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AIR COMBAT COMMAND**

**AIR COMBAT COMMAND MANUAL
14-402**

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Intelligence

**UNIT-LEVEL INTELLIGENCE
MISSION AND RESPONSIBILITIES**



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This manual implements Air Force Policy Directive 14-4, *Management of the Air Force Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations Enterprise*, and builds upon guidance found in Air Force Instruction 14-1020, *Intelligence Mission Qualification and Readiness*, to establish operational, training and evaluation requirements for unit-level intelligence personnel. This publication applies to all Air Combat Command-assigned Regular Air Force, Air Force Reserve, Air National Guard (ANG), and Department of the AF civilians supporting Air Force (AF) intelligence operational missions at wing-level and below units. The authority to maintain the records prescribed in this instruction are Title 10 U.S.C. 8013, Secretary of the Air Force; AFI 36-2608, *Military Personnel Records System* and Executive Order 9397, *Numbering System for Federal Accounts Relating To Individual Persons*, as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the AF Records Disposition Schedule located in the AF Records Information Management System. This publication may be supplemented, but all supplements must be coordinated with the Office of Primary Responsibility (OPR) prior to certification and approval. Refer recommended changes to this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 through the appropriate Major Command (MAJCOM) functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-2 or 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.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. It supersedes ACC Instruction 14-202, *Unit-level Intelligence Mission and Responsibilities*, dated 24 April 2018. Major changes include the addition of a readiness chapter, a section on unit-level targeteer responsibilities and training requirements, paragraphs on unit-level systems maintenance and accountability, and a chapter on intelligence support to mission defense teams (MDT).

Chapter 1— OVERVIEW	4
1.1. Purpose.	4
1.2. Applicability and Scope.	4
Chapter 2— UNIT-LEVEL INTELLIGENCE READINESS	5
2.1. Readiness.	5
2.2. Unit-level targeteer responsibilities and training.	6
Chapter 3— INTERNAL INTELLIGENCE TRAINING	8
3.1. Qualification Training Program Execution.....	8
3.2. Training Timelines.....	8
3.3. Evaluations.	8
3.4. Training Documentation.	9
Chapter 4— EXTERNAL INTELLIGENCE TRAINING	10
4.1. External Intelligence Training (EIT).	10
4.2. EIT Program Management.....	10
Chapter 5— INTELLIGENCE SUPPORT TO FORCE PROTECTION	11
5.1. Intelligence Support to Force Protection (ISFP).	11
5.2. Host Unit FP Responsibilities.	11
5.3. Tenant Unit FP Responsibilities.	11
Chapter 6— INTELLIGENCE SUPPORT TO MISSION DEFENSE TEAMS	12
6.1. Intelligence Support to Mission Defense Teams (ISMDT).	12
6.2. Host Unit.	12

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	13
Attachment 2— LIST OF FORMAL IQT COURSES FOR ACC MISSION SETS	16
Attachment 3— ASOG/ASOS-REQUIREMENTS	17
Attachment 4— MQ-1/9-REQUIREMENTS	18
Attachment 5— RQ-4-REQUIREMENTS	19
Attachment 6— U-2-REQUIREMENTS	20

Chapter 1

OVERVIEW

1.1. Purpose. This guidance contains 48 tiered compliance statements: 26 T-2 and 22 T-3. The objective of this manual is to develop and maintain a high state of Unit-level Intelligence (ULI) mission readiness for effective execution of AF missions supporting the full range of military operations to include joint and combined operations, and builds on guidance found in AFI 14-1020. Through participation in the planning and execution of AF operations, and close, continuing interface, ULI personnel ensure commanders, their staffs, combat crews, weapon system developers and other customers are provided the best available information and materials to enhance readiness, facilitate planning, execute assigned missions and build warfighting capability.

1.2. Applicability and Scope. This manual applies to those personnel who perform ULI duties supporting AF operational missions at wing level and below (as defined in AFI 38-101, *Manpower and Organization*); addresses roles and responsibilities; and identifies key processes ULI must perform to accomplish the unit's mission. This publication is not intended to apply to functions such as training activities, intelligence production centers, test and evaluation units, acquisition support units, or to mission sets already governed by other guidance such as non-14-series publications, provided there is clear and sufficient guidance to effectively direct intelligence activities. MAJCOM/A2s will determine the applicability of this publication for mission sets and units not otherwise specifically addressed by published guidance.

