



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES SPACE FORCE

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MEMORANDUM FOR DISTRIBUTION C
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FROM: HQ USSF Deputy Chief of Space Operations for Intelligence (SF/S2)
2020 Space Force Pentagon
Washington, DC 20330

SUBJECT: Headquarters Space Force Guidance Memorandum Establishing Collection
Management Activities for United States Space Force (USSF) Intelligence
Enterprise

By order of the Secretary of the Air Force, this Guidance Memorandum is the first instance of a to-be published SF/S2 publication that is designed to comply IAW Department of Defense Instruction (DODI) 3325.08 *DoD Intelligence Collection Management*, 17 September 2020. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other USSF publications, the information herein prevails in accordance with Department of the Air Force Instruction (DAFI) 90-160.

This memorandum applies to all civilian employees and uniformed members of the USSF and those with a contractual obligation to abide by the terms of Department of the Air Force (DAF) issuances, except where otherwise noted. This publication does not apply to the United States Air Force except for Air Force Reserve and Air National Guard units performing space operations. Foreign intelligence and counterintelligence are a federal matter, Air National Guard members must be in a proper status, carrying out an approved activity and must comply with intelligence oversight policy.

This memorandum clarifies the methods for USSF Field Commands, Component Commands, Field Operating Agencies, and mission partners to leverage USSF service-retained and institutional capabilities and resources to include Collection Requirements and Production Requirements; however, nothing in this Guidance Memorandum supersedes the authority of a C-FIELDCOM from transmitting operational intelligence requirements to superior joint Higher Headquarters for validation or tasking.

Ensure all records generated because of processes prescribed in this publication adhere to DAFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Department of the Air Force Records Disposition Schedule, located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the

appropriate functional chain of command. The SF/S2 is the OPR for Collection Management and reporting.

This Guidance Memorandum (GM) becomes void after one year has elapsed from the date of this memorandum, or upon publishing of a new publication permanently establishing this guidance, whichever is earlier.

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Attachments:

- 1 – Collection Management Guidance
- 2 – Collection Management Tools
- 3 – Collection and Production Prioritization Schema
- 4 – Terms and Definitions
- 5 – References

Attachment 1 Collection Guidance

1.1 NSIC will serve as the Intelligence Service Requirements Manager. (T-1)

1.1.2. Validate foundational, and scientific and technical intelligence collection requirements and production on behalf of USSF.

1.1.3. Ensure requests to the intelligence community does not duplicate existing requirements or have not been previously satisfied. This process will be accomplished through the system of record for each intelligence discipline and COLISEUM as described in *attachment 2*.

1.1.4. Facilitate documenting foundational and scientific and technical intelligence collection requirements for USSF organizations which do not have access to those systems.

1.1.5. SF/S2 and NSIC will coordinate with SpOC/S2 and the Intelligence Community for operational intelligence collection support to meet requirements as needed.

1.2. SpOC/S2 will serve as the service-retained forces collection management authority. (T-1)

1.2.1 Serve as the entry point for requests for requirements and tasking for intelligence collection and analysis.

1.2.2 Validate intelligence requirements and task the appropriate units for completion. SpOC/S2 may further delegate this authority as needed.

1.2.2.1. Validation and tasking will be handled through Minerva for service retained collection requirements or the system of record for each intelligence discipline as described in attachment 2.

1.2.2.2. Direct any special access program (SAP) requirements into the SMART system as required.

1.2.3. Facilitate documenting requirements for USSF units who do not have access to those systems.

1.2.4. Use the Collection and Production Priority Schema detailed in attachment 2 when assigning priority to validated requirements. (T-1)

1.3. SSC/S2 will submit Acquisitions and Development collection requirements for service-retained intelligence collection in Minerva. (T-1)

1.3.1. Ensure the appropriate classification and network selection are correct before completing the initial request.

1.4. All USSF Component Field Commands.

1.4.1. Will submit collection requirements in Minerva for service retained collection or the system of record for each intelligence discipline for Joint or National collection.

