

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 14-105**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**



**29 JULY 2003**

**Intelligence**

**UNIT INTELLIGENCE MISSION AND RESPONSIBILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 14-105, 3 June 2002, is supplemented as follows:**

This supplement applies to all AETC units and members, AETC-gained Air National Guard and Air Force Reserve Command units and members. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. Waiver authority to this publication is HQ AETC/DO. Submit suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, through command channels to HQ AETC/DOYI, 1 F Street, Suite 2, Randolph AFB TX 78150-4325.

**SUMMARY OF REVISIONS**

This is a new supplement that supersedes AETCI 14-101, dated 29 July 1994. It incorporates staff assistance visit procedures, and unit-level internal and external training responsibilities.

1.1.1.1. HQ AETC/DOYI's, Command Intelligence Branch, mission is operational intelligence, intelligence planning, force management for AETC, and SCI management to the headquarters and subordinate units.

1.1.1.2. HQ AETC/DOYIU, Unit Support, performs staff assistance visits (SAV) when requested by the wing/group IN. The SAV program is designed to evaluate the internal and external training programs and compliance with unit mission responsibilities. Typically, headquarter SAVs are accomplished six months prior to an AETC Inspector General (IG) inspection, however, the IN may request a SAV at any time except within 120 days of an IG inspection. Requests for SAVs should be submitted via message to HQ AETC/DOY no later than 60 days prior to the desired visit. The requesting unit's commander and the IN will receive a written SAV report approximately 15 days after the visit.

1.1.1.4. HQ AETC/DOYIU will provide a Standard Intelligence Document List (SIDL) to be updated semiannually, as a minimum. The SIDL is posted on the HQ AETC/DOYI SIPRNET website. Submit waiver requests via an electronic memo from the IN to HQ AETC/DOYIU.

1.1.1.6. HQ AETC/DOYIX, Intelligence Plans, Programs, and Systems, is the command office of primary responsibility (OPR) for intelligence systems requirements. HQ AETC/DOYIX oversees fielding and use of

automated intelligence systems (AIS) used for processing, exploitation, and dissemination of intelligence products. Contact HQ AETC/DOYIX for AIS procurement, training, and software upgrades.

1.1.1.7. HQ AETC/DOYIF provides policy, guidance, and oversight as the command focal point for targeting and geospatial services. HQ AETC/DOYIF manages all matters pertaining to command targeting, target materials, and geospatial products and services.

1.1.1.8. HQ AETC/DOYIF is the initial point of contact for production requirements (PR), and other information to include mission-planning materials. HQ AETC/DOYIF will review and validate all RFIs and PRs submitted through COLISEUM, and will track RFI/PRs progress.

1.1.1.9. HQ AETC/DOYS, Special Security Office (SSO), is the servicing SSO for AETC, and exercises overall management of sensitive compartmented information (SCI) programs in the command.

1.1.1.10. HQ AETC/DOYI publishes compliance criteria in the HQ AETC/IG Checklist, Intelligence Functional Area.

1.1.1.11. HQ AETC/DOYI, Intelligence Reserve Support Team, exercises overall management of the Intelligence Individual Mobilization Augmentation (IMA) program within the command in accordance with AFI 36-2629, *Individual Mobilization Augmentee Management*. The AETC Intelligence IMA Program Management Guide, produced by HQ AETC/DOYI, outlines units' roles and responsibilities in the management of their IMAs. The AETC Intelligence IMA Program Management Guide is available on the HQ AETC/DOYI web page.

1.1.1.11.1. (Added)(AETC) The AETC Reserve support team (RST) chief will:

1.1.1.11.1.1. (Added)(AETC) Conduct a unit military personnel appropriation (MPA), Reserve personnel appropriation (RPA), and formal school annual data call, validate inputs, and submit requirements to HQ USAF/XOI-RE.

1.1.1.11.1.2. (Added)(AETC) Assist AETC SIO in management of IMA voluntary active duty tours, detailing actual funds expended, and work performed and report quarterly to HQ USAF/XOI-RE.

1.1.1.11.1.3. (Added)(AETC) Assist with IMA issues, and monitor the status of performance reports, promotion recommendation forms (PRF), awards, and decorations as required.

1.1.1.11.1.4. (Added)(AETC) Assist IMA personnel with the identification and scheduling of required formal intelligence training through HQ USAF/XOI-RE and HQ ARPC.

