air Force Instruction (AFI) 14-202, Volume 1, *Intelligence Training*, AFI 14-202, Volume 2, *Intelligence Standardization/Evaluation Program*, and AFI 14-202, Volume 3, *General Intelligence Rules*. This publication establishes the minimum Air Force standards for training personnel performing intelligence duties in RQ-4 units. This publication applies to Active Duty, Reserve and Air National Guard (ANG) intelligence personnel supporting RQ-4 operations. The National Guard Bureau (NGB) will be considered functionally as a major command (MAJCOM) for the purposes of this publication. 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 located in the Air Force Records Information Management System. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to ACC/A2X Policy Branch for coordination prior to certification and approval. 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 chain of command. 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, *Publications and Forms Management*, 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.

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## Chapter 1

### INTRODUCTION

**1.1. General.** This volume provides guidance for training RQ-4 unit intelligence personnel. With the cited references, it establishes the procedures to attain and maintain the qualifications and currencies to support unit operations. These requirements are the minimum and can be supplemented with unit-level written guidance. Unit-level guidance will not be less restrictive.

**1.2. References.** The primary references for RQ-4 unit intelligence training are AFI 14-2RQ-4, Volume 2, *RQ-4 Unit Intelligence Evaluation Criteria*; AFI 14-2RQ-4, Volume 3, *RQ-4 Unit Intelligence Procedures*; Air Force Tactics, Techniques, and Procedures (AFTTP) AFTTP 3-1.Threat Guide, *Threat Reference Guide and Countertactics Manual*; AFTTP 3-1.RQ-4, *Tactical Employment—RQ-4*. These references can be supplemented with other classified and unclassified authoritative publications such as National Air and Space Intelligence Center products, Tactics Bulletins, Tactics Analysis Reports, Country Studies, etc., as long as the source is appropriately referenced.

**1.3. Waivers.** MAJCOM/A2s will courtesy-copy ACC/A2 regarding all waiver requests and responses. ACC/A2 will notify AF/A2DF of significant trends in waiver correspondence if such correspondence indicates the need to readdress existing policy and guidance.

#### **1.4. Roles and Responsibilities.**

1.4.1. ACC/A2. In addition to the lead command responsibilities identified in AFI 14-202, Volume 1, ACC/A2 will:

1.4.1.1. Coordinate with affected MAJCOMs to establish standardized minimum requirements for intelligence personnel training.

1.4.1.2. In coordination with other organizations, develop or obtain and provide baseline training materials for Initial Qualification Training (IQT), Mission Qualification Training (MQT), Continuation Training (CT), and Specialized Training (ST). These materials will include:

1.4.1.2.1. A training standard, course syllabus, and curriculum for IQT through formal course reviews IAW AFI 14-202, Volume 1.

1.4.1.2.2. Baseline threat capabilities briefings covering worldwide adversary and neutral forces aircraft, air-to-air missiles (AAM), surface to air missiles (SAM), air defense artillery (ADA), electronic warfare (EW), directed energy weapons (DEW), ground forces and associated equipment, naval systems, asymmetric threat capabilities, and limitations and employment techniques.

1.4.1.2.3. Softcopy and hardcopy still images, computer generated graphics, and digital visual recognition (VR) training materials covering worldwide adversary, neutral and friendly air, naval, ground, missile and electronic orders of battle (OB) as well as asymmetric threat systems; their deployment patterns; and camouflage, concealment, and deception measures as deployed by foreign forces. AFI 14-103, *Visual Recognition Training Materials Production*, provides information for submitting VR training materials production requirements.

1.4.1.3. Assist subordinate units in developing training programs.

1.4.1.4. Assist MAJCOM/A2s with RQ-4 units in providing support to unit training programs.

1.4.1.5. Engage in crosstalk with unit senior intelligence officers (SIO) and MAJCOM/A2 training organizations on the defined standardized training requirements. Solicit feedback on lead command-endorsed training materials and discuss applicability of emergent training tools, techniques and procedures. Assist units in identifying changes in requirements and potential training opportunities to MAJCOM/A2. Foster unit-level “best practices” exchanges for intelligence personnel training.

1.4.2. MAJCOM/A2. MAJCOM/A2s with unit-level intelligence personnel providing support to RQ-4 units will:

1.4.2.1. Coordinate with ACC/A2 to establish standardized minimum training requirements and supporting training materials.

1.4.2.2. Provide support to subordinate units in developing their training programs.

1.4.2.3. Submit requests for training program support to ACC/A2.

1.4.3. Unit SIO. The unit SIO will:

1.4.3.1. Execute orientation, mission qualification, continuation and specialized qualification training programs with sufficient frequency, consistency and accuracy, to ensure personnel knowledge, skills and abilities remain current in accordance with locally developed standards and this publication. Provide written guidance detailing how programs will be conducted. (T-2)

1.4.3.2. Designate the qualification to which each position will train. All personnel must maintain at least Basic Mission Capable (BMC) qualification. Upon request, provide MAJCOM/A2 and operational commander(s), as appropriate, with a list of Combat Mission Ready (CMR) and BMC positions. Review this designation annually. (T-3)

1.4.3.3. Appoint an intelligence qualification training manager to oversee accomplishment and documentation of IQT, MQT, CT and ST of unit personnel. When assigned, the USAF Intelligence Sensor Weapons Instructor Course graduate will provide input into the training programs. (T-3)

1.4.3.4. Monitor training requirements and currencies for all personnel. Assigned Individual Mobilization Augmentees (IMA) will be trained and equipped according to established standards for their respective active duty counterpart. (T-3)

1.4.3.5. Assign personnel under the direct supervision of qualified and current personnel when required to participate in operational events or perform tasks for which they are not qualified and current. (T-2)

1.4.3.6. Identify and report training shortfalls having a negative impact on operations to the MAJCOM/A2 and courtesy copy Numbered Air Force (NAF)/A2, as applicable. See attachment 2 for an example report. (T-3)

1.4.3.7. Participate in crosstalk with other unit SIOs and MAJCOM/A2 training organizations to address standardized training requirements, training materials, training

tools, techniques and procedures. Identify changes in requirements and potential training opportunities to MAJCOM/A2. Participate in unit-level 'best practices' exchanges for intelligence personnel training. (T-3)

1.4.4. Unit Intelligence Qualification Training Manager. The Intelligence Qualification Training Manager will:

1.4.4.1. Develop and manage an intelligence qualification training program. Design training programs to achieve the highest degree of mission readiness consistent with safety and resource availability. Training must balance the need for realism against the expected threat, unit mission and capabilities. (T-2)