Chapter 2

UNIT-LEVEL INTELLIGENCE READINESS

2.1. Readiness. The Senior Intelligence Officer (SIO) (see definition in AFI 14-1020) will:

2.1.1. Develop and document all processes and programs using locally developed operating instructions, standard operating procedures, checklists or other documents to ensure operational requirements are met and managed, and provide consistent, high quality training for all assigned personnel IAW this manual and AFI 14-1020 (**T-2**). Use vetted and validated sources such as AF Tactics, Techniques, and Procedures (AFTTP), 3-1 (Mission Design Series [MDS]) attachment 2, AFTTP 3-1 and 3-3, Integrating Planning & Employment (IPE), and the ACC/A2 ULI Handbook (see link in [Attachment 1](#)). Additionally, use the listing below to formulate readiness processes and procedures, as required and applicable (**T-3**).

2.1.1.1. Ensure unit personnel are fully qualified to fill all mobility requirements, to include any clearance requirements.

2.1.1.2. Identify material requirements and maintain sufficient stocks for training and readiness, deployment and employment.

2.1.1.3. Ensure all intelligence functions are equipped to conduct operations to include, but not limited to, systems, mission/mission planning materials, equipment and supplies.

2.1.1.4. Ensure intelligence mission systems are accounted for and properly maintained.

2.1.1.5. Coordinate with applicable communications organizations to ensure communications requirements are identified to support intelligence mission systems.

2.1.1.6. Ensure mobility procedures satisfy packing and marshaling timelines for materials and equipment.

2.1.1.7. Rapidly disseminate significant and critical intelligence to unit leadership, battlestaff, operations personnel, mission planning personnel, crisis action team, subordinate and lateral units, higher headquarters and other appropriate agencies, as applicable through appropriate briefings and products. Use threat update codes as appropriate.

2.1.1.8. Provide intelligence tailored to the wing's operational mission and base support activities, base agencies and organizations, tenant organizations and transient units as required; assist the commander, crews/operational personnel, and mission planners; and provide material and briefing support.

2.1.1.9. Maintain order of battle displays and establish procedures to ensure currency and standardization of displays in subordinate unit work areas that are designed to meet unit combat mission needs. Units will retain the capability to manually post/display situational data in the event of system failure.

2.1.1.10. Manage all production requests. Exhaust internal, theater and national resources before forwarding questions/requirements to outside agencies.

2.1.1.11. Review all unit tasked Operational Plans (OPLAN)/Contingency Plans, Designed Operational Capability statement, Unit Type Codes (UTC), Base Support Plans,

Air Expeditionary Task Force, contingency, emergency war order and past ad hoc tasking at least annually to identify intelligence requirements. Write intelligence annexes for local plans identifying all intelligence requirements. Ensure ULI personnel are familiar with unit obligations in all the above and of any significant changes and their impact.

2.1.1.12. Monitor Air Expeditionary Force schedule and ensure ability to fulfill commitments and manage personnel resources. Identify intelligence personnel and equipment to support tasked UTCs. Act as the wing focal point for all intelligence AF Specialty Code requirements in tasked UTCs and any deployment orders, coordinating with mobility action agencies on the base.

2.1.1.13. Debrief aircrew/operators and write/transmit mission reports/analysis as required and IAW theater guidance and/or local procedures.

2.1.1.14. Quality control all reports and submit IAW OPLAN and/or theater guidance and procedures. Ensure all deployable personnel are trained and qualified in all applicable reporting procedures.

2.1.2. The SIO will produce upon request a list of all Combat Mission Readiness (CMR)/Basic Mission Capable (BMC) personnel (**T-2**). Examples are: Letter of Xs, spreadsheets, databases, and programs such as Patriot Excalibur (PEX), and Air Force Training Record (AFTR).

