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Intelligence

**INTELLIGENCE SUPPORT TO AIR
UNIVERSITY**

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This instruction implements AFPD 14-2, *Intelligence Rules and Procedures*. It outlines the roles and responsibilities of the Intelligence Directorate as the Air University (AU) Headquarters (AU/A2) and as a directorate assigned to the LeMay Center for Doctrine Development and Education. It also delineates additional responsibilities of the AU/A2 as the AU Senior Intelligence Officer (AU/SIO). Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication applies to Air University and 42d Air Base Wing units/organizations; it does not apply to AFRC, ANG, or tenant units.

1. General Information:

1.1. Mission Statement: The LeMay Center/IN directorate supports doctrine development, coordination of intelligence, surveillance and reconnaissance (ISR) publications, and AU education wargames and exercises. It also assists in the development of ISR curriculum and provides ISR instruction and subject matter experts (SME) for AU professional military education (PME) and professional continuing education (PCE) at all levels of learning, to include officer accession training. Additionally, it manages the AU Special Security Office (SSO) and maintains Top Secret/Sensitive Compartmented Information (TS/SCI) networks/video teleconference (VTC) capabilities for AU.

1.2. Background: To reduce duplication of effort and create better synergy, intelligence support throughout AU was consolidated by direction of AU Program Action Directive 88-2, and was placed within the College of Aerospace Doctrine, Research and Education (CADRE) in 1988. In 2007, CADRE/IN became the LeMay Center Intelligence Directorate (LeMay Center/IN) when CADRE and the former Air Force Doctrine Center merged to form the LeMay Center. This AUI is intended to clarify responsibilities and expectations for intelligence-related support across AU based on the PAD and the 2008 LeMay Center OCR.

1.3. Organization:

1.3.1. LeMay Center/IN: The Intelligence Directorate is assigned to the LeMay Center as LeMay Center/IN to support doctrine development, assist in the planning and execution of educational wargames/exercises conducted by AU, and develop/teach ISR curriculum for AU PME/PCE resident and distance-learning programs. LeMay Center/IN is organized according to the following divisions:

1.3.1.1. Applications Division (INA): LeMay Center/INA supports AU in developing and providing ISR application-level education and assists in the planning and execution of wargames and exercises. It also supports doctrine development with ISR research/analysis and coordinates on all ISR-related doctrine publications.

1.3.1.2. Education Division (INE): LeMay Center/INE supports AU in developing and providing ISR specific education and SMEs in support of PME/PCE curriculum. It also supports AU with topical/current intelligence presentations tied to PME/PCE lesson plans.

1.3.1.3. Security Division (INS): LeMay Center/INS manages the SSO Program for AU and Maxwell AFB. It administers the end-to-end security program for SCI personnel, information, computers and facilities, and operates/maintains all SCI systems/VTCs.

1.3.2. AU/A2: AU/A2 directs SCI programs to include the SSO and Joint Worldwide Intelligence Communication System (JWICS); provides intelligence support to planning and programming; ensures readiness of ISR resources; and, provides policy and direction for ISR activities impacting AU. In addition, the AU/A2 executes SIO duties as the AU intelligence career field functional manager in accordance with AFI 14-202v3, Chapters 1.3 and 4.2.

2. LeMay Center Director of Intelligence (LeMay Center/IN) Responsibilities.

2.1. LeMay Center/IN Overview: The Intelligence Directorate is assigned to the LeMay Center and provides a majority of its support to the LeMay Center mission; however, it also supports other AU education programs. The senior member of the office, in addition to duties as the AU/A2, is designated as the LeMay Center/IN and is supervised by the LeMay Center/CC.

2.2. The LeMay Center/IN provides ISR subject matter experts (SMEs) to the LeMay Center's three primary mission areas: doctrine, education and wargaming.

2.2.1. Support to Doctrine Development: The LeMay Center/IN advises the LeMay Center/CC and the Doctrine Development Directorate (LeMay Center/DD) on ISR-related matters and changes to the intelligence community as they relate to doctrine,

education, and operational lessons learned. Accordingly, LeMay Center/IN supports LeMay Center/DD with SMEs to help write, research, and analyze ISR doctrine in accordance with AFI 10-1301. LeMay Center/IN coordinates on joint, service, interagency and multinational ISR specific doctrine publications. LeMay Center/IN maintains awareness of issues regarding ISR doctrine publications and participates in Air Force Doctrine Working Group meetings and Air Force Doctrine Writing Committee meetings as required.