1.4.4.2. Use lead command-developed training materials to assist in the development and conduct of unit training programs, as applicable. Modify these baseline training materials and augment with locally-derived products to meet unit needs. (T-3)

1.4.4.3. Monitor intelligence personnel currencies and requirements and notify/coordinate with individual's chain-of-command on training issues. (T-3)

1.4.4.4. Provide a written evaluation of the intelligence personnel training program to the SIO at the end of each training cycle. Submit reports IAW local procedures for tracking overall training status of intelligence personnel. (T-3)

1.4.4.5. Provide a copy of individual qualification training records upon member's change of station or assignment to assist the gaining unit in assessing current qualifications and training requirements. (T-3)

1.4.5. Work Center Supervisor. Intelligence work center supervisors will:

1.4.5.1. Ensure assigned intelligence personnel attain and maintain the qualification status determined by the SIO. (T-2)

1.4.5.2. Assist the intelligence qualification training manager in developing and executing unit intelligence training programs. (T-3)

1.4.5.3. Review training and evaluation records of newly-assigned personnel and those completing formal training to determine the training required for them to achieve the qualifications required for their assigned duty position. (T-2)

1.4.6. Intelligence Personnel. Assigned intelligence personnel will:

1.4.6.1. Complete training and currency requirements within the guidelines of this publication and applicable AF/MAJCOM training standards. (T-2)

1.4.6.2. Notify supervisor of any issues affecting training events, qualification status, or the ability to participate in training. (T-2)

1.4.6.3. When changing station or assignment, ensure qualification records are delivered to the gaining unit. (T-3)

**1.5. Internal Training.** Internal training is a venue intended to facilitate achieving and maintaining currency status for all intelligence personnel. Training received during internal training is achieved via skills practice/demonstration during exercises or special events, group academics or as otherwise devised by the SIO. The internal intelligence training plan will include all identified training requirements for the training cycle. (T-2)

**1.6. Qualification Training.** Qualification training programs progress intelligence personnel from IQT through MQT to qualify them to perform duty position tasks and achieve CMR status. CT ensures individuals maintain proficiency and currency. ST qualifies individuals to perform specialized functions. Qualification training can/should be conducted in conjunction with skill-level upgrade training. For a detailed explanation of IQT, MQT, CT and ST, refer to AFI 14-202, Volume 1.

## Chapter 2

### INITIAL QUALIFICATION TRAINING

**2.1. General.** IQT for intelligence personnel begins after initial skills training and concludes with successful completion of the Strategic Reconnaissance Intelligence Initial Qualification Course (SR IIQC). The SR IIQC is designed to meet the IQT requirements for personnel assigned to support the RQ-4 weapon system.

**2.2. IQT Requirements.**

2.2.1. IQT will be conducted at the unit using the SR IIQC syllabus and training courseware provided by ACC/A2 IAW AFI 14-202, Volume 1. (T-2)

2.2.2. IQT will be completed within the time specified by the SR IIQC syllabus. Failure to complete training within the specified time limit requires notification to MAJCOM/A2 with person's name, rank, reason for delay, planned actions and estimated completion date. (T-2)

2.2.3. Minimum IQT requirements are documented in the SR IIQC training standard. IQT will be modified at the discretion of the SIO for reasons based on the individual's proficiency, experience, or previous qualifications. (T-2)

## Chapter 3

### MISSION QUALIFICATION TRAINING

**3.1. General.** MQT provides intelligence personnel the training needed to perform in their assigned duty positions supporting RQ-4 missions/operations. This chapter provides guidance to assist SIOs in developing and executing their MQT program. MQT execution will take into account assigned duty position, current qualifications, prior experience and training, currency, documented performance and/or formal training achieved by each individual. Accomplish MQT through one-on-one instruction from a qualified trainer, external courses, or other training opportunities that satisfy the requirements for MQT. Use applicable portions of MQT to create a requalification program for personnel who are in non-CMR (N-CMR) or non-BMC (N-BMC) status. (T-2)

3.1.1. Concurrent IQT/MQT. MQT should typically begin upon completion of IQT; however, in situations determined by the SIO, 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 and being awarded BMC/CMR. (T-3)

3.1.2. MQT begins within 45 days (90 days for Air Force Reserve Command (AFRC) and ANG) of the individual's first duty day at the gaining unit or immediately after the completion of IQT. Timelines for completion of MQT for each MAJCOM and reporting requirements are specified in the following paragraphs.

3.1.2.1. Active duty units will complete MQT within 120 days after start. Notify MAJCOM/A2 if training exceeds this timeline. (T-2)

3.1.2.2. AFRC Air Reserve Technicians will complete MQT IAW with the active duty requirement. All other Reservists will complete MQT within 365 calendar days. Notify MAJCOM/A2 and AFRC functional manager if training timelines are exceeded. (T-2)

3.1.2.3. ANG units will complete MQT within 120 days with seasoning days. If no seasoning days are available, complete MQT within 180 calendar days, or the execution of six-months cycle of Inactive Duty for Training and Annual Training. Notify NGB/A2 and ACC/A2 if training exceeds this timeline. (T-2)

3.1.3. MAJCOM/A2s will consolidate unit reporting of personnel exceeding allowable timelines and notify ACC/A2 on an annual basis.

3.1.4. AF Form 4381, *Intelligence Gradesheet*. Use the AF Form 4381 to document the trainee's progression through each individual training item. Specific MQT gradesheet elements are located in attachment 3. (T-2)

3.1.5. Personnel are qualified CMR upon successful completion of MQT and a successful Initial Mission Qualification Evaluation (INIT MSN) IAW AFI 14-202, Volume 2 and AFI 14-2RQ-4 Volume 2.

**3.2. Knowledge and Performance Task Training.** Units will develop blocks of instruction covering areas pertinent to the mission. Derive training from lead command-provided and unit-developed training materials. Unit MQT programs will include all unique local area procedures and will ensure the trainee is able to demonstrate knowledge/performance task proficiency. The

MQT program for RQ-4 intelligence personnel will include, but not be limited to the following areas and concepts based on their assigned duty position. Attachment 5 lists the minimum MQT requirements outlined in the following paragraphs. (T-2)

3.2.1. Knowledge-based Tasks. Trainees must demonstrate knowledge specific to the unit's missions for the areas listed below by successfully completing a test from the unit's master question file (MQF) (85 percent minimum to pass). (T-2)

3.2.1.1. Research, Analysis, and Dissemination and Intelligence Preparation of the Operational Environment. RAD and IPOE involves imparted knowledge that intelligence personnel should be applying throughout all areas of the training and will be evaluated as subsets of each applicable graded area rather than being directly tested.

