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AIR FORCE SPECIAL OPERATIONS  
COMMAND**

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**Intelligence**

**AIR FORCE SPECIAL OPERATIONS  
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This publication implements Air Force Policy Directive (AFPD) 14-4, *Management of the Air Force Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations Enterprise*, and is consistent with Air Force Instruction (AFI) 14-1020, *Intelligence Mission Qualification and Readiness*. This publication establishes the minimum standards for training and qualifying all personnel performing intelligence operations in Air Force Special Operations Forces (AFSOF) units. This publication applies to all Regular Air Force (RegAF), Reserve and Air National Guard (ANG) intelligence personnel supporting AFSOF operations. The National Guard Bureau (NGB) is considered a major command (MAJCOM) for the purposes of this instruction. This publication does not apply to the 724th Intelligence Squadron. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by the Privacy Act of 1974 Privacy Act System of Records Notice F011 AF AFMC B, Patriot Excalibur, 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD Blanket Routine Uses set forth at the beginning of the Air Force's compilation of systems of records notices also apply to this system. 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. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 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

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## CHAPTER 1

### GENERAL GUIDANCE

**1.1. General.** This instruction provides guidance for training and evaluation management of Air Force Special Operations Forces (AFSOF) unit intelligence personnel. Training policy, guidance, and minimum requirements are set forth for each phase: Initial Qualification Training (IQT), Mission Qualification Training (MQT), Continuation Training (CT), and Specialized Training (ST). Training is designed to progressively develop the combat readiness of each intelligence member while maintaining previously acquired proficiency.

1.1.1. Intelligence Training Policy. The training method for completion of IQT for all 14Ns and 1NX AFSCs is the AFSOF Intelligence Formal Training Unit (IFTU). The training method for completion of MQT, CT and ST requirements are in-unit programs.

1.1.2. Intelligence Readiness. Operational intelligence squadrons and Special Operations Support Squadron (SOSS) intelligence flights will maintain combat mission ready status on all assigned intelligence personnel. **(T-3)**

1.1.2.1. Intelligence personnel will have six months from AFSOF IFTU graduation to complete qualification training requirements. SIO will document procedures for analysts who fail to meet CMR timelines. **(T-3)**

1.1.2.2. Commanders/SIOs will not assign additional duties to intelligence personnel until qualification training is complete, and the member is combat mission ready. **(T-2)**

1.1.2.3. Intelligence personnel will not perform intelligence functions/duties which they are not certified/qualified unless under the direct supervision of a trainer. **(T-2)**

1.1.3. Requirements. The requirements in this instruction and AFSOF Intel Master Training Task List (MTTL) are designated as minimums. Meeting these minimums does not automatically certify/qualify an individual for intelligence duties. Commanders/Senior Intelligence Officers (SIO) may require additional training to meet their unit's certification/qualification requirements.

**1.2. Roles and Responsibilities.** Headquarters Air Force Special Operations Command (AFSOC) Commander. AFSOC/CC delegates the following responsibilities to AFSOC/A2.

1.2.1. AFSOC/A2 will:

1.2.1.1. Develop policy for AFSOF intelligence operations, training and evaluations programs.

1.2.1.2. Designate a lead AFSOC/A2 division for each AFSOF intelligence program.

1.2.2. AFSOC/A2A will:

1.2.2.1. Provide assistance and guidance for unit-level use of Publically Available Information (PAI).

1.2.3. AFSOC/A2F will:

1.2.3.1. In accordance with AFI 90-201, *The Air Force Inspection System*, and AFSOC Supplements/Guidance; conduct Staff Assistance Visits (SAV).

- 1.2.3.2. Coordinate the development and validation of AFSOF Unit Type Codes.
- 1.2.3.3. Coordinate with Headquarters Air Force Reserve Command to provide management of assigned Individual Mobilization Augmentees and Air Force Reserve Command units.
- 1.2.3.4. Annually review policies and procedures.
  - 1.2.3.4.1. Notify affected units of changes to AFSOF MTTL requirements.
- 1.2.3.5. Coordinate intelligence training requirements and allocations.
- 1.2.3.6. Provide baseline training materials for Initial Qualification Training (IQT), Mission Qualification Training (MQT), and Continuation Training (CT).
- 1.2.3.7. Provide requirements for the creation of an IQT training standard, course syllabus and curriculum for AFSOF intelligence personnel through formal course reviews.
- 1.2.3.8. Chair a biannual training conference to review this instruction, training task requirements, and other intelligence programs.
- 1.2.3.9. Assist AFSOF intelligence units with training program development.
- 1.2.3.10. Manage the AFSOF formal intelligence training program.
  - 1.2.3.10.1. Formal School Courses. Formal schools or courses provide mission-essential training that cannot be attained through IQT, MQT, On the Job Training, etc. Formal training includes joint, national, theater, or service courses and can be achieved in-residence, online, or through Mobile Training Teams.
  - 1.2.3.10.2. Annual Screening for Formal Training Requirements. Each calendar year, usually during the third quarter, AFSOC/A2FMT will send a data call for all units to initiate an annual screening of Air Force formal training requirements also known as Mission Readiness Training (MRT). MRT is prioritized according to the training level of urgency. The levels of urgency are divided into level 1 and level 2. Level 1 refers to mission accomplishment training and is defined as training necessary to accomplish the day-to-day mission. Level 2 refers to training needed for mission sustainment, or required to maintain the Air Force's readiness posture.
  - 1.2.3.10.3. Upon receiving the Air Force MRT annual screening notification, SIOs should consider all unit requirements, to include subordinate Squadrons/Detachments, and consolidate and submit course requirements to AFSOC/A2FMT. ANG and Air Force Reserve Command units submit requirements through their command training request process. Unit requirements should be submitted using AF Form 3933, Major Command MRT Request Form, as required and as outlined in AFI 36-2616. MRT funds are limited and SIOs must carefully review, validate, and prioritize each training requirement.
  - 1.2.3.10.4. Prior to each new Fiscal Year, AFSOC/A2FMT receives its allocated quotas for each course from AFSOC/A1KE. It is not unusual to receive fewer allocations than quotas requested. As a result of fewer allocations being levied to the command. AFSOC/A2FMT should notify each unit of the allocation breakout for each MRT course. It is incumbent upon the units to review this breakout for the requirements they submitted during the screening process. If a conflict arises over a

