

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND MANUAL
14-402**



10 DECEMBER 2025

Intelligence

***MOBILITY AIR FORCES
INTELLIGENCE MISSIONS ROLES,
RESPONSIBILITIES, AND PROGRAM
MANAGEMENT***

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This manual implements and builds upon guidance found in Air Force Manual (AFMAN) 14-402, *Intelligence Mission Roles, Responsibilities, and Program Management*, to establish operational requirements for Mobility Air Forces (MAFs) unit-level intelligence personnel. This publication applies to all AMC-assigned Regular Air Force (RegAF), Air Force Reserve, Air National Guard (ANG), and Department of the Air Force (DAF) civilians supporting AF Intelligence operational missions at Wing-level and below units. This publication does not apply to The United States Space Force. The authority to maintain the records prescribed in this manual are Title 10 U.S.C. 9013, Secretary of the Air Force; Department of the Air Force Instruction (DAFI) 36-2608, *Military Personnel Records System*, and Executive Order 9397, Numbering System for Federal Accounts Relating To Individual Persons, as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication may be supplemented, but all supplements must be coordinated with the Office of Primary Responsibility (OPR) prior to certification and approval. Refer recommended changes to this publication to the OPR using the DAF Form 847, *Recommendation for Change of Product*. Route DAF Forms 847 through the appropriate Major Command (MAJCOM) functional chain of command. The authorities to waive Wing/Unit level requirements in this publication are identified with a Tier (“T-2 or T-3”) number following the compliance statement. See DAFI 90-160, *Publications and Forms Management*, for

a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Changes include: a shift toward program management, outlining roles, responsibilities, and key processes aligned with AFMAN 14-402. The revised document reflects updated references to current Air Force directives, including DAFI 90-160 for publication management and AFMAN 33-322 for records management. It also introduces the "Unit Intelligence Professional" title, updates training requirements to include both MAF Intelligence Formal Training Unit (IFTU) and the Contingency Intelligence Network course (CIN Course) for Initial Qualification Training (IQT) qualification, and incorporates changes to evaluation and training documentation procedures utilizing DAF Form 623A, *On-the-Job Training Record -Continuation Sheet*. Overall, it emphasizes minimum continuation training requirements and reflects a modern perspective in line with evolving mission needs, updating various processes and terminology within the intelligence community.

| | |
|---|-----------|
| Chapter 1—OVERVIEW | 3 |
| 1.1. Purpose. | 3 |
| 1.2. Applicability and Scope..... | 3 |
| Chapter 2—INTELLIGENCE TRAINING PROCEDURES | 4 |
| 2.1. Local Procedures..... | 4 |
| 2.2. Qualification Training Program Execution..... | 4 |
| 2.3. Training Timelines..... | 5 |
| 2.4. Currency. Unit | 5 |
| 2.5. Training Evaluations..... | 5 |
| 2.6. Training Documentation..... | 6 |
| 2.7. Formal Training Feedback..... | 6 |
| Chapter 3—CONTINUATION TRAINING MINIMUM REQUIREMENTS | 7 |
| 3.1. Continuation Training Requirements..... | 7 |
| Table 3.1. MAF Minimum Continuation Training Requirements..... | 7 |
| Chapter 4—SPECIALIZED TRAINING | 8 |
| 4.1. Aircrew Intelligence Training Support..... | 8 |
| 4.2. Intelligence Support to 801X Missions..... | 8 |
| 4.3. 801X Currency..... | 9 |
| Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | 10 |
| Attachment 2—AIR FORCE PROFICIENCY CODES | 13 |

Chapter 1

OVERVIEW

1.1. Purpose. The objective of this manual is to develop and maintain a high state of Mobility Air Forces Unit-level Intelligence (ULI) mission readiness for effective execution of Air Force missions supporting the full range of military operations to include joint and combined operations, and builds on guidance found in AFMAN 14-402. ULI personnel participate in the planning and execution of Air Force operations. Through close, continuing interface, ULI personnel ensure commanders, their staff, combat crews, weapon system developers, and other customers are provided the best available information and materials to enhance readiness, facilitate planning, execute assigned missions, and build warfighting capability.