1.4.2 U.S. Space Forces - Space Intelligence Directorate (S4S/S2) will be the central lead to manage and consolidate Collection and Production Requirements from all USSF Field Component Commands. (T-1)

1.4.3. A Reconnaissance, Surveillance, and Target (RSTA) Annex of forces presented support units will be provided to USSF Field Component Commands to communicate detailed information and ensure timely support.

Attachment 2 Collection Management Tools

CI and HUMINT Requirements Reporting and Operations Management Environment (CHROME)	Integrated web-based application for simplified counter-intelligence (CI)/HUMINT requirements and reporting that operations on JWICS and SIPR. HUMINT collection requirements and report evaluations and are submitted this tool. <i>Existing collection requirements are also searchable.</i>
CRATE	Suite of web-based tools querying meta-data populated from national defense collection requirement systems. <i>Allows quick research and identification of existing collection requirements for all-sources.</i>
COLISEUM	Web-based intelligence requirements management system used for <i>acquiring finished all-source intelligence</i> . Enables customers to monitor, track, manage, assign, and validate intelligence production requirements as well as search for past or current intelligence analysis, determine outstanding intelligence requirements, identify intelligence gaps, register intelligence needs and submit RFIs.
GEOINT Information Management System (GIMS)	Centralized system of record for managing GEOINT Information Needs (GIN) to include requirements for tasking national and commercial assets for collection, requirements and exploitation, production, and dissemination of GEOINT data.
MINERVA	Centralized USSF RFI management tool across multiple organizations hosted on Warp Core available on SIPR and JWICS.
National MASINT Requirement System (NMRS)	Web-based application to create and submit MASINT requirements to the National MASINT Office and National MASINT Requirements Subcommittee. NMRS has a read-only search function that can be used for research without a user account. <i>Will be replaced by MASINT 1.</i>

OSCAR-MS

Web-based application for performing collection requirements management which allows analysts and users to send open-source requirements to open-source collectors.

Unified Engagement Environment (UEE)

Web-based application and tool to assist SIGINT consumers in researching, drafting or modifying SIGINT Information Needs (INs).

Attachment 2

Collection and Production Priority Schema

Priority 1 – Expeditionary Support. Allocation of ISR collection and production resources to support Combatant Command tasking during Armed Conflict or War.

Priority 2 – ISR Operations. Allocation of ISR collection and production resources to support service-level and Combatant Command tasking during Competition Below Armed Conflict (Peacetime/Wargaming).

Priority 3 – Orbital Battlespace Awareness. Allocation of ISR collection and production resources to characterize adversary space, counterspace, cyberspace capabilities during foreign launches and GSSAP Operations.

Priority 4 – Space Emphasis Events. Allocation of ISR collection and production resources under time sensitive (fleeting) events to characterize adversary space, counterspace, and cyberspace capabilities.

Priority 5 – Space Situational Awareness. Allocation of ISR collection and production resources to characterize adversary space, counterspace, cyberspace, and space enabling capabilities. (Ex: Acquisition and Development requirements)

Priority 6 – Exercise Support. Allocation of ISR collection and production resources to participate in national, joint, and service exercise.

Priority 7 – Space Domain Awareness Support. Allocation of ISR collection and production resources to support IC Space Domain Awareness information needs that do not meet or align with USSF priorities or above listed priorities.

Attachment 3 Terms and Definitions

Collection. Collection involves the acquisition of required information and provision of that information for processing. Collection managers task the most appropriate available asset, or combination of assets, to satisfy the information requirements. Successfully collecting timely, accurate, and actionable information against an adaptive threat is challenging. Use of multiple sensors and sensor types can increase the likelihood of achieving timely delivery of the information required. (Joint Publication 2-0, *Joint Intelligence*, 5 July 2024)

Collection Management. The process of converting intelligence requirements into collection requirements, establishing priorities, tasking or coordinating with appropriate collection sources or agencies, monitoring results, and retasking, as required. (Joint Publication 2-0, *Joint Intelligence*, 5 July 2024)

