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NATIONAL AIR AND SPACE
INTELLIGENCE CENTER**



**DEPARTMENT OF THE AIR FORCE
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Personnel

TOTAL FORCE DEVELOPMENT

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AFI 36-2670, 25 June 2020, is supplemented as follows: This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2670, *Total Force Development* specifically Chapter 4 *Air Force Training Program* throughout the National Air and Space Intelligence Center (NASIC) and provides additional procedures guidance to ensure standardization and conformity across all work centers. This supplement applies to NASIC's Total Force – defined as Regular Air Force/Space Force, Air Force/Space Force Reserve (AFR), Air National Guard (ANG), NASIC civilians, and contractor employees whose contractual duties are to create intelligence and train other NASIC total force members. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to the NASIC Publications Office (NASIC/SCPD), 4180 Watson Way, Wright-Patterson AFB, OH 45433-5648, ATTN: Publications/Forms Managers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required. If information is collected by one or more organizational components and transmitted to other organizational components for management purposes, the Information

Collection and Reports (ICR) Manager must review for accuracy and compliance with AFI 33-324, *The Air Force Information Collections and Reports Management Program*. The authorities to waive center-level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, *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, or alternately, to the Publication OPR for non-tiered compliance items.

4.6.1. (NASIC) NASIC Structure of the On-the-Job Training (OJT) Program.

4.6.1.1. (NASIC) Overview. The NASIC OJT program requires the following basic features, a Training Monitor, Master Training Plan (MTP), Master Task List (MTP), and Training Records. Training Monitors report directly to the squadron commander. Thus enabling squadron commanders to proactively manage the training and certification requirements. A MTP must be developed and employed at the lowest possible level, typically flight level. A MTL is a key part of the MTP, it is required and must provide 100% task coverage of duty position requirements and ensures units are fully mission capable. Training records are required for all NASIC personnel (Active Duty (E1-E6, S1-S6, O1-O4), DoD Civilians (GG12 and below)) covered by this supplement. These records will be derived from the MTP/MTLs. Knowledge and performance standards are required for all phases of training and training items, see the proficiency code key [Attachment 2](#). The NASIC OJT program requires the use of the mission training (MT) performance standard to establish a qualitative definition of *competent performance* for all MT tasks. Local standards specific to each task may be employed as needed in conjunction with the MT Performance Standard to ensure comprehensive qualification is achieved. The NASIC OJT program uses third party certifiers in lieu of Standardization and Evaluation procedures. This places the responsibility for verifying and evaluating *competent performance* in the hands of the most qualified individuals who are on the same element/team as the trainee. This instruction does not mandate or require a standardization or evaluation (Stan/Eval) office. Third Party certification is managed at the lowest level and satisfies the intent of Stan/Eval requirements, namely to ensure all individuals are trained and certified to perform their duties. AFI 14-1020, *Intelligence Mission Qualification and Readiness*, does not fully apply to intelligence production centers, such as NASIC, and affords the NASIC Commander the option to adopt AFI 14-1020 processes for NASIC personnel. This supplement specifies the adopted processes, any other processes contained in AFI 14-1020 not otherwise mentioned in this supplement are explicitly not adopted.

4.6.1.4. (NASIC) Training Components. NASIC OJT program consists of three components, job knowledge, job proficiency, and job experience, and two phases of training, Initial Training (IT) and Mission Training (MT). IT prepares individuals to begin MT. MT prepares individuals to perform the duties of the job to the MT Performance Standard, see [paragraph 4.6.9.5](#).

4.6.1.4.1. (Added) Job knowledge, knowledge related to job duties, is developed during the IT phase of training and includes knowledge of fundamental facts, terms, principles and concepts. The *foundational knowledge* categories in 4.6.1.4.2.1. Further expand upon these common topics.