3.2.1.1.1. Basic Intelligence Research. Objective: Demonstrate ability to apply intelligence sources to unit operations, mission and Operations Plan (OPLAN)/Concept Plan (CONPLAN) tasking. Specific tasks: Identify unit hardcopy and softcopy intelligence resources. Explain strengths and weaknesses of specific types of intelligence in the context of the RQ-4 weapons system and the unit mission. Identify intelligence community analysis centers and intelligence producers useful for intelligence applications at the unit level. Demonstrate use of intelligence systems and software to request intelligence from outside sources when unit intelligence holdings are insufficient. Draft and transmit requests for information using US Message Text Format (USMTF) when reporting directives do not exist or when intelligence information systems are unavailable.

3.2.1.1.2. Mission-Related Analysis. Objective: Demonstrate ability to discern what intelligence applies to the unit mission, (e.g., what is useful to unit pilots/sensor operators (SO), mission planners, squadron and wing leadership and what intelligence is not useful). Specific tasks: Describe intelligence needed by pilots/SOs and mission planners. Define rules of engagement and operations security. Describe general intelligence requirements of the wing commander, operations group commander and other functional areas supported by intelligence. Describe the intelligence requirements established by the SIO to support the unit's OPLAN/CONPLAN tasking.

3.2.1.1.3. Dissemination Techniques. Objective: Demonstrate knowledge of unit-level resources, points and methods of dissemination to pilots/SOs, mission planners, wing/group leadership and other end-users of intelligence as determined by the unit mission and OPLAN/CONPLAN tasking. Specific tasks: Describe the use of intelligence systems and information displays to disseminate data. Describe professional/unprofessional use of collaborative chat tools, secure video teleconference and/or other interactive communications and dissemination systems used by the unit. Identify pilot/SO, mission planner and unit information resources and ways to integrate updated intelligence into the information flow. Describe methods to identify currency and expiration of intelligence provided to end users. Identify fundamentals of information security classification marking and controls, and sources of authoritative guidance. Describe rules, procedures and restrictions for secure transfer of intelligence from various levels of classified intelligence and information networks.

3.2.1.1.4. Intelligence Preparation of the Operational Environment. Objective: Demonstrate knowledge of IPOE terms and concepts and understand the analytical methodology employed in IPOE. Specific tasks: Describe the IPOE process (e.g., define the operational environment) as it pertains to the unit mission and OPLAN/CONPLAN tasking. Describe the impact of the operational environment, evaluating the adversary, and determining adversary courses of action. Identify IPOE products and producers based on unit mission and OPLAN/CONPLAN tasking and the ability to identify/extract intelligence for unit operations.

3.2.1.2. RQ-4 Platform and Sensors Academics. Objective: Demonstrate knowledge of the unit's specific RQ-4 platform and sensors. Specific tasks: Describe RQ-4 missions, capabilities and limitations; imagery and signals intelligence systems and communication architecture; RQ-4 roles in the intelligence process. Relate facts on how Air Force and joint doctrine drive the unit's missions and employment. Define operational and intelligence terms commonly encountered in the unit.

3.2.1.3. Planning, Collection, Processing, Analysis and Dissemination (PCPAD) Academics. Objective: Specific tasks: Demonstrate comprehension of the various components of PCPAD and how the RQ-4 fits into the architecture. Specific tasks: Explain the Air Tasking Order (ATO)/ Reconnaissance, Surveillance and Target Acquisition (RSTA) Annex and where RQ-4 mission data is contained. Describe the role and function of the Distributed Common Ground System enterprise and how the RQ-4 interacts with a Distributed Ground Station.

3.2.1.4. Threat Knowledge. Objective: Demonstrate knowledge of applicable area of responsibility (AOR) enemy/adversary threats. Specific tasks: Identify details of aircraft, AAMs, SAMs, ADA, EW, DEWs, ground and naval forces and associated equipment, cyber and asymmetric threat capabilities and limitations. Describe employment techniques of adversary/threat forces in the operational environment. Describe how these threats could affect unit mission accomplishment.

3.2.1.5. Friendly and Neutral Weapons Systems. Objective: Demonstrate knowledge of applicable AOR friendly and neutral defensive weapons systems. Specific tasks: Identify details of aircraft, AAMs, SAMs, ADA, EW, DEWs, ground and naval forces and associated equipment, and asymmetric threat capabilities and limitations. Describe employment techniques of friendly and neutral forces in the operational environment.

3.2.1.6. Force Protection Intelligence (FPI). Objective: Demonstrate knowledge of the principles and procedures of FPI relevant to the unit mission. Specific tasks: Identify irregular/guerrilla/terrorist forces in OPLAN/CONPLAN-tasked AORs and other hot spot areas. Give examples of hostile force tactics and weapons employment. Identify FPI resources. Describe terrorist threat levels and FP conditions. Describe unit FP considerations. State facts concerning base-specific and regional threats.

3.2.2. Performance-based Tasks. Training will ensure the trainee is able to accomplish tasks IAW evaluation criteria outlined in AFI 14-2RQ-4, Volume 2. (T-2)

3.2.2.1. Threat Briefings. Objective: Demonstrate proficiency in preparing and presenting threat briefings IAW standards established by the SIO. Specific Tasks: Conduct research on specific threat systems. Compile data and develop a concise

briefing with focus on the threat to the RQ-4 mission. Tailor information to the RQ-4 airframe and countertactics. Use computer, web-based, audiovisual and/or manual information display and dissemination tools. Deliver a threat briefing.

3.2.2.2. Situation Briefings. Objective: Demonstrate proficiency in preparing and presenting intelligence initial situation and situation briefings IAW unit standards. Specific tasks: Conduct effective research and analysis and/or extract relevant updates from unit products. For the initial situation briefing, identify significant events leading to the crisis. For the situation briefing identify significant changes in the operational environment since the last update. Identify any enemy/adversary, friendly, neutral, and/or US political decisions or diplomatic initiatives that affect the unit's operational environment, the mission, or the deploying/deployed unit. Identify relevant enemy/adversary air, ground, naval, space, cyber and irregular force disposition and activity. Determine the most dangerous and most likely enemy/adversary courses of action (COA) for the next 12, 24, and 25-96 hours. Identify FPI for the local area. Identify intelligence gaps and any assessments of likely answers to the gaps. Use computer, web-based, audiovisual and/or manual information display and dissemination tools. Tailor information for the briefing based on unit mission and the audience. Construct and deliver an initial situation and situation briefing.

