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SECRETARY OF THE AIR FORCE**

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**Intelligence**

**INTELLIGENCE MISSION ROLES,  
RESPONSIBILITIES, AND PROGRAM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive 14-4, *Management of the Air Force Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations Enterprise*, and Department of Defense Instruction 3305.02, DoD General Intelligence Training and Certification. This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, DoD Privacy and Civil Liberties Programs. The applicable System of Record Notice (SORN) DOD-0020, Military Human Resource Records (MHRR) is available at: <https://dpcl.d.defense.gov/Privacy/SORNs/>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed 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

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(AFGSC) This supplement implements and extends Air Force Manual (AFMAN) 14-402, *Intelligence Mission Roles, Responsibilities, and Program Accessibility* and updates guidance and procedures for intelligence support to unit level operations. This publication applies to all Air Force Global Strike Command civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed 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 Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. In accordance with DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, the authorities to waive Field Operating Agency/Wing/Unit Level requirements are identified with a Tier number (“T-0, T-2, T-3”) following the compliance statement. Submit requests for waivers through the Tier waiver approval authority, or alternately, to AFGSC/A2F for non-tiered compliance items. Request for waivers will be submitted to applicable entity for Air Reserve Component (ARC) units for additional guidance. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed.

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## Chapter 1

### INTRODUCTION

**1.1. Purpose.** This guidance contains 59 tiered compliance statements: 5 (T-1); 33 (T-2); 21 (T-3). It provides the overarching framework for Major Commands (MAJCOMs), Direct Reporting Units (DRUs), Field Operating Agencies (FOAs), and Service Component Commands (SCCs) to organize, train, and equip (OT&E) intelligence, surveillance, and reconnaissance activities across all Air Force missions. It establishes guidelines for development of operational requirements and management of the intelligence qualification program.

**1.2. Scope and Applicability.** This instruction addresses roles and responsibilities. It structures the intelligence mission qualification program for personnel that are performing intelligence activities and duties in support of Air Force missions.

1.2.1. Organizations assigned to Combatant Commands, National Intelligence Agencies, and U.S. Space Force missions follow applicable command, Department of Defense, and Intelligence Community guidance.

1.2.2. This publication is not intended to fully apply to individuals conducting functions at command staffs or technical training activities unless specifically directed by supplemental guidance.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Deputy Chief of Staff, Intelligence, Surveillance and Reconnaissance (AF/A2/6).** Provides policy, oversight, and guidance to support MAJCOM, DRU, FOA, and SCC organizing, training, and equipping activities of Air Force intelligence, surveillance, and reconnaissance forces and capabilities

**2.2. Director, Readiness and Talent Management (AF/A2/6F).** Provides guidance and oversight for MAJCOM, DRU, FOA, and SCC to develop and implement intelligence qualification programs and operational procedures in support of intelligence requirements across all mission sets and career field requirements. AF/A2/6F will coordinate T-1 compliance waivers with Lead Commands to ensure awareness of AF-wide issues to make informed programmatic decisions.

**2.3. MAJCOM, DRU, FOA, and SCC Directorates of Intelligence, Surveillance, and Reconnaissance (A2)** (Includes National Guard Bureau A2/6 & Air Force Reserve Command A2) will:

2.3.1. Oversee subordinate organizations' operational processes, training, qualification, and readiness activities to ensure programs meet intelligence mission and career field requirements and standards.

2.3.2. Ensure infrastructure and information technology systems support intelligence program requirements (e.g., training, contingency, wartime, connectivity, and maintenance) for assigned and Guard/Reserve-supported organizations.

2.3.3. Author, manage, and coordinate supplemental guidance with Lead Command, as required, to ensure consistency.

2.3.4. Track subordinate organizations' waiver requests and training shortfalls. Send trends to AF/A2/6F and Lead Command when requested.

2.3.5. Develop and coordinate inclusion of intelligence desired learning objectives into certification events and exercises.

**2.4. Lead Command/Lead Agent.** Leads establish the qualification and operational standards within their mission set and are responsible for compiling requirements and developing guidance in coordination with all affected MAJCOMs as depicted in DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities*, and the Lead Command Agent Table. Leads will:

**2.4. (AFGSC) Lead Command/Lead Agent.** AFGSC/A2F will serve this function. Leads 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. Ensure units with similar missions have equivalent baseline training standards and evaluation procedures to promote uniformity.

2.4.2. (AFGSC) Significant deviations between similar mission sets will be documented.

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

2.4.4. Review MAJCOM waivers and training shortfalls, as reported, to identify trends and necessary programmatic adjustments. Notify AF/A2/6F of trends that indicate the need to readdress existing guidance or as requested.

2.4.5. Ensure training and instructional systems are developed as outlined in DAFH 36-2675, *Designers of Instructional Systems*.