4.6.1.4.2. (Added) Foundational knowledge should be a common-baseline understanding of designated topics divided into but not limited to the following four categories: 1) *general principles or doctrine* (e.g., NASIC mission, AF intelligence doctrine, Defense Intelligence Analysis Program (DIAP), National Intelligence Strategy (NIS), etc.) ; 2) *essential structure* (e.g.,

NASIC Leadership & Org. structure, IC Agencies & Structure, DoD & AF Structure, etc.); 3) *function* (e.g., NASIC Security, Safety, IT, Emergency Action Plans, Analytic Tradecraft Processes, etc.); 4) *facts, terms, lexicon* (e.g., definitions of Analytic Tradecraft, military rank/civilian grade, Defense Intelligence Senior Leader (DISL), etc.) Foundational knowledge designated topics are developed through an intentional process, guided by Instructional System Design (ISD) and Training Needs Assessment (TNA) principles, and overseen by the NASIC Development Division Education and Training specialists in coordination with NASIC Subject Matter Experts.

4.6.1.4.3. **(Added)** Job proficiency is addressed during the MT phase of training and is developed typically with hands-on training which increases task knowledge (knowledge specific to task performance) and task skill. MT should be delivered in the actual workplace but may include specialized hands-on classroom training, e.g., training of software usage.

4.6.1.4.4. **(Added)** Job experience is gained during a final period of time during the MT phase where the trainee performs the tasks of the job in order to build's confidence and competence. MT concludes when the individual has achieved the MT Performance Standard on all duty position required tasks, validated through an evaluation and certification of a third party certifier.

4.6.5. **(NASIC)** Director/Commander Responsibilities:

4.6.5.1. **(NASIC)** General Scope. Directors/Commanders are responsible for ensuring effective training programs are established and executed for their military and civilian personnel. Directors/Commanders who are actively involved in training program management take an important step toward making sure personnel are qualified in their assigned jobs and capable of meeting mission requirements. Investing in training significantly increases mission capability and job satisfaction.

4.6.5.2.1. **(NASIC)** Commanders will direct the Squadron training monitor to provide a monthly status of training briefing. Directors will request Divisions Chiefs or designated representative to deliver monthly status of training briefing for all developmental positions for civilians, full performance positions are at Director's discretion. Please refer to [paragraph 4.6.6.27](#) for requirements.

4.6.5.3. NASIC Squadron/Directorate Training Program Requirements

4.6.5.3.1.1. **(NASIC)** Appoint in writing a Training Monitor to assist the NASIC Training Manager to implement and manage the squadron training programs, policies, and procedures, as directed by higher headquarters, commanders, and Base Training. Reference Training Monitor responsibilities [paragraph 4.6.6.27](#) and the *NASIC Business Rules for the Unit Training Program*.

4.6.5.3.7. **(NASIC)** Ensure trainers and certifiers (if required by AF Career Field Manager (AFCFM)) meet the following requirements (T-2):

4.6.5.3.7.2. **(NASIC)** Certifiers must be at least an (E-5) with a 5-skill level, GG-12, and authorized contractors, must be qualified to perform and evaluate the task to be certified, recommended by their supervisor, and attend the Air Force Trainers Course. Authorized contractors may verify qualifications for certification with government oversight. (T-2)

4.6.5.3.8. **(NASIC)** Ensure supervisors, or designated representative, assisted by the NASIC Training Office and the Principle Intelligence Analysts (PIA), develop a MTP for each work center to ensure 100 percent task coverage and conduct a review of the MTP annually. (T-2) Additionally,

identify duty position and qualification training tasks, deployment/unit type code, and skill level upgrade requirements for the work center. **Exceptions:** Work centers with only one fully qualified Senior Non-commissioned Officer (SNCO) (skill level commensurate with grade), or only one Full-Performance (GG-12) and above civilian employee, do not require a MTP/MTL unless otherwise directed by the AFCFM or DP for civilians.

4.6.5.3.8.1. **(Added)** MTP support for supervisors and training development is found in AFI 36-2670 Attachment 23 and AFH 36-2235 Volumes 2, 3, 6, 9, and 11, Information for Designers of Instructional Systems. See also the NASIC/DPD repository of ISD manuals on the NASIC/DPD SharePoint site.

