COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication implements Air Force Policy Directive 14-1, *Intelligence, Surveillance, and Reconnaissance (ISR) Planning, Resources, and Operations*, and Department of Defense Instruction 3305.02, *DoD General Intelligence Training and Certification*. It applies to all Regular Air Force, Air Force Reserve, Air National Guard, and Department of the Air Force civilians supporting Air Force intelligence operational missions at wing-level and below. The authority to maintain the records prescribed in this instruction are Title 10 United States Code. 8013, *Secretary of the Air Force*; Air Force Instruction 36-2608, *Military Personnel Records System*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes to this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. In accordance with Air Force Instruction 33-360, *Publication and Forms Management*, the authorities to waive Field Operating Agency/Wing/Unit Level requirements are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the Tier waiver approval authority, or alternately, to AF/A2F for non-tiered compliance items.

SUMMARY OF CHANGES

This instruction consolidates guidance from superseded Air Force Instruction 14-202 Volumes 1-3 and updates guidance and procedures for intelligence support to unit level operations. Specific details on operational procedures have been reassigned to Major Command-level guidance.

1. INTRODUCTION.

1.1. **Purpose.** This guidance contains 37 tiered compliance statements: 9 (T-1); 26 (T-2); 2 (T-3). It provides the overarching framework for Major Commands and Field Operating Agencies to tailor their organize, train, and equip guidance in support of Airmen to execute multi-domain, global intelligence, surveillance, and reconnaissance operations across the various Air Force weapon systems, activities and functions supporting the full range of military operations. It gives Lead Commands guidelines for development of operational requirements and management of qualification across their assigned mission set(s).

1.2. **Scope and Applicability.** This instruction addresses mission, roles and responsibilities; structures the intelligence mission qualification program, and identifies the key processes the unit must perform to accomplish its mission.

1.2.1. This guidance applies to those Airmen who perform intelligence duties supporting AF operational missions at wing-level and below units as depicted in Air Force Instruction 38-101, *Air Force Organization.* Organizations conducting combatant command and national intelligence missions follow command, Department of Defense and Intelligence Community guidance accordingly.

1.2.2. This publication is not intended to fully apply to functions such as command staff, technical training activities, intelligence production centers, or acquisition support unless specifically directed by Higher Headquarters guidance. Commanders of these units may choose to adopt the processes contained in this publication for their personnel. Major Commands, Field Operating Agencies, and Direct Reporting Units determine the applicability of this publication for mission sets not otherwise specifically addressed by published guidance.

2. ROLES AND RESPONSIBILITIES.

2.1. **Deputy Chief of Staff, Intelligence, Surveillance and Reconnaissance (AF/A2).** Provides policy, oversight, and guidance to support Major Command/Field Operating Agency organizing, training and equipping of Air Force intelligence, surveillance, and reconnaissance forces and capabilities.

2.2. **Director, Intelligence, Surveillance, and Reconnaissance Forces Asymmetric Advantage Airmen Directorate (AF/A2F).** Provides guidance and oversight for Major Command/Field Operating Agency to develop and implement intelligence qualification programs and operational procedures in support of weapon system, mission set, and career field requirements. AF/A2F will coordinate T-1 compliance waivers with lead commands to ensure awareness of cross-cutting issues in order to make informed programmatic decisions.

2.3. **Major Command /Field Operating Agency Directorates of Intelligence, Surveillance, and Reconnaissance (A2)** (Includes National Guard Bureau Directorate of Operations A2/3/6/10) will:

2.3.1. Oversee assigned wing and below unit-level operational processes and training and qualification activities to ensure programs meet intelligence mission and career field requirements and standards **(T-2)**.

2.3.2. Ensure infrastructure and information technology systems support intelligence program requirements (e.g., training, connectivity and maintenance) for assigned and Guard/Reserve-supported units **(T-2)**.

2.3.3. Coordinate Major Command mission set guidance with lead command to ensure consistency **(T-2)**.

2.3.4. Track subordinate unit waiver requests and training shortfalls. Send trends to Lead Command as requested, but at least annually **(T-3)**.

2.4. **Lead Command.** Lead commands establish the qualification and operational standards within their mission set and are responsible for compiling requirements and developing guidance in coordination with all affected Major Commands. Lead Commands will:

2.4.1. Author and manage guidance to baseline intelligence requirements across the mission set. Coordinate within each intelligence mission set community to ensure currency and applicability.