2.4.6. Lead Command/Agent will define the method(s) by which Initial Qualification Training (IQT) is accomplished (T-1).

2.4.7. (Added-AFGSC) Conduct Intelligence Staff Functional Reviews (ISFR) of subordinate RegAF units as a medium for intelligence process improvement, discuss readiness, review programs, share best practices, and provide mentoring opportunities. The necessity for ISFRs for ARC units will be determined by the respective entity within AFRC/NGB.

**2.5. Lead Command/Lead Agent for Training.** The Lead for Training is only responsible for formal IQT and only when designated by the Lead Command/Agent; this is not necessarily the Lead for the intelligence mission set. The Lead for Training should execute the roles and responsibilities IAW with DAFMAN 36-2689, *Training Program*. The Lead for Training will:

**2.5. (AFGSC) Lead Command/Lead Agent for Training.** On behalf of AFGSC, Air Education and Training Command (AETC), or equivalent subsequent authority, will accomplish this function. The Lead for Training will:

2.5.1. Execute training and instructional systems development as outlined in DAFH 36-2675, *Designers of Instructional Systems*.

2.5.2. 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.

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

2.5.4. Ensure adequate resourcing for sustainment of existing formal IQT programs (excluding temporary duty-to-school costs). Any MAJCOM increasing requirements in existing courses will provide funding to cover the additional costs as required.

2.5.5. (Added-AFGSC) Assign training line numbers (TLNs) IAW AFGSC/A2 prioritization list. Prioritization List can be found at <https://usaf.dps.mil/x:r/teams/A2FSUnitSupport/Shared%20Documents/General/AFGSC%20IFTU%20Attendance%20Prioritization.xlsx?d=w15f070855ba848c7bbb6a1af45fea929&csf=1&web=1&e=v4VH2x>.

**2.6. Commanders.** Commanders at the Wing or equivalent level and above with personnel conducting intelligence activities will have an Intelligence Professional to ensure intelligence programs meet assigned mission sets and career field requirements and standards IAW this and

other applicable publications (e.g., DAFMAN 14-401, *Intelligence Analysis and Targeting Tradecraft/Data Standards* and AFI 14-404, *Intelligence Oversight*) (T-1).

**2.7. Intelligence Professional.** The Intelligence Professional should be the organization's Director A2, the Senior Intelligence Officer, or the Director A2/Senior Intelligence Officer. In circumstances that result in the organization not having a Director A2 or Senior Intelligence Officer, the Commander will designate an Intelligence Professional from within the Intelligence Community to fulfill the roles and responsibilities of this position. The Intelligence Professional serves as the intelligence advisor to the Commander and is responsible for the execution of the intelligence activities within the Commander's organization to include all subordinate/lateral units. The Intelligence Professional will, as applicable to the mission:

2.7.1. Develop, implement, and track intelligence mission qualification programs to include evaluation of currency elements (T-2).

2.7.2. Define and designate the mission readiness level and currency standards (Combat Mission Ready [CMR]/Basic Mission Capable [BMC]), to which each intelligence position will train, achieve, and maintain (T-2).

2.7.3. Ensure intelligence personnel are trained, equipped and mission ready 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 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).

2.7.5. (AFGSC) Designate qualified instructors and/or evaluators in writing.

2.7.5.1. (Added-AFGSC) Published local guidance and regulations (including, but not limited to, Wing Master Training Plan [MTP] and Master Training Task List [MTTL]) must be available for AFGSC/A2 and Inspector General (IG) review.

2.7.5.2. (Added-AFGSC) AFGSC/A2F will retain an online real-time library at [https://usaf.dps.mil:/f:/r/teams/A2FDocumentManagementSystem/Living%20Documents/A2FS%20\(Unit%20Support\)/MTTL/2025%20Unit%20MTPs%20and%20MTTLs?csf=1&web=1&e=88yohE](https://usaf.dps.mil:/f:/r/teams/A2FDocumentManagementSystem/Living%20Documents/A2FS%20(Unit%20Support)/MTTL/2025%20Unit%20MTPs%20and%20MTTLs?csf=1&web=1&e=88yohE).

2.7.5.3. (Added-AFGSC) The Intelligence Professional (IP) will review MTP/MTTLs within 90 days of in-processing and annually thereafter. Newly reviewed copies will be posted with a "current as of" (CAO) date to the online library (reference 2.7.5.2).

2.7.5.4. (Added-AFGSC) Units with the same mission design series (MDS) and similar mission sets must coordinate on MTPs and MTTLs. If similar MDS MTPs deviate from one another, AFGSC/A2F will coordinate resolution between respective Intelligence Professionals.

