

**BY ORDER OF THE COMMANDER  
AIR FORCE SPECIAL OPERATIONS  
COMMAND**

**AIR FORCE SPECIAL OPERATIONS  
COMMAND INSTRUCTION 36-401,  
VOLUME 1**



**17 JUNE 2009**

**Personnel**

**MISSION INFORMATION MANAGER (MIM)  
TRAINING**

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OPR: 623 AOC/CSD

Certified by: 623 AOC/CC (Colonel Ronald C. Wiegand)  
Pages: 10

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This instruction implements AFPD 36-4, *Air Force Civilian Training, Education, and Development*, AFPD 36-5, *Civilian Personnel Resource Management*, and AFPD 36-6, *Civilian Career Management*. It establishes the MIM training program that supports AFSOC objectives and is applicable to all units. This publication applies to the Air Force Reserve (AFRC) and Air National Guard (ANG) units. The use of the name or any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by AFSOC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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 Form 847s through local publications/forms managers.

## Chapter 1

### AUTHORITIES AND RESPONSIBILITIES

**1.1. General.** This instruction prescribes basic policy and guidance for training AFSOC Mission Information Managers (MIMs).

**1.2. Program Goals.** The AFSOC Mission Information Manager (MIM) Training Program ensures all MIMs obtain and maintain the qualification and proficiency needed to effectively perform their units' mission. The overall objective of the MIM training program is to develop and maintain a high state of mission readiness for immediate and effective employment across the range of military operations.

**1.3. Waiver Authority.** Unless otherwise specified in this instruction, the 623 AOC/CSD is the waiver authority for this instruction. Route request waivers in the basic guidance of this instruction through applicable training channels to 623 AOC/CSD. Waivers to supplemental guidance will be handled by the agency that generated the supplement.

**1.4. Use of Training Hours.** Use training hours in a manner that demonstrates good stewardship of appropriated funds. Justify dedicated hours on the basis of accomplishing peacetime missions and/or maintaining wartime readiness. Structure each training event to achieve optimum training. Personnel, at all levels, should prevent the misuse or the perception of misuse of AFSOC resources.

#### **1.5. Responsibilities.**

##### 1.5.1. 623 AOC/CC.

1.5.1.1. Sets policy and guidance for the conduct and execution of the MIM training program.

1.5.1.2. Monitors and reviews the program to ensure AFSOC policies, guidance, and instruction supplements are adequate.

##### 1.5.2. 623 AOC/CSD:

1.5.2.1. 623 AOC/CSD will establish a MIM training office responsible for the overall management of the command's MIM training program.

1.5.2.2. Theater Indoctrination Training. 623 AOC/CSD will develop theater indoctrination training and ensure MIMs are trained for specific theater operations. As a minimum, this training will include a thorough review of theater-unique requirements and procedures, local area procedures, and host nation agreements.

1.5.2.3. Recall Procedures. Units will notify 623 AOC/CSD prior to recalling a MIM from a formal school course.

1.5.2.4. Program Requirements Document (PRD). The 623 AOC/CSD, in conjunction with other agencies and based on mission requirements, will determine MIM total force training requirements across the Future Years Defense Program (FYDP). SOF Wings and Groups will forward requirements annually to 623 AOC/CSD, via the PRD, for validation and inclusion.

1.5.2.5. 623 AOC/CSD will ensure a system is in place to manage course planning, registration and documentation of training IAW AFI 36-401, *Employee Training and Development*. The 623 AOC/CSD will publish annual releases Program Guidance Letters (PGLs) capturing approved training requirements across the FYDP.

1.5.2.6. 623 AOC/CSD will attend HQ AFSOC/A3T hosted events, conferences, and other training events as required to develop and maintain the MIM training program.

1.5.2.7. 623 AOC/CSD will identify training shortfalls and work to rectify them via process, syllabus, system, hardware, or software changes and updates. Across the spectrum, technology evolves quickly and the MIM training program will require frequent updates and additions to keep abreast of developments in the field and instructional technology.