2.4.2. Ensure units have access to validated and benchmarked training materials. Sponsor 'best practices' exchanges to promote high quality training.

2.4.3. Conduct Intelligence Realistic Training Review Board(s) at least every other year to review training programs; tactics, techniques, and procedures for currency, applicability, compliance and effectiveness.

2.4.4. Review Major Command waivers and training shortfalls, as reported, to identify trends and necessary programmatic adjustments. Notify AF/A2F if trends indicate the need to readdress existing guidance.

2.5. **Lead Command for Training.** The lead command for training is tasked with executing formal Initial Qualification Training; this is not necessarily the lead command for the intelligence mission set. The Lead Command for Training will:

2.5.1. Accomplish formal course reviews at least every other year in conjunction with the lead command to ensure formal training sufficiently addresses requirements for qualification training. When possible, schedule course reviews in conjunction with an Intelligence Realistic Training Review Board to minimize travel cost and maximize participation.

2.5.2. Establish student progress review procedures and outline processes to address student elimination when students fail to progress.

2.5.3. Ensure adequate resourcing for sustainment of existing formal Initial Qualification Training programs (excluding temporary duty-to-school costs). Any Major Command increasing requirements in existing courses will be responsible for providing additional funding to cover the additional costs.

2.6. **Wing Commander.** Commanders will ensure intelligence programs meet assigned intelligence mission set and career field requirements and standards **(T-2)**.

2.7. **Senior Intelligence Officer** . The Senior Intelligence Officer is the officer-in-charge within a non-Intelligence Wing responsible for the execution of the Intelligence function within the wing/unit. The Senior Intelligence Officer's authority extends to all subordinate/lateral units. Installations with intelligence activities in different chains of command have separate Senior Intelligence Officers each responsible to their respective commander for applicable tasks. The Senior Intelligence Officer is responsible for managing day-to-day operations within the unit. The Senior Intelligence Officer will, as applicable to mission:

2.7.1. Develop, implement, and track intelligence mission qualification programs to include evaluation of currency elements **(T-1)**.

2.7.2. Designate the mission readiness level (Combat Mission Ready/Basic Mission Capable) to which each intelligence position will train **(T-1)**.

2.7.3. Ensure the Intelligence function is trained, equipped and fully prepared to respond to wartime/contingency tasking and peacetime operational and training requirements **(T-2)**.

2.7.4. Identify intelligence training and qualification requirements to meet mission, readiness, and career field standards **(T-2)**. Determine how many and which intelligence personnel will carry specialized qualifications **(T-2)**.

2.7.5. Develop, equip, and implement intelligence training programs to meet mission, readiness, and career field requirements **(T-2)**. Provide performance data as requested.

2.7.6. Ensure unit level personnel are able to gather/access critical data **(T-2)**.

2.7.7. Provide intelligence support for the wing during all phases of conflict and decision making **(T-2)**.

2.7.8. Manage and coordinate on utilization of all intelligence personnel within the unit **(T-2)**. Act as the wing focal point for all intelligence requirements in tasked Unit Type Codes, exercise and deployment orders **(T-2)**.

2.7.9. Ensure personnel are familiar with unit obligations in relation to Designed Operational Capability statement, Operation Plans/Concept Plans, Base Support Plans, Air and Space Expeditionary Force, contingency, emergency war order and ad hoc tasking **(T-2)**.

2.7.10. Develop an External Intelligence Training program to train aircrew/operators and prepare the wing for contingency and wartime missions **(T-2)**. Tailor to the unit's mission, weapon systems, projected wartime/ Air and Space Expeditionary Force tasking and base/deployment location(s).

2.7.11. Provide intelligence tailored to the wing's operational mission and base support activities **(T-2)**.

2.7.12. Provide full-spectrum threat assessments and mission planning in support of deployments, contingencies, and combat operations **(T-2)**.

2.7.13. Debrief aircrew/operators and write/transmit mission reports/analysis **(T-2)**.

2.7.14. Standardize intelligence procedures and processes (briefings, situation displays, products, etc.) throughout the unit to the fullest extent possible **(T-2)**.

2.7.15. Provide intelligence to base agencies and organizations, tenant organizations and transient units as requested **(T-3)**.

3. MISSION QUALIFICATION.

3.1. **Mission qualification consists of training, evaluation, and currency.** Qualification is an ongoing process rather than a static achievement.