2.7.6. Ensure intelligence personnel can 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 capability needs and gaps, system of record programming and development requirements to AFGSC/A2R or applicable entity for ARC units for coordination.
- 2.7.7. Provide intelligence support during all phases of conflict and decision making **(T-2)**.
- 2.7.7. **(AFGSC)** Ensure intelligence personnel are working off the most current and accurate priority intelligence requirements (PIRs) based on commander's intent.
- 2.7.8. Manage and coordinate on utilization of all intelligence personnel within the organization **(T-2)**.
- 2.7.9. Act as the focal point for all intelligence requirements in tasked Unit Type Codes, exercises, and deployment orders **(T-2)**.
- 2.7.10. Ensure personnel are familiar with organizational obligations in relation to Designed Operational Capability statement, Operation Plans/Concept Plans, Base Support Plans, force presentation model, contingency, emergency war order and ad hoc tasking **(T-2)**.
- 2.7.10. **(AFGSC)** Adjust personnel allocations and/or training programs to meet Unit Type Code (UTC), Operation Plan (OPLAN), and Concept Plan (CONPLAN) requirements.
- 2.7.11. Develop and execute an External Intelligence Training (EIT) program for any personnel outside the intelligence organization requiring and/or requesting intelligence training in order to prepare the wing or equivalent for contingency and wartime missions **(T-2)**.
- 2.7.12. Provide intelligence support tailored to the organization's operational mission and command support activities **(T-2)**.
- 2.7.12. **(AFGSC)** Ensure intelligence scenarios developed for exercises and training reflect unit mission tasking.
- 2.7.13. Provide full-spectrum threat assessments and mission planning in support of deployments, contingencies, and combat operations **(T-2)**.
- 2.7.13. **(AFGSC)** Where applicable, utilize AFTTP 3-4.14, *Contingency Intelligence Network (CIN)*, located on SIPR, for a baseline of intelligence specific training, techniques and procedures (TTP) used to support the full spectrum of Air Force operations.
- 2.7.14. Debrief aircrew/operators and write/transmit mission reports/analysis IAW MAJCOM/theater intelligence reporting directive(s) **(T-2)**.
- 2.7.15. Standardize intelligence procedures and processes (briefings, situation displays, products, etc.) throughout the organization to the fullest extent possible **(T-2)**.
- 2.7.15.1. **(Added-AFGSC)** Units will ensure continuity binders are maintained and updated regularly in both digital and physical forms.
- 2.7.16. Provide intelligence support to base agencies and organizations, to include tenant organizations, as requested **(T-3)**.
- 2.7.16. **(AFGSC)** Ensure applicable support agreements, MOAs, and/or MOUs are current and stored as a matter of record.
- 2.7.17. Provide intelligence support to transient organizations and aircrew **(T-2)**.

2.7.18. Ensure intelligence personnel are trained, equipped, and fully prepared in the Contingency Intelligence Network (CIN), to include standing up and operating a Combat Intelligence Cell (CIC) and supporting a Mission Planning Cell (MPC), in response to wartime/contingency taskings and peacetime operational and training requirements **(T-2)**. If the organization does not structure and execute its mission via the CIN, be familiar with how the organization feeds into CIN processes and procedures as appropriate.

2.7.18.1. **(Added-AFGSC)** Manage the Wing Intelligence Division, Contingency Intelligence Cell (CIC) (if applicable), or local wing intelligence apparatus, to satisfy all staff intelligence functions to support Wing Commander decisions and execute Wing operations. Ensure the Common Intelligence Picture (CIP) is maintained with the most current adversary threat intelligence information available, and work with A3 partners to ensure the Common Operations Picture (COP) is also updated with the most current blue force operations.

2.7.19. Develop and document local processes and programs using vetted and validated sources (e.g., AF Tactics, Techniques, and Procedures [AFTTP] 3-1. [Mission Design Series] **attachment 2**, AFTTP 3-3 Integrated Planning & Employment [IPE] attachment 2, AFTTP 3-4.14 Contingency Intelligence Network [CIN], AFTTP 3-1. Threat Guide, and MAJCOM-developed guidance and aids) **(T-2)**.

2.7.20. Identify financial shortfalls and develop a budget for inclusion into the organization's yearly financial plan **(T-2)**.

2.7.21. Ensure intelligence input to unit Personnel Recovery (PR) operational support program IAW AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*. Coordinate intelligence support to PR responsibilities and document delineation of duties in a Memorandum of Agreement (MOA) **(T-2)**.

2.7.22. Ensure intelligence readiness is reported accurately within the Defense Readiness Reporting System, in coordination with organization Commander **(T-3)**.

2.7.22. **(AFGSC)** Coordinate requirements and issues with AFGSC/A2F or applicable entity for ARC units for additional unit support.

2.7.23. **(Added-AFGSC)** Submit all exercise and deployment After Action Reports (AAR) and Lessons Learned (LL) to their Wing Commander for submission to AFGSC/A9L.

2.7.24. **(Added-AFGSC)** Manage adherence to the wing/group Sensitive Compartmented Information (SCI) security program, as applicable.

2.7.25. **(Added-AFGSC)** Serve as the chief advisor and mentor for assigned RegAF Intelligence officers, enlisted, and civilians (as appropriate) in relation to career development and progression.

2.7.26. **(Added-AFGSC)** Rapidly disseminate significant and critical intelligence to aircrews, mission planning personnel, subordinate and lateral units, higher headquarters and other appropriate agencies.