3.2.2.3. Changeover Briefing. Objective: Demonstrate proficiency in preparing and presenting a changeover briefing IAW unit standards. Specific tasks: Organize and prioritize key information. Identify issues needing immediate attention. Compile data and develop a concise briefing with focus on events to prepare personnel for their shift. Include a situation update, review of threat levels/conditions, briefing schedules, work and flying schedules, OB display, crisis action team (CAT) directives, mission report (MISREP) status, and other pertinent items. Tailor information in the briefing based on unit mission. Use computer, web-based, audiovisual and/or manual information display and dissemination tools. Construct and deliver a changeover briefing.

3.2.2.4. Deployment Briefing. Objective: Demonstrate proficiency in preparing and presenting the intelligence portion of a deployment briefing IAW unit standards and the requirements of the deploying commander. Specific tasks: Identify unit taskings (e.g., warning order, execution order) and/or Air and Space Expeditionary Forces tasking. Conduct effective IPOE research and analysis. Develop a synopsis of political-military situation generating the deployment. Identify relevant enemy/adversary air, ground, naval, space, cyber and irregular force disposition and activity along deployment route. Determine the most dangerous and most likely enemy/adversary COA in reaction to the deployment. Identify FPI for the local area and deployment location. Determine en route hazards to flight and alternate landing sites. Identify reporting instructions, essential elements of information (EEI), and additional items as dictated by the local situation. Identify intelligence gaps and any assessments of likely answers to the gaps. Use computer, web-based, audiovisual and/or manual information display and dissemination tools. Tailor information for the briefing based on unit mission, OPLAN/CONPLAN tasking, and the audience. Construct and deliver a deployment briefing.

3.2.2.5. ATO/RSTA Annex/Intelligence, Surveillance, Reconnaissance (ISR) Target deck/ /Special Instructions (SPINS) and Other Tasking Documents. Objective: Demonstrate proficiency in obtaining, identifying, and extracting applicable elements of

tasking documents IAW unit procedures. Specific tasks: Locate and obtain correct ATO/RSTA Annex/ISR Target Deck/SPINS or other tasking document as applicable. Determine unit tasking, RQ-4 information and intelligence related data from tasking documents. Breakout unit tasking from tasking documents using manual and automated techniques and tools.

3.2.2.6. Intelligence Support to Mission Planning. Objective: Demonstrate proficiency in providing intelligence support to mission planners IAW with unit procedures. Specific tasks: Describe the mission planning process. Review the tactical problem/scenario. Analyze the ATO/SPINS breakout and derive specified and implied intelligence requirements (including mission materials). Plot unit tasking. Analyze operating area threats (e.g., integrated air defense system, air, SAMs, ADA) and terrain. Identify intelligence gaps and any assessments of likely responses to the gaps. Construct and deliver mission planning situation briefing, as applicable. Coordinate with operations to recommend mission route based on threat and terrain analysis. Identify other mission support assets.

3.2.2.7. Mission Briefing. Objective: Demonstrate proficiency in preparing and presenting the intelligence portion of a mission briefing IAW unit standards. Specific tasks: Extract updates from unit IPOE products and/or conduct effective IPOE research and analysis. Identify changes in the operational/tactical environment. Determine en route, objective area, and egress threats (e.g., air, SAMs, ADA, EW, DEWs, ground, naval, and asymmetric), FPI for the local area, target information, EEIs, in-flight report requirements, debrief location, and other factors essential to mission success. Tailor information in the briefing to the mission. Use computer, web-based, audiovisual and/or manual information display and dissemination tools. Construct and deliver a mission briefing.

3.2.2.8. Step Briefing. Objective: Demonstrate proficiency in preparing and presenting an intelligence step briefing IAW unit standards. Specific tasks: Identify critical last-minute changes in threats (e.g., air, air defense, ground), new tactics, and any other changes impacting the mission. Tailor information in the briefing to the mission. Use computer, web-based, audiovisual and/or manual information display and dissemination tools. Construct and deliver a step briefing.

3.2.2.9. Debriefing. Objective: Demonstrate proficiency in planning, coordinating and conducting a post-mission debriefing IAW with unit standards. Specific tasks: Prepare appropriate sections of the debrief form/checklist. Extract mission intelligence from RQ-4 crew. Identify time-sensitive information and disseminate appropriately and expeditiously. Prioritize questions to focus on priority intelligence requirements. Identify key points and develop intelligence by asking amplifying questions relevant to the mission. Consult appropriate post flight products. Control the flow and pace of the debriefing as needed to ensure thorough and accurate information collection without wasting time. Be aware and control environmental factors that may distract crew or impede the debriefing process. Use computer, web-based, audiovisual and/or manual information display and dissemination tools.

3.2.2.10. Intelligence Reports. Objective: Demonstrate proficiency in developing and transmitting MISREPs and other intelligence reports (e.g., intelligence summary

(INTSUM), intelligence report (INTREP)) IAW unit standards and theater reporting directives. Specific tasks: Describe the purpose and content of theater reporting directives. Analyze and extract information of intelligence value from in-flight reports (INFLTREP) and other aircrew-submitted formats. Validate accuracy and completeness of reports. Generate intelligence reports using computer, web-based, audiovisual and/or manual information display and dissemination tools. Draft and transmit intelligence reports using USMTF when reporting directives do not exist.

## Chapter 4

### CONTINUATION TRAINING

**4.1. General.** This chapter outlines intelligence CT requirements for CMR and BMC intelligence personnel. There are two aspects of CT. The first consists of basic intelligence knowledge and performance training items. These training topics ensure intelligence personnel remain competent in RQ-4 operations and aircraft capabilities, threat systems and unit intelligence functions. The second aspect of CT is the Ready Intelligence Program (RIP) which identifies specific mission-related tasks intelligence personnel must perform on a regular basis.

**4.2. Continuation Training for Basic Knowledge and Performance Tasks.** This section provides a baseline of basic knowledge and performance tasks. SIOs will supplement these requirements, as necessary. Trainers will use lead-MAJCOM provided training materials and other resources as needed to provide the most effective and efficient training. CT must reinforce MQT tasks and facilitate RIP requirements. Compile basic knowledge examinations from the unit MQF. Annotate completion of CT tasks using the approved online training documentation system. At a minimum, cover the following topics during CT: (T-2)

4.2.1. IPOE – to include the steps and elements of the IPOE process as applied to unit mission and OPLAN/CONPLAN tasking.

4.2.2. RQ-4 Weapons Systems and Operations – to include sensors, systems, tactics, mission profiles, employment and defensive tactics/maneuvers, and capabilities and limitations; roles in the intelligence process.

4.2.3. Threat Knowledge – to include potential AOR enemy/adversary aircraft and armaments, SAMs, ADA, EW, DEWs, ground, naval, and cyber threat system capabilities and limitations with respect to RQ-4 operations.

4.2.4. Intelligence Systems – to include types and functions of intelligence systems, software applications and operations, and how intelligence systems support the unit mission.