3.2. **Training Structure.** Intelligence qualification training, consisting of Initial Qualification Training and Mission Qualification Training, follows a building block approach.   After completion of Mission Qualification Training, Continuation Training ensures maintenance and progression of knowledge, skills, and abilities of intelligence personnel. Specialized Training addresses additional intelligence tasks required by some positions above and beyond the baseline Mission Qualification Training requirements.

3.2.1. Lead commands will define the method(s) by which Initial Qualification Training is accomplished **(T-1)**. Initial Qualification Training begins upon entry into a mission set and establishes a foundational set of skills developed to a level of detail common across a mission set, without focusing on any unit's specific mission execution. Intelligence Formal Training Unit course attendance is the primary method of completing Initial Qualification Training. Lead commands may develop other formal Initial Qualification Training courses to meet mission set-specific requirements or may leverage other course materials to best meet requirements. Lead Commands may authorize in-unit Initial Qualification Training.

3.2.2. Mission Qualification Training applies specific unit and mission context to skills gained in Initial Qualification Training and provides additional training to achieve mission ready qualification. Mission Qualification Training is a unit program which includes unique local area procedures and ensures trainees are able to demonstrate knowledge and task proficiency. Lead commands prescribe minimum Mission Qualification Training requirements to qualify personnel in the mission set.

3.2.3. Continuation Training promotes a continuous learning environment, ensuring that intelligence personnel are always qualified and current to perform their assigned duties by maintaining proficiency in the requisite knowledge, skills and abilities.

3.2.3.1. The Senior Intelligence Officer will develop a Continuation Training currency program with specific tasks and required frequency **(T-2)**. Continuation Training currency/Ready Intel Program focuses on maintaining perishable skills and consists of specific wartime/contingency mission-related tasks. In most cases, this is simply documenting activities individuals conduct on a regular basis as part of their duty. Continuation Training currency task performance by qualified and current individuals does not require supervision by a trainer or evaluator.

3.2.3.2. In addition to performance tasks, Continuation Training includes knowledge requirements to be met on a recurring basis. Training, for the most part, consists of unit-developed academics and scenarios. The means to accomplish Continuation

Training is at the discretion of the Senior Intelligence Officer in accordance with the unit's annual training plan.

3.2.4. Specialized Training addresses additional skills necessary to carry out the unit's uniquely assigned mission(s). Specialized Training requirements are in addition to baseline mission qualification. Additional qualifications may be defined by the lead command.

3.3. **Intelligence Mission Readiness Levels.** These levels reflect the individual's readiness in terms of mission qualification and currency. Personnel must maintain the mission readiness level of their assigned position (**T-1**).

3.3.1. Basic Qualification refers to personnel who have completed Initial Qualification Training and are qualified to perform basic tasks without supervision. Basic Qualification is a temporary status held until completion of Mission Qualification Training. Positions are not designated as requiring Basic Qualification status.

3.3.2. Persons in Combat Mission Ready status must be ready to perform operational duties on short-notice without assistance (**T-1**). Combat Mission Ready refers to personnel who have completed Mission Qualification Training and maintain current qualification in the required skills, knowledge, and tasks.

3.3.3. Persons in Basic Mission Capable status must be able to meet Combat Mission Ready currency requirements within 30 days (**T-1**). Basic Mission Capable refers to personnel who are qualified to perform all mission tasks but do not perform them often enough to remain proficient. Consider Basic Mission Capable status for replacement or surge personnel who are not required to be immediately ready to perform wartime duties.

3.3.4. Only Combat Mission Ready personnel are intended to deploy in support of the unit's mission. Deployment in support of joint sourcing solutions do not rely on personnel qualification in assigned mission sets and therefore, mission readiness level does not restrict deployment.

3.3.5. Basic Mission Capable personnel must complete all tasks to meet the Combat Mission Ready currency standard in order to deploy in support of unit missions (**T-2**). If this is not possible, the Senior Intelligence Officer must articulate any risk to the gaining commander who assumes the risk of deploying Basic Mission Capable personnel (**T-2**).

4. Qualification Training Program Execution.

4.1. **Training Timelines.** Intelligence personnel must complete Initial Qualification Training before concluding Mission Qualification Training (**T-1**). Initial Qualification Training and Mission Qualification Training may be conducted concurrently in situations where allocation/seats are not available for formal training courses, where the mission set is limited to one location and thus no formal differentiation of training stages is necessary, or where it is logical to take advantage of training events and timing. Lead commands determine timelines based on mission, personnel status, and command requirements.