## Chapter 3

### MISSION QUALIFICATION

**3.1. Mission Qualification consists of Training, Evaluation, and Currency.** Qualification is an ongoing process to attain and maintain mission ready status rather than a static achievement.

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

3.2.1. IQT 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 organization's specific mission execution. Intelligence Formal Training Unit (IFTU) course attendance is the preferred method of completing IQT when it meets mission set training requirements. Lead Command/Agent may develop other IQT courses or criteria to meet mission set-specific requirements or may leverage other course materials to best meet requirements. Lead Command/Agent may authorize in-house IQT.

3.2.2. MQT applies specific organization and mission context to skills gained in IQT and provides additional training to achieve mission ready qualification. MQT is an organization's program which includes unique local area procedures and ensures trainees can demonstrate knowledge and task proficiency. Lead Command/Agent prescribes minimum MQT requirements to qualify personnel in the mission set.

3.2.2. (AFGSC) MQT should be completed IAW Wing MTTLs.

3.2.3. CT 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. CT focuses on maintaining perishable skills and consists of specific wartime/contingency mission-related tasks. In some cases, this may involve simply documenting activities individuals conduct on a regular basis as part of their duty. CT 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, CT includes knowledge requirements to be met on a recurring basis. Training, for the most part, consists of locally-developed academics and scenarios.

3.2.3.2. (AFGSC) All CT will be completed IAW Wing MTTL requirements.

3.2.4. ST addresses additional skills necessary to carry out the organization's uniquely assigned mission(s). ST requirements are in addition to baseline mission qualification.

3.2.4. (AFGSC) 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 and will be periodically evaluated to ensure intelligence members remain current.

3.2.5. Difference Training (DT). Individuals moving to a similar mission set as determined by the Lead Command are assessed by the gaining organization to determine their previous training and experience level. If their previous IQT meets current requirements, the individual may be allowed to “proficiency advance” via an abbreviated in-house IQT or proceed directly to MQT.

3.2.5. (AFGSC) Personnel do not need to retake AFGSC IFTU if they have already done so in a previous assignment (**Exception:** If they need to attend or have attended B-21 or Sentinel IFTU). They also do not have to attend AFGSC IFTU if they achieved CMR status in a previous AFGSC assignment. The proficiency advancement of a member must be documented utilizing the example given in **Attachment 2** and added to the individual’s training records. The first Commander (O-5 or above) in the advancing member’s chain is the proficiency advancement approval authority. For ARC units, the Intel Professional is the proficiency advancement approval authority.

**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 (BQ) is a temporary status held by personnel after completion of IQT until completion of MQT. Positions will not be designated as BQ status.

3.3.2. Combat Mission Ready (CMR) refers to personnel who have completed IQT and MQT, have passed an evaluation to reach CMR status, and then maintains current qualifications in the required skills, knowledge, and tasks. Personnel in CMR status must be ready to perform operational duties without assistance (T-2). CMR personnel are intended to support the organization’s mission(s) at home and while deployed. Deployment in support of Joint Individual Augmentation Taskings do not rely on personnel qualification in assigned mission sets; therefore, mission readiness level does not restrict deployment.

3.3.3. Basic Mission Capable (BMC) refers to personnel who are qualified to perform all mission tasks but do not perform them often enough to remain proficient. BMC status may be used for replacement or surge personnel who are not required to be immediately ready to perform wartime duties. Personnel in BMC status must be able to meet CMR currency requirements within 30 days in order to deploy in support of organizational missions (**T-3**). If this is not possible, the gaining/deployed commander must be informed and assume the risk of deploying BMC personnel (**T-2**).

3.3.3.1. (**Added-AFGSC**) All personnel must maintain at least a BMC qualification, including ARC personnel (**T-2**)

3.3.3.2. (**Added-AFGSC**) RegAF personnel directly supporting operational missions must be CMR and will receive ST as needed (**T-2**) ARC personnel must be able to attain CMR within 30 days after orders activation (**T-3**)

## Chapter 4

### QUALIFICATION TRAINING PROGRAM EXECUTION

**4.1. Training Timelines.** Intelligence personnel must complete IQT before concluding MQT (T-2). The timeline for completing IQT is dictated by the formal course syllabus or as determined by the organization, in lieu of specific guidance

4.1.1. IQT and MQT 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 Command/Agents determine timelines based on mission, personnel status, and requirements.

4.1.2. Intra-organization training (whether IQT or MQT) begins no later than 90 days after in-processing actions are complete and security clearance is granted for Active Component members and no later than 180 days after return to unit from Initial Skills Training/formal IQT for Reserve Component members (T-2). For first term Airmen, intra-organization training timeline may begin after completion of the First Term Airman Course or equivalent. Intelligence personnel in training should be dedicated to that training (i.e., training requirements should have priority over non-training related duties).