4.2.5. PCPAD – to include PCPAD architecture and the RQ-4 roles and responsibilities; the role and function of the Distributed Common Ground System.

4.2.6. Force Protection Intelligence – to include intelligence support to FP principles; irregular/guerrilla/terrorist forces and organizations; force protection conditions and terrorist threat levels; and unit force protection considerations.

4.2.7. Situation Displays – to include unit procedures/checklists and standards for creating and maintaining manual and automated OB.

4.2.8. Briefing – to include preparing and presenting the various in-garrison and employment operations required briefings.

4.2.9. Intelligence Support to Mission Planning – to include tasking document/SPINS breakout, mission planning software applications and route/operating area analysis, GEOINT familiarization to determine product requirements (e.g., quantity, chart type, appropriate scale), acquisition, receipt, storage and maintenance for mission materials.

4.2.10. Debriefing – to include preparation for and techniques to conduct a debriefing, handling of time-sensitive information and proper debriefing tools/products.

4.2.11. Reporting – to include types of intelligence reports and formats, theater intelligence reporting requirements, software applications and transmission methods.

**4.3. Ready Intelligence Program.** The intent of RIP is to ensure intelligence personnel perform specific mission essential tasks with sufficient frequency to maintain proficiency in their duty positions. In order to maximize training opportunities and minimize artificiality, conduct RIP tasks in conjunction with day-to-day missions or exercises as much as possible. (T-2)

4.3.1. The task requirements listed in Table 4.1, RQ-4 Ready Intelligence Program and Currency Requirements, establish the minimum frequency requirements for CMR and BMC. Failure to accomplish these requirements will affect the individual's CMR or BMC status and additional training will be required as determined by the SIO. (T-2)

4.3.2. Intelligence personnel must complete appropriate RIP tasks to maintain currency. If an intelligence specialist loses currency in a particular area, the individual may not perform that task unsupervised until currency is regained. Individuals are responsible for documenting RIP task completion. (T-2)

**Table 4.1. RQ-4 Ready Intelligence Program and Currency Requirements.**

SUBJECT	Frequency to Maintain CMR Status	Frequency to Maintain BMC Status
Situation Displays	Semi-annually	Annually
Manual OB	Semi-annually	Annually
Automated OB	Quarterly	Semi-annually
Situation Briefing	Semi-annually	Annually
Changeover Briefing	Semi-annually	Annually
Deployment Briefing	Semi-annually	Annually
ATO/RSTA Annex/ISR Target deck/SPINS and Other Tasking Documents	Quarterly	Semi-annually
Intelligence Support to Mission Planning	Quarterly	Semiannually
Mission Briefing	Quarterly	Semi-annually
Step Briefing	Semi-annually	Annually
Debriefing	Quarterly	Semi-annually
Intelligence Reports	Quarterly	Semi-annually
<b>Note:</b> For the purposes of this instruction quarterly is defined as once every three months; semi-annually is defined as once every six months and annually is defined as once every 12 months.		

**4.4. Regression.** If personnel do not meet currency requirements throughout the training cycle, they will be regressed to N-CMR/N-BMC status, as applicable. The SIO will direct the member who fails to demonstrate proficiency in a given task to be regressed. Document regression and the steps required to correct the situation in the individual's training record. Intelligence personnel regressed to N-CMR/N-BMC must complete a SIO-approved recertification program

to return them to CMR/BMC standards. The tasks accomplished during the re-certification program are credited toward task requirements for the training cycle. (T-3)

**4.5. Requalification.** For intelligence personnel whose qualification has expired, refer to AFI 14-202, Volume 1.

## Chapter 5

### SPECIALIZED TRAINING

**5.1. Specialized Training.** This chapter outlines ST for the specialized qualifications necessary to achieve specific unit mission requirements. Not all intelligence personnel are required to complete ST. These ST program requirements are for individuals without previous qualifications. Tailor these requirements for intelligence personnel with current qualifications, prior experience, currency, documented performance or formal training. Unless governed by a formal syllabus, these programs will consist of unit-developed academics and scenarios. Document ST on the AF Form 4381 (see Attachment 4 for the appropriate gradesheet elements). Attachment 5 lists the minimum ST requirements outlined in the following paragraphs. (T-2)

**5.2. External Intelligence Training (EIT) Trainer.** This program establishes the minimum guidelines for intelligence personnel identified by the SIO to perform duty as an EIT trainer within the unit. Only qualified EIT trainers may conduct unsupervised EIT. (T-2)

5.2.1. Prerequisites. Intelligence personnel selected to be an EIT trainer must:

5.2.1.1. Be mission (CMR or BMC) qualified.

5.2.1.2. Be designated by the SIO.

5.2.1.3. Complete the requirements for EIT 1 and one or more of the remaining profiles listed below.

5.2.2. EIT Trainer Profiles:

5.2.2.1. EIT 1 - EIT Concepts and Methods. Objective: Effectively apply appropriate instructional concepts and methods to fulfill EIT requirements. Specific tasks: Modify training to the specific audience. Demonstrate methods of delivering training using visual, auditory and physical applications. Demonstrate one-on-one, small group and large audience training techniques. Define methods to verify trainee achievement.

5.2.2.2. EIT 2 - Threat Knowledge. Objective: Demonstrate ability to provide threat training based on the minimum standards cited in AFI 14-2RQ-4, Volume 3. Specific tasks: Tailor information in the briefing to the audience. Use computer, web-based, audiovisual and/or manual information display and dissemination tools. Prepare and deliver an instructional session for a threat based on unit mission and OPLAN/CONPLAN tasking.

5.2.2.3. EIT 3 - Collection and Reporting (C&R). Demonstrate ability to provide C&R training based on reporting directives and SIO guidance. Specific tasks: Identify collection requirements and EEIs. Describe the use of aircrew-originated reports (e.g., INFLTREP or other formats) and intelligence-generated reports (e.g., INTREP, MISREP, INTSUM). Prepare and deliver an instructional session on C&R based on unit mission and OPLAN/CONPLAN tasking.

5.2.2.4. EIT 4 - Force Protection Intelligence. Objective: Demonstrate ability to provide FPI training based on the minimum standards cited in AFI 14-2RQ-4, Volume 3. Specific tasks: Tailor information in the briefing to the audience. Use computer, web-based, audiovisual and/or manual information display and dissemination tools. Prepare

and deliver an instructional session for FPI based on unit mission and OPLAN/CONPLAN tasking.

5.2.3. EIT Trainer Evaluation. EIT trainer evaluations will be conducted IAW AFI 14-202, Volume 2 and AFI 14-2RQ-4, Volume 2. Personnel are qualified as EIT trainers upon successful completion of required tasks, an initial EIT trainer evaluation (INIT EIT) and SIO endorsement.