4.2. **Currency and Regression.** Personnel are required to maintain the currency associated with their assigned position (Combat Mission Ready or Basic Mission Capable) by performing Continuation Training tasks at the frequencies directed by the lead command.

Failure to maintain required currency will result in regression to non-Combat Mission Ready or non-Basic Mission Capable status **(T-2)**.

4.2.1. Senior Intelligence Officers may direct a regression action for any member who fails to demonstrate proficiency in a given task. Intelligence personnel regressed to N-Combat Mission Ready/Non- Basic Mission Capable must complete a requalification program to return them to Combat Mission Ready/Basic Mission Capable standards **(T-2)**.

4.2.2. Personnel may only perform tasks for which they are qualified and current. If personnel lose currency in a particular task, they may not perform that task except for the purpose of regaining currency under supervision.

4.3. **Loss of Qualification.** Intelligence personnel will revert to unqualified status upon expiration of their qualification or loss of currency exceeding six months (to include individuals returning to a mission set after a break in qualification), whichever occurs first; this includes specialized qualifications **(T-2)**. Senior Intelligence Officer/supervisor may also reconsider qualification status based on an individual's duty performance.

4.4. **Trend Analysis.** Senior Intelligence Officers will ensure training trend analysis is developed and implemented **(T-2)**. Data reporting requirements are determined by the Major Command.

4.5. **Difference Training.** Individuals moving to a similar mission set as determined by the lead command are assessed by the gaining unit to determine their previous training and experience level. If their previous Initial Qualification Training meets current requirements, the individual may be allowed to "proficiency advance" via an abbreviated in-house Initial Qualification Training or proceed directly to Mission Qualification Training.

5. **Evaluations and Examinations.**

5.1. **Evaluation.** Ensures the unit's training program adequately prepares their personnel to support their assigned mission(s) by observing personnel perform intelligence functions to ensure they can successfully meet the minimum standard.

5.2. **Evaluation Conduct.** Units will conduct periodic evaluations to include all requisite events, applying the criteria as prescribed by lead command, Major Command, and/or local guidance **(T-1)**. Prior to any formal evaluation, the examinee must have completed all Mission Qualification Training or Specialized Training requirements **(T-1)**. Conduct evaluations in a realistic training environment in conjunction with in-garrison events to the maximum extent possible. Evaluations during exercises are encouraged due to the robust environment. Apply operational risk management principles to determine whether it is appropriate to conduct an evaluation during real-world operations.

6. **Documentation and Records.**

6.1. **Prescribed Forms.** Major Command/Field Operating Agency will provide guidance to ensure complete documentation of intelligence training activities and qualification results for all assigned intelligence, surveillance, and reconnaissance Airmen **(T-2)**. The following forms are designed for use with mission qualification:

6.1.1. AF Form 4381, *Intelligence Gradesheet*. The AF4381 contains mission set-specific task elements. It is used by trainers to record the trainee's progress through

Mission Qualification and Specialized Training, as well as evaluators to ensure all required areas are addressed. AF4381 used by trainers are to be retained in the individual's record; AF4381 used by evaluators may be destroyed once qualification is otherwise documented.

6.1.2. AF Form 4350, *Certificate of Intelligence Qualification*. The overall evaluation result may be recorded on the AF Form 4350 which becomes the source document to verify that an individual is qualified for his or her duty position.

6.1.3. AF Form 4349, *Record of Intelligence Evaluation*. An individual's chronological history of evaluations may be recorded on the AF Form 4349. A complete history of the AF Forms 4350 in a member's record is maintained on their AF Form 4349.

VERALINN JAMIESON, Lt Gen, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 33-360, *Publications and Forms Management*, 1 December 2015

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

AFI 38-101, *Air Force Organization*, 31 January 2017

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

DoDI 3305.02, *DoD General Intelligence Training and Certification*, August 12, 2015

Prescribed Forms

AF Form 4349, *Record of Intelligence Evaluation*

AF Form 4350, *Certificate of Intelligence Qualification*

AF Form 4381, *Intelligence Gradesheet*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

T-1—Tier 1 Waiver Authority

T-2—Tier 2 Waiver Authority

T-3—Tier 3 Waiver Authority