1.2. Applicability and Scope. This manual applies to those personnel who perform ULI duties supporting AF operational missions at Wing-level and below (as defined in AFI 38-101, *Manpower and Organization*), addresses roles and responsibilities, and identifies key processes ULI personnel must perform to accomplish the unit's mission. This publication is not intended to apply to functions such as training activities, intelligence production centers, test and evaluation units, or acquisition support units. Nor is it intended to apply to mission sets already governed by other guidance such as non-14-series publications, provided there is clear and sufficient guidance to effectively direct intelligence activities. MAJCOM/A2s will determine the applicability of this publication for mission sets and units not otherwise specifically addressed by published guidance.

Chapter 2

INTELLIGENCE TRAINING PROCEDURES

2.1. Local Procedures. The Unit Intelligence Professional (AFMAN 14-402, paragraph 2.7) will document all intelligence processes and programs using locally developed operating instructions, standard operating procedures, checklists or other documents to ensure solid program management and consistent, high-quality training for all assigned personnel as required IAW AFMAN 14-402. The Unit Intelligence Professional will appoint program managers/monitors for Intelligence Oversight, Internal Intelligence Training, and External Intelligence Training at a minimum. Use vetted and validated sources such as Air Force Tactics, Techniques, and Procedures (AFTTP) 3-1 (Mission Design Series [MDS]) Attachment 2 and “best practices” found in other AMC/A2 published guidance documents, when available, to ensure standardized intelligence programs and associated training throughout the unit (AFMAN 14-402, paragraph 2.7.19.) **(T-2)**.

2.1.1. Aviation Support Flying Program (ASFP). MAF intelligence units with assigned mission design series (MDS) and tactics programs should coordinate with flying unit to participate in the ASFP. Wing participation in this program is voluntary but highly encouraged. The Unit Intelligence Professional should develop an Intelligence Flying Program (IFP) with the intent to expose intelligence personnel on how aircrew operate in a tactical environment, and how intelligence is incorporated into mission execution. The office of primary responsibility for the ASFP is AMC/A3TF, Aviation Resource Management.

2.2. Qualification Training Program Execution.

2.2.1. As the Lead Command for MAF training, AMC is required IAW AFMAN 14-402, to define the method by which IQT is accomplished. AMC identifies the Mobility Air Forces Intelligence Formal Training Unit (MAF IFTU) and the Contingency Intelligence Network Course (CIN Course) as the two requirements to complete IQT. Unit Intelligence Professionals will ensure that all unit intelligence personnel, in support of MAF missions, have satisfied the IQT requirements **(T-2)**.

2.2.2. The Unit Intelligence Professional will develop a unit-specific Master Training Plan (MTP) and Master Task List (MTL) for all training (Mission Qualification Training [MQT], Continuation Training [CT], and Specialized Training [ST]) IAW Department of the Air Force Manual (DAFMAN) 36-2689, *Training Program*, and AFMAN 14-402, paragraph 2.7.1 **(T-2)**. The Unit Intelligence Professional will designate which training tasks are necessary to adequately train everyone in their assigned duty position to achieve Combat Mission Ready (CMR) status. **(T-2)**

2.2.3. MAF Minimum Training Requirements. The Unit Intelligence Professional will ensure the line items in the MAF Minimum MQT Master Training Task List (MTTL) (see AMC A2FT SharePoint or contact AMC/A2FT for most current copy) are included in their unit’s MTP and MTL. Additionally, for CT, the Unit Intelligence Professional will ensure the line items in **Table 3.1**. MAF Minimum Continuation Training Requirements are included in their unit’s MTP and MTL. **(T-2)**

2.2.3.1. Unit Intelligence Professionals should prioritize ample training in critical intelligence competencies for their subordinates in Open Source Intelligence (OSINT), Cyber Intelligence, Multi-INT fusion, and advanced analysis. Achieving this requires

active collaboration with leadership at all levels to eliminate non-intelligence responsibilities, such as Isolated Personnel Report (ISOPREP) and Evasion Plan of Action (EPA) management, that divert focus from primary intelligence functions.

2.3. Training Timelines.

2.3.1. Intelligence personnel must complete IQT before concluding MQT IAW AFMAN 14-402, paragraph 4.1 (T-2). The timeline for completing IQT is dependent on the status of the analyst.