2.2.2. Support to Wargaming: LeMay Center/IN assists the Warfighting Applications Directorate (LeMay Center/WA) in developing scenarios and building red force order of battle (OB) and blue force ISR OB. The LeMay Center/IN is lead for providing ISR application education to AU students playing ISR roles during IDE/SDE wargames (e.g., Joint Land, Air, Sea Strategy Exercise (JLASS-EX), Global Challenge, etc). During the wargame season (Apr-May), LeMay Center/IN assists with ISR SMEs who serve as controllers in the Requests for Information and Opposing Force cells. LeMay Center/IN participates as required in Wargame Integration Groups, JLASS-EX Steering Groups, and Wargame In-Progress Team meetings. LeMay Center/IN also coordinates on all Wargame Requirements Documents and Exercise Design Documents and ensures all ISR requirements are captured and included in the Intelligence Requirements Document (IRD).

2.2.3. Support to Education: LeMay Center/IN supports both LeMay Center educational programs and, as resources permit, other educational programs throughout AU.

2.2.3.1. LeMay Center/IN supports the Warfighting Education Directorate (LeMay Center/WE) with ISR expertise and develops/presents ISR curriculum and instruction for LeMay Center PCE courses in accordance with AFI 10-1301, *Air Force Doctrine*, and Air Force Education Requirements Board. Specifically, LeMay Center/IN provides ISR lectures for the Joint Air Operations Planning Course and the Information Operations Fundamentals Application Course, and supports Flag Officer courses with SCI materials/read files and SCI VTCs as required. LeMay Center/IN also participates in the LeMay Center Education Program Review Board and coordinates on the Continuum of Education Strategic Guidance, the AU Faculty Handbook and the AU Catalogue.

2.2.3.2. LeMay Center/IN also supports AU with ISR-related courses and course materials as resources permit. As adjunct faculty, LeMay Center/IN SMEs develop/present ISR electives, lectures and topical briefs in support of graduate-level PME/PCE colleges and/or accredited centers around AU's academic circle. LeMay Center/IN personnel are responsible for attaining the appropriate education qualifications. Adjunct faculty folders are maintained by the respective schools where LeMay Center/IN faculty teach. ISR course objectives and desired learning outcomes will align with Officer Professional Military Education Policy, Joint PME, CJCS Special Areas of Emphasis, and AU Continuum of Officer and Enlisted Professional Military Education Strategic Guidance.

2.2.3.3. Prior to each academic year (AY), LeMay Center/IN will develop an Intelligence Requirements Document (IRD) to identify ISR support requirements for schools and centers across AU. The IRD ensures ISR requirements for

education/wargame support are vetted against available resources for the next AY. These include SCIF space availability, wargame requirements, ISR education lectures/electives, and topical briefings supporting AU, Spaatz Center, LeMay Center, and Eaker Center PME/PCE curricula.

3. Air University/A2 Special Security Office Responsibilities:

3.1. AU/A2 manages the SSO Program for AU/CC in accordance with DOD 5105.21-M-1, *Sensitive Compartmented Information Administrative Security Manual*, AFMAN 14-304, *Security, Use, and Dissemination of Sensitive Compartmented Information*, and AUI 14-301, *Security Review of Research Papers, Textbooks, and Related Documents*. The SSO supports every Maxwell AFB unit and AU centers/schools to include the Air Force Institute of Technology (AFIT) and Air Force Fellowship Programs. Through the SSO, the AU/A2:

3.1.1. Provides day-to-day operational assistance and interpretation of established policy governing the security, use, and dissemination of TS/SCI. This includes developing policy and administering the security review of ISR classified material pertaining to AU research work and publications.

3.1.2. Conducts base-level operation and maintenance for the JWICS and TS/SCI VTC suite, which is owned and operated by the Defense Intelligence Agency (DIA). SSO ensures that Maxwell AFB remains connected through JWICS to the DoD Intelligence Information Systems (DODISS).

3.1.3. Administers the SCI personnel, physical, information, industrial and computer security programs, and conducts staff assistance visits. The SSO coordinates requirements pertaining to these programs by Memorandums of Understanding with special security representatives (SSRs) designated by the unit commanders or AU school/center equivalents requiring SCI. These SCI security programs are maintained in accordance with multiple DoD/USAF regulations/manuals and are inspected periodically by DIA.

3.1.3.1. SCI Personnel Security Program: SSO is responsible for managing SCI billets for permanent party AU/Wing instructors & staff personnel, and SCI billets/personnel for students attending Air War College, Air Command & Staff College, School of Advanced Air and Space Studies, AFIT, and the Air Force Fellows Program. For students, SSO is responsible for conducting mass indoctrinations and debriefings at the beginning and end of each academic year. SSO will schedule and conduct indoctrinations and debriefings as needed for permanent party members.