4.6.6. **(NASIC)** NASIC Training Manager and Squadron Training Monitor.

4.6.6.1. **(NASIC)** The NASIC Training Manager is the NASIC Commander's key staff member responsible for overall management of the training program. The Training Manager serves as training consultants to all unit members and determine if quality training programs are in effect within all sections. The Training Manager with the assistance of Training Monitors implement and manage training programs, policies, and procedures, as directed by higher headquarters, commanders, and base training as appropriate. (T-3)

4.6.6.6.1. **(Added)** NASIC Training Manager will provide training and guidance to Training Monitors for initiating AF Form 623, six-part folders, or approved electronic equivalent (i.e. Training Business Area (TBA)).

4.6.6.23.1. **(Added)** NASIC Training Manager will retrieve OJT data from MILPDS, by the 10th duty day each month and make available to all squadron Training Monitors. (T-3)

4.6.6.24.14. **(NASIC)** NASIC Training Manager will compile/analyze enlisted training statistical data by the 10th duty day and provide SOT/OJTR briefings to the squadron commander or director monthly via the Squadron Training Monitor.

4.6.6.26.15. **(Added)** Squadron commanders or designated representative should provide a SOT report to group commanders quarterly, or more often as desired.

4.6.6.27. **(Added)** Squadron Training Monitor Responsibilities. The Training Monitor reports directly to the squadron commander on training issues. Thus enabling squadron/directorate commanders/directors to proactively manage their training and certification requirements. The squadron/directorate Training Monitor is the point of contact for the NASIC Training Manager/Office for specific unit statistics. The Training Monitor will:

4.6.6.27.1. **(Added)** Provide Status of Training briefing provided from the NASIC Training Office to the squadron/directorate commander/director monthly. The Training Monitor will be responsible for gathering any unit specific statistics outside what is provided from the NASIC Training Office. Unit specific statistics will include as a minimum; active-duty/civilian IT/MT task training, CBTs/TFAT, and qualification statistics.

4.6.6.27.2. **(Added)** Brief the commander/director the OJT roster provided from the NASIC Training Office.

4.6.6.27.3. **(Added)** Manage My Learning CBT/TFAT. Track and update My Learning training.

Note: Any program/functional reoccurring training will be tracked by the Training Monitor, but is ultimately administered and tracked by the Program Manager.

4.6.6.27.4. **(Added)** Provide the NASIC Training Office OJT statistics for each trainee in upgrade training. These statistics are due no later than the last duty day of the month.

4.6.6.27.4.1. **(Added)** Skill level core task progression. X of Y tasks complete.

4.6.6.27.4.2. **(Added)** CDC/Career Development Program (CDP)/Learning program progression. CDC issued, volume issue date, and volume complete date. Current module and start/complete date for CDP or learning program.

4.6.6.27.4.3. **(Added)** Supervisor notes. Any delay in training or progress notes the NASIC Training Office, squadron commander, or director would need to be notified about.

4.6.6.27.5. **(Added)** Manage/update the A1 Unit Training Program MICT checklist for unit specific answers. Training Manager answer's are provided from the NASIC Training Office.

4.6.6.27.6. **(Added)** Provide qualification/task completion statistics to the squadron/directorate commander/director to include IT and MT training for both active duty and civilians monthly. The Training Monitor and the squadron commander are to decide the format, at a minimum the information is to include.

4.6.6.27.6.1. **(Added)** Number in IT or task qualification training.

4.6.6.27.6.2. **(Added)** Number in MT or task qualification training.

4.6.6.27.6.3. **(Added)** Time requirement to be decided by the squadron to identify excessive time in task qualification training relative to the MTP milestones.