Collection Management Authority (CMA). This authority is present at multiple levels of command. At the DoD level, it is the official designated to set priorities for Combatant Command or service collection requirements consistent with national and DoD intelligence priorities, known as the Defense Collection Manager. Within DoD, CMA constitutes the authority to establish, prioritize, and validate theater collection requirements; establish sensor tasking guidance; and develop theater-wide collection policies, which is delegated to the Combatant Command J2 from the Combatant Commander. At the Service level, the Deputy Chief of Space Operations for Intelligence executes CMA as delegated from the SecAF. (DODI 3325.08 DoD Intelligence Collection Management, 17 Sep 2020, *HAF Mission Directive*, 24 Apr 23)

Collection Operations Management (COM). Collections operations management is the authoritative direction, scheduling, and control of specific collection operations and associated processing, exploitation, and reporting resources. Space Force assigned ISR organizations execute collections operations management for assets that they control, or resources delegated by the collection management authority. The collection operations manager schedules and controls collection operations, which includes the processing, exploitation, and dissemination of the collected data. The collection operations manager will select the assets best suited to collect the information needed to satisfy service-specific information requirements. This includes synchronizing the timing of collection with the operational scheme of maneuver and with other intelligence operations such as processing and exploitation, analysis and production, and dissemination. (Joint Publication 2-0, *Joint Intelligence*, 5 July 2024)

Collection Requirement (CR). A valid need to close a specific gap in intelligence holdings in direct response to a request for information. (Joint Publication 2-0, *Joint Intelligence*, 5 July 2024)

Collection Requirements Management. Exists at each command level of every echelon in an organization. The collection requirements manager captures the needs of organizations and converts intelligence-related information requirements into collection requirements, establishing priorities, tasking, or coordinating with appropriate collection sources or agencies, monitoring

results, and retasking, as required. The collection requirements manager, acting on behalf of the collection management authority, prioritizes and registers collection requirements based on the commander's intent, objectives, approved priority intelligence requirements, and the current situation to ensure allocation of assets or resources against the most critical requirements. Activities then transition from CRM to COM. (Joint Publication 2-0, *Joint Intelligence*, 5 July 2024)

Intelligence Discipline. A well-defined area of intelligence planning, collection, processing, exploitation, analysis, and reporting using a specific category of technical or human resources. (Joint Publication 2-0, *Joint Intelligence*, 5 July 2024)

Scientific and Technical Intelligence. Foundational all-source intelligence that covers: a. foreign developments in basic and applied research and applied engineering techniques and b. scientific and technical characteristics, capabilities, and limitations of all foreign military systems, weapons, weapon systems, and materiel; the research and development related thereto; and the production methods employed for their manufacture. Also called S&TI. (Joint Publication 2-0, *Joint Intelligence*, 5 July 2024)

Service Institutional Forces. Forces assigned to Military Department Secretaries designed to carry their functions specified in title 10, US Code, sections 7013, 8013, and 9013. *These are non-operational forces that are under Service control (i.e. NSIC). (FY 2026-2028 Global Force Management Implementation Guidance, May 2025)*

Service-Retained Forces. Operational forces not assigned to a CCMD that remain assigned to the Secretary of the Military Department. Operational forces that remain assigned to the Service, as reflected in the "Forces For" memorandum. This includes Guardians in the Prepare and Ready SPAFORGEN phases. *(FY 2026-2028 Global Force Management Implementation Guidance, May 2025)*

Technical Intelligence. Intelligence derived from the collection, processing, analysis, and exploitation of data and information pertaining to foreign equipment and materiel for the purposes of preventing technological surprise, assessing foreign scientific and technical capabilities, and developing countermeasures designed to neutralize an enemy's technological advantages. It is also called TECHINT. (Joint Publication 2-0, *Joint Intelligence*, 5 July 2024)

Attachment 5
References

- a. DAFI 14-1401 “Intelligence Oversight,” 23 Jan 2025
- b. DODI 3325.08, “*DoD Intelligence Collection Management*,” 17 Sep 2020
- c. *FY 2026-2028 Global Force Management Implementation Guidance*, May 2025
- d. HAFMD 2-4 “*HAF Mission Directive*,” 24 Apr 2023
- e. Joint Publication 2-0, “*Joint Intelligence*,” 5 July 2024