

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

AFISRA INSTRUCTION 14-227

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Intelligence

CREW MANNING LETTER (CML)



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 14-2, *Intelligence Rules and Procedures*. The Crew Manning Letter (CML) is an integral part to planning, organizing, directing and allocating resources within Squadrons, Groups and Wings. It outlines the type and number of personnel required to support Planning and Direction, Collection Processing and Exploitation, Analysis and Production, and Dissemination (PCPAD) for a given mission in order to meet validated tasking in a particular mission area. Therefore, it is important to standardize a process to develop, adjust and authorize crew composition as required. This instruction establishes and describes procedures and responsibilities to support proper manning of the various platform systems supported within the Air Force Intelligence, Surveillance and Reconnaissance Agency (AFISRA) and by other AF organizations employing AFISRA (OU-coded) personnel. It outlines procedures for creating, maintaining and submitting CMLs to higher headquarters. It is used in conjunction with weapons system instructions, MAJCOM supplements, NSA Directives and the Movements Requirements Letter (MRL) tables. If local circumstances require, Squadrons and Groups will supplement this instruction as outlined in AFI 33-360, *Publications and Forms Management*. This publication applies to all Downlink SIGINT Collection Platform (DSCP), Airborne SIGINT Reconnaissance Program (ASRP) and all associated GEOINT-tasked units and personnel. This also applies to AFISRA attached/gained Air National Guard (ANG) and Air Force Reserve Command (AFRC) units and personnel. 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. The authorities to waive wing/unit level

requirements in this publication are identified with a Tier (e.g., T-0A, T-1A, T-2A) number following the compliance statement. Requests for waivers must be submitted through chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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/rims.cfm>. Contact your supporting Records Manager as required. This publication does not generate information collection and reports as outlined in AFI 33-324, *The Air Force Information Collections and Reports Management Program*.

1. Responsibilities.

1.1. AFISRA/A3G will:

- 1.1.1. Review all CMLs annually and maintain a master library. **(T-2A)**
- 1.1.2. Validate CML requirements to meet tasking and threat warning needs. **(T-2A)**
- 1.1.3. Track and maintain all waivers for historical and trend analysis purposes. **(T-2A)**
- 1.1.4. Act as CML validation and waiver authority for units without a parent Group/Wing. **(T-1A)**

1.2. Wings (Airborne and DCGS) will:

- 1.2.1. Review and submit all CMLs to AFISRA/A3G NLT 31 January annually, or within 30 calendar days when changes are required to mission position manning, to review and maintain. **(T-2A)**
- 1.2.2. Review and forward a copy of all waivers to AFISRA/A3G to review and maintain. **(T-2A)** **Note:** Per AFISRAI 14-153V3, as the USAF DCGS Lead Wing, 480ISRW is the approval authority for all CMLs created by units supporting the DCGS enterprise.

1.3. Groups will:

- 1.3.1. Ensure subordinate tasked units are in compliance with CML requirements. **(T-1A)**
- 1.3.2. Review and approve/disapprove CML waiver requests and forward to AFISRA/A3G through their appropriate chain of command/Service Cryptologic Component (for deployed units). **(T-1A)**

1.4. Tasked Units will:

- 1.4.1. Create and maintain a CML for each tasked operations area and applicable mission design series/sensor mix and submit a copy of each CML through the appropriate chain of command, via their Parent Wing, to AFISRA/A3G. All CMLs will be created and maintained on a system with no lower than a SECRET COLLATERAL classification level. **(T-1A)**

1.4.2. Designate an office of primary responsibility to maintain all locally generated CMLs. **(T-2A)**

1.4.3. Review their CMLs quarterly and forward any changes. At a minimum, units will submit a copy of each CML (to include operations unit generated CMLs), via their parent Wing, to AFISRA/A3G within 30 days of any changes/updates to mission position manning or no later than 31 January annually if no changes are required. **(T-2A)**

2. Procedures.

2.1. Units will prepare a CML for each track or mission area in which they fly. The IS/CC will approve and sign all CMLs. **(T-1A)**

2.2. Units will forward CMLs to AFISRA/A3G through their appropriate chain of command. **(T-2A).**

2.3. Units without a parent Group or Wing will forward their CMLs directly to AFISRA/A3G for validation. **(T-1A)**

2.4. All CMLs will include the following information: **(T-1A)**

2.4.1. Tasked unit(s).

2.4.2. Operation being supported, if any.

2.4.3. Project nickname/mission design series/sensor mix, if any.

2.4.4. Mission area or track designator.

2.4.5. Orbit segments, if tasking is by orbit segments.

2.5. Units executing DSCP/ASRP missions will identify their required crew mix on the CML. This will include all crew positions and Go/No Go positions. For DSCP missions, core and distributed operations positions will be included and identified. Also include Air Force Specialty Code (AFSC), unless waived, or service equivalent, qualifications, and language specialty by Resource Language Activity (RLA) for all cryptologic operator (CO) positions. **(T-1A)**