4.6.6.28. **(Added)** Group and Directorate Training Focal Points (TFP). TFPs serve as the liaison for the education and training matters, within the Group or Directorate. With the exception of matters concerning OJT, the liaison role includes monitoring and reporting training completion compliance and spending to Group/Director level leadership, as requested. TFPs also serve as the focal point and administrator for training management systems, to include but not limited to working with squadron Training Monitors (if applicable) to actively monitor and/or update TFAT in myLearning, ensure integrity of personnel data, and input training requirements in applicable training systems (Ref. NASIC Training Guide and TFP Appointment Letter for detailed responsibilities).

4.6.7. **(NASIC)** Work Center Supervisor/Supervisor/Trainer/Certifier/Trainee Responsibilities

4.6.7.1.2. **(NASIC)** Develop MTP in hard copy or electronic equivalent to ensure completion of all work center duty position requirements (e.g. 100 percent task coverage) and conduct a review of the master training plan annually. The MTP will include IT and MT phases, refer to AFI 36-2670, Attachment 23 for additional guidance on developing an MTP. (T-2) As a minimum ensure the training plan includes:

4.6.7.1.2.1. **(NASIC)** Master Task List (MTL). The MTL identifies all day-to-day mission (duty position) knowledge and task performance requirements, additional duties and contingency tasks performed by work center personnel pulled from the CFETP.

4.6.7.1.2.2. **(NASIC)** Document MTL items, e.g., CFETP, AF Form 797, *Job Qualification Standard (JQS) Continuation Sheet*, or automated version or electronic equivalent, all methods must include a critical task field, task numbering system, the task or knowledge item name, training references, and the Proficiency Code Key (PCK) code. The use of PCK codes creates the training standards for the duty position. Training developers, trainers, and certifiers use the PCK codes to

build, conduct and evaluate training. Note: The MTL will be used to create a training record by adding columns to the MTL to document each task's training start date, completion date, trainee's initials, trainer's initials, and certifier's initials. (T-2)

4.6.7.1.2.3. **(NASIC)** Milestones for IT/MT, duty position tasks, CDC/CDP progression, and completion as applicable, identify the projected timeframe the member will complete all required performance tasks or knowledge items, local work center training, deployment/UTC tasks, each set of CDCs, and each module for CDPs as required.

4.6.7.1.2.4. **(NASIC)** Initial Training (IT). The MTL will include an IT phase, which concentrates on knowledge of all facts, terms, principles and concepts newly assigned personnel should know before starting MT. IT lends itself to formal training settings and delivery, such as classroom, CBT or self-study with support references. IT should be applicable to more than one duty position and should consist of mission information that is broadly applicable. The knowledge standard for training items in IT should be limited to the subject knowledge proficiency codes A and B. See [Attachment 2](#) for details.

4.6.7.1.2.5. **(Added)** Mission Training (MT). The MTL will include an MT phase. MT must develop the skills and abilities of newly assigned personnel to accomplish the tasks required of the duty position. The MT phase of training is where foundational knowledge developed in IT is applied to mission tasks. MT develops knowledge of how to perform each specific task, and the skill to perform the task to meet the MT performance standard. MT may be delivered in an over-the-shoulder style, but it may include specialized hands-on classroom training, e.g., training of software usage. MT may also include foundational facts, terms, principles and concepts that are too duty position specific to include in IT. MT performance tasks require the Mission Training Performance Standard.

4.6.7.1.4. **(NASIC)** Ensure training and development required to qualify/certify intelligence personnel to perform their mission incorporates ODNI Analytic/Tradecraft standards, AF directives, and ISD principles. Support for training development is found in AFH 36-2235 Volumes 2,3,6,9, and 11, *Information for Designers of Instructional Systems*. (T-2)

4.6.7.1.7. **(NASIC)** Maintain AF Form 623, six-part folder, or other electronic/automated equivalent for active duty, ANG, IMA E-1 thru E-6, officers O-1 through O-4. Civilians (GG-01 thru GG-11) and contractor analysts when authorized require a training record derived from the MTP and identify all the training requirements essential to the individual's duty position. Exceptions: Work centers with Senior Noncommissioned Officers who hold a skill level commensurate with their grade and duty AFSC, or only full-performance (GG-12) civilian employees, are considered qualified and do not require training records unless directed by the AFCFM or DP for civilian employees. (T-2)