2.3.2. Active duty personnel must complete IQT within **120** days from the completion of Initial Skills Training (IST) and arrival at their duty location. Air Reserve Component (ARC) personnel must complete IQT within **180** days from completion of IST and arrival at their duty location. Active duty personnel unable to meet this timeline require a waiver from AMC/A2FT. ARC personnel require a timeline waiver from their respective MAJCOM (NGB/A2/6 for ANG) and the approved waiver must be sent to AMC/A2FT. Personnel who attended MAF IFTU in a previous assignment will repeat MAF IFTU if the break between mobility assignments is more than 5 years. Personnel who have completed CIN Initial Intelligence Qualification Course (IIQC) in a previous assignment will repeat CIN IIQC if the break between unit-level assignments is more than 5 years. These requirements can be waived on a case-by-case basis by the AMC/A2 MAJCOM Functional Manager. (T-2)

2.3.3. Active duty personnel must complete MQT within **180** days of arrival at their duty location. ARC personnel must complete MQT within **365** days of arrival at their duty location. MQT can begin immediately after IST. Refer to [paragraph 2.3.2](#) for timeline waiver requirements per component. If mission qualification exceeds these timelines, units will route the training shortfall report through their MAJCOM. MAJCOMs will courtesy copy approved waivers to AMC/A2FT. (T-2)

2.4. Currency. Unit Intelligence Professionals will ensure periodic performance of specified tasks. The Unit Intelligence Professional determines the tasks that require periodic performance to maintain proficiency/currency for each assigned duty position. The performance frequency necessary to maintain proficiency for Basic Mission Capable (BMC) is **one year** for active duty and **two years** for the ARC. The performance frequency necessary to maintain proficiency for CMR positions is **six months** for active duty and **one year** for ARC. (T-2) Personnel may only perform tasks for which they are qualified and current (i.e. individual has been signed off on a task as current during MQT and may perform that task though they are not BMC or CMR).

2.5. Training Evaluations. Unit Intelligence Professionals will ensure training evaluations are conducted to certify individuals as proficient for their assigned duty position. (T-2)

2.5.1. Organization. The composition of the training evaluation function is at the Unit Intelligence Professional's discretion with the following consideration:

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

2.5.2. Evaluations. Unit Intelligence Professionals will develop a plan to evaluate individual qualifications. (T-2) Evaluations should be accomplished in a realistic environment in

conjunction with in-garrison events to the maximum extent possible (e.g., real world, Command Post exercises, unit exercises).

2.5.3. Types of Evaluations.

2.5.3.1. Individual Evaluations. The Unit Intelligence Professional will determine the specific tasks and criteria for an individual training evaluation within the MTP **(T-2)**. Individual training evaluations are the culmination of the training received by an individual for their assigned duty position(s). Typically, these are derived from unit training standards and task requirements found in the unit's MTP.

2.5.3.2. Periodic Evaluations. The Unit Intelligence Professional will determine the periodic evaluation timelines within the MTP. **(T-2)**

2.5.4. Unsatisfactory Performance. Evaluators will promptly notify the trainee's supervisor whenever unsatisfactory performance is observed. **(T-3)** If an individual fails an evaluation, or if the Unit Intelligence Professional directs a downgrade from CMR, it will be documented in the same manner as a successful evaluation. **(T-3)**

2.5.5. Re-qualification. The re-qualification process culminates in a successful evaluation for the assigned duty position in question.

2.6. Training Documentation. All training activities, evaluations and qualification results will be annotated within the trainee's training record. Supervisors and Airmen will ensure appropriate training record transfer during Permanent Change of Station/Permanent Change of Assignment moves. **(T-2)**

2.6.1. MAF units will use the AFMAN 14-402 paragraph 6.2 prescribed forms, AF4381, *Intelligence Gradesheet*, AF4350, *Certificate of Intelligence Qualification*, and AF4349, *Record of Intelligence Evaluation*, to document qualification training. **(T-2)**

2.6.2. Evaluations will be documented on the trainee's DAF Form 623A, On- the-Job Training Record - Continuation Sheet, and signed by the trainee and supervisor or trainer IAW DAFMAN 36-2689. **(T-2)** Evaluations should be recorded in an established or locally created training documentation system.

2.7. Formal Training Feedback. The Unit Intelligence Professional will ensure there is a locally developed process to answer feedback requests for all formal training events such as 1N0/14N courses, MAF IFTU, CIN IIQC, and Advanced Air Mobility Intelligence Course (AAMIC), when requested.

Chapter 3

CONTINUATION TRAINING MINIMUM REQUIREMENTS

3.1. Continuation Training Requirements. The tasks in [Table 3.1](#) are the minimum individual topics and tasks that are essential to MAF Intelligence Support for all BMC and CMR personnel. As an integral component of Continuation Training, the Unit Intelligence Professional will ensure that these and any other additional topics and tasks deemed necessary to support readiness activities are integrated into their unit-specific MTP and MTL. The performance frequency and method in which these topics and tasks are trained to and evaluated on, must be annotated within the unit-specific MTP and MTL.