quota, adjudication as to which unit receives it may be based on the units' history of quota utilization, so it is imperative that units fill the quotas they request.

1.2.3.10.5. Scheduling Formal Courses. Units provide AFSOC/A2FMT with projected attendee's name, rank, and Social Security Number 90 days prior to the course start date. Name changes may be made up to 45 days prior to course start date. Units that cannot provide an attendee within the 90-day window should turn in the quota to AFSOC/A2FMT for reallocation. All prerequisites for attendance at any formal school should be completed no later than 60 days prior to course start date. If a member fails to attend training, units provide an explanation to AFSOC/A2F detailing why the person did not attend and the corrective actions taken to preclude future no-shows. AFSOC/A2FMT is the waiver authority for the established timelines.

1.2.4. AFSOC/A2H will:

1.2.4.1. Manage and coordinate the AFSoF Human Intelligence (HUMINT) training program IAW AFSOC/A2 Program Guidance memorandum 19-01.

1.2.4.2. Review and provide input to all AFSoF HUMINT related policies and procedures.

1.2.4.3. Upon request, provide HUMINT analytical training.

1.2.4.4. Provide SME to AFSOC/A2 for all HUMINT related areas of concern.

1.2.4.5. Provide oversight guidance and management of unit-level debriefing programs.

1.2.4.6. Assist units with the conduct of unit-level debriefing programs IAW AFSOC/A2 Program Guidance Memorandum 19-01.

1.2.4.7. Chair quarterly AFSoF HUMINT teleconferences to address issues and provide guidance and direction to unit-level debriefing programs.

1.2.5. AFSOC/A2O will:

1.2.5.1. Convene conferences and working groups (as required) to review and improve AFSoF operations.

1.2.5.2. Advise and assist SOF units in developing AFSoF capability that is compatible with current Tactics, Techniques, and Procedures (TTPs) and performance standards.

1.2.6. AFSOC/A2X will:

1.2.6.1. Manage planning, programming, distribution, and utilization of resources.

1.2.6.2. Direct modernization, fielding, and maintenance of assets and capabilities.

1.2.6.3. Coordinate system requirements with and among AFSoF units.

1.2.6.4. Manage acquisition, upgrade, and product improvement formal feedback processes for fielded systems.

1.2.6.5. Assist units with accreditation and approval authority for fielded intelligence systems.

1.2.6.6. Identify architecture, resources, and personnel requirements to support theater Operations Plans (OPLANS) and Contingency Plans (CONPLANS).

1.2.7. Unit Senior Intelligence Officer (SIO) Duties.

- 1.2.7.1. Lead, organize, train, and equip squadron personnel. (Ref. AFI14-1020, 2.7 Senior Intelligence Officer)
- 1.2.7.2. Provide recommendations to AFSOC/A2 on hiring actions and duty position requirements for Individual Mobilization Augmentees in support of AFSOF missions. **(T-2)**
- 1.2.7.3. Identify personnel, system architectures, and resources required to execute SOF operations, Joint/Unified OPLANS/CONPLANS. **(T-2)**
- 1.2.7.4. Ensure Automated Intelligence Systems management and maintenance.
- 1.2.7.5. Provide expertise to AFSOC/A2 for the development and validation of AFSOF Unit Type Codes. **(T-2)**
- 1.2.7.6. Manage AFSOF resource distribution and utilization. Coordinate with AFSOC/A2 to modernize, field, maintain assets and capabilities, and establish and coordinate system requirements. **(T-2)**
- 1.2.7.7. Coordinate with AFSOC/A2 to develop and manage acquisition, upgrade, and product improvement feedback processes for fielded system implementation, employment, and standardization.
- 1.2.7.8. Coordinate with AFSOC/A2 to review, update, and distribute mission procedures and requirements.
- 1.2.7.9. Coordinate with AFSOC/A2 to determine exercise desired learning objectives (DLO).
- 1.2.7.10. Develop and document long-range plans including budgeting and manpower. **(T-2)**
- 1.2.7.11. Develop local procedures, checklists and/or instructions to support unit support and OPLAN requirements for the following areas: **(T-2)**
  - 1.2.7.11.1. General organization and responsibilities of the intelligence organization.
  - 1.2.7.11.2. Intelligence personnel training program.
  - 1.2.7.11.3. External intelligence training (EIT).
  - 1.2.7.11.4. Intelligence Flying Program.
  - 1.2.7.11.5. Support to Wing/group exercise development and conduct.
  - 1.2.7.11.6. Emergency protection and destruction of classified.
  - 1.2.7.11.7. Coordination with SERE.
  - 1.2.7.11.8. Situation map displays.
  - 1.2.7.11.9. Mobility preparation/procedures.
  - 1.2.7.11.10. Mission planning procedures.
  - 1.2.7.11.11. Briefing, debriefing and reporting.
  - 1.2.7.11.12. Intelligence support to foreign disclosure program, as required.