2.2. Unit-level targeteer responsibilities and training. The SIO will ensure all 1N8X1s, targeting analysts, can at a minimum:

2.2.1. Support mission planning (**T-3**).

2.2.2. Utilize TSA products to understand target relationships within the overall threat country target system (**T-2**). Utilize intermediate target development (ITD) products to understand significance and expectation statements as they relate to the threat country target system (**T-2**).

2.2.3. Conduct advanced target development (ATD) (**T-2**). Perform ATD tasks: weaponeering, target coordinate mensuration, and collateral damage estimation (CDE) (**T-2**).

2.2.3.1. Maintain proficiency maintenance requirements for target mensuration only (TMO) or target material production (TMP) defined as analysts measuring operational points, local training points, or measuring points against the AFP4 proficiency maintenance training dataset (**T-2**).

2.2.3.2. Maintain proficiency maintenance training requirements for CDE IAW Air Force CDE concept of operations (CONOP) (**T-2**).

2.2.4. Conduct combat assessment.

2.2.4.1. Perform Phase I Battle Damage Assessment (BDA) reporting support to include weapons system video processing (as appropriate, depending on the airframe, mission, resources available, etc.) IAW combined forces air component commander BDA CONOP (**T-2**).

2.2.4.2. Support mission report development by providing data on munitions effectiveness assessment, collateral/additional damage assessment, and reattack recommendation (**T-2**).

2.2.5. Additional targeting support requirements for units with unique or special mission planning considerations will be accounted for in local unit checklists, operating instructions, or standard operating procedures **(T-2)**.

2.2.6. Perform all applicable mission planning cell (MPC) targeting duties IAW AFTTP 3-1.IPE **(T-2)**.

2.2.7. Construct and maintain combat mission folder **(T-2)**.

Chapter 3

INTERNAL INTELLIGENCE TRAINING

3.1. Qualification Training Program Execution.

3.1.1. Attendance of the requisite formal Initial Qualification Training (IQT) course is the primary means to satisfy IQT requirements for those mission design series/mission sets/weapons systems for which ACC is Lead Command (**T-2**). ACC/A2 will maintain a roster of mission-specific formal IQT courses (i.e., Intelligence Formal Training Units and Initial Intelligence Qualification Courses) that satisfy IQT (see [Attachment 2](#)).

3.1.2. The SIO will use the community-validated and ACC/A2-managed MDS-specific Master Training Task List (MTTL) to assist in developing their Master Training Plan (MTP) and Master Task List (MTL) for all training (IQT [if authorized in-unit], Mission Qualification Training [MQT], Continuation Training [CT], and Specialized Training [ST]), and IAW AFI 36-2651, *Air Force Training Program* (**T-2**). The SIO will designate which training tasks are necessary to adequately train each individual in their assigned duty position in order to achieve CMR status (**T-2**). The MTTL lists any applicable ULI IQT, MQT, CT, and any ST tasks. MTTLs are located on the Unit-level training page of the ACC/A2 Unit Support NIPR website (see link in [Attachment 1](#)).

3.2. Training Timelines.

3.2.1. The timeline for completing IQT is dictated by the formal course syllabus or as determined at the unit, in lieu of specific guidance.

3.2.2. In-unit training (whether IQT or MQT) begins as soon as practical after in-processing actions are complete and security clearance is granted, and no later than 90 days (for Active Component) after return to unit from Initial Skills Training/formal IQT (180 days for Reserve Component) (**T-3**).

3.3. Evaluations. SIOs will ensure evaluations are conducted (**T-2**). Evaluations ensure the unit's training program adequately prepares their personnel to perform in their assigned duty position, and ensures the trainee can perform the assigned duty position's functions. This is done by observing personnel performing intelligence functions to ensure they can successfully perform in the assigned duty position(s) to a minimum standard by observing performance of those duties, and ensure functional teams are certified to perform their assigned unit functions (e.g., MPC). These evaluations provide feedback to enable personnel and teams to improve their performance, and to ensure adequacy of the local training plan and its execution. Evaluations should be accomplished in a realistic training environment in conjunction with in-garrison events to the maximum extent possible (e.g., Command Post exercises, unit War Day, unit exercises). The following outlines the minimum requirements for a ULI training evaluation.