1.5.2.8. 623 AOC/CSD will ensure MIM Initial Qualification Training (MIMIQT) students are enrolled on a full-time basis to ensure their training is uninterrupted and completed in a timely manner. Students will be relieved of duties not directly related to training. While in training, students normally will not be required to perform duties not directly related to training.

1.5.2.9. 623 AOC/CSD will maintain the student quota allocation and management responsibilities for the MIM Initial Qualification course and the MIM Advanced Architecture and Process Initial Qualification (MA2PIQ).

1.5.2.10. 623 AOC/CSD will select MIMs to attend the MA2PIQ based on commander's recommendations and MIM experience.

1.5.2.11. Progress Review (PR). 623 AOC/CSD will outline procedures for a PR to be accomplished when a student fails to progress according to syllabus requirements. The PR can recommend continuation in training. If the recommendation is to continue training, then the PR will determine the extent of additional training. If the recommendation is not to continue training, 623 AOC/CSD will coordinate courses of action through the 623 AOC/CC.

1.5.2.12. MIM Post Graduate Survey Program. 623 AOC/CSD will ensure MIMIQT post-graduate surveys are accomplished by both the student and the operating location MIM OIC or MIM OL Lead. 623 AOC/CSD will develop post graduate surveys for the student and MIM OIC/MIM OL Lead to complete 90 to 120 days after graduation. The surveys will seek information on whether MIMIQT adequately prepared the student MIM, and what areas need improvement. The 623 AOC/CSD will use these survey results to evaluate the course and ensure the course is meeting the need of the students and the units.

**1.6. Continued Service Commitment Agreements (CSA).** Civilians incur a service commitment for some training events. Refer to AFI 36-401 for more guidance. Training events such as those to meet deployment requirements or other basic training items (e.g. CBRNE, 9MM, etc.) are considered duty requirements and coordination to complete a CSA is not required.

**1.7. Reserve Service Commitment (RSC).** Mission Information Managers are emergency essential employees. They cannot have service commitments beyond the MIM program. See DODD 1404.10 and AFI 36-507 for further guidance.

## Chapter 2

### MIM QUALIFICATION TRAINING.

**2.1. General.** This section specifies training requirements for initial qualification, advanced training, and weapon specific qualification training.

**2.2. MIM Initial Qualification Training (MIMIQT).** To be considered a MIM, a person must graduate the MIMIQT course which covers foundation areas for all AFSOC MIMs.

**2.3. General Requirements.** The primary method of initial qualification is to attend and complete the appropriate formal training course as defined by this AFSOCI and course syllabus. Completing the appropriate formal course satisfies all basic qualification training requirements.

**2.4. MIM Initial Qualification Training Prerequisites.** Before entering MIM Initial qualification training, each member must comply with the following:

2.4.1. Have a current security clearance (at least secret level).

2.4.2. Have been appropriately DOS in-briefed.

2.4.3. Completed all 623 AOC In processing Events.

2.4.4. Hurlburt-based students only:

2.4.4.1. Have obtained current base network accounts (NIPR and SIPR).

2.4.4.2. Have acquired all appropriate access badges.

**2.5. Academic Training.** Accomplish academic training requirements as directed in the applicable syllabus. MIMIQT is comprised of lecture and hands-on training (HOT). Each student will be required to demonstrate individual proficiency in all areas of the presented lessons.

2.5.1. Objectives. Lesson objective descriptions, remediation procedures, specific training evaluation criteria, administration procedures and scheduling guidelines/procedures are found in the applicable MIMIQT course syllabus.

2.5.1.1. MIMIQT Examinations. Satisfy requirements of the MIM course syllabus and achieve at least an 85% on all evaluations.

2.5.1.2. Lecture. Lessons that are best given in the lecture format (e.g. doctrine, processes, networking fundamentals, standards, and etc.) will be presented using slides accompanied with student lesson guides. Lessons will be presented in lesson-related blocks and an end-of-block evaluation will be administered.