- 1.2.7.11.13. Ordering and maintaining geospatial information and services (GI&S) products.
- 1.2.7.11.14. Target material development and maintenance, as required.
- 1.2.7.11.15. Emergency action procedures.
- 1.2.7.12. Ensure intelligence integration in force protection and develop local procedures and checklists as required.
- 1.2.7.13. Upon request, provide AFSOC/A2 with a list of Combat Mission Ready (CMR) personnel. **(T-2)**
- 1.2.7.14. Annually review manning position readiness designations. **(T-3)**
- 1.2.7.15. Monitor currencies and requirements for all assigned/attached intelligence personnel using the AFSOC/A2 approved system, which is Patriot Excalibur (PEX). **(T-2)**
- 1.2.7.16. Establish currency training cycle for all assigned/attached intelligence personnel.
- 1.2.7.17. Ensure the unit's Mission Essential Task List (METL) is used as a baseline to periodically evaluate the unit training program. **(T-3)**
- 1.2.7.18. Ensure required intelligence support is provided to supported units and establish feedback loop to improve intelligence support processes. **(T-3)**
- 1.2.7.19. Ensure unit intelligence training is executed with sufficient frequency, consistency and accuracy to ensure currency of personnel knowledge, skills and abilities relevant to the AFSOF mission. **(T-2)**
- 1.2.7.20. Develop standardized training materials and a Master Question File (MQF) with specific questions relevant to the unit mission. **(T-2)**
- 1.2.7.21. Review duty position-specific formal school training requirements and determine if a specific formal training course meets some/all of the unit's MQT/OJT requirements.
  - 1.2.7.21.1. Develop short/long-range training plans to project when unit personnel will attend formal courses.
- 1.2.7.22. Validate MRT level 1 training as mission essential thereby authorizing unit funds for these courses if funding is not available by other means. Provide MRT level 1 training needs to A2F during the annual MRT data call.
  - 1.2.7.22.1. Determine the unit's MRT level 2 mission enhancement training needs and provide to A2F during the annual MRT data call.
- 1.2.8. Unit Intelligence Personnel Responsibilities. Unit intelligence personnel shall:
  - 1.2.8.1. Provide intelligence to the unit during all phases of operations. This includes, but is not limited to, current intelligence, threat briefings, mission planning, pre-mission briefings, debriefings and reports. **(T-2)**
  - 1.2.8.2. Attend and participate in continuation intelligence training sessions. **(T-2)**



1.2.8.3. Conduct briefings/training as assigned by the continuation intelligence training program manager. (T-2)

## CHAPTER 2

### INITIAL QUALIFICATION TRAINING

**2.1. Overview.** This chapter outlines the minimum requirements for IQT of AFSOF unit intelligence personnel. Members are not fully qualified to perform AFSOF intelligence duties, until successful completion of both IQT and MQT.

**2.2. General Requirements.** The method of IQT is the in-residence AFSOF IFTU. **(T-2)**

2.2.1. Waiver to perform in-unit IQT will be submitted to AFSOC/A2.

2.2.1.1. Requests to conduct local IQT must include the following:

2.2.1.1.1. Justification for local training in lieu of formal course training.

2.2.1.1.2. Summary of individual's intelligence career field experience.

2.2.1.1.3. Date training begins and expected completion date.

2.2.1.1.4. Requested exceptions to formal course syllabus, with rationale.

2.2.2. If conducting in-unit IQT, the member must be scheduled to complete the Introduction to Special Operations Course (ISOC). **(T-2)**

**2.3. Prerequisites.** Course prerequisites are IAW the appropriate formal course syllabus and can be found on ETCA.

**2.4. Intelligence Training.**

2.4.1. Training will be completed within the time specified by the AFSOF IFTU syllabus. Failure to complete training within the specified time requires notification to AFSOC/A2 with person's name, rank, reason for delay, planned actions, and estimated completion date. AFRC unit and IMA IFTU requests will be routed through AFRC/A2F. Timeline waivers will be issued as appropriate or if scheduled, delay will be annotated and tracked. **(T-2)**

2.4.2. Formal course syllabus mission objectives and tasks are minimum requirements for IQT; however, additional training events may be added at the discretion of the course manager for reasons based on student proficiency, experience or non-progression.