4.1.2. (AFGSC) If training does not begin within 90 days for RegAF or 180 days for ARC, waivers must be submitted. Additionally, RegAF members will complete MQT within 90 days of IQT completion. ARC members that are in active status longer than 180 days after in-processing will comply with the RegAF timelines (90 days for IQT and 90 days for MQT). ARC members who are not in active status will complete MQT within 9 months of IQT completion (T-2)

4.1.3. (Added-AFGSC) Except as identified in [paragraph 3.2.5](#). Difference Training, IQT requirements for intel personnel assigned to AFGSC units consist of completion of the AFGSC IFTU. The waiver submission process is described in [paragraph 4.1.3.2](#).

4.1.3.1. (Added-AFGSC) Contingency Intelligence Network (CIN) course attendance is required for all AFGSC airmen whose positions are designated with a Personnel Processing Code (PPC) of CIN. Airmen may participate in IQT and MQT without having completed CIN, but must, at some point, complete the course in order to meet all training requirements. The waiver submission process is described in [paragraph 4.1.3.2](#).

4.1.3.2. (Added-AFGSC) To waive either IFTU or CIN training requirements, Wing Intelligence Professionals must submit a request for approval by the first General Officer in the operational chain of command using a DAF Form 679. All requests, including for RegAF, civilian, and ARC members, must be concurred by the applicable operational Wing Commander, then routed through the NAF/A2 to the NAF Commander as depicted in [Figure 4.1](#). Approved waivers should be routed back to the NAF/A2, then sent to AFGSC/A2F and the Wing Intelligence Professional for filing (T-2). If a waiver is requested, the individual's training record must contain documentation of the reason for non-compliance, the fact that a waiver has been submitted, and a get-well plan.

Figure 4.1. (Added-AFGSC) Example Routing Chain for Waiver Approval.

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	90 MW/CC	coord		6	90 MW/IN	info	
2	20 AF/A2	coord		7			
3	20 AF/CC	sign		8			
4	20 AF/A2	coord		9			
5	AFGSC/A2F	info		10			

4.1.3.3. (Added-AFGSC) Waivers are approved for a specific temporary period of time. Requests for permanent excusal of requirements may be submitted through AFGSC/A2F to coordinate HAF/A2 approval consideration (T-2).

**4.2. Currency.** Personnel are required to maintain the currency associated with their assigned position (CMR or BMC) by performing CT tasks. Personnel may only perform tasks for which they are qualified and current. Failure to maintain required currency will result in loss of qualification and regression to non-CMR or non-BMC (T-2). If personnel lose currency in a particular task, they may not perform that task except for the purpose of regaining currency under supervision (T-3).

**4.2. (AFGSC) Currency.** Individuals supervising currency tasks must meet criteria defined in the MTP and MTTL.

**4.3. Regression.** A regression may occur for any member who fails to demonstrate proficiency in a given task or fails to complete CT tasks. Intelligence personnel regressed to non-CMR/non-BMC must complete requalification actions to return them to CMR or BMC status (T-2).

**4.3. (AFGSC) Regression.** The standard task requirements listed in the Wing MTTL establish the minimum frequency requirements for BMC and CMR personnel.

**4.4. Loss of Qualification.** Intelligence personnel will revert to unqualified status upon loss of currency for an extended timeframe to include individuals returning to a mission set after being unable to meet the currency requirement; this includes specialized qualifications (T-2).

4.4.1. (Added-AFGSC) For non-qualification lasting up to 12 months, the individual must complete training in all delinquent areas, additional training as directed by the Intelligence Professional, and successful mission qualification evaluation to regain qualification (T-2).

4.4.2. (Added-AFGSC) For non-qualifications beyond 12 months, Intelligence Professionals must contact AFGSC/A2F or applicable ARC entity for determination of future actions.

4.4.3. (Added-AFGSC) All personnel, including ARC, will maintain training readiness standards dictated by AFFORGEN, or any subsequent deployment cycle structure.

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

4.4.5. **(Added-AFGSC)** If a Wing Intelligence Professional wishes to retain and/or utilize an airman that cannot or should not progress to their required mission readiness level, then the Intelligence Professional must submit a waiver to the first General Officer in the operational chain of command and place documentation in the individual's training record as outlined in **paragraph 4.1.3.2. (T-2)**

## Chapter 5

### EVALUATIONS

**5.1. Evaluation.** Evaluations ensure the organization'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.** Organizations will periodically conduct evaluations to include all requisite events, applying the criteria as prescribed by Lead Command, MAJCOM, and/or local guidance (T-1). Prior to any evaluation, personnel being evaluated must have completed all MQT and/or ST 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.

**5.3. Evaluation Trend Analysis.** Evaluation trends will be captured and analyzed to identify shortfalls in training and readiness (T-2). Identified shortfalls should be addressed through updates to training. Data reporting requirements are determined by the MAJCOM in coordination with the Lead Command/Agent.

## Chapter 6

### DOCUMENTATION AND RECORDS

**6.1. Documentation and Records.** Career Field Training Documentation and Records are accomplished IAW DAFMAN 36-2689, *Training Program*.

