

**BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING
(AFSOC)**

HURLBURT FIELD INSTRUCTION

14-104



1 JUL 2025

**INTELLIGENCE OVERSIGHT
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Instruction (DAFI) 14-404, *Intelligence Oversight*. Intelligence Oversight (IO) and the process of ensuring that all Department of Defense (DoD) intelligence, counterintelligence, and intelligence related activities are conducted in accordance with applicable US law, Presidential Executive Orders (EO), and DoD directives and regulations. Executive Order 12333, *United States Intelligence Activities*, DoD Manual 5240.01, *Procedures Governing the Conduct of DoD Intelligence Activities*, and DoD Directive 5240.1-R, *Procedures Governing the Activities of DoD Intelligence Components that Affect United States Persons*, mandate an IO program in the United States Air Force. This publication establishes the guidelines and procedures for the 1st Special Operations Wing (1 SOW) IO program. It applies to all active duty and Air Force Reserve intelligence personnel assigned and attached to the 1 SOW. This publication does not apply to the Air National Guard. This publication should supplement existing base instructions and plans such as the Comprehensive Emergency Plan (CEMP) 10-2 *Hurlburt Field Comprehensive Management Plan* as well as local application of DAFI 90-302, *The Inspection System of the Department of the Air Force*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate chain of command.

SUMMARY OF CHANGES

Changes to this HFI include administrative updates to mirror changes in the AFI and clearly outline responsibilities within the 1 SOW for tracking and completing IO training. **Attachment 4** also reflects the identification of who within the 1 SOW umbrella is to meet the requirement of receiving IO training.

Chapter 1

RESPONSIBILITIES

1.1. 1 SOW Commander (1 SOW/CC).

1.1.1. Appoint a 1 SOW Intelligence Oversight Monitor (IOM) and Alternate intelligence Oversight Monitor(s) in writing.

1.2. 1 SOW Senior Intelligence Officer (SIO).

1.2.1. Ensures compliance with all IO rules when 1 SOW members are conducting intelligence or intelligence-related activities.

1.2.2. Responsible for appointing primary and alternate IOMs in the 1 SOW/A2 as well as ensuring primary and alternate IOMs are appointed by their respective commanders in the Special Operations Squadrons, identified in [Attachment 4](#). The 1 SOW/A2 IOM nominations should be documented on the 1 SOW IO Appointment Letter and submitted to 1 SOW/CC for final approval. All other IOMs need to ensure they are up to date on their squadron appointment letter.

1.2.3. Ensures IOMs at the Special Operations Squadrons comply with the required inspections or training for the 1 SOW IOs.

1.2.4. Identify and report all questionable intelligence activities and/or significant/highly sensitive matters through their respective chain of command, Inspector General (IG), legal counsel, or intelligence oversight program managers to AF/A2/6.

1.2.5. Directs an IO training program, which provides all employees who conduct intelligence or intelligence-related activities, with initial and annual refresher content tailored to mission requirements.

1.2.6. In accordance with DAFI 90-302, *The Inspection System of the Department of the Air Force*, Attachments A2.1 and A12.2 and AFI 14-404, *Intelligence Oversight*, para 2.9.7, annually inspect IO program for compliance using the self-assessment checklist (SAC) available within the Management Internal Control Tool (MICT).

1.3. Intelligence Oversight Monitor.

1.3.1. Provide IO guidance to 1 SOW IO responsible personnel. The personnel responsible for completing IO training are listed on [Attachment 4](#).

1.3.2. Ensure incoming 1 SOW IO responsible personnel complete IO training within 60 days upon arrival on station. IO training must be accomplished through the 1 SOW IOM or designated Squadron Intelligence Oversight Monitors.

1.3.3. Assist the commander in the administration of intelligence oversight by monitoring the accomplishments of the responsibilities outlines in AFI 14-404, *Intelligence Oversight*, para 2.9.

1.3.4. Training reports will be produced no later than (NLT) the last duty day of the quarter. The quarterly reports will be made available to all IO responsible personnel and their commanders. IO monitors will work with Unit Training Managers (UTMs) or designated

Squadron Intelligence Oversight Monitors to notify members NLT 30 days prior to expiration of their training currency.

1.3.5. Conduct periodic comprehensive reviews of all intelligence and intelligence-related activities in their unit to verify compliance with federal law, executive orders, presidential directives, intelligence community directives and DoD issuances; report significant findings to the Air Force Senior Intelligence Oversight Official (SIOO).

1.4. 1 SOW Unit Deployment Managers.

1.4.1. Squadron Unit Deployment Managers (UDMs) will work with IOMs to ensure all IO responsible personnel in the UDM's unit are current on their IO training prior to any deployment. UDMs will also ensure that personnel will be current on IO training for the entire length of their deployment. There is no waiver authority for IO currency during deployment.