5.2.4. EIT Trainer Currency. Table 5.1, External Intelligence Training Trainer Events and Currencies, defines the currency requirements for all intelligence personnel required to maintain EIT trainer status. EIT trainers must also successfully complete periodic EIT trainer evaluations IAW AFI 14-2RQ-4, Volume 2. If an EIT trainer loses currency in a particular area, the individual will not perform training unsupervised until currency is regained. To regain currency, non-current trainers must satisfy overdue training requirements while supervised by another current and qualified EIT trainer in the same training event.

**Table 5.1. External Intelligence Training Trainer Events and Currencies.**

Event	Specialized Training	Currency Requirement
Threat Knowledge	Complete EIT 1 and EIT 2 and specific tasks. Pass MQF test (threat specific). Complete INIT EIT Evaluation.	Instruct one threat training event annually.
C&R	Complete EIT 1 and EIT 3 and specific tasks. Pass MQF test (C&R specific). Complete INIT EIT Evaluation.	Instruct one C&R training event annually.
FPI	Complete EIT 1 and EIT 4 and specific tasks. Pass MQF test (FPI specific). Complete INIT EIT Evaluation.	Instruct one FPI training annually.
<b>Note:</b> For the purposes of this instruction quarterly is defined as once every three months and annually is defined as once every 12 months. If an MQF test was accomplished for these areas during MQT, another MQF test is not required.		

**5.3. Intelligence Evaluator (IE).** This program establishes the minimum guidelines for intelligence personnel identified by the SIO to perform IE duties within the unit. Intelligence evaluator trainees must be immersed in the knowledge of governing directives and task procedures. Intelligence evaluator training consists of two steps; observation and performance proficiency. Only qualified evaluators may conduct unsupervised intelligence evaluations. (T-2)

5.3.1. Prerequisites. Intelligence personnel selected to be an IE must:

5.3.1.1. Be mission (CMR or BMC) qualified.

5.3.1.2. Meet evaluator requirements as outlined in AFI 14-202, Volume 2.

5.3.1.3. Complete one or both of the IE observation profiles and the proficiency profile listed below.

### 5.3.2. Intelligence Evaluator Training Profiles:

5.3.2.1. IE 1 - IE MSN Observation. Objective: Through observation of a qualified evaluator conducting a mission evaluation, gain knowledge of evaluation techniques and procedures. Specific tasks: Observe a mission evaluation. Describe the evaluation criteria, grading procedures and evaluation form preparation for an INIT MSN or MSN evaluation. Identify scenarios for intelligence evaluations, objectivity issues, and techniques for conducting evaluations.

5.3.2.2. IE 2 - IE EIT Trainer Observation. Objective: Through observation of a qualified evaluator conducting an EIT Trainer evaluation, gain knowledge of evaluation techniques and procedures. Specific tasks: Observe an EIT Trainer evaluation. Describe the evaluation criteria, grading procedures and evaluation form preparation for an INIT EIT or EIT evaluation. Identify scenarios for intelligence evaluations, objectivity issues, and techniques for conducting evaluations.

5.3.2.3. IE 3 - IE Proficiency. Objective: Demonstrate proficiency in conducting intelligence evaluations. Specific tasks: Conduct an evaluation and provide a thorough debrief with the person being evaluated. Use evaluation criteria, grading procedures and proper techniques in documenting evaluation forms.

5.3.3. Intelligence Evaluator Evaluation. IE evaluations will be conducted IAW AFI 14-202, Volume 2 and AFI 14-2RQ-4, Volume 2. The IE evaluation will occur after IE specialized training is completed. The intelligence evaluator is qualified to perform IE duties after completing training, successful completion of the initial IE evaluation and SIO endorsement.

5.3.4. Intelligence Evaluator Currency. IEs must conduct at least one corresponding evaluation annually to remain current. IEs must also successfully complete periodic IE evaluations IAW AFI 14-2RQ-4, Volume 2. If an IE loses currency, the individual will not perform IE duties unsupervised until currency is regained. To regain currency, non-current IEs must satisfy overdue training requirements while supervised by another current and qualified IE.

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

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

AFI 11-2RQ-4, Volume 1, *RQ-4 Crew Training*, 3 February 2007

AFI 14-103, *Visual Recognition Training Materials Production*, 25 November 2013

AFI 14-119, *Intelligence Support to Force Protection (FP)*, 4 May 2012

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 14-2RQ-4, Volume 2, *RQ-4 Unit Intelligence Evaluation Criteria*, 19 August 2014

AFI 14-2RQ-4, Volume 3, *RQ-4 Unit Intelligence Procedures*, 19 August 2014

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

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

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

AFTTP 3-1.RQ-4, *Tactical Employment—RQ-4*, 5 January 2011 (S)

AFTTP 3-1.Threat Guide, *Threat Reference Guide and Countertactics Manual*, 3 December 2012 (S)

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 4381, *Intelligence Gradesheet*

***Abbreviations and Acronyms***

**AAM**—Air-to-Air Missile

**ACC**—Air Combat Command

**ADA**—Air Defense Artillery

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFTTP**—AF Tactics, Techniques and Procedures

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**ATO**—Air Tasking Order

**BMC**—Basic Mission Capable  
**C&R**—Collection and Reporting  
**CAT**—Crisis Action Team  
**CMR**—Combat Mission Ready  
**COA**—Course of Action  
**CONPLAN**—Concept Plan  
**CT**—Continuation Training  
**DEW**—Directed Energy Weapons  
**EET**—Essential Elements of Information  
**EIT**—External Intelligence Training  
**EW**—Electronic Warfare  
**FPI**—Force Protection Intelligence  
**IAW**—In Accordance With  
**IE**—Intelligence Evaluator  
**IMA**—Individual Mobilization Augmentee  
**INFLTREP**—In-flight Report  
**INIT EIT**—Initial External Intelligence Trainer Qualification Evaluation  
**INIT MSN**—Initial Mission Qualification Evaluation  
**INTREP**—Intelligence Report  
**INTSUM**—Intelligence Summary  
**IPOE**—Intelligence Preparation of the Operational Environment  
**IQT**—Initial Qualification Training  
**ISR**—Intelligence, Surveillance and Reconnaissance  
**MAJCOM**—Major Command  
**MGRS**—Military Grid Reference System  
**MISREP**—Mission Report  
**MQF**—Master Question File  
**MQT**—Mission Qualification Training  
**NAF**—Numbered Air Force  
**NGB**—National Guard Bureau  
**N-BMC**—Non-Basic Mission Capable  
**N-CMR**—Non-Combat Mission Ready