2.5.1. CMLs will list required crew positions--any deviation requires waiver action in accordance with Paragraph 3. Mission activities conducted with less than an optimum crew require an analysis of operational risk and must be monitored and trended by the waiver approval authority. **(T-1A)**

2.5.2. Each CML will clearly identify full crew complement and Go/No Go position manning requirements for each applicable platform and mission type. Unit/CCs, or their designated mission lead, will maintain authority to tailor a crew from optimum levels, ensuring all mission requirements are met. **(T-1A)**

3. Waivers.

3.1. **Waiver Process.** A waiver is required prior to executing any mission with less than full Go/No Go position manning. Approval authority for all CML waivers is the Unit/CC. For expeditionary operations, the deployed Unit/CC will sign CML waivers. Waivers will be submitted through each unit's chain of command. Waivers should be coordinated as early as

possible. Once approved, units will forward copies of all waivers through applicable command channels to AFISRA/A3G within three working days. **(T-1A)**

3.1.1. For units without a parent Group or Wing, waiver authority is AFISRA/A3G.

3.1.2. At a minimum, waiver requests must include the following: **(T-1A)**

3.1.2.1. Crew position.

3.1.2.2. Justification for waiver.

3.1.2.3. Period of waiver.

3.1.2.4. Unit plan of action to remedy the situation.

3.1.2.5. Expected mission impact.

3.2. **Waiver Renewal.** Submit a waiver request for each mission until such time as the position shortage is remedied or the CML is amended and the requirement is eliminated. **(T-1A)**

3.3. **Go/No Go.** Go/No Go crew positions are required to meet governing USSIDs or mission tasking, must be manned at all times and can only be waived under proper authority in order to successfully accomplish the mission. Waiver authority for operational crew composition will be the Group/CC or O-6 with Group/CC authority for expeditionary operations. For DCGS units, waivers for Go/No Go crew positions will be coordinated through each unit's parent Wing for approval. AFISRA/A3G will be notified of all crew complement waivers. **(T-0A)**

3.4. **Crew Definitions.**

3.4.1. Go/No Go positions – Go/No Go positions are positions that are required to be manned to comply with applicable USSIDs or mission tasking. Absence of a crewmember in a Go/No Go position raises operational risk beyond acceptable level. Go/No-Go position requirements will be identified on CMLs with an asterisk.

3.4.2. Optimum Crew – full crew composition required to maximize the collection capabilities of the tasked platform.

JOHN N.T. SHANAHAN, Maj Gen, USAF
Commander

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

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

AFI 10-401, *Air Force Operations Planning and Execution*, 13 January 2008

AFI 11-2RC-135 Volume 3, *RC/OC/WC/TC-135 Operations Procedures*, 22 April 2010

AFI 14-128, AFISRA Sup 1, *Air Force Service Cryptologic Component (SCC)*

AFI 14-132, *Geospatial Intelligence*, 10 August 2012

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

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

AFI 90-201, *The Air Force Inspection System*, 2 August 2013

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

AFISRAI 14-153 Volume 3, *AF Distributed Common Ground System (DCGS) Operations*, 15 March 2013*

CJCSI 3250.01E – *Policy Guidance for Intelligence, Surveillance, and Reconnaissance and Sensitive Reconnaissance Operations*

USSID SE3200 - *U.S. Air Force Airborne SIGINT Reconnaissance Program*

USSID SE3300 – *Downlink SIGINT Collection Program*

Note: * - when published, publication will be replaced by the AFI14-2DCGS series publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFISRA—Air Force Intelligence, Surveillance and Reconnaissance Agency

AFSC—Air Force Specialty Code

AOR—Area of Operations

ASRP—Airborne SIGINT Reconnaissance Program

CC—Commander

CML—Crew Manning Letter

CO—Cryptologic Operator

CCMD—Combatant Command

DCGS—Distributed Common Ground System

DO—Director of Operations

DSCP—Downlink SIGINT Collection Platform

IAW—In Accordance With

MASINT—Measurement and Signature Intelligence

NSA—National Security Agency

RDS—Records Disposition Schedule

RLA—Resource Language Activity

SIGINT—Signals Intelligence

OPR—Office of Primary Responsibility

USSID—United States Signals Intelligence Directive