1.4.2. Squadron UDMs will work with IOMs to ensure all inbound IO responsible personnel receive notification of the requirement to complete IO training within 60 days of arrival on station.

1.5. 1 SOW IO Responsible Personnel.

1.5.1. IO responsible personnel in the 1 SOW are listed in [Attachment 4](#).

1.5.2. All IO applicable personnel are responsible for maintaining their IO currency and being aware of their training requirements.

1.5.3. Members should assist in the completion of IO self-assessments/inspections, when directed.

1.5.4. Members trained in IO procedures will report all discrepancies pertaining to IO to an IO monitor.

Chapter 2

PROCEDURES

2.1. Intelligence Oversight Training.

2.1.1. IO training may be conducted either in person or through the distribution of 1 SOW IOM-approved hard or soft copy distributions. These distributions will be updated annually by the IOM to ensure accurate training.

2.2. Intelligence Oversight Reference Cards.

2.2.1. The 1 SOW IOM will create and make IO Reference Cards available to all 1 SOW IO responsible personnel. The IOM will issue cards when cards are lost, and/or when any changes are made to the card.

2.3. 1 SOW IOM.

2.3.1. The IOM will ensure continual IO compliance by completing annual program self-assessments. This will be conducted through the SAC on MICT. 1 SOW SIO will review this for compliance on an annual basis.

PATRICK T. DIERIG, Colonel, USAF
Commander

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

DAFI 14-404, *Intelligence Oversight*, 23 January 2025

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

EO 12333, *United States Intelligence Activities*, 4 December 1981

DoD Directive 5148.11, *Assistant to the Secretary of Defense for Intelligence Oversight (ATSD-IO)*, 24 April 2013

DoD Manual 5240.01, *Procedures Governing the Conduct of DoD Intelligence Activities*, 8 August 2016

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSOC—Air Force Special Operations Command

CC—Commander

CEMP—Comprehensive Emergency Management Plan

DAFI—Department of the Air Force Instruction

DoD—Department of Defense

HFI—Hurlburt Field Instruction

HQ—Headquarters

IG—Inspector General

IO—Intelligence Oversight

IOM—Intelligence Oversight Monitor

JAG—Judge Advocate General

MICT—Management Internal Control Tool

NLT—No Later Than

OPR—Office of Primary Responsibility

SAC—Self Assessment Checklist

SIO—Senior Intelligence Officer

SOG—Special Operations Group

SOW—Special Operations Wing

UDM—Unit Deployment Manager

UTM—Unit Training Manager

Attachment 3
MEMORANDUM FOR HQ

Figure A3.1. Memorandum For HQ.

XX Month 20XX

MEMORANDUM FOR HQ AFSOC/A2FT

FROM: 1 SOW/A2

SUBJECT: 20XX Self-Inspection Intelligence Oversight (IO) Program Review

1. Rank John Smith conducted a self-inspection of the 1st Special Operations Wing (SOW) IO Program and found it in compliance with AFI 14-104.
2. The 1 SOW IO program is responsible for training X personnel and X personnel have completed either initial training or refresher training, for a total of XX% complete.

XX, Major, USAF
Director, 1st Special Operations Wing/A2

Attachment 4

1 SOW MEMBERS RESPONSIBLE FOR COMPLETING IO TRAINING**Figure A4.1. 1 SOW Members Responsible for Completing Io Training.**

This Hurlburt Field Instruction applies to members of the 1 SOW who are responsible for completing IO training. This list is as comprehensive as possible.

1 SOW/CC
 1 SOW/DCOM
 1 SOW Air Staff Command Team
 1 SOW A2 All
 1 SOW A3 All
 1 SOW A4 All
 1 SOW A5 All
 1 SOW A6 All
 1 SOW A8 All
 1 SOTAOS Intelligence Personnel
 1 SOW JAG Office
 1 SOW IG Office
 4 SOS/CC
 4 SOS/DO
 4 SOS Combat Systems Officers, Sensor Operators, and Special Mission Aviators
 4 SOS Intelligence Personnel
 8 SOS/CC
 8 SOS/DO
 8 SOS Intelligence Personnel
 11 IS All members
 15 SOS/CC
 15 SOS/DO
 15 SOS Intelligence Personnel
 34 SOS/CC
 34 SOS/DO
 34 SOS All Aircrew
 34 SOS Intelligence Personnel
 65 SOS/CC
 65 SOS/DO
 65 SOS All Aircrew
 65 SOS Intelligence Personnel
 23 STS/CC
 23 STS/DO
 23 STS Operators
 23 STS Intelligence Personnel
 All SOT-G/SOT-U Tasked Individuals
 Other SOG Organizations as required