3.3.1. Organization. The composition of the ULI training evaluation function is at the SIO's discretion with the following considerations:

3.3.1.1. Any trainer qualified in a duty position that can be evaluated can serve as an evaluator in an appropriate event.

3.3.1.2. In a multi-MDS wing/unit, not all personnel acting as evaluators are required to be qualified in every MDS provided each is represented by at least one qualified individual **(T-3)**.

3.3.2. Types of Evaluations.

3.3.2.1. Individual Evaluations. The SIO will determine the specific tasks and criteria for an individual training evaluation **(T-2)**. Individual training evaluations are the culmination of the training received by an individual for their assigned duty position(s). Typically, these are derived from unit training standards and task requirements found in the unit's training plan. Ideally, a training evaluation would check the individual's overall performance in their assigned duty position (e.g., MPC, Contingency Intelligence Center [CIC], Squadron) and not each and every discreet task that makes up the duty position.

3.3.2.2. Team Evaluations. The SIO will determine the specific evaluation tasks and criteria for a team evaluation **(T-2)**. Team training evaluations look at how teams of individuals perform to satisfy specific requirements expected of a particular team (e.g., MPC, CIC, and squadron). Typically these are derived from checklists, products and product timelines expected for a particular team.

3.3.3. Qualification. A successful evaluation qualifies an individual as CMR **(T-2)**.

3.3.4. Unsatisfactory Performance. Trainer evaluators will promptly notify the trainee's supervisor whenever unsatisfactory performance is observed **(T-3)**.

3.3.5. Re-qualification. In the event of loss of qualification, the individual's supervisor will develop a training plan to re-qualify the trainee **(T-3)**.

3.4. Training Documentation. All training activities, evaluations and qualification results for E-1 to E-6 will be annotated, at minimum, on an AF Form 623a in the trainee's training record (in lieu of other guidance) **(T-2)**. 14Ns and E-7 to E-9s will document their training and evaluations on the appropriate AF Form 797, or equivalent **(T-2)**. Supervisors and Airmen will ensure appropriate training record transfer during Permanent Change of Station/Permanent Change of Assignment moves **(T-3)**. Continued use of AF Forms 4349, *Record of Intelligence Evaluation*, 4381, *Intelligence Gradesheet* and 4350, *Certificate of Intelligence Qualification* is optional.

Chapter 4

EXTERNAL INTELLIGENCE TRAINING

4.1. External Intelligence Training (EIT). IAW AFI 38-101, one of the primary duties of ULI is to train crew/operators. EIT should be tailored to the unit's mission, weapon systems, projected wartime/Air and Space Expeditionary Force tasking and base/deployment location(s). Most units conduct two types of EIT: Aircrew/crew intelligence Training or Integration (AIT) and Force Protection Intelligence Training (FPIT). The SIO may determine if other personnel require EIT and should modify training accordingly.

4.2. EIT Program Management.

4.2.1. AIT categories typically include, but are not limited to: threat knowledge, visual recognition/detectable signatures, collection and reporting, and personnel recovery. Include other categories as required based on the unit's mission.

4.2.2. FPIT should be coordinated with Air Force Office of Special Investigation (AFOSI) and Force Protection (FP) customers to identify training requirements and develop an appropriate program tailored to the unit's mission. The following include topics that should be considered: Intel's role in FP (Threat Working Group, Base-level Antiterrorism [AT] and Integrated Defense); Intelligence resources; Defense Threat Assessment; Briefings; Essential Elements of Information; Intelligence Oversight and Terrorist Threat Levels; Hot Spots; Hostile Forces (typically those located in or adjacent to deployment areas); and Threats (e.g., weapons, jammers, etc.).

4.2.3. The SIO will ensure the local training stipulates training tasks required to become an EIT, and that only qualified EIT trainers conduct unsupervised EIT events **(T-2)**.

4.2.4. Program guidance should be coordinated with commanders of each unit for which intelligence training is provided on a regularly scheduled basis.

4.2.5. EIT Program Manager will:

4.2.5.1. Outline procedures for execution of the EIT program to include: conducting, documenting, testing, evaluating, monitoring, and reporting **(T-3)**.