2.5.1.3. Hands-On Training (HOT). Systems, hardware, and software applications require in-depth hands-on training. Each student will be given access to the system, hardware, software, and time to become proficient in the setup, configuration, and employment of the technology.

**2.6. Academic Training Documentation .** Each lesson presented will be documented in the student's folder within the AOC Patriot Excalibur database on SIPRNET. If reasons dictate use of hard copy documentation, then the following forms will be used:

2.6.1. AF Form 4109, *SOF/CSAR Aircrew Training Record*.

2.6.2. AF Form 4110, *Comments-SOF/CSAR Training Record*.

2.6.3. AF Form 4111, *SOF/CSAR Training Record*.

## **2.7. Unsatisfactory Student Progress.**

2.7.1. If a student's training progress is unsatisfactory, 623 AOC/CSD leadership will review the student's record and determine whether to continue or terminate training.

2.7.2. If continued training is determined, the chief of MIM training will ensure the student's sub-performance areas are addressed and the student achieves the minimum acceptable level.

**2.8. Courseware Changes** . Submit changes for the MIMIQT courseware to 623 AOC/CSD. If changes are valid and approved 623 AOC/CSD will incorporate the changes.

**2.9. Weapons System Qualification (WSQ).** The purpose of weapon system qualification is to ensure each MIM is able to fully support the war-fighter. WSQ is performed at wing and below. When appropriate, 623 AOC/CSD will prescribe minimum training requirements for each weapon system. All MIMs will accomplish qualification on each of the unit-assigned weapon systems within 1 year of assignment to the unit. Qualification will be documented on the AF Form 4111, *SOF/CSAR Training Record*, and a copy forwarded to 623 AOC/CSD.

**2.10. MIM Advanced Architecture and Process Qualification (MA2PIQ).** An advanced MIM course will be developed. The MIM advanced course topics will include:

2.10.1. Architectures.

2.10.2. Methods and processes with respect to integration of mission information.

2.10.3. Requirements generation, documentation, and industry standards.

## Chapter 3

### MIM CONTINUATION TRAINING.

**3.1. General.** The continuation training program provides MIM members with the volume, frequency, and mix of training necessary to maintain proficiency with the fast pace of technology. Continuation training is a mix of in-house training, computer based training, formal training, and industry-provided training. 623 AOC/CSD will publish and update an annual continuous learning objectives document. When appropriate, the OL Lead MIMs will identify local or other additional learning objectives and forward to 623 AOC/CSD. The OL Lead MIMs will ensure the published continuous learning objectives are completed within their OL and provide a status of learning objectives completion in their Mission Information Manager Status Report (MISTAT).

#### **3.2. Responsibilities:**

3.2.1. Squadron Commander. The squadron commander or designated representative will ensure individuals receive unit-specific training to successfully complete unit missions and maintain individual proficiency.

#### **3.3. MIM Responsibilities.**

3.3.1. Each MIM is personally responsible for monitoring and completing all assigned training requirements.

3.3.2. Certifications. MIMs will comply DODD 8570.01-M, *Information Assurance (IA) Training, Certification, and Workforce Management*, and Air Force guidance on certification requirements. MIMs will use the self-study method where appropriate and the provided on-line computer based training on the IT E-Learning site. Commercial test preparation and exam certification vouchers may be requested via the Air Force IT E-Learning site and can be used to prepare for and complete the commercial certification.

3.3.2.1. MIMs have an inherent responsibility as technology specialists (GS series 2210) and professionals to stay abreast mission information requirements and technology. MIMs are expected to be leaders in technology and should use all available avenues to, at a minimum, stay current with technology and optimally stay ahead of new technology in order to implement processes and technologies to benefit the war fighter.

**3.4. Ground Training Requirements.** Unit qualification training, mobility training, and other commander-directed ancillary training will be completed as required and as directed by the governing regulations and unit commander directives.

**3.5. Formal School Courses .** 623 AOC/CSD, in coordination with program managers and civilian personnel Employee Development Manager/Specialist (EDM/S), approves formal school courses. Selected formal courses should be directly related to a unit's mission where the MIM is assigned.