4.6.7.1.8.1. **(Added)** Prior to submission for promotion to GG-12 ensure all developmental civilians (GG-01 thru GG-11) trainees meet all training requirements applicable to their assigned duty position as defined in their MTP. (T-2)

4.6.7.1.12. **(NASIC)** Conduct and document initial evaluation of trainee qualifications to determine previously certified tasks to ensure member can meet duty position requirements within 60 days of assignment (120 days for ARC) on AF Form 623a. For civilian trainees include discussion of the position description, Defense Civilian Intelligence Personnel System (DCIPS) Individual Performance Objectives (IPOs), and individual performance elements, and create an

Individual Development Plan (IDP) in Education Training Management System (ETMS), document on AF Form 623a or include other forms satisfying the previously mentioned areas. (T-3) Please refer to the Unit Training Manager Procedures PSD Guide Section E for sample/template.

4.6.7.1.16. **(NASIC)** Appoint trainers and certifiers based on skill qualifications with the assistance of the Unit Training Monitor and NASIC Training Manager and ensure trainers and certifiers meet all requirements listed in paragraph 4.6.7.2. (T-2)

4.6.7.1.17. **(NASIC)** Ensure trainers and certifiers are scheduled through the NASIC Training Office to attend the AF Training Course for active duty and NASIC approved trainers/certifiers course for civilians. (T-2) Authorized contractors, must be qualified to perform and evaluate the task to be certified, recommended by their supervisor, and attend the Air Force Trainers Course. Authorized contractors may verify qualifications for certification with government oversight.

4.6.7.1.25. **(Added)** Document training progression in OJT record, AF Form 623a, automated version or AFCFM approved form. As a minimum, training progress must include:

4.6.7.1.25.1. **(Added)** MTP task progression and progress relative to MTP milestones.

4.6.7.1.25.2. **(Added)** Task completion, certification, and recertification (as required).

4.6.7.1.25.3. **(Added)** Trainee strengths, weaknesses, attitude and corrective action (if required).

4.6.7.1.26. **(Added)** Provide to Training Monitors the status of military, civilian and contractor duty position training to include:

4.6.7.1.26.1. **(Added)** Number of personnel in IT and MT and status of progress through MTP milestones.

4.6.7.1.26.2. **(Added)** All members in duty position training beyond the defined training duration found in the MTP for the applicable duty position; also include center, group, directorate, or squadron training courses as specified in applicable MTP and NASIC policy.

4.6.7.2.1. **(NASIC)** Meet three trainer qualifications: 1) Qualified and/or certified to perform the task to be trained. 2) Must attend formal AF Training Course including NASIC 3c lesson.

3) Recommended by the supervisor; contractors assigned as trainer require squadron commander approval.

4.6.7.2.7. **(Added)** Maintain required task qualifications. (T-3)

4.6.7.3. **(NASIC)** Task Certifier Qualifications and Responsibilities. Certifiers provide third-party certification and evaluation on MT performance tasks as identified in their MTP. The responsibility of the certifier is to conduct additional evaluations and certify qualification on those designated tasks. Certifiers will:

4.6.7.3.1. **(NASIC)** Be at least an E-5 with a 5-skill level or civilian equivalent GG-12 or above; or group commander approved contractor, attend the AFTC. (T-3)

4.6.7.3.4. **(NASIC)** Evaluate task training and certify duty position qualifications utilizing appropriate MTP and MT performance standard, and local standards if applicable. (T-3)

4.6.7.3.5. **(NASIC)** Develop evaluation tools using PCK for knowledge and performance standards and local guidance e.g., Task Training Guides (TTG) for local standards, and/or Standard

Operating Procedures (SOP) to determine the trainee's ability and training program effectiveness. (T-3)

4.6.7.3.8. **(NASIC)** The certifier should be someone other than the trainer with the following exceptions: (T-3)

4.6.7.3.8.1. **(NASIC)** If only one individual is qualified to train and certify due to limited assigned personnel, the trainer/instructor is authorized to certify task qualification. Third-party certification is not required.