**OB**—Order of Battle

**OPLAN**—Operations Plan

**OPR**—Office of Primary Responsibility

**PCPAD**—Planning, Collection, Processing, Analysis and Dissemination

**RAD**—Research, Analysis, and Dissemination

**RIP**—Ready Intelligence Program

**RSTA**—Reconnaissance, Surveillance and Target Acquisition

**SAM**—Surface-to-Air Missile

**SIO**—Senior Intelligence Officer

**SO**—Sensor Operator

**SPINS**—Special Instructions

**SR IIQC**—Strategic Reconnaissance Intelligence Initial Qualification Course

**ST**—Specialized Training

**T-2**—Tier 2

**T-3**—Tier 3

**USMTF**—US Message Text Format

**UTM**—Universal Transverse Mercator

**VR**—Visual Recognition

### *Terms*

**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.

## Attachment 2

## EXAMPLE TRAINING SHORTFALL REPORT

Figure A2.1. Example Training Shortfall Report.

DATE	
MEMORANDUM FOR MAJCOM/A2	
FROM: [UNIT]	
SUBJECT: Intelligence Training Shortfalls	
1. TRAINING SHORTFALLS. Only report those shortfalls that the SIO feels will have a major impact on training.	
EVENT	PERCENT OF CMR/BMC INTELLIGENCE PERSONNEL AFFECTED
	SPECIFIC REASON FOR SHORTFALL
	CORRECTIVE ACTION (IF ANY)
	LIMFACS
2. SIO'S COMMENTS (Open forum for comments to improve the training reporting system).	
SIGNATURE BLOCK	
CC: NAF/A2	

### Attachment 3

#### RQ-4 MISSION QUALIFICATION TRAINING GRADESHEET ELEMENTS

**A3.1. RQ-4 MQT Performance Task Gradesheet Elements.** The MQT performance task gradesheet elements in this attachment are to be used when filling out AF Forms 4381. Intelligence qualification trainers will use AF Forms 4381 to record the trainee's progress through training events. File the completed gradesheets in the trainee's training record. **Note:** This attachment includes gradesheet elements for situation displays, manual OB and automated OB. Although these tasks are covered in during IQT vice MQT, they are subject to CT, RIP, and mission qualification evaluations. (T-2)

**Table A3.1. RQ-4 Threat Briefing Gradesheet Elements.**

1. Briefing preparation
1.1. Research
1.2. Analysis
2. General knowledge
2.1. Primary threat countries
2.2. Capabilities and limitations
2.3. Employment characteristics
2.4. Countertactics
3. Delivery
3.1. Effective verbal and non-verbal communication
3.2. Effective use of visual aids
3.3. Appropriate level of detail
3.4. Applicability to audience
4. Adherence to unit standards
5. Followed security guidelines

**Table A3.2. RQ-4 Situation Displays Gradesheet Elements.**

1. Understanding of current situation and creating situation displays
2.1. Research of sources and analysis for situation display data
2.2. Selected the proper medium to use for constructing a situation display
2.3. Identified proper components to be included on a situation display
3. Plotting abilities
3.1. Geographic coordinates
3.2. MGRS and UTM
3.3. Coordinate conversion
4. Correct use of symbology
5. Updated and maintained situation displays
6. Adherence to unit standards
7. Followed security guidelines

**Table A3.3. RQ-4 Manual OB Gradesheet Elements.**

1. Maintaining OB Manually
----------------------------

2. Research of OB sources and analysis of OB data
2.1. Identified organization and equipment for potential enemy/adversary nations
3. Plotting abilities
3.1. Differentiated between coordinate systems
3.2. Geographic coordinates
3.3. MGRS and UTM
4. Correct use of symbology
5. Updated and maintained OB on the situation display
6. Adherence to unit standards
7. Followed security guidelines

**Table A3.4. RQ-4 Automated OB Gradesheet Elements.**

1. Identified OB production sources
2. Research of OB sources and analysis of OB data
2.1. Identified organization and equipment for potential enemy/adversary nations
3. Used intelligence systems to post and maintain OB
3.1. Verified accuracy of computer-generated symbology
3.2. Performed coordinate conversion
4. Adherence to unit standards
5. Followed security guidelines

**Table A3.5. RQ-4 Situation Briefing Gradesheet Elements.**

1. Briefing preparation
1.1. Research
1.2. Analysis
1.3. Extracted relevant information from unit products
2. Briefing content/general knowledge
2.1. (Initial briefing) Understanding of the initial operational environment/adversary(s) motives/strategies
2.2. (Initial briefing) Understanding of significant events leading to crisis
2.3. (Initial briefing) Enemy/adversary political decisions or diplomatic initiatives that affect the unit's operational environment, the mission, or the deploying unit
2.4. (Initial briefing) Friendly/neutral and/or US political decisions or diplomatic initiatives that affect the unit's operational environment, the mission, or the deploying unit.
2.5. (Subsequent briefings) Identified pertinent significant changes in operational environment since the last update
2.6. (Subsequent briefings) Any national decisions impacting unit mission, if known
2.7. Current enemy/adversary force disposition (e.g., air, air defense, ground, naval)
2.8. Potential enemy/adversary COAs for the next 12, 24, and 25-96 hours
2.9. Relevant intelligence gaps and assessments
2.10. FPI for the local area
3. Use of computer, web-based, audiovisual, and/or manual information display and dissemination tools
4. Delivery

4.1. Effective verbal and non-verbal communication
4.2. Effective use of visual aids
4.3. Appropriate level of detail
4.4. Applicability to audience
5. Adherence to unit standards
6. Followed security guidelines

**Table A3.6. RQ-4 Changeover Briefing Gradesheet Elements.**

1. Briefing preparation
1.1. Research
1.2. Use of computer, web-based, audiovisual and/or manual information tools
2. Presented situation update briefing
3. Identified issues needing immediate attention
4. Addressed relevant areas
4.1. Issues requiring immediate attention
4.2. Reviewed threat levels/conditions
4.3. Reviewed briefing, work, and flying schedules
4.4. Reviewed situation displays
4.5. Reviewed CAT directives
4.6. Review incoming/outgoing messages
4.7. Reviewed MISREP status
5. Delivery
5.1. Effective verbal and non-verbal communication
5.2. Effective use of visual aids
5.3. Appropriate level of detail
5.4. Applicability to audience
6. Adherence to unit standards
7. Followed security guidelines