4.2.5.2. Develop a training plan for each major area of intelligence training **(T-3)**.

4.2.5.3. Ensure documentation of all EIT **(T-3)**. Documentation should include attendance rosters, feedback, and syllabus.

4.2.5.4. Ensure EIT tests are administered IAW locally developed requirements **(T-3)**.

4.2.5.5. Actively solicit feedback to ensure training requirements are met, and review training objectives for currency and applicability prior to the beginning of the training cycle **(T-3)**.

4.2.5.6. Provide written assessments of EIT programs at the end of each training cycle to the supported commander(s) (e.g., Operation Group Commander for AIT, Mission Support Group Commander for FPIT) **(T-3)**. Include the status of training completion, trend analysis, and any corrective actions.

Chapter 5

INTELLIGENCE SUPPORT TO FORCE PROTECTION

5.1. Intelligence Support to Force Protection (ISFP). Intelligence supports FP directly through training, mission planning support, and threat analysis.

5.2. Host Unit FP Responsibilities. The host unit, the organization with base operating support responsibilities for the in-garrison location, is responsible for ISFP to the installation and assigned personnel. In the event that the host unit does not have an organic intelligence capability, a tenant unit with an organic intelligence capability will provide ISFP. The relationship and requirements related to ISFP will be defined through a Memorandum of Agreement (MOA). Host units will:

5.2.1. Develop, implement and execute an ISFP program as an integral part of the installation commander's FP program (T-2).

5.2.2. Participate in unit/base working groups (e.g., Threat, AT, FP), and other functions as appropriate (T-3).

5.2.3. Review Intelligence portion of the installation Integrated Defense/AT (ID/AT) plan or applicable document at least annually (T-3).

5.2.4. Support the annual development of AFOSI Local Threat Assessments (LTA) by providing pertinent analysis of transnational/foreign terrorist capabilities, activities, history, intent and probable course of actions (T-3).

5.2.5. In coordination with AFOSI and the Security Forces Squadron, the host unit will:

5.2.5.1. Analyze all-source intelligence information for impact on unit mission and Base Security Zone, and rapidly disseminate threat information to subordinate and lateral units, Higher Headquarters and other appropriate agencies (T-3).

5.2.5.2. Establish procedures to track Intelligence Community threat levels, threat warnings, alerts and advisories for threats to home station and/or deployed locations (T-3).

5.3. Tenant Unit FP Responsibilities. Tenant units rely on the host unit as primary for ensuring FP support to the in-garrison location, but they retain full responsibility for providing ISFP to their own unit leadership and personnel. Tenant units will:

5.3.1. Develop, implement and execute an ISFP program within the unit as required (T-2).

5.3.2. Ensure the unit is included on their host installation's FP plan through an MOA. (T-3).

5.3.3. Coordinate with the installation AT officer to ensure procedures are in place and documented in the installation ID/AT plan to receive, process, or correlate threat warnings/information (T-3).

5.3.4. Brief tenant staff, aircrews and other appropriate parties on the installation LTA (T-3).

5.3.5. In coordination with local AFOSI Regional offices, provide staff, aircrews and other FP customers pre-deployment terrorist and Foreign Intelligence Entity threat information (T-3).

Chapter 6

INTELLIGENCE SUPPORT TO MISSION DEFENSE TEAMS

6.1. Intelligence Support to Mission Defense Teams (ISMDT). Much like ISFP, intelligence supports MDTs directly through training, mission planning support, and threat analysis.

6.2. Host Unit. If your base/wing has an MDT, the host unit is responsible for ISMDT. In the event that the host unit does not have an organic intelligence capability, a tenant unit with an organic intelligence capability will provide ISMDT as necessary. The relationship and requirements related to ISMDT will be defined through a MOA. The SIO, either host unit or tenant as situation dictates, will ensure intelligence support to their local cyber MDT (**T-2**). See the ACC Intel Support to MDT handbook for further guidance- located on the SIPR ACC/A23T Eagle's Nest page.