2.4.3. If waiver for local IQT is approved, personnel completing local IQT should be evaluated according to the same criteria as individuals completing the formal IFTU course. **(T-2)**

**2.5. AFSOF IFTU Scheduling.**

2.5.1. AFSOF Intel personnel must attend AFSOF IFTU within 60 days of arrival to the unit. **(T-2)**

## CHAPTER 3

### MISSION QUALIFICATION TRAINING

**3.1. Overview.** This chapter outlines the minimum requirements for MQT, and is necessary to prepare intelligence personnel to qualify in an AFSOF duty position. Upon completion of IQT and MQT, the intelligence member is eligible for CMR status.

**3.2. General Requirements.** All intelligence personnel will complete MQT. The baseline for building MQT is the applicable AFSOF MTTL. **(T-2)**

**3.3. Training Requirements.** Complete all academic training (Knowledge and Task) delineated in applicable AFSOF MTTL requirements. Units will develop a syllabus and training materials to support an MQT training program that trains the requirements contained within the AFSOF MTTL. SIOs can add training tasks, but not remove any training tasks contained within the AFSOF MTTL. Unit programs of instruction should include all unique local area procedures and ensure the trainee is able to demonstrate knowledge and/or task proficiency via separate assessments on each area. **(T-3)**

**3.4. Written Examination.** Intelligence personnel will complete a written examination before the end of MQT. **(T-3)**

3.4.1. Unit will develop and maintain a Master Question File (MQF). **(T-3)**

3.4.1.1. MQF questions will be reviewed annually. **(T-3)**

3.4.1.2. Ensure at least 10% of MQF questions are changed annually. **(T-3)**

3.4.2. Conduct 100% accountability of all hardcopy exams during monthly inventories and document inventory results. **(T-3)**

3.4.3. Ensure all examination materials are clearly marked "Controlled Item-Test Material" on the top and bottom of each page of the exams as well as on cover sheets and each exam will also be labeled with a unique control number IAW AFMAN 36-2664, Chapter 4. **(T-3)**

3.4.4. All classified exams will be marked IAW The Intelligence Community Classification and Control Markings Implementation Manual, V2, Edition 1 (Version 2.1), 5 January 2009 and Executive Order 12958, as amended. **(T-3)**

3.4.5. Test Compromise. If an exam was/could have been compromised, the SIO will notify the unit commander who will determine if a Command-Directed Investigation into the facts and circumstances is appropriate direct an investigation to document the underlying facts and circumstances. **(T-3)**

**3.5. Task Evaluation.** Units shall assemble materials using current intelligence, unit tasking and area of responsibility (AOR) scenarios that incorporate all appropriate evaluation requirements. Deployments are prohibited from being used in the evaluation process. (Real world contingencies may provide a unique opportunity to conduct an evaluation; however, factors beyond the control of the examinee and trainer may preclude its successful completion). Units will develop evaluation criteria for all mandated task requirements. **(T-3)**

**3.6. Grading Instructions.** Trainers will compare examinee performance for each area accomplished during the evaluation with the standards developed by the SIO, and assign an

appropriate grade for each area. Derive the overall grade from the area grades based on a composite for the observed events and tasks IAW SIO instructions. Trainers will use the SIO developed grading criteria to determine individual area grades. Trainer judgment must be exercised when the wording for general graded areas is subjective and when specific situations are not covered. Trainers will be expected to use their personal experience and knowledge in the assessment of examinee performance and determination of overall grade. Discrepancies or issues with grading or unsatisfactory performance will be resolved by the SIO. **(T-3)**

**3.7. Additional Training.** Trainers are responsible for recommending additional training as necessary. Document any additional training and completion. **(T-3)**

**3.8. Unsatisfactory Performance.** Examinees receiving an overall unqualified grade shall be placed in supervised status until recommended additional training is completed and/or a reevaluation is successfully accomplished. **(T-3)**

3.8.1. Upon the initial failure of either the written examination or performance based evaluation, the trainer will determine remedial training required.

3.8.2. Upon the second failure of either the written or performance based evaluation, a Training Review Board (TRB) will be convened to determine a course of action. TRBs are convened to address an individual's inability to successfully complete required training (e.g. failed examinations, failed evaluations, failure to attain/maintain proficiency or failure to progress). TRBs shall include a training representative, the member's supervisor, and anyone else deemed necessary by the SIO. Training will compile TRB minutes with recommendations for remedial training and/or other courses of action and forward to the SIO for review and final approval. Training will file approved TRB minutes in the member's training record. **(T-3)**

## CHAPTER 4

### CONTINUATION TRAINING

**4.1. General.** This chapter outlines intelligence Continuation Training (CT) requirements for CMR readiness for AFSOF intelligence personnel. CT will be comprised of requirements as defined by the SIO for, including but not limited to theater indoctrination, task requirements, and current intelligence briefings.

