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SECRETARY OF THE AIR FORCE**



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**INTELLIGENCE MISSION
QUALIFICATION AND READINESS**

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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.

(AFGSC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 14-1020, *Intelligence Mission Qualification and Readiness*, and is consistent with Department of Defense Instruction 3305.02, *DoD General Intelligence Training and Certification*. This instruction updates guidance and procedures for intelligence support to unit level operations. It applies to all Air Force Global Strike Command (AFGSC) Regular Air Force, Air Force Reserve, Air National Guard, Department of the Air Force civilians supporting Air Force intelligence operational missions at wing-level, the United States Space Force (USSF) and those who are contractually obligated to comply with Department of the Air Force (DAF) publications. Where this publication indicates Air Force requirements, the requirements will apply to the Space Force Intelligence element until the Secretary of the Air Force publishes policy and guidance applicable to the newly established Space Force Intelligence element. Ensure all records generated as a result of processes prescribed in this publication adhere to Department of the Air Force Instruction 33-322, *Records Management and Information Governance*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes to this publication to the Office of Primary Responsibility using the DAF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-2 or T-3”) following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the Tier waiver approval authority, or alternately, to AF/A2F for non-tiered compliance items. This publication may be supplemented at any level.

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.

(AFGSC) This publication has been substantially revised and needs to be completely reviewed. Major changes include setting forth AFGSC IFTU course attendance requirements and clarifying timelines for training completion.

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)**.

2.7.3. **(AFGSC)** Ensure the Intelligence function is trained, equipped and fully prepared to respond to wartime/contingency tasking and peacetime operational and training requirements **(T-2)** Inform squadron and wing leadership on all ISR issues, including readiness, budget, manpower, and training.

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.

2.7.5.1. **(Added-AFGSC)** Published guidance (including, but not limited to, Wing MTP and MTTL) must be available for AFGSC/A2 and IG review.

2.7.5.2. **(Added-AFGSC)** AFGSC/A2F will retain an online real-time library at <https://usaf.dps.mil/sites/AFGSC-HQ/hq/a2/SitePages/A2FQ.aspx?csf=1&web=1&e=vZsapc>, for the discretion of the Senior Intelligence Officer, can serve as the published baseline MTP/MTTLs. The Senior Intelligence Officer will provide a copy of the local MTP and MTTLs to the applicable NAF/A2 and to AFGSC/A2F.

2.7.5.3. **(Added-AFGSC)** MTPs and MTTLs should be coordinated with units that have the same MDS and similar mission sets. The Senior Intelligence Officer must review and validate MTPs and MTTLs at least annually.

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

2.7.6.1. **(Added-AFGSC)** Ensure the unit is equipped with all sufficient resources to include intelligence systems required to properly conduct the mission and to maintain an inventory listing for accountability.

2.7.6.2. **(Added-AFGSC)** Submit ISR capabilities, ISR needs/gaps, ISR system of record programming and development requirements routed through the applicable NAF/A2 and to AFGSC/A2R for further coordination.

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)**.

2.7.8. **(AFGSC)** 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)**. Requirements Coordination with AFGSC/A2F for Combat Air Intelligence Systems (CAIS) activities budget and unfunded

requirements, personnel and manpower requirements, as well as readiness reporting and deployment issues. RegAF units will coordinate with their appropriate NAF/A2 and submit to AFGSC/A2FQ. Air National Guard (ANG) units will coordinate with AFGSC/A2F for any additional funding requirements.

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).

2.7.11. (AFGSC) Provide intelligence tailored to the wing's operational mission and base support activities (T-2). Actively solicit feedback from wing, subordinate, and tenant unit commanders to improve intelligence support processes, as applicable.

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).

2.7.15. (AFGSC) Provide intelligence to base agencies and organizations, tenant organizations and transient units as requested (T-3). Designate personnel to support antiterrorism (AT) and force protection efforts. Intelligence support will be in line with Intelligence Oversight, and specifically adhere to Procedure 2 guidelines when operating in a cross-functional Antiterrorism and Force Protection (AT/FP) cell or working group. At a minimum, assigned intelligence personnel shall facilitate Antiterrorism Officers (ATO) and AT/FP Planners access to intelligence resources.

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.