1.1.1.11.1.5. (Added)(AETC) Ensure IMAs maintain eligibility requirements to fulfill duty obligations including physical fitness, dress and appearance, security clearance, training and education (duty position, upgrade, ancillary, and PME), mandatory fiscal year (FY) inactive duty training (IDT) and active training (AT) requirements, and medical and dental readiness.

1.1.1.11.1.6. (Added)(AETC) Ensure IMAs schedule/perform all FY annual requirements prior to requesting MPA and RPA tours.

1.1.1.11.1.7. (Added)(AETC) Designate/ensure units designate individual unit reserve coordinators (URC)/Reserve forces manager (RFM) to fulfill duties as described in AFI 36-2629.

1.1.1.11.1.8. (Added)(AETC) Facilitate IMA security clearance processing through HQ AIA security office as necessary.

1.1.1.11.1.9. (Added)(AETC) Mentor junior IMA personnel.

1.1.1.11.1.10. (Added)(AETC) The RST chief will ensure that all IMA and unit reservist internal and external intelligence training is properly documented in accordance with established guidance.

1.1.1.11.2. (Added)(AETC) URCs/RFM's will:

1.1.1.11.2.1. (Added)(AETC) Build and maintain IMA management folder in accordance with guidance from HQ AETC/DOYI.

1.1.1.11.2.2. (Added)(AETC) Coordinate all annual and special tours with the IMA, active duty supervisor, and HQ AETC/DOYI.

1.1.1.11.2.3. (Added)(AETC) Ensure officer performance reports (OPR), enlisted performance reports (EPR), PRFs, and awards and decorations are completed by active duty supervisor, with original forwarded to HQ ARPC (through local MPF), and a copy forwarded to HQ AETC DOYI.

1.1.1.11.2.4. (Added)(AETC) Ensure billeting, transportation, and security clearance arrangements are accomplished prior to each tour.

1.1.1.11.2.5. (Added)(AETC) Ensure unit information and orientation is provided to IMA before each tour.

1.1.1.11.2.6. (Added)(AETC) Ensure applicable changes in unit policy and procedures are communicated to IMAs.

1.1.1.11.2.7. (Added)(AETC) Ensure IMAs complete applicable intelligence, ancillary, and mobilization readiness training, and are equipped with appropriate equipment.

1.1.1.12. HQ AETC/DOYIF is the command OPR for contingency and manpower issues.

1.1.2. The operations support squadron (OSS) intelligence flight commander (OSF) is also the wing intelligence officer (IN). The wing IN is responsible to lead, organize, train, and equip all wing intelligence personnel and functions to support the wing mission.

1.1.2.13. Develop intelligence reference document requirements based on the unit mission, operation plans (OPLAN), contingency plans (CONPLAN), tactics, techniques, and procedures (TTP), and other taskings. Do not rely on the AETC SIDL as an all-inclusive intelligence reference list.

1.1.2.13.2. Use the Joint Dissemination System (JDS) website to order intelligence publications from national level producers. Units may order documents by submitting an electronic DD 1149, **Requisition and Invoice/Shipping Document**, from the JDS website. Automatic distribution for intelligence reference files is possible by maintaining a current statement of intelligence interest (SII) in JDS.

1.1.2.18. Ensure written instructions are maintained identifying all procedures and responsibilities for peacetime and contingency operations to standardize performance, and provide continuity. Review written instructions annually and update whenever necessary due to procedural changes. The IN will ensure current written instructions are available for the following activities when applicable to unit operations:

1.1.2.18.1. (Added)(AETC) General organization and responsibilities of the intelligence section.

1.1.2.18.2. (Added)(AETC) Internal intelligence training.

1.1.2.18.3. (Added)(AETC) Self-assessment procedures.

1.1.2.18.4. (Added)(AETC) Exercise development and conduct.

1.1.2.18.5. (Added)(AETC) Emergency protection or classified destruction.

1.1.2.18.6. (Added)(AETC) Intelligence oversight program.

1.1.2.18.7. (Added)(AETC) External intelligence training.

1.1.2.18.8. (Added)(AETC) Aircrew certification/verification program.

1.1.2.18.9. (Added)(AETC) Support to force protection.

1.1.2.18.10. (Added)(AETC) Mobility preparation/procedures.

1.1.2.18.11. (Added)(AETC) Briefing, debriefing, and reporting.