**6.2. Prescribed Forms.** MAJCOMs, DRUs, FOAs, and SCCs 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:

6.2.1. AF Form 4381, *Intelligence Gradesheet*. The AF Form 4381 contains mission set-specific task elements. It is used by trainers to record the trainee's progress through MQT and ST, as well as by evaluators to ensure all required areas are addressed. AF Form 4381 used by trainers will to be retained in the individual's record; AF Form 4381 used by evaluators may be destroyed once qualification is otherwise documented.

6.2.2. 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 a member is qualified for their duty position. A complete history of each AF Form 4350 in a member's record is maintained on their AF Form 4349.

6.2.3. AF Form 4349, *Record of Intelligence Evaluation*. A member's chronological history of evaluations may be recorded on the AF Form 4349.

6.2.4. (**Added-AFGSC**) AFGSC personnel will, at a minimum, utilize AF Form 4349 and AF Form 4350 as described in the MTP.

## Chapter 7

### INTELLIGENCE SUPPORT TO BASE DEFENSE

**7.1. Intelligence Support to Base Defense (ISBD).** Intelligence supports Base Defense (BD) directly through training, mission planning support, and threat analysis IAW DAFI 31-101, *Base Defense Operations*.

7.1.1. DAFMAN 31-102, *Counter Small-Unmanned Aircraft Systems*, places new emphasis on the challenges and importance of the counter small-Unmanned Aircraft System (sUAS) problem set. Accordingly, intelligence personnel will ensure threat assessments for sUAS and emerging threat data are delivered to the operational community at the lowest feasible classification level, assessed for impact to operations, and studied for non-material mitigation development, if required. Threat assessments should be conducted annually.

7.1.2. Adhere to requirements and policies contained in DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*, for disclosing classified and controlled unclassified (i.e., Controlled Unclassified Information [CUI], technical orders, schematics, etc.) BD military information to foreign nationals. All classified and controlled unclassified BD military information must be reviewed and approved by a properly designated disclosure authority before release. Contact the MAJCOM Foreign Disclosure Office for guidance.

**7.2. Host Organization BD Responsibilities.** The host organization, the organization with base operating support responsibilities for the in-garrison location, is responsible for ISBD to the installation and assigned personnel. In the event the host unit does not have an organic intelligence capability, its higher headquarters or a tenant unit with an organic intelligence capability, as appropriate, will provide ISBD. The relationship and requirements related to ISBD will be defined through a Unit Support Plan, Base Support Plan, or MOA as appropriate. Organizations with BD responsibility will:

7.2.1. Develop, implement, and execute an ISBD program as an integral part of the installation commander's BD program **(T-2)**.

7.2.2. Participate in unit/base working groups (e.g., Threat, Anti-Terrorism [AT], BD), and other functions as appropriate **(T-3)**.

7.2.3. Review intelligence portions of the installation Integrated Defense (ID)/AT plan or applicable document at least annually **(T-3)**.

7.2.4. Support the development of annual Air Force Office of Special Investigation (AFOSI) Local Threat Assessments (LTA) by providing pertinent analysis of transnational/foreign terrorist capabilities, activities, history, intent, and probable courses of actions **(T-3)**.

7.2.5. In coordination with AFOSI and the Security Forces Squadron, the organization responsible for ISBD will:

7.2.5.1. Analyze intelligence information for impact on unit mission and Base Security Zone and rapidly disseminate threat information to subordinate and lateral units, HHQs, and other appropriate agencies **(T-3)**.

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

7.2.5.3. Provide staff, aircrews, and other BD customers pre-deployment full-spectrum threat information **(T-3)**.

7.2.6. **(Added-AFGSC)** Assist law enforcement and other civil authorities IAW E.O. 12333 and procedures 2 through 4 of DoDM 5240.01. *DoD Intelligence and Intelligence-Related Activities and Defense Intelligence Component Assistance to Law Enforcement Agencies and Other Civil Authorities*.

**7.3. Tenant Unit BD Responsibilities.** Tenant organizations rely on the host organization as primary for ensuring BD support to the in-garrison location, but they retain full responsibility for providing ISBD to their own organization leadership and personnel. In the event the tenant unit does not have an organic intelligence capability, its higher headquarters, another tenant unit, or the host organization with an organic intelligence capability, as appropriate, will provide ISBD. The relationship and requirements related to ISBD will be defined through a Unit Support Plan, Base Support Plan, or MOA as appropriate. Tenant organizations will:

7.3.1. Develop, implement, and execute an ISBD program within the organization as required **(T-2)**.

7.3.2. Ensure the organization is included on their host installation's BD plan. This organizational relationship will be codified through a MOA **(T-3)**.

7.3.3. 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 to include collaboration with host unit's Security Forces Squadron **(T-3)**.

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

7.3.5. In coordination with local AFOSI regional offices, provide staff, aircrews, and other BD customers pre-deployment full-spectrum threat information. **(T-3)**.