**Table A3.7. RQ-4 Deployment Briefing Gradesheet Elements.**

1. Briefing preparation
1.1. Research
1.2. Analysis
1.3. IPOE
1.4. Use of computer, web-based, audiovisual and/or manual information tools
2. General knowledge
2.1. Unit tasking
2.2. Political-military situation generating the deployment
2.3. Relevant enemy/adversary air, ground, naval, space, cyber and irregular force disposition and activity
2.4. Relevant intelligence gaps and any assessments of likely answers to the gaps
2.5. Relevant FPI for local area and deployed location
2.6. Most likely enemy/adversary COA in reaction to the deployment
2.7. Reporting instructions

2.8. EEIs
3. Delivery
3.1. Effective verbal and non-verbal communication
3.2. Effective use of visual aids
3.3. Appropriate level of detail
3.4. Applicability to audience
4. Adherence to unit standards
5. Followed security guidelines

**Table A3.8. RQ-4 ATO/RSTA ANNEX/ISR Target Deck/Spins Gradesheet Elements.**

1. Located and obtained correct tasking documents
2. Determined unit tasking information and intelligence related data
3. Extracted unit data using manual and automated processes
4. Adherence to unit standards
5. Followed security guidelines

**Table A3.9. RQ-4 Intelligence Support to Mission Planning Gradesheet Elements.**

1. Provide intelligence support to mission planner
2. Described the RQ-4 mission planning process
3. Reviewed tactical problem/scenario
4. Analyzed the ATO/SPINS breakout and plotted unit tasking
4.1. Determined intelligence requirements
4.2. Determined mission material requirements
5. Identified intelligence gaps and made assessments
6. Analyzed operating area threats and terrain
7. Presented Mission Planning Situation Briefing (as applicable)
8. Coordinated with operations to recommend mission route
8.1. Ingress
8.2. Objective/Mission Area
8.3. Egress
9. Identified other mission support assets
10. Adherence to unit standards
11. Followed security guidelines

**Table A3.10. RQ-4 Mission Briefing Gradesheet Elements.**

1. Briefing preparation
1.1. Research
1.2. Analysis
1.3. IPOE
1.4. Use of computer, web-based, audiovisual and/or manual information tools
2. General Knowledge
2.1. Changes in the operational/tactical environment
2.2. En route, mission area, and egress threats
2.3. FPI for the local area

2.4. EEIs
2.5. INFLTREP requirements
2.6. Debrief location
3. Delivery
3.1. Effective verbal and non-verbal communication
3.2. Effective use of visual aids
3.3. Appropriate level of detail
3.4. Applicability to mission
4. Adherence to unit standards
5. Followed security guidelines

**Table A3.11. RQ-4 Step Briefing Gradesheet Elements.**

1. Briefing preparation
1.1. Research
1.2. Analysis
1.3. Use of computer, web-based, audiovisual and/or manual information tools
2. General Knowledge
2.1. Collection mission changes
2.2. Last minute changes in threat that affect the mission
2.3. New threats and/or threat tactics
3. Delivery
3.1. Effective verbal and non-verbal communication
3.2. Effective use of visual aids, if required
3.3. Appropriate level of detail
3.4. Applicability/relevance to the mission
4. Adherence to unit standards
5. Followed security guidelines

**Table A3.12. RQ-4 Debriefing Gradesheet Elements.**

1. Debriefing preparation
1.1. Prepared appropriate sections of the debrief form/checklist
1.2. Use of computer, web-based, audiovisual and/or manual information tools
2. General performance
2.1. Extracted mission intelligence from aircrew
2.2. Identified and disseminated time-sensitive information
2.3. Prioritized questions to focus on priority intelligence requirements
2.4. Asked amplifying questions relevant to the mission to develop intelligence
2.5. Consulted appropriate post flight products
2.6. Controlled the flow and pace of the debriefing
3. Time management
4. Adherence to unit standards
5. Followed security guidelines

**Table A3.13. RQ-4 Intelligence Reports Gradesheet Elements.**

1. Described the purpose and content of theater reporting directives
2. Analyzed and extracted information from INFLTREP and other aircrew-submitted formats
3. Used of computer, web-based, audiovisual and/or manual information tools
3.1. Validate accuracy and completeness of reports
3.2. Draft and transmit intelligence reports using USMTF when reporting directives do not exist
4. Time management
5. Adherence to unit standards
6. Followed security guidelines

## Attachment 4

**RQ-4 SPECIALIZED TRAINING GRADESHEET ELEMENTS**

**A4.1. RQ-4 Specialized Training Gradesheet Elements.** The ST task gradesheet elements in this attachment are to be used when filling out the AF Forms 4381. Intelligence qualification trainers will use the AF Forms 4381 to record the trainee's progress through ST. The ST gradesheets will be filed in the trainee's training record. (T-2)

**Table A4.1. RQ-4 EIT Trainer Gradesheet Elements.**

1. Preparation
2. Decision making
3. Objectives
4. Communication skills
5. Knowledge
6. Organization
7. Documentation
8. Follow security guidelines

**Table A4.2. RQ-4 Intelligence Evaluator Gradesheet Elements.**

1. Preparation
2. Decision making
3. Objectives
4. Communication skills
5. Knowledge
6. Organization
7. Documentation
8. Followed security guidelines

## Attachment 5

**RQ-4 MISSION QUALIFICATION TRAINING, SPECIALIZED TRAINING, AND  
READY INTELLIGENCE PROGRAM REQUIREMENTS**

**A5.1.** Table A5.1 consolidates the MQT, ST, and RIP training items. It is meant to be used by unit training personnel as a quick reference tool in developing unit training programs.

**Table A5.1. RQ-4 MQT, ST, and RIP Requirements**

Requirement	MQT	ST	RIP
RAD and IPOE	X	---	---
RQ-4 Platform & Sensors Academics	X	---	---
PCPAD	X	---	---
Threat Knowledge	X	---	---
Friendly and Neutral Weapons Systems	X	---	---
FPI	X	---	---
Threat Briefings	X	---	X
Situation Displays	---	---	X
Manual OB	---	---	X
Automated OB	---	---	X
Situation Briefing	X	---	X
Changeover Briefing	X	---	X
Deployment Briefing	X	---	X
ATO/RSTA Annex/ISR Target Deck/SPINS and Other Tasking Documents	X	---	X
Intelligence Support to Mission Planning	X	---	X
Mission Briefing	X	---	X
Step Briefing	X	---	X
Debriefing	X	---	X
Intelligence Reports	X	---	X
EIT 1 – EIT Concepts and Methods	---	X	---
EIT 2 – Threats Knowledge	---	X	---
EIT 3 – C&R	---	X	---
EIT 4 – FPI	---	X	---
IE 1 - IE MSN Observation	---	X	---
IE 2 - IE EIT Trainer Observation	---	X	---
IE 3 - IE Proficiency	---	X	---