**4.2. Requirements.** A CT program manager will be appointed by the SIO in writing, and will ensure all assigned intelligence personnel attend scheduled program events, or receive and document make-up training on missed subjects.

**4.3. Currency.** SIOs will establish currency requirements for CMR personnel. **(T-3)**

**4.4. Regression.** If an intelligence analyst does not meet currency requirements throughout the SIO defined training cycle, the SIO may direct the analyst be regressed to N-CMR. Document regression and the steps taken to correct the situation in the member's positional training record via the AFSOC approved online documentation system. **(T-3)**

4.4.1. CMR intelligence analysts regressed to N-CMR for failing to remain current should complete a SIO-approved re-qualification program to return to CMR currency. The training accomplished during the re-qualification program may be credited toward training requirements for the training cycle. **(T-3)**

**4.5. Requalification.** For intelligence personnel whose qualification has expired, refer to AFI 14-1020, *Intelligence Mission Qualification and Readiness*.

## CHAPTER 5

### SPECIALIZED TRAINING

**5.1. Specialized Training Programs.** This chapter outlines specialized training programs for specialized qualifications that apply to AFSOF intelligence units. These qualifications are in addition to the unit's core missions and do not apply to all assigned intelligence personnel. These programs are intended to provide SIOs the minimum approved specialized training programs for individuals with no previous qualifications and may be tailored for intelligence personnel with current qualifications, prior experience, currency, documented performance or formal training. Unless governed by a formal syllabus, these programs consist of unit-developed academics and scenarios.

5.1.1. AFSOF Intelligence Trainer. This program establishes the minimum guidelines for intelligence personnel identified by the SIO to perform Internal Intelligence Trainer duties.

5.1.1.1. Complete MQT. **(T-2)**

5.1.1.2. Be current and qualified in their readiness status (CMR). **(T-2)**

5.1.1.3. Complete an SIO approved Intelligence Trainer instruction: **(T-3)** At minimum, trainees should explain Threads of Instructorship terms and concepts.

5.1.2. External Intelligence Trainer. This program establishes minimum guidelines for intelligence personnel identified by the SIO to perform external intelligence training duties.

5.1.2.1. Complete MQT. **(T-2)**

5.1.2.2. Be current and qualified in their readiness status (CMR). **(T-2)**

5.1.2.3. Complete an SIO approved External Intelligence Trainer instruction. **(T-3)**

5.1.3. HUMINT Debriefer. This program establishes the minimum guidelines for intelligence personnel identified by the SIO to perform HUMINT debriefing duties.

5.1.3.1. Members selected must complete MQT and be CMR.

5.1.3.2. Complete the Defense Strategic Debriefing Course (DSDC).

5.1.4. JSOAC J2. This program establishes minimum guidelines for intelligence personnel identified by the SIO to deploy in support of a JSOAC J2 function.

5.1.4.1. Complete MQT and be CMR.

5.1.4.2. Complete the AFSOF JSOAC C2 MTTL.

5.1.4.3. Complete SOF AC2C training course.

5.1.4.4. Complete JSOAC C2 training course.

## CHAPTER 6

### EXTERNAL INTELLIGENCE TRAINING

**6.1. Introduction.** Only qualified external intelligence trainers should conduct unsupervised external intelligence training. This training includes, threat knowledge, visual recognition (VR), collection and reporting (C&R), personnel recovery (PR), and intelligence integration in force protection (FP). External training will be coordinated with the wing or group Weapons and Tactics Flight, as appropriate. The SIO may determine if other unit personnel require external training and will modify training requirements as appropriate. **(T-3)**

#### **6.2. SIO Responsibilities:**

6.2.1. Establish an external intelligence training program in coordination with supported units that is tailored to the unit's mission, weapons system(s), projected wartime tasking and expected base/deployment location(s). **(T-3)**

6.2.2. Appoint in writing an external intelligence training program manager to oversee program execution. When assigned, the USAFWS graduate will be appointed as the EIT program manager. **(T-3)**

6.2.3. Ensure only qualified external intelligence trainers conduct unsupervised external intelligence training events. **(T-3)**

6.2.4. Ensure development of written guidance that identifies procedures for conducting, documenting, testing, evaluating, monitoring and reporting EIT. Coordinate EIT written guidance with all applicable commanders, detailing how the external intelligence training program will be conducted. **(T-3)**

6.2.5. Ensure EIT guidance and scheduling is coordinated with any agency (e.g. Weapons and Tactics, Survival, Evasion, Resistance and Escape (SERE), Aircrew Flight Equipment (AFE)) that assists intelligence personnel in providing training. This guidance will also be coordinated with any agency for which intelligence training is provided on a regularly scheduled basis. **(T-3)**

6.2.6. Review training objectives prior to the beginning of the SIO established EIT cycle. **(T-3)**

6.2.7. Actively solicit feedback to ensure training objectives are meeting training requirements. **(T-3)**

6.2.8. Ensure trend analysis is conducted following each training cycle and lessons learned are applied during subsequent cycles, as applicable. **(T-3)**