3.1.3.2. SCI Physical Security Program: SSO manages three accredited SCI facilities (SCIFs) and four temporary secure working areas (TSWAs). SSO provides training and day-to-day guidance on facility management to designated SSRs.

3.1.3.3. SCI Information Security Program: SSO is responsible for all SCI material at Maxwell AFB and provides SCI classification management, document control, courier designation and disposition of security violations for which an inquiry or investigation official may be appointed. Only a SCIF or a TSWA is authorized for processing and discussing SCI material.

3.1.3.3.1. SCI Media Control: Only members of the SSO staff can introduce media into the JWICS. Media introduced into the system must be properly scanned, reviewed, marked TS/SCI, and entered/documentated into the SCI control system. TS/SCI media will not leave the SCIF without the consent of the SSO.

3.1.3.3.2. Transporting SCI: SCI will be transported on Maxwell AFB by individuals designated as SCI couriers by the SIO or SSO. During flag officer courses or Spaatz Center academic briefings, only the SSO staff or designated carriers can transport SCI material between the SCIF and TSWA. Authorized personnel will ensure that the material in their possession is properly marked and secured. The SSO will use the Defense Courier Service for sending and receiving SCI that cannot be sent over JWICS.

3.1.3.3.3. SCI Presentations & VTCs: SSO personnel will ensure that checklists are current and enforced for TS/SCI lectures conducted in SCIFs & TSWAs. This includes audio/visual control rooms for TS/SCI lectures held in conference rooms/auditoriums that have a record/transmit capability beyond the TSWA. SSO personnel will train cleared audio/visual personnel and enforce appropriate TS/SCI security procedures.

3.1.3.4. SCI Industrial Security Program: SSO also conducts all indoctrinations and debriefings for Maxwell AFB contractor personnel and maintains personnel security accountability on contracts let by AFIT that require SCI access.

3.1.3.5. SCI Computer Security Program: SSO maintains JWICS network certification and accreditation and prepares for DIA and Air Force Service Certifying Office periodic inspections.

3.1.4. SSO is responsible for scheduling and de-conflicting its two TS/SCI conference rooms, JWICS/SIPRNET information systems, and TS/SCI VTC suite in support of LeMay Center, AU, and Maxwell AFB missions. If there is a conflict in scheduling SCI personnel, systems or facilities, the following events take priority:

3.1.4. 1 Flag Officer and Senior Executive Service courses frequently conduct TS/SCI discussions and/or require TS/SCI VTCs to connect with high-level government officials who are unable to attend these courses in person. Other Flag-level VTCs not included here also take precedent.

3.1.4.2. TS/SCI lectures and electives in support of Spaatz and Eaker Centers' PME/PCE missions are scheduled months in advance and impact multiple organizations, students, and faculty. Schedules should be modified only if it is absolutely necessary and with advanced coordination with the appropriate faculty and schools/centers.

3.1.4.3. SSO "mass" indoctrinations and/or debriefs are coordinated with the center security managers and occur at the beginning and end of the academic year.

3.1.4.4. Visiting SIOs frequently provide TS/SCI lectures and/or ISR mentoring sessions to 14Ns when they are visiting AU on other business. These sessions can be arranged around their agenda and existing conference room schedules.

3.1.5. To conduct the SSO mission, the AU/A2 manages funds provided by USAF/A2 Program Element Code (PEC) 027431. SCI management is a unique responsibility and SSO personnel will not be assigned additional duties or details that conflict or interfere with the performance of SCI control responsibilities (DOD 5105.21-M-1).

3.2. Furthermore, the AU/A2 advises the AU/CC on specific matters pertaining to ISR missions, organization, systems, funding, manpower and personnel as required. AU/A2 is office of primary responsibility for the following AUIs: AUI 14-202, *Intelligence Support to Air University* and AUI 14-301, *Security Review of Research Papers, Textbooks and Related Documents*.

4. Facilities, Systems, Funding, Program Management and Reserves:

4.1. Facilities. The intelligence directorate is located in Building 1406, Room 218. Building maintenance and facility security and lockup is controlled by LeMay Center/WA, but LeMay Center/IN retains access, control, and security of the SCIF (room 218), which is TS/SCI. LeMay Center/IN personnel will receive training and be provided appropriate building combinations for Building 1406 and room 218 for access before or after normal duty hours.

4.1.1. The SSO also manages SCIF spaces in Buildings 804 and 1400A. Specific security responsibilities between the SSO and SSRs are outlined by memorandum of agreement.