3.2.2. (**AFGSC**) 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. MQT should be completed IAW Wing Intelligence MTTLs. Job Qualification Standard (JQS) lists basic operations intelligence tasks common to, and expected of, all AFGSC intelligence analysts. JQS items can be found in applicable MTTL.

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.

3.2.3.2.1. (**Added-AFGSC**) All Continuation Training (CT) will be completed IAW Wing Intelligence MTTL requirements.

3.2.3.2.2. (**Added-AFGSC**) The Internal Intelligence Training Program (IITP) provides ongoing exposure to basic intelligence tasks and knowledge items. The Ready

Intelligence Program (RIP) is designed to focus training on capabilities needed to accomplish a unit's core missions.

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.

3.2.4. (AFGSC) 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. Specialized Training (ST) is training in any skill necessary to carry out the unit's assigned missions but is not required for every unit intelligence member. ST will be conducted IAW Wing Intelligence MTTLs. As needed, ST consists of:

3.2.4.1. (Added-AFGSC) External Intelligence Trainer (EIT) Training

3.2.4.2. (Added-AFGSC) Nuclear Mission Support (NMS) Training

3.2.4.3. (Added-AFGSC) Targeteer/Weaponeer Specialized Training (TWST)

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.

3.3.3.1. (Added-AFGSC) All personnel must maintain at least Basic Mission Capable (BMC) qualification. **(T-2)**

3.3.3.2. (Added-AFGSC) Personnel attached to operational bomb squadrons must be Combat Mission Ready (CMR) and will possess ST. **(T-2)** ARC members attached to AFRC/ANG operational bomb squadrons must be able to attain CMR within 30 days. **(T-2)**

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.

4.1.1. (Added-AFGSC) See [Table 4.1](#) for AFGSC IFTU attendance requirements.

Table 4.1. (Added-AFGSC) IFTU Attendance Requirements.

Category	Attendance Requirement
New 608 AOC airmen without AOC IFTU	Entire course
New 608 AOC airmen with AOC IFTU	First two weeks required; third week preferred but not required
New to AFGSC with adequate ULI experience* and CMR	First week only
New to AFGSC, without adequate ULI experience	Entire course
PCA/PCS within AFGSC <u>and</u> attended AFGSC IFTU < 4 years ago <u>and</u> CMR	Not required to attend
PCA/PCS within AFGSC <u>and</u> attended AFGSC IFTU > 4 years ago and CMR	First week only
New to AFGSC, but not working in ULI environment	First two weeks
Note: * ULI experience must be documented via Memorandum for HQ AFGSC/A2 and submitted to AFGSC/A2FQ for processing and approval.	

4.1.1.1. (Added-AFGSC) If Intelligence Formal Training Unit (IFTU) is unavailable, Senior Intelligence Officers can submit a waiver through the applicable NAF/A2 and routed to AFGSC/A2F; Reservists will also courtesy copy AFRC/A2F (T-3); ANG units will also contact NGB A2/6I. (T-3)

4.1.1.2. (Added-AFGSC) Upon AFGSC/A2 Director's approval, AFGSC/A2F will send training materials to a CMR wing representative who is then authorized to conduct in-house IQT. (T-3)

4.1.2. (Added-AFGSC) RegAF IQT must begin within 45 days of arrival and be completed within 45 days of start (i.e. 90 days after arrival). ARC personnel should

begin IQT within 90 days of arrival at gaining unit and be completed within 90 days from start (no later than 180 days from arrival).

4.1.2.1. **(Added-AFGSC)** Personnel may begin MQT before completion of IQT, but will not be signed off on any MQT tasks until completion of IQT.

4.1.2.2. **(Added-AFGSC)** MQT will be completed within 90 days of start date for RegAF, or 120 days for ARC. If training exceeds this timeline, AFGSC/A2F must be notified (along with AFRC/A2F for Reservists and NGB A2/6I for ANG units).

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.

4.2.3. **(Added-AFGSC)** The standard task requirements listed in the Wing MTTL establish the minimum frequency requirements for BMC and CMR personnel. Failure to complete training or meet currency requirements throughout the training cycle will result in regression unless waived by the first O-6 in the chain of command.

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.

4.3.1. **(Added-AFGSC)** For non-qualification lasting up to 24 months, the individual must complete training in all delinquent areas, additional training as directed by the Senior Intelligence Officer, and successful mission qualification evaluation to regain qualification.