Table 3.1. MAF Minimum Continuation Training Requirements.

| MAF MINIMUM CONTINUATION TRAINING REQUIREMENTS |
|--|
| 1. Joint Intelligence Preparation of the Operational Environment (JIPOE) |
| 2. Critical Thinking and Analysis |
| 2.1 Analysis Fundamentals and Intelligence, Surveillance, and Reconnaissance (ISR) Tools |
| 2.2 Search AFTTP 3-1 |
| 2.3 Request for Information (RFI) |
| 3. Geospatial Information and Services (GI&S) Methods |
| 3.1 Manually Plot Coordinates |
| 3.2 Construct Automated Overlays |
| 3.3 Construct Automated Map Displays |
| 3.4 Conduct Automated Plotting and Extraction of Coordinates |
| 3.5 Compute Automated Distance and Direction |
| 3.6 Convert Automated Coordinates |
| 4. Briefing & Reporting |
| 4.1 Threat Brief |
| 4.2 Current Intel Brief |
| 4.3 Pre-Deployment Brief |
| 4.4 Pre-Mission Brief |
| 4.5 Debriefings and Mission Report (MISREP) |
| 4.6 Intelligence Report (INTREP) |
| 5. Base Defense Intelligence Training (BDIT) |
| 6. Mission Planning |
| 6.1 Air Tasking Order (ATO) Cycle |
| 6.2 Extract ATO Information |
| 6.3 Extract Airspace Control Order (ACO) |
| 6.4 Extract Special Instructions (SPINS) Information |
| 7. Intelligence Support to Personnel Recovery Program |
| 7.1 Function and Purpose of an ISOPREP |
| 7.2 Function and Purpose of an EPA |
| 7.3 Function and Purpose of Blood Chits |

Chapter 4

SPECIALIZED TRAINING

4.1. Aircrew Intelligence Training Support. The Unit Intelligence Professional will engage with local Weapons and Tactics team to develop scenario-based training (SBT) to meet requirements outlined by HQ AMC/A3T. The Unit Intelligence Professional will utilize the currency and volume of training required by HQ AMC/A3T to ensure aircrew training timelines are met. During this process, ensure that scenarios are tailored to meet aircrew desired learning objectives (DLOs), and the Unit Intelligence Professional is active in the development of intelligence DLOs.

4.2. Intelligence Support to 801X Missions. Unit Intelligence Professionals assigned to a unit tasked to support 801X missions will include 801X academics within their MQT program. Intelligence Professionals are highly encouraged to coordinate with AMC/A10N and unit-level XP when developing and delivering training material. At a minimum, these products will contain foundational academics to include Operation Plan (OPLAN)-specific products (e.g., Indications and Warnings), template for Initial Sortie Study (ISS), key terms, 801X specific processes, High Altitude Electromagnetic Pulse (HEMP) academics, and unique deployment considerations as it pertains to the 801X mission. This qualification will be determined by the analyst's ability to do the following:

4.2.1. Demonstrate an understanding of principles and procedures of 801X Operations Plans and unit responsibilities.

4.2.2. Demonstrate knowledge of countries involved in 801X missions and be able to accurately explain the differences among the types of sorties, routes and locations.

4.2.3. Demonstrate the ability to research, build, and deliver tailored briefings and products in support of all aspects of 801X missions, to include:

4.2.3.1. Unit Mission Brief (UMB)

4.2.3.2. Alert Briefs (Assumption of Alert and Daily)

4.2.3.3. Initial and Follow-On Wing Operations Center (WOC) Briefs

4.2.3.4. Intelligence Support to Base Defense (e.g., Threat Working Group (TWG))

4.2.3.5. Combat Mission Folder

4.2.3.5.1. Includes initial development and recurring maintenance

4.2.4. Demonstrate knowledge of how a Contested, Degraded, and Operationally Limited (CDO) environment would impact the ability to research, build and deliver briefings and products in 4.2.3.

4.2.5. Additional background information for each 801X requirement can be found in AMCI 13-520-S (SIPR) and other AMC provided guidance when available.

4.3. 801X Currency . Unit Intelligence Professionals will ensure that 801X currency is maintained in accordance with the Specialized Training requirements outlined in their unit-specific MTP and MTL.