**6.3. External Intelligence Training Program Manager Responsibilities.** The external intelligence training program manager will:

6.3.1. Develop and implement an EIT program that will include, but not be limited to: Threat Knowledge, Collection and Reporting (C&R). Visual Recognition (VR) Personnel Recovery (PR), and Intelligence Integration in Force Protection (FP). **(T-3)**

6.3.2. Tailor the EIT program to meet mission requirements. **(T-3)**

6.3.3. Cover all required areas within the SIO established EIT cycle. **(T-3)**

6.3.4. Include input from operational units, tactics representative, aircrew flight equipment (AFE) personnel, security forces (SF) personnel, Air Force Office of Special Investigations (AFOSI), and Survival, Evasion, Resistance and Escape (SERE) specialists, as appropriate. **(T-3)**

6.3.5. List specific training objectives for each major area of intelligence training and the training method and resources used to satisfy the objective. Training methods may include, but are not limited to: briefings, demonstration-performance, formal and informal lectures. Training resources may include, but are not limited to: threat-of-the day briefings, current intelligence briefings, academic training sessions, theater orientation briefings and weapons system videos. **(T-3)**

6.3.6. Evaluate objectives for each EIT category with an evaluation. **(T-3)**

6.3.7. Provide a written evaluation report of the wing/group EIT program to the appropriate wing/group commander at the end of each training cycle. The report will include as a minimum: the percent or number of personnel trained; trend analysis (high miss questions, weak areas, etc.); and corrective actions taken. **(T-3)**

6.3.8. Ensure squadron assigned intelligence personnel have completed External Intelligence Trainer training and maintain currency. Ensure only qualified trainers conduct unsupervised external intelligence training. **(T-3)**

**6.4. External Intelligence Trainer Responsibilities.** Unit intelligence trainers will:

6.4.1. Provide input to and execute the wing/group external intelligence training program for assigned and attached operators. **(T-3)**

6.4.2. Administer external intelligence training evaluation to all personnel covered by the EIT plan as required. **(T-3)**

6.4.3. Document all external intelligence training provided. At a minimum, include: **(T-3)**

6.4.3.1. Names of personnel receiving training.

6.4.3.2. Date the training was accomplished.

6.4.3.3. Training topic.

6.4.3.4. Name of the external intelligence trainer conducting the training event.

**6.5. External Intelligence Training Categories.** The EIT program will include the following categories: **(T-3)**

6.5.1. Threat Knowledge.

6.5.1.1. Develop threat knowledge training objectives tailored to AFSOF unit mission, local area, expected Area of Responsibility (AOR) deployment base(s) forward operating locations, and vulnerability assessments. **(T-3)**

6.5.1.2. Threat training briefings will be conducted IAW Wing Commander delegated authority. **(T-3)**

6.5.1.3. Air Force Tactics Techniques and Procedures (AFTTP) 3-1 *Threat Reference Guide and Countertactics*, is the primary reference for threat knowledge training. Ensure training is current with the latest edition. AFTTP 3-1 or any other applicable volume can



be supplemented with other classified and unclassified publications such as Tactics Bulletins, Tactics Analysis Reports, Country Studies, etc. **(T-3)**

#### 6.5.2. Collection and Reporting (C&R).

6.5.2.1. Training should focus on items necessary to enable AFSoF operators to initiate reports (In-Flight Report (INFLTREP), etc.), execute debriefing responsibilities and collect required information to complete the intelligence-generated mission report (MISREP) and intelligence report (INTREP). **(T-3)**

6.5.2.2. Ensure training identifies and describes both theater-specific reporting requirements and time lines; include peacetime MAJCOM reporting requirements and theater and higher headquarters (HHQ) essential elements of information (EEI) for MISREPs. **(T-3)**

#### 6.5.3. Visual Recognition (VR).

6.5.3.1. Develop specific VR training objectives tailored to the unit's mission, base and forward operating locations. Training should focus on recognizing friendly and enemy ground forces and equipment likely to be encountered in the unit-tasked AOR, including non-traditional threats/asymmetric threats (IED, Human Domain, etc.), rotary- and fixed-wing airframes as applicable, ground equipment and naval vessels as applicable. **(T-3)**

6.5.3.2. Training should incorporate camouflage, concealment and deception (CC&D) tactics and various threat system configurations used in the AOR. Identify key differences between friendly weapon systems and threat weapon system look-alikes. Include examples of weapons employment training to illustrate to aircrew how threats might appear when employed. **(T-3)**

6.5.3.3. Training should teach operators how to describe threats they encounter to assist intelligence personnel in positive identification. **(T-3)**

6.5.3.4. When available, use HHQ developed VR training programs, weapon system video (WSV), CDs and web-based training materials. **(T-3)**

#### 6.5.4. Personnel Recovery (PR).

6.5.4.1. IAW AFI 16-1301, *Survival, Evasion, Resistance, And Escape (SERE) Program*, SERE specialists will coordinate PR operational support responsibilities with intelligence and document responsibilities in a Memorandum of Agreement (MOA). **(T-3)**