**3.6. Training Documentation Events and Profiles.** MIM's continuation and additional (ground) training events and profiles will be maintained in 623 AOC Patriot Excalibur Database. Supervisors and MIM members are responsible for ensuring the database is up-to-date and reflects the current training status and certifications of the MIM member. All training

certificates and qualification forms will be maintained in the MIM's employee records (in addition to submission to the civilian personnel records).

**3.7. Failure to Complete Continuation Training Requirements.** Failure of MIMs to meet stated continuation training requirements will be addressed by their supervisor and upper level management. The goal is to achieve 100% completion of training in order to best support the war fighter.

**3.8. Evaluation Considerations and Performance Objectives .** See AFSOCI 36-401 for recommended evaluation and continuous learning objectives.

**3.9. Adopted Forms.**

AF Form 847, *Recommendation for Change of Publication.*

AF Form 4109, *SOF/CSAR Aircrew Training Record.*

AF Form 4110, *Comments-SOF/CSAR Training Record.*

AF Form 4111 *SOF/CSAR Training Record*

RICHARD S. HADDAD, Brig Gen, USAFR  
Director Operations

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

AFPD 36-4, *Air Force Civilian Training, Education, and Development*, 12 Feb 2004

AFPD 36-5, *Civilian Personnel Resource Management*, 30 Nov 1993

AFPD 36-6, *Civilian Career Management*, 21 Oct 1994

DODD 1404.10, *DOD Civilian Expeditionary Workforce*, 23 Jan 09

DODD 8570.01-M, *Information Assurance (IA) Training, Certification, and Workforce Management*, 15 Aug 2004

AFI 36-401, *Employee Training and Development*, 28 June 2002

AFI 36-507, *Mobilization of the Civilian Work Force*, 21 July 1994

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

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFRC**—Air Force Reserve Component

**AFSOC**—Air Force Special Operations Command

**ANG**—Air National Guard

**AOC**—Air Operations Center

**CC**—Commander

**CONOPS**—Concept of Operations

**CSA**—Continued Service Commitment Agreement

**DOD**—Department of Defense

**RDM/S**—Employee Development Manager/Specialist

**ETCA**—Education and Training Course Announcement

**FYDP**—Future Years Defense Program

**HQ**—Headquarters

**HOT**—hands-on training

**MA2PIQ**—MIM Advanced Architecture and Process Initial Qualification

**MIM**—Mission Information Manager

**MIMIQT**—MIM Initial Qualification Training

**MISTAT**—Mission Information Manager Status Report

**OPR**—Office of Primary Responsibility

**PGL**—Program Guidance Letter

**PR**—Progress Review

**PRD**—Program Requirements Document

**RSC**—Reserve Service Commitment

**USAF**—United States Air Force

**WSQ**—Weapons System Qualification

### *Terms*

**MIM**—Mission Information Manager.

**Basic Qualification**—A member who has satisfactorily completed training prescribed to maintain the skills necessary to perform specific duties.

**Continuation Training**—The continuation training program provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned qualification level.

**Flying Training CONOPS**—The process that ties validated training requirements to the Air Force Programming, Planning, and Budgeting System.

**Formal Course**—Training courses listed in the Air Force Education and Training Course Announcement (ETCA).

**MIM Initial Qualification Training (MIMIQT)**—A member engaged in training needed to qualify for basic duties as an assigned MIM. MIMIQT is a broad over-arching qualification that provides a MIM the foundational skills and knowledge to support a unit's operational mission.

**Office of Primary Responsibility (OPR)**—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

**Proficiency**—A measure of how well a task is completed. A member is considered proficient when they can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

**Special Mission Training**—Training in any special skills necessary to carry out the unit's assigned missions that are not required by every MIM. Specialized training is normally accomplished after the MIM is assigned to a unit, and is normally in addition to other training requirements.

**Weapons System Qualification (WSQ)**—Specific training on a given process, equipment, or system that qualifies the MIM to support operations.