LAURA M. BUNYAN, Colonel, USAF
Director of Intelligence

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

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

AFMAN 14-402, *Intelligence Mission Roles, Responsibilities, and Program Management*, 27 January 2025

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

DAFI 38-101, *Manpower and Organization*, 29 Aug 2019

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

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

Prescribed Forms

None

Adopted Forms

AF Forms 4349, *Record of Intelligence Evaluation*

AF Forms 4350, *Certificate of Intelligence Qualification*

AF Forms 4381, *Intelligence Gradesheet*

DAF Form 623A, *On-the-Job Training Record -Continuation Sheet*

DAF Form 847, *Recommendation for Change of Product*

Abbreviations and Acronyms

AAMIC—Advanced Air Mobility Intelligence Course

ACO—Airspace Control Order

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFTTP—Air Force Tactics, Techniques, and Procedures

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

ANG—Air National Guard

ARC—Air Reserve Component

ASFP—Aviation Support Flying Program

ATO—Air Tasking Order

BDIT—Base Defense Intelligence Training

BMC—Basic Mission Capable
CDO—Contested, Degraded, and Operationally Limited
CIN—Contingency Intelligence Network
CMR—Combat Mission Ready
CT—Continuation Training
DAF—Department of Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DLO—Desired Learning Objective
EPA—Evasion Plan of Action
GI&S—Geospatial Information and Services
HEMP—High Altitude Electromagnetic Pulse
IAW—In Accordance With
IFP—Intelligence Flying Program
IFTU—Intelligence Formal Training Unit
IIQC—Initial Intelligence Qualification Course
INTREP—Intelligence Report
IQT—Initial Qualification Training
ISOPREP—Isolated Personnel Report
ISR—Intelligence, Surveillance, and Reconnaissance
ISS—Initial Sortie Study
IST—Initial Skills Training
JIPOE—Joint Intelligence Preparation of the Operational Environment
MAF—Mobility Air Force
MAJCOM—Major Command
MDS—Mission Design Series
MISREP—Mission Report
MQT—Mission Qualification Training
MTL—Master Task List
MTP—Master Training Plan
MTTL—Master Training Task List
OPLAN—Operation Plan

OPR—Office of Primary Responsibility

OSINT—Open-Source Intelligence

RFI—Request For Information

SBT—Scenario Based Training

SPINS—Special Instructions

ST—Specialized Training

TWG—Threat Working Group

ULI—Unit-level Intelligence

UMB—Unit Mission Brief

WOC—Wing Operations Center

Attachment 2

AIR FORCE PROFICIENCY CODES

Table A2.1. Air Force Proficiency Codes.

| | Scale Value | Definition: The individual |
|---|-------------|--|
| Task Performance Levels | 1 | Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited) |
| | 2 | Can do most parts of the task. Needs help only on hardest parts. (Partially Proficient) |
| | 3 | Can do all parts of the task. Needs only a spot check of completed work. (Competent) |
| | 4 | Can do the complete task quickly and accurately. Can tell or show others how to do or complete the task. (Highly Proficient) |
| *Task Knowledge Levels | a | Can name parts, tools, and simple facts about the task. (Nomenclature) |
| | b | Can determine step by step procedures for doing the task. (Procedures) |
| | c | Can identify why and when the task must be done and why each step is needed. (Operating Principles) |
| | d | Can predict, isolate, and resolve problems about the task. (Advanced Theory) |
| **Subject Knowledge Levels | A | Can identify basic facts and terms about the subject. (Facts) |
| | B | Can identify relationship of basic facts and state general principles about the subject. (Principles) |
| | C | Can analyze facts and principles and draw conclusions about the subject. (Analysis) |
| | D | Can evaluate conditions and make proper decisions about the subject. (Evaluation) |
| Explanations | | |
| <ul style="list-style-type: none"> • A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for specific task. (Example: b and 1b) •• A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. “•” This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDP. “&” This mark identifies training to be conducted at Goodfellow for JSR resiliency and physical fitness during the All Source Intelligence Analyst Course. This training will be conducted but will not require a "Go/No-Go" measurement assessment. ”X” This mark is used alone in the course columns to show that training is required but not given due to limitations in resources. “5 or 7 or 5/7” This mark indicates this is a core task and training is required for this item to upgrade to 5 and/or 7 level. <p>NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.</p> | | |