6.5.4.2. Provide academic instruction on personnel recovery IAW AFI 16-1301 and supporting documents. **(T-3)**

STEPHEN C. PRICE, COLONEL, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DODI 3305.02, *DOD General Intelligence Training*, 12 August 2015

DODM 5105.21, Volume 1, *Sensitive Compartmented Information (SCI) Administrative Security Manual: Administration of Information and Information Systems Security*, 19 October 2012

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

AFI 16-1301, *Survival, Evasion, Resistance, And Escape (SERE) Program*, 02 Aug 2017

AFI 36-2616, *Technical Training Requirements*, 9 October 2018

AFI 33-322, *Records Management and Information Governance Program*, 6 March 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 90-201, *The Air Force Inspection System*, 20 November 2018

AFMAN 14-403, *Sensitive Compartmented Information Security And Intelligence, Surveillance, And Reconnaissance Systems Cybersecurity And Governance*, 3 September 2019

AFMAN 36-2664, *Personnel Assessment Program*, 16 May 2019

AFTTP 3-1, *Threat Guide, Threat Reference Guide and Countertactics Manual*, 30 October 2017

AFTTP 3-3, *Attachment 2, Integrated Planning & Employment*, 27 August 2018

***Adopted Forms***

AF Form 623a, *On-The-Job Training Record-Continuation Sheet*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3933, *MAJCOM MRT Request Form*

AF Form 4350, *Certificate of Intelligence Qualification*

AF Form 4381, *Intelligence Gradesheet*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AFPD**—Air Force Policy Directive

**AFSOC**—Air Force Special Operations Command  
**AFSOF**—Air Force Special Operations Forces  
**ANG**—Air National Guard  
**AOR**—Area of Responsibility  
**AFTTP**—Air Force Tactics, Techniques, and Procedures  
**C2**—Command and Control  
**CMR**—Combat Mission Ready  
**COCOM**—Combatant Command  
**CSAR**—Combat Search and Rescue  
**CSD**—Course Start Date  
**CT**—Continuation Training  
**DODM**—Department of Defense Manual  
**EI**—Essential Element of Information  
**EPA**—Evasion Plan of Action  
**EVC**—Evasion Charts  
**FY**—Fiscal Year  
**HUMINT**—Human Intelligence  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IFTU**—Intelligence Formal Training Unit  
**IMA**—Individual Mobilization Augmentee  
**IMINT**—Imagery Intelligence  
**IQT**—Initial Qualification Training  
**ISOPREP**—Isolated Personnel Report  
**ISR**—Intelligence, Surveillance, and Reconnaissance  
**JP**—Joint Publication  
**JPRC**—Joint Personnel Recovery Center  
**JSOAC**—Joint Special Operations Air Component  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**METL**—Mission Essential Task List  
**MISREP**—Mission Reports

**MQF**—Master Question File  
**MQT**—Mission Qualification Training  
**MRT**—Mission Readiness Training  
**NAF**—Numbered Air Force  
**NGB**—National Guard Bureau  
**ODNI**—Office of the Director of National Intelligence  
**OJT**—On-the-Job Training  
**OPR**—Office of Primary Responsibility  
**PCS**—Permanent Change of Station  
**PR**—Personnel Recovery  
**PT**—Proficiency Training  
**RDS**—Records Disposition Schedule  
**RFI**—Request for Information  
**SI**—Special Intelligence  
**SIO**—Senior Intelligence Officer  
**SOF**—Special Operations Forces  
**ST**—Specialized Training  
**TTP**—Tactics, Techniques and Procedures  
**USAF**—United States Air Force  
**USSOCOM**—United States Special Operations Command

### *Terms*

**Area of Responsibility (AOR)**—The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.

**ATO/ACO/SPINS/ASR/STSR Breakout**—Identifying and breaking out the elements of the air tasking order, airspace control order, special instructions, air strike request (ASR) and special tactics support request (STSR).

**Automated OB**—Order of battle maintained using intelligence support systems.

**Certification**—Procedure used to document competency in a particular task.

**Close Air Support (CAS) Fundamentals**—Personnel recovery (PR) familiarization training on close air support terms and concepts and how PR operations are integrated.

**Changeover Briefing**—A briefing to provide incoming personnel a synopsis of events and issues to prepare them for their shift. Include issues needing immediate attention, pending tasks, personnel and equipment problems, work center status and briefing times

**Combat Mission Ready (CMR)**—The status of unit intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency as outlined in this instruction.

**Continuation Training (CT)**—Continuation Training provides the volume, frequency, and mix of training necessary for intelligence personnel to maintain proficiency in their assigned qualification level. CT is separate from skill level upgrade training, although CT may fulfill some skill level upgrade training requirements.

**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.

**Debriefing**—The process to convert mission information into intelligence for dissemination to affected parties. The intelligence specialist will extract relevant mission intelligence from unit operators, ask amplifying questions relevant to the mission, identify time-sensitive information and disseminate appropriately and expeditiously.