4.1.2. During times of catastrophic power failure, LeMay Center/IN is responsible for manning Room 218, while the SSRs are responsible for their respective SCIF areas.

4.2. Systems. SSO does not support the unclassified or secret systems on Maxwell AFB, which are components of the base network and therefore managed by the 42 ABW.

4.3. Funding. Funding for SSO activities and TS/SCI systems (PEC 027431) is appropriated under the Military Intelligence Program (MIP) to support DoD ISR-specific programs, projects, or activities. PEC 027431 funds are only authorized for MIP expenditures. O&M funds for non-SSO activities (doctrine, education, wargames) are provided by the LeMay Center.

4.4. Program Management. LeMay Center/IN ensures the appointment and execution of the Intelligence Oversight Program in accordance with AFI 14-104, *Oversight of Intelligence Activities* and AFI 90-201, *Inspector General Activities*. The designated program lead will ensure all personnel are fully trained on Intelligence Oversight and provide assistance with other programs on Maxwell-Gunter as required.

DAVID S. FADOK, Lieutenant General, USAF
Commander and President

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

CJCSI1800.01D, *Officer Professional Military Education Policy (OPMEP)*, 15 July 2009

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

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

AFI 14-104, *Oversight of Intelligence Activities*, 16 April 2007

AFI 14-124, *Predictive Battlespace Awareness*, 25 November 2008

AFI 14-202, Volume 3, *General Intelligence Roles*, 10 March 2008

AFMAN 14-304, *The Security, Use and Dissemination of Sensitive Compartmented Information*, 1 May 1999

AFI 36-2301, *Developmental Education*, 16 July 2010

AFI 90-201, *Inspector General Activities*, 17 June 2009

AUI 14-301, *Security Review of Research Papers, Textbooks, and Related Documents*, 29 August 2008

Air University Continuum of Education Strategic Guidance

USAF Institutional Competency List

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABW—Air Base Wing

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AU—Air University

AY—Academic Year

CADRE—College of Aerospace Doctrine, Research and Education

IN—Intelligence Directorate

IRD—Intelligence Requirements Document

ISR—Intelligence, Surveillance and Reconnaissance

JWICS—Joint Worldwide Intelligence Communication System

MIP—Military Intelligence Program

PEC—Program Element Code
PCE—Professional Continuing Education
PME—Professional Military Education
OB—Order of Battle
SCI—Sensitive Compartmented Information
SCIF—Sensitive Compartmented Information Facility
SIO—Senior Intelligence Officer
SME—Subject Matter Expert
SSO—Special Security Office
SSR—Special Security Representative
TS—Top Secret
TSWA—Temporary Secure Working Area
VTC—Video/Tele Conference

Terms

Intelligence, Surveillance and Reconnaissance (ISR)— An activity that synchronizes and integrates the planning and operation of sensors, assets, and processing, exploitation, and dissemination systems in direct support of current and future operations. This is an integrated intelligence and operations function. (JP 1-02)

The Joint Worldwide Intelligence Communications System (JWICS)— The Top Secret/Sensitive Compartmented Information component of the Defense Information Services Network that connects members of the Department of Defense Intelligence Information Systems community and other members of the intelligence community. JWICS primary mission is to support the production and dissemination of intelligence for indications and warning, current intelligence, general military intelligence production, crisis management, operations planning and coordination, counter-terrorism, and counter-narcotics operations.

Senior Intelligence Officer (SIO)— The SIO is the highest-ranking Air Force officer holding the 14N3 or 14N4 Air Force Specialty Code (AFSC) serving in an Air Force intelligence position. The SIO's authority extends to all directly subordinate units. Installations with intelligence activities in different chains of command will have separate SIOs. In this capacity, the SIO provides senior guidance on all policy development, interpretations, and applications. Further, the SIO serves as the chief advisor and mentor for AF intelligence officers, enlisted, and civilians (as appropriate) in terms of career development and progress (AFI 14-202v3, Chapter 1.3.1).

Special Security Representative (SSR)— The designated representative of an organization, under the direction of the supporting SSO, responsible for the day-to-day management and implementation of SCI security and administrative instructions for a SCIF or TSWA.

Simulation— An imitation of the function or functions of a system. (AUI 36-2201)

Wargame— A simulation, by whatever means, of a military operation involving two or more opposing forces, using rules, data, and procedures designed to depict an actual or assumed real-life situation. *Examples:* AU wargames such as Global Challenge and Granite Sentry. (Joint Pub 1-02)