4.3.2. **(Added-AFGSC)** For non-qualification periods beyond 24 months, personnel must re-accomplish all MQT items and re-complete applicable MSN evaluations.

4.3.3. **(Added-AFGSC)** Currencies must not expire before personnel arrive at a deployed location, but may expire while deployed/TDY. Qualifications expiring during deployment/TDY must be re-accomplished upon return to home unit.

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.

6.1.1. (**AFGSC**) 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. Units will use AF Form 797, *JQS Continuation Sheet/Command JQS*, to document completion of the initial training. (**T-3**) Use AF Form 1098 entry to document the recurring certification or training event, or electronic equivalent.

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.

6.1.4. **(Added-AFGSC)** Individual MQT completion for AFGSC units will be annotated on the AF IMT 797 (AF Form 797), *Job Qualification Standard (JQS) Continuation Sheet/Command JQS* or electronic equivalent and logged in the system of record.

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

(Added-AFGSC) AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

(Added-AFGSC) AFI14-1020, *Intelligence Mission Qualification and Readiness*, 07 November 2017

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

(Added-AFGSC) DODIO-2000.16V1_AFI10-245-O_AFGSCSUP, *Antiterrorism (AT) Program Implementation*, 08 March 2018

(Added-AFGSC) Wing Intelligence Master Task Lists (MTTL) and Master Training Plans (MTP)

Prescribed Forms

AF Form 4349, *Record of Intelligence Evaluation*

AF Form 4350, *Certificate of Intelligence Qualification*

(Added-AFGSC) None

AF Form 4381, *Intelligence Gradesheet*

Adopted Forms

(Added-AFGSC) AF Form 623a, *On-the-Job Training Record – Continuations Sheet*

(Added-AFGSC) AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

(Added-AFGSC) **AF**—Air Force

(Added-AFGSC) **AFGSC**—Air Force Global Strike Command

(Added-AFGSC) **AFGSCSUP**—Air Force Global Strike Command Supplement

(Added-AFGSC) **AFI**—Air Force Instruction

(Added-AFGSC) **AFRC**—Air Force Reserve Command

(Added-AFGSC) **AFSC**—Air Force Specialty Code
(Added-AFGSC) **ANG**—Air National Guard
(Added-AFGSC) **ARC**—Air Reserve Component
(Added-AFGSC) **AT/FP**—Antiterrorism/Force Protection
(Added-AFGSC) **BMC**—Basic Mission Capable
(Added-AFGSC) **CAIS**—Combat Air Intelligence Systems
(Added-AFGSC) **CMR**—Combat Mission Ready
(Added-AFGSC) **CT**—Continuation Training
(Added-AFGSC) **DAFMAN**—Department of the Air Force Manual
(Added-AFGSC) **EIT**—External Intelligence Trainer
(Added-AFGSC) **HQ**—Headquarters
(Added-AFGSC) **IAW**—In Accordance With
(Added-AFGSC) **IFTU**—Intelligence Formal Training Unit
(Added-AFGSC) **IQT**—Initial Qualification Training
(Added-AFGSC) **ISR**—Intelligence, Surveillance, and Reconnaissance
(Added-AFGSC) **JQS**—Joint Qualification Standard
(Added-AFGSC) **MQT**—Mission Qualification Training
(Added-AFGSC) **MSN**—Mission
(Added-AFGSC) **MTP**—Master Training Plan
(Added-AFGSC) **MTTL**—Master Training Task List
(Added-AFGSC) **NGB**—National Guard Bureau
(Added-AFGSC) **NMS**—Nuclear Mission Support
(Added-AFGSC) **OPR**—Office of Primary Responsibility
(Added-AFGSC) **QUAL**—Qualification (Evaluation)
(Added-AFGSC) **RIP**—Ready Intelligence Program
(Added-AFGSC) **ST**—Specialized Training
T-1—Tier 1 Waiver Authority
T-2—Tier 2 Waiver Authority
T-3—Tier 3 Waiver Authority
(Added-AFGSC) **TDY**—Temporary Duty
(Added-AFGSC) **TWST**—Targeteer/Weaponer Specialized Training
(Added-AFGSC) **ULI**—Unit Level Intelligence

Terms

(Added-AFGSC) Certification—Procedure used to document competency in a particular task. Not interchangeable with “qualification”, which requires AF Form 4350 documentation.