**Deployment Briefing**—A briefing to provide intelligence to unit operators, key staff, and deploying personnel prior to deployment. Intelligence is tailored to the unit's specific mission, roles and combat profiles in accordance with the unit OPLAN/OPORD tasking. It includes a synopsis of the military and political situation generating the deployment, enemy activity and force disposition (air, ground and naval, as applicable) in the AOR and along deployment route, enemy tactics and employment strategies, potential and or anticipated enemy reactions to the deployment, possible en-route hazards to flight, bailout or alternate landing issues (for hostile, friendly and neutral areas), known threats (terrorist or regular military forces) in vicinity of bed down location, reporting instructions and essential elements of information (EEI) and additional items as dictated by the local situation.

**External Intelligence Trainer (EIT)**—Current and qualified intelligence personnel who have completed the EIT Specialized Training. Only EITs may conduct unsupervised intelligence training for unit operators.

**Force Protection (FP)**—Actions taken to prevent or mitigate terrorism and other hostile actions against Department of Defense personnel (to include family members), resources, facilities, and critical information. These actions conserve the force's fighting potential so it can be applied at the decisive time and place and incorporate the coordinated and synchronized offensive and defensive measures to enable the effective employment of the joint force while degrading opportunities for the enemy.

**Intelligence Preparation of the Operational Environment (IPOE)**—An analytical methodology employed to reduce uncertainties concerning the enemy, environment, and terrain for all types of operations. Intelligence preparation of the operational environment builds and extensive data base for each potential area in which a unit may be required to operate. The database is then analyzed in detail to determine the impact of the enemy, environment, and terrain on operations and presents it in graphic form. Intelligence preparation of the operational environment is a continuing process.

**Intelligence Reports**—Reports generated by intelligence personnel to provide information to higher headquarters (e.g., Mission Reports (MISREPs) and Intelligence Reports (INTREPs)).

**Intelligence, Surveillance and Reconnaissance (ISR)**—Intelligence, surveillance, and reconnaissance functions are principal elements of U.S. defense capabilities, and include a wide variety of systems for acquiring and processing information needed by national security decision-makers and military commanders.

**Joint Personnel Recovery Center (JPRC)**—The primary joint force organization responsible for planning and coordinating personnel recovery for military operations within the assigned operational area.

**Manual OB**—Order of battle maintained using maps and charts.

**Mission Briefing**—A briefing to provide unit operators with the latest intelligence affecting the mission. Special tactics units refer to their mission briefing as a —special tactics team in-brief and personnel recovery units often refer to their mission briefing as an —alert briefing. Accurate and timely intelligence should be provided on the general situation since the last briefing, target/objective information, general situation in the target/objective area, en route and target/objective area threats (SAMs/AAA/air/naval/laser and spectral interference threats/etc.), and other factors essential to mission success.

**Mission Planning**—The planning accomplished by intelligence personnel to support the operational mission. Mission planning provides operators with the intelligence materials necessary to accomplish the mission and may include route maps, imagery, and other local mission folder requirements. Operators should receive the latest intelligence and most accurate information available on routes, target/objective areas, en-route threats, evasion and recovery and other factors essential to planning the mission.

**Mission Qualification Training (MQT)**—Training needed to qualify intelligence personnel to perform their specific unit mission in an assigned position. This training is a prerequisite for CMR status.

**Personnel Recovery (PR)**—The aggregation of military, civil, and political efforts to obtain the release or recovery of personnel from uncertain or hostile environments and denied areas whether they are captured, missing, or isolated.

**Senior Intelligence Officer (SIO)**—The SIO is the highest-ranking Air Force officer holding the 14N3 or 14N4 AFSC or Series 0132 Civilian serving in an Air Force intelligence position. The SIO's authority extends to all directly subordinate units. Installations with intelligence activities in different chains of command will have separate SIOs. In this capacity, the SIO provides senior guidance on all policy development, interpretations, and applications. 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 progress.

**Situation Briefing**—The briefing which provides the latest intelligence to assist commanders, staff and unit operators in their decision making. It incorporates significant military and or political events, enemy force disposition (ground, air and air defense, naval, as applicable), indications of impending enemy attack, enemy tactics and or employment strategies, potential course of enemy action, local area situation (terrorism, sabotage, subversion threats, etc.).

**Specialized Training**—Training in any skills necessary to carry out the unit's assigned missions that is not required for every AFSOC intelligence specialist. Specialized Training is accomplished

after Mission Qualification Training and after the member has attained CMR status, and is in addition to CMR requirements.

**Special Tactics Commander's Back Brief**—The feasibility briefing given by special tactics intelligence to commander(s) prior to mission execution. It includes the general situation since the last briefing, output from mission planning (e.g. target information, general situation in the target area, en route and target area threats (SAMs/AAA/air/naval/laser and spectral interference threats/etc.)) and other factors affecting mission success.

**Step Briefing**—A briefing given to unit operators immediately prior to departure for tasked mission. The step briefing provides operators with last minute intelligence affecting their mission and highlights changes in the intelligence situation since the mission briefing.