4.6.7.3.8.2. **(NASIC)** If trainee task qualification occurs through Type-1, contractor-provided training without supporting documentation, supervisors/trainers who have attended the Air Force Trainers Course (AFTC) and NASIC approved trainers/certifiers course may document task qualifications as applicable.

4.6.7.4.9. **(Added)** Request supervisor document authorized delays in training and file approved requests in training record, AF Form 623a is recommended.

4.6.8.1.1. **(NASIC)** On-the-Job Training (OJT) records. OJT record reflects past and current qualifications, and is used to determine training requirements. Supervisors will ensure all OJT records accurately reflect the requirements of the MTP for the duty position. (T-3) Regardless of the method of documentation selected, hard copy, six-part folder, or automated system, all methods must match the MTP/MTL task numbering system and include the task or knowledge item name, training references, and PCK code, and include a location to document each task's training start date, completion date, trainee's initials, trainer's initials, and certifier's initials.

4.6.8.1.3. **(NASIC)** The OJT record contains the following documents as applicable, in addition to any locally determined requirements.

4.6.8.1.3.1. **(NASIC)** CFETP for military only or automated equivalent (e.g., TFTR).

4.6.8.1.3.2. **(NASIC)** Air Force Job Qualification Standard (AFJQS) or automated equivalent (e.g., TFTR) for military only.

4.6.8.1.3.3. **(NASIC)** AF Form 797, *Job Qualification Standard Continuation/Command JQS* for civilian and military. Use the AF Form 797 or automated version, to document an all-inclusive (100% task coverage) MTL for the work center (e.g., Flight). Place a copy in the trainees OJT record. Supervisor identifies (circle or otherwise designate) only those tasks that pertain to the individual performing the task or duty. Document the AF Form 797 as follows:

4.6.8.1.3.3.1. **(Added)** Use column A, Critical Task, to identify MT performance tasks. All MT performance tasks will be identified as critical indicating the MT Performance Standard applies to the task and third party certification is required.

4.6.8.1.3.3.2. **(Added)** Enter the task number in the task number column. Number in similar manner as the CFETP.

4.6.8.1.3.3.3. **(Added)** Tasks, Knowledge items and Technical References (TR). Enter the task or knowledge item statement. A task performance item will use an action verb describing the action required for the task, such as select, choose, evaluate, describe in writing, etc. If the task statement is a list of specific software tools, it may be stated as: "1.1. Utilize the following software tools:" with each tool listed. The TR is where the training information is found such as technical manual, AFI, or manufacturer's manuals, or locally developed Standard Operating Procedures (SOP).

4.6.8.1.3.3.4. **(Added)** Enter the date training is initiated.

4.6.8.1.3.3.5. **(Added)** Enter the date training is completed or the date transcribed (if transcribed from a previous AF Form 797).

4.6.8.1.3.3.6. **(Added)** Trainee, trainer, and task certifier documents each task completed utilizing their initials.

4.6.8.1.3.3.7. **(Added)** Enter trainee name and page number on the bottom of the form.

4.6.8.1.3.4.1. **(Added)** Examples of AF Form 623a or automated version entries include supervisor initial evaluation, task progression, and explanation of delays or breaks in training, problems encountered with task certification.

4.6.8.1.3.4.2. **(Added)** When used for training-related counseling, include strengths, weaknesses, areas to improve, and means to improve.

4.6.8.1.3.4.3. **(Added)** Maintain the AF Form 623a or automated version as long as it pertains to the current training objective. The supervisor will determine if any additional AF Forms 623a or automated version will remain in the training record.

4.6.8.1.3.4.4. **(Added)** CDC and CDP progression (if enrolled in CDCs). (Maintain until completion of UGT), for military only.