## Chapter 8

### INTELLIGENCE SUPPORT TO MISSION DEFENSE TEAMS (MDT)

**8.1. Intelligence Support to Mission Defense Teams (ISMDT).** The host organization will be responsible for ISMDT to the installation and assigned personnel (T-2). In the event the host unit does not have an organic intelligence capability, its higher headquarters or a tenant unit with an organic intelligence capability will provide ISMDT as appropriate. The relationship and requirements related to ISMDT will be defined through a Unit Support Plan, Base Support Plan, or MOA as appropriate.

## Chapter 9

### INTELLIGENCE SUPPORT TO INFORMATION WAREFARE WORKING GROUP

**9.1. Intelligence Support to Information Warfare Working Group (ISIWWG).** The host organization will be responsible for ISIWWG to the installation and assigned personnel (T-2). In the event the host unit does not have an organic intelligence capability, its higher headquarters or a tenant unit with an organic intelligence capability will provide ISIWWG as appropriate. The relationship and requirements related to ISIWWG will be defined through a Unit Support Plan, Base Support Plan, or MOA as appropriate.

## Chapter 10

### EXTERNAL INTELLIGENCE TRAINING

**10.1. External Intelligence Training (EIT).** EIT is tailored to the organization's mission, weapon systems, projected wartime/force presentation model tasking, and base/deployment location(s). Most organizations conduct two types of EIT: Aircrew/Operators Intelligence Training (A/OIT) and BD Intelligence Training (BDIT). Other types of EIT may be required and training should be modified accordingly.

#### **10.2. EIT Program Management.**

10.2.1. IAW AFI 38-101, *Manpower and Organization*, one of the primary duties of intelligence is to train Aircrew/Operators. A/OIT categories typically include, but are not limited to, threat knowledge, visual recognition/detectable signatures, collection and reporting, and PR. Include other categories as required based on the organization's unit's mission(s).

10.2.2. BDIT should be coordinated with AFOSI and BD customers to identify training requirements and develop an appropriate program tailored to the organization's mission. Topics that should be considered include the following: the role of intelligence in BD (Threat Working Group, Base-level AT and ID), Intelligence resources, Defense Threat Assessment; briefings, Essential Elements of Information; Intelligence Oversight, terrorist threat levels, hot spots, hostile forces (typically those located in or adjacent to deployment areas), and Threats (e.g., weapons, jammers, etc.).

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

10.2.4. EIT Program Manager will:

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

10.2.4.2. Develop a training plan for each type of EIT **(T-3)**.

10.2.4.2. **(AFGSC)** Where applicable, coordinate inputs from operational squadrons; weapons and tactics representatives; Aircrew Life Support (ALS) personnel; security forces personnel; AFOSI; and Survival, Evasion, Resistance and Escape (SERE) specialists and other EIT customers, as appropriate.

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

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

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

10.2.4.6. Review training objectives for currency and applicability prior to the beginning of the training cycle **(T-3)**. Provide written assessments of EIT programs at the end of each training cycle to the supported commander(s) **(T-3)**. Include the status of training completion, trend analysis, and any corrective actions.

10.2.4.7. **(Added-AFGSC)** Establish minimum qualifications for intelligence personnel to receive certification as external intelligence trainers. Ensure they are certified in areas on which they provide instruction prior to conducting training.

## Chapter 11

### CROSS SERVICING OF TRANSIENT ORGANIZATIONS AND AIRCREW

**11.1. Some aircraft, military and civilian, and ground teams recover from missions at locations other than home station.** Upon request, organizations with airfield authority are responsible for ensuring that all aircrew/ground teams recovering at their base receive intelligence and BD support, to include mission planning support, briefing, debriefing, and submitting the appropriate intelligence reports

LEAH G. LAUDERBACK, Lt Gen, USAF  
Deputy Chief of Staff, Intelligence, Surveillance,  
Reconnaissance, and Cyber Effects Operations

**(AFGSC)**

MICHAEL D. PROVINS, Colonel, USAF  
Director, Intelligence, Surveillance and  
Reconnaissance

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

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

**(Added-AFGSC)** DoDM 5240.01, *Procedures Governing The Conduct of DoD Intelligence Activities*, 08 August 2016

**(Added-AFGSC)** AFTTP 3-4.14, *Contingency Intelligence Network (CIN) (SIPR)*, 15 July 2025

DAFH 36-2675, *Information for Designers of Instructional Systems*, 15 April 2022

DAFI 31-101, *Base Defense Operations*, 10 September 2024

DAFI 36-2608, *Military Personnel Records System*, 16 April 2021

DAFMAN 14-401, *Intelligence Analysis and Targeting Tradecraft/Data Standards*, 26 May 2021

DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*, 19 January 2021

DAFMAN 31-102, *Counter Small-Unmanned Aircraft Systems*, 10 September 2024

DAFMAN 36-2689, *Training Program*, 31 March 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, and Activities*, 25 May 2021