(Added-AFGSC) Combat Mission Ready (CMR)—The status of intelligence personnel who have satisfactorily completed MQT and maintain CMR qualification and currency as outlined in this instruction.

(Added-AFGSC) Currency—A measure of how frequently and/or recently a task is completed. Currency requirements should ensure intelligence personnel maintain a minimum level of proficiency in a given event.

(Added-AFGSC) Evaluator—Should be qualified (BMC) and capable of evaluating the task being certified. Only evaluators should conduct intelligence qualification (mission or specialized) evaluations (initial or periodic). This is not an official position but a delegated task in order to certify personnel. The qualification to evaluate is at the SIO’s discretion.

(Added-AFGSC) External Intelligence Trainer Evaluation—An evaluation that qualifies an individual as an external intelligence trainer. Includes evaluations that initially qualify and requalify an intelligence member as an external intelligence trainer. The designator for the external intelligence trainer evaluation is “EIT” as used with the AF Form 4349 and AF Form 4350.

(Added-AFGSC) External Intelligence Training (EIT)—Intelligence training given by intelligence personnel to aircrews or other non—intelligence AFSC personnel.

(Added-AFGSC) Internal Intelligence Training Program (IITP)—The internal intelligence training program is a unit—developed and maintained program. It is intended to facilitate personnel maintaining their qualifications and currencies. This volume provides a basic starting point for bomber intelligence units and may be modified by the SIO based on the unit’s requirements.

(Added-AFGSC) Mission Qualification Evaluation (MSN)—An evaluation that qualifies an individual as BMC or CMR. Includes evaluations that initially qualify and requalify an intelligence member (i.e., MSN, ReQual (RQ) MSN). The mission qualification evaluation is administered to ensure the individual’s ability to support full mission planning and employment in accomplishing the unit’s operational mission. The designator for the mission qualification evaluation is “MSN” as used with the AF Form 4349 and AF Form 4350.

(Added-AFGSC) Proficiency—The quality of having competence and a command of the fundamentals derived from practice and familiarity. A measure of how well a task is completed. An individual is considered proficient when he/she can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

(Added-AFGSC) Qualification Evaluation (QUAL)—The qualification evaluation is administered to ensure basic qualification in support to the BQ of the examinee. The QUAL is administered to ensure basic qualification in support to the MDS and duty position of the intelligence professional. The designator for the qualification evaluation is “QUAL” as used with the AF Form 4349 and AF Form 4350.

(Added-AFGSC) Ready Intelligence Program (RIP)—The intent of RIP is to ensure intelligence personnel perform specific mission—essential tasks with sufficient frequency to maintain proficiency. In order to maximize training opportunities and minimize artificiality, RIP

tasks should be conducted in conjunction with day-to-day missions as much as possible. RIP requirements are defined in MTTLs.

(Added-AFGSC) Senior Intelligence Officer (SIO)—The highest-ranking AF officer holding the 14N3 or 14N4 AFSC or Series 0132 Civilian serving in an AF intelligence position. The SIO's authority extends to all directly subordinate intelligence units. Installations with intelligence activities in different chains of command will have separate SIOs. In this capacity, the SIO provides guidance and executes authorities given on all intelligence policy development, interpretation, and application within their realm of responsibility. 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 progression.

(Added-AFGSC) Specialized Qualification Evaluation—An evaluation that qualifies a trainee in a specialized area. Includes evaluations that initially qualify and requalify a member for a particular skill or duty position.

(Added-AFGSC) SPOT Evaluations—Used to evaluate a specific event or requirement without intending to satisfy the requirements of a complete periodic evaluation. SPOT evaluations are optional and have no specific requisites or requirements, unless specified in supplementary guidance. SPOT evaluations may consist of a knowledge and/or task phase.

Office Symbols

(Added-AFGSC) AFGSC/A2F—Air Force Global Strike Command Intelligence Force Management Division

(Added-AFGSC) AFGSC/A2FQ—Air Force Global Strike Command Intelligence Formal Training Branch

(Added-AFGSC) NAF/A2—Numbered Air Force Senior Intelligence Officer