GREGORY J. GAGNON, Brig Gen, USAF
Director of Intelligence

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

AFPD 14-4, *Management of the Air Force Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations Enterprise*, 11 July 2019

AFI 14-1020, *Intelligence Mission Qualification and Readiness*, 08 November 2017

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 36-2608, *Military Personnel Records System*, 26 October 2015

AFI 36-2651, *Air Force Training Program*, 03 January 2019

AFI 38-101, *Manpower and Organization*, 29 August 2019

ACC/A2 Unit Support NIPR website,

<https://cs2.eis.af.mil/sites/12024/a2o/nest/pages/nest.aspx>

ACC/A2 Training NIPR website, <https://cs2.eis.af.mil/sites/12024/nest/pages/training.aspx>

Mission Training Task Lists (MTTL), https://cs2.eis.af.mil/sites/12024/a2o/nest/Pages/Unit-Level_Training.aspx

MDS Attachments 2-7, <https://cs2.eis.af.mil/sites/12024/a2o/nest/SiteAssets/Policy.aspx>

Prescribed Forms

None

Adopted Forms

AF Form 623a, *On-the-Job Training Record-Continuation Sheet*

AF Form 4349, *Record of Intelligence Evaluation*

AF Form 4350, *Certificate of Intelligence Qualification*

AF Form 4381, *Intelligence Gradesheet*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

ACCI—Air Combat Command Instruction

ACCMAN—Air Combat Command Manual

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual
AFOSI—Air Force Office of Special Investigation
AFTR—Air Force Training Record
AFTTP—Air Force Tactics, Techniques, and Procedures
AIT—Aircrew/crew Intelligence Training
ANG—Air National Guard
AT—AntiTerrorism
ATD—Advanced Target Development
BDA—Battle Damage Assessment
BMC—Basic Mission Capable
CDE—Collateral Damage Estimation
CIC—Contingency Intelligence Center
CMR—Combat Mission Ready
CONOP—Concept of Operation
CT—Continuation Training
EIT—External Intelligence Training
FP—Force Protection
FPIT—Force Protection Intelligence Training
IAW—In Accordance With
ID/AT—Integrated Defense/AntiTerrorism
IDT—Intermediate Target Development
IPE—Integrating Planning & Employment
IQT—Initial Qualification Training
ISFP—Intelligence Support to Force Protection
LTA—Local Threat Assessment
MAJCOM—Major Command
MDS—Mission Design Series
MDT—Mission Defense Team
MOA—Memorandum of Agreement
MPC—Mission Planning Cell
MQT—Mission Qualification Training
MTL—Master Task List

MTP—Master Training Plan

MTTL—Master Task Training List

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

PEX—Patriot Excalibur

SIO—Senior Intelligence Officer

ST—Specialized Training

TMO—Target Mensuration Only

TMP—Target Material Production

TSA—Target System Analysis

ULI—Unit-level Intelligence

UTC—Unit Type Code

Attachment 2**LIST OF FORMAL IQT COURSES FOR ACC MISSION SETS**

A2.1. List of formal IQT Courses for ACC mission sets: <https://cs2.eis.af.mil/sites/12024/a2o/nest/SiteAssets/Policy.aspx>.

A2.1.1. **Note:** Affected units will refer to this url to ensure they are aware of and are using the most current formal IQT Courses information for ACC-owned mission sets.

Attachment 3

ASOG/ASOS-REQUIREMENTS

A3.1. ASOG/ASOS-Requirements.

<https://cs2.eis.af.mil/sites/12024/a2o/nest/SiteAssets/Policy.aspx>

Attachment 4

MQ-1/9-REQUIREMENTS

A4.1. MQ-1/9-Requirements.

<https://cs2.eis.af.mil/sites/12024/a2o/nest/SiteAssets/Policy.aspx>.

Attachment 5

RQ-4-REQUIREMENTS

A5.1. RQ-4-Requirements.

<https://cs2.eis.af.mil/sites/12024/a2o/nest/SiteAssets/Policy.aspx>.

Attachment 6**U-2-REQUIREMENTS**

A6.1. U-2-Requirements. <https://cs2.eis.af.mil/sites/12024/a2o/nest/SiteAssets/Policy.aspx>.