1.1.2.18.12. (Added)(AETC) Instructor certification program.

1.1.2.19. Use unit-tailored checklists and the AETC/IG Checklist, Intelligence Functional Area, to conduct unit self-assessments. Prepare a written report detailing deficiencies, recommend corrective actions, and track corrective actions until resolution. Problems and deficiencies, which cannot be resolved locally and/or require higher headquarters assistance, should be forwarded to HQ AETC/DOYIU.

1.1.2.20. Submit a quarterly personnel status report (PSR) no later than the beginning of each quarter (Jan, Apr, Jul, Oct) to HQ AETC/DOYIF. An example PSR can be found in the AETC Intelligence Handbook.

2.1.2. Develop an external intelligence training program in accordance with AFI 14-105, *Unit Intelligence Mission and Responsibilities*, AFI 14-103, *Threat Recognition Training*, and applicable AFI 11-2 series. CADRE/IN and the 17 TRG do not have an external intelligence-training program.

2.1.2.1. Determine the level of external intelligence training required by assigned aircrews according to the unit mission and position. Prorate training requirements based on aircrew's time on station during the training cycle.

2.1.2.4. Include in the external intelligence training operating instruction the training cycle, objectives, methods, documentation procedures, and procedures for testing and accomplishing trend analysis. Develop lesson plans/briefings in coordination with the OSS weapons and tactics office.

2.1.2.5. Ensure the external intelligence training program's lesson plans/briefings conform to the level specified in Attachment 2 (Added)(AETC). Units may request a waiver through the unit's operation group. HQAETC/DOY will typically waive Evasion and Recovery and Collection and Reporting for nondeployable units, or as instructed in the applicable AFI 11-2.

2.1.2.6. Ensure personnel complete a certification program prior to conducting external training (where applicable). No unit personnel will provide external intelligence training until completing a wing/group IN approved certification program. Document individual completion of the program. The certification program will include, but not be limited to:

2.1.2.6.1. (Added)(AETC) Detailed knowledge of the information contained in AFTTP 3-1 (volume for the applicable unit), and AFTTP 3-1, Volume II, *Threat Reference Guide and Countertactics*.

2.1.2.6.2. (Added)(AETC) Proficiency in tailoring intelligence threat information to the units' specific mission, roles, combat profiles.

2.1.2.6.3. (Added)(AETC) Proficiency in preparing and presenting this information in briefings and training sessions.

2.1.2.10. AFTTP 3-1, Volume II, or any other applicable volume can be supplemented with other classified and unclassified publications such as Tactics Bulletins, Tactics Analysis Reports, Country Studies, etc. In the absence of more accurate intelligence, AFTTP 3-1, Volume II or other applicable volume will be the authoritative source.

2.1.2.11. Establish a periodic individual evaluation program to assess instructor currency and knowledge provided in the certification program. The evaluation may consist of written tests, performance evaluations, or both. If the individual fails the evaluation, enter into remedial training.

2.2.2. The wing/group IN is responsible for developing an internal intelligence training program applicable to all wing/group intelligence personnel. Ensure internal intelligence training is conducted in accordance with AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*.

2.2.2.3. Ensure the internal intelligence training program provides instruction on all critical in-garrison, predeployment, deployment, operational, and redeployment intelligence and intelligence support tasks.

2.2.2.3.1. (Added)(AETC) Construct the internal intelligence training in three phases: initial qualification training (IQT), mission qualification training (MQT), and continuation training (CT).

2.2.2.4. Ensure the internal intelligence training program consists of academic instruction and performance-based training in both actual and simulation environments.

2.4. Submit formal training requirements (AF Form 3933, **MAJCOM Mission Training Request**) to HQ AETC/DOYI no later than 1 September annually. Procedures for completing the AF Form 3933 and suggested courses are listed in the AETC intelligence handbook.

2.6. Consult AFI 11-401/AETC Supplement 1, *Flight Management*, for complete description of mission essential ground personnel (MEGP).

3.1.2. Monitor unit tasking and OPLAN/CONPLANS, and ensure all intelligence personnel receive training annually or when changes to OPLAN/CONPLANS occur. Training will include base support and deployment plans, intelligence mission and responsibilities, and procedures.