4.6.9.5. **(NASIC)** Mission Training (MT) Performance Standard. MT tasks are trained and qualified to the “Go” level. “Go” means the individual can perform all parts of the task without assistance and meets local standards for accuracy, timeliness, and correct use of procedures, and can identify why and when the task must be done and why each step is needed. (“Go” level equates to 3c “Competent” level in the proficiency code key, see [Attachment 2](#)). (T-3)

MAURIZIO D. CALABRESE, Colonel, USAF
Commander

Attachment 1 (NASIC)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 14-1020, *Intelligence Mission Qualification and Readiness*, 8 Nov 2017

AFI 33-322, *Records Management and Information Governance Program*, 4 June 2012

AFH 36-2235, Volume 11, *Information for Designers of Instructional Systems Application to Unit Training*, 01 Nov 2002.

AFI 36-2670 *Total Force Development, Chapter 4*, 25 June 2020

(Added) *Unit Training Manager Career Development Course Administration Personnel Services Delivery Guide* (PSDG)

(Added) *Unit Training Manager Procedures Personnel Services Delivery Guide* (PSDG)

Abbreviations and Acronyms

(Added) **ADUTM**—Additional Duty Unit Training Manager

AF—Air Force

AFH—Air Force Handbook

AFI—Air Force Instruction

AFJQS—Air Force Job Qualification Standard

AFMAN—Air Force Manual

(Added) **AFRIMS**—Air Force Records Information Management System

(Added) **AFTC**—Air Force Training Course

ANG—Air National Guard

(Added) **CBT**—Computer Based Training

(Added) **CDC**—Career Development Course

(Added) **CDP**—Career Development Program

(Added) **DCIPS**—Defense Civilian Intelligence Personnel System

(Added) **DIAP**—Defense Intelligence Analysis Program

(Added) **DISL**—Defense Intelligence Senior Leader

(Added) **DPD**—Development Division, Education and Training

(Added) **ETMS**—Education and Training Management System

(Added) **IDP**—Individual Development Plan

(Added) **IMA**—Individual Mobilization Augmentee

(Added) **IPO**—Individual Performance Objectives

(Added) **ISD**—Instructional System Design
(Added) **IT**—Initial Training
(Added) **JQS**—Job Qualification Standard
(Added) **MT**—Mission Training
(Added) **NASIC**—National Air & Space Intelligence Center
(Added) **NIS**—National Intelligence Strategy
(Added) **ODNI**—Office of the Director of National Intelligence
(Added) **OPR**—Office of Primary Responsibility
(Added) **PCK**—Proficiency Code Key
(Added) **PIA**—Principle Intelligence Analysts
(Added) **RDS**—Records Disposition Schedule
(Added) **SIA**—Senior Intelligence Analysts
SNCO—Senior Non-commissioned Officers
(Added) **SOP**—Standard Operating Procedures
(Added) **SOT**—Status of Training
(Added) **SOTM**—Status of Training Monitor
(Added) **TFP**—Training Focal Point
(Added) **TNA**—Training Needs Assessment
(Added) **TR**—Technical Reference
(Added) **UGT**—Upgrade Training
(Added) **UTM**—Unit Training Manager

Terms

Certification—a written attestation that the evaluated individual has met the standards of knowledge and performance and is therefore, Qualified. Certifications are accomplished by Third Party Certifiers.

(Added) **Certified/Certify**—1. To attest as certain; give reliable information of; confirm: 2. To testify to or vouch for in writing.

(Added) **Qualification**—an individual's knowledge, skill or ability to competently perform a task or pass an examination to a specified standard. Standards may include but are not limited to: efficacy, speed, safety and accuracy.

(Added) **Qualified**—having the qualities, accomplishments, etc., that fit a person for some function, office, or the like.

Attachment 2 (NASIC)

PROFICIENCY CODE KEY (PCK)

Table A2.1. Proficiency Code Key (PCK).

Proficiency Code Key (PCK)		
	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 only help on the 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 the task. (highly proficient)
*Tasks 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 a 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 * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a 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.		