AFI 14-404, *Intelligence Oversight*, 3 September 2019

AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 3 August 2017

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

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

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

***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***

DAF Form 847, *Recommendation for Change of Publication*

*Abbreviations and Acronyms*

**(Added-AFGSC) AAR**—After Action Report  
**(Added-AFGSC) AETC**—Air Education and Training Command  
**(Added-AFGSC) AFGSC**—Air Force Global Strike Command  
**(Added-AFGSC) AFGSCSUP**—Air Force Global Strike Command Supplement  
**AFI**—Air Force Instruction  
**AFOSI**—Air Force Office of Special Investigation  
**(Added-AFGSC) AFRC**—Air Force Reserve Command  
**(Added-AFGSC) AFSC**—Air Force Specialty Code  
**AFTTP**—Air Force Tactics, Techniques, and Procedures  
**AIT**—Aircrew/crew Intelligence Training  
**A/OIT**—Aircrew/Operator Intelligence Training  
**(Added-AFGSC) ANG**—Air National Guard  
**(Added-AFGSC) ARC**—Air Reserve Component  
**AT**—Anti-Terrorism  
**BD**—Base Defense  
**BDIT**—Base Defense Intelligence Training  
**BMC**—Basic Mission Capable  
**BQ**—Basic Qualification  
**CIC**—Combat Intelligence Cell  
**CIN**—Contingency Intelligence Network  
**(Added-AFGSC) CIP**—Common Intelligence Picture  
**CMR**—Combat Mission Ready  
**(Added-AFGSC) COP**—Common Operations Picture  
**CT**—Continuation Training  
**CUI**—Controlled Unclassified Information  
**DAFH**—Department of the Air Force Handbook  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DAFPD**—Department of the Air Force Policy Directive  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Unit

**EIT**—External Intelligence Training  
**FOA**—Field Operating Agency  
**FTAC**—First Term Airmen Course  
**HHQ**—Higher Headquarters  
**IAW**—In Accordance With  
**ID**—Integrated Defense  
**IFTU**—Intelligence Formal Training Unit  
**(Added-AFGSC) IG**—Inspector General  
**IPE**—Integrated Planning and Employment  
**IQT**—Initial Qualification Training  
**IRTRB**—Intelligence Realistic Training Review Board  
**ISBD**—Intelligence Support to Base Defense  
**(Added-AFGSC) ISFR**—Intelligence Staff Functional Review  
**ISIWWG**—Intelligence Support to Information Warfare Working Group  
**ISMDT**—Intelligence Support to Mission Defense Team  
**(Added-AFGSC) ISR**—Intelligence, Surveillance, and Reconnaissance  
**(Added-AFGSC) LL**—Lessons Learned  
**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  
**(Added-AFGSC) MTP**—Master Training Plan  
**(Added-AFGSC) MTTL**—Master Training Task List  
**(Added-AFGSC) NGB**—National Guard Bureau  
**(Added-AFGSC) OPR**—Office of Primary Responsibility  
**OT&E**—Organize, Train, and Equip  
**(Added-AFGSC) PIR**—Priority Intelligence Requirement  
**POC**—Point of Contact  
**(Added-AFGSC) PPC**—Personnel Processing Code

**PR**—Personnel Recovery

**SCC**—Service Component Command

**(Added-AFGSC) SCI**—Sensitive Compartmented Information

**SERE**—Survival, Evasion, Resistance, and Escape

**ST**—Specialized Training

**sUAS**—small Unmanned Aircraft System

**T-1**—Tier 1 Waiver Authority

**T-2**—Tier 2 Waiver Authority

**T-3**—Tier 3 Waiver Authority

**(Added-AFGSC) TDY**—Temporary Duty

### *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 (CMR) 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) Mission Qualification Evaluation**—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) 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. Where there is no officially designated SIO, these responsibilities, where allowable, will be executed by the Intelligence Professional (IP).

**(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.

### *Office Symbols*


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

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

## Attachment 2 (Added-AFGSC)

## PROFICIENCY ADVANCEMENT TEMPLATE EXAMPLE

Figure A2.1. (AFGSC) An Example of a Proficiency Advancement Memorandum.



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND**

DD Month YYYY

MEMORANDUM FOR RECORD

FROM: 00 OSS/CC

SUBJECT: IQT Proficiency Advancement for Capt John R. Doe

Reference: (a) DAFMAN 14-402\_AFGSC SUPP, *Intelligence Mission Roles, Responsibilities, and Program Accessibility*

1. This memorandum serves to document my decision to proficiency advance Capt John R. Doe past initial qualification training (IQT). He successfully completed Air Force Global Strike Command's Intelligence Formal Training Unit in his previous assignment with the 608th Air Operations Center. I accept any possible mission risk that may come with this action.
2. For any questions, please reach out to my Senior Intelligence Officer, Major First Last, at DSN 555-5555, commercial (555) 555-5555, or by email at first.last@us.af.mil.

JOE N. SCHMOE, Lt Col, USAF  
Commander