3.1.2.1. Monitor changes in base support and deployment plans ensuring intelligence capability to support these plans exist. Ensure intelligence annexes are current, and reflect unit functions, capabilities and procedures. Identify critical manning and equipment shortfalls. Maintain current plan indices ensuring most current documents are reviewed. Review base support plans annually or when changed ensuring intelligence annexes are current and clearly state deployment requirements.

4.1.1. Ensure all intelligence personnel are trained in employment and sustainment operations in accordance with unit mission, OPLAN/CONPLAN tasking, and potential Air Expeditionary Force (AEF) commitments.

4.6. All units that have OPLAN/CONPLAN taskings and/or participate in mobility exercises are required to have current written checklists or procedures available for employment operations. Wing INs are responsible for ensuring all written checklists are current.

4.9.1. DD Form 1149, **Requisition and Invoice/Shipping Document**, AF Form 847, **Recommendation for Change of Publication**, and AF Form 3933, **MAJCOM Mission Training Request**.

**NOTE: The following are added to Attachment 1:**

***References (Added)(AETC)***

AFI 11-401/AETC Supplement 1, *Flight Management*

AFI 14-105, *Unit Intelligence Mission and Responsibilities*

AFI 14-103, *Threat Recognition Training*

AFI 36-2629, *Individual Mobilization Augmentee Management*

AFMAN 37-139, *Records Disposition Schedule*

AFTTP 3-1, Volume II, *Threat Reference Guide and Countertactics*

***Abbreviations and Acronyms (Added)(AETC)***

**AIT**—advanced intelligence training

**CT**—continuation training

**IG**—inspector general

**IQT**—initial qualification training

**MEGP**—mission essential ground personnel

**MQT**—mission qualification training

**PRK**—personnel recovery kit

**PSR**—personnel status report

**SAV**—staff assistance visit

WILLIAM M. FRASER III, Brigadier General, USAF  
Director of Operations

*1 Attachment (Added)(AETC)*

2. AETC Advanced Intelligence Training (AIT) Syllabus

**Attachment 2 (Added)(AETC)****AETC ADVANCED INTELLIGENCE TRAINING (AIT) SYLLABUS**

**A2.1. (Added)(AETC) Goals.** AIT should focus on two training goals:

A2.1.1. (Added)(AETC) Educate crews on threat identification and capabilities.

A2.1.2. (Added)(AETC) Keep permanent party aircrews as current as their students on threat capabilities.

**A.2.2. (Added)(AETC) Baseline.** This syllabus provides a baseline of important items that should be tailored for each unit's specific mission. Units can add items to this list; however, coordinate deletions through HQ AETC/DOYI in accordance with paragraph 1.1.1.1.

**A2.3. (Added)(AETC) Weapons, Tactics and Intelligence.** The integration of weapons and tactics and intelligence training is highly encouraged, but it is not the intelligence flight's responsibility to train employment tactics.

**A2.4. (Added)(AETC) AIT 1 Threat Knowledge and Visual Recognition:**

**A2.4.1. (Added)(AETC) Surface to Air Missiles (SAM).** At a minimum include recent operational red and gray SAM capabilities, exports and upgrades. Lesson should emphasize SAM guidance, firing doctrine, minimum and maximum range, minimum and maximum altitude, and visual identification of missile flight.

**A2.4.2. (Added)(AETC) Anti-Aircraft Artillery (AAA).** At a minimum include recent operational red and gray AAA capabilities, exports, and upgrades. Lesson should emphasize description of all types (light, medium, and heavy), differences between tactical and maximum range, AAA firing doctrines, and significant visual identification features.

**A2.4.3. (Added)(AETC) Aircraft.** At a minimum include recent operational red and gray aircraft capabilities, exports and upgrades. Lesson should emphasize visual recognition of aircraft, mission and employment characteristics.

**A2.4.4. (Added)(AETC) AIT 2 Collection and Reporting.** Lesson should emphasize roles, missions and capabilities of intelligence, and the debriefing and reporting process.

**A2.4.5. (Added)(AETC) AIT 3 Personnel Recovery (PR).** Lesson should emphasize evasion plan of action (EPA), the reference materials used to build EPAs, and the function of the SPINS. This section should also cover personnel recovery kits (PRK), their contents, and the proper use of the contents. The lesson should focus on changes in the PR field.

**A2.4.6. (Added)(AETC) AIT 4 Current Intelligence.** Provide current intelligence in either a current intelligence briefing (CIB) or intelligence readfile.