Publications Management

STANDARD INTELLIGENCE PUBLICATIONS SYSTEM

This regulation establishes the Standard Intelligence Publications System, details related administrative policy and procedures, and implements DOD Directive 5025.10, 3 February 1972. It applies to all Air Force activities, worldwide.

1. What the System Contains. Standard intelligence publications are indexed in the 0-series of Air Force publications. They include:

a. **Defense Intelligence Agency (DIA) Publications (DIAP).** Under DOD Directive 5025.10, DIA is authorized to issue publications having the same applicability to the military services as comparable service publications. Those that apply to the Air Force are indexed in AFR 0-15. Announcement in AFR 0-15 constitutes Air Force implementation. These DIA publications include:

(1) Regulations (DIAR) for establishing policy, assigning responsibilities, and outlining procedures to carry out the assigned function of the Director, DIA.

(2) Manuals (DIAM) which have the same purpose as DIARs, but are reserved for more voluminous material.

(3) Instructions (DIAI) and Guidance Letters (DIAGL), until specifically superseded or rescinded. (These two categories of DIAPs are being phased out.)

b. **USAF Standard Intelligence Publications (AFSIP).** They include:

(1) Air Force regulations, pamphlets, and manuals except for Imagery Interpretation Keys (IIK) in the 200-series, which come under Joint Service Intelligence Manuals (JSIM) (c below). AFSIPs contain information about collecting, identifying, evaluating, classifying, and disseminating general and technical intelligence.

(2) Supplements to standard DIA publications that furnish procedural guidance, and instructions issued by HQ USAF and major commands (MAJCOM). Those issued by HQ USAF are indexed in AFR 0-15 below the DIA publication they supplement.

c. **Joint Service Intelligence Manuals (JSIM).** These include IIKs produced by the DOD under the Joint Imagery Interpretation Keys Structure (JIIK), and numbered within the DIAM 57-7 series. These IIKs are indexed in AFR 0-15. Additionally, JSIMs include IIKs produced by DOD and bearing standard DIA document numbers prefixed by KAC, KAF, KNG, plus those IIKs bearing an AFR 200-series number.

2. Publications Not Included in the System:

a. Counterintelligence publications issued by the Air Force Office of Special Investigation (AFOSI).

b. USAF Intelligence (USAFINTEL) specialized publications issued under AFR 8-3.

c. Intelligence documents covered in AFR 200-24.

d. DIA bulletins, briefs, studies, and other appropriate media that communicate DOD intelligence on foreign nations.

3. Review of Command Supplements by HQ USAF. When a MAJCOM issues a supplement to a DIAP or AFSIP, it sends two copies to Air Force Intelligence Service, Administration Division (AFIS/DA) for review by the AF/IN OPR.

4. How to Prepare AFSIPs. Prepare all AFSIPs, including supplements issued by HQ USAF, as prescribed by AFR 5-1. A sample supplement to a DIAP is illustrated in attachment 1.

5. Who Reviews, Approves, and Authenticates AFSIPs Issued by HQ USAF:

a. AFIS/DA reviews AFSIPs to ensure that the OPR conforms to existing publications and directives on the necessity, currency, and propriety of material.

b. HQ USAF supplements are approved by the ACS/Intelligence and authenticated by HQ USAF.

c. Air Force publications in the 200 series are approved by ACS/Intelligence and authenticated by HQ USAF.

6. Who Reviews, Determines Applicability, and Implements DIAPS:

a. AFIS/DA is the designated manager of DIAPs within the Air Force. It is the focal point for receiving, assigning action, and implementing, as required.

b. The IN OPR at directorate, group, or special-office level reviews, determines applicability, approves dissemination, and prepares supplemental instructions when required.

7. How to Obtain DIAPs, AFSIPs, and JSIMs on Initial Distribution:

a. To obtain an AFSIP bearing a distribution symbol other than X, request it through the Publications Distribution Office (PDO) system, as explained in AFR 7-1 and 7-2.

b. Initial distribution of DIAPs, X-distribution AFSIPs, and JSIMs is controlled by the Air Force Intelligence Service, Intelligence Reference Section (AFIS/INDOC), in coordination with the OPR. Distribution is made only on a strict need-to-know basis to activities that have an intelligence mission or operational requirement.

(1) AFIS/INDOC sends specific written requests to MAJCOMs, separate operating agencies (SOA), and offices

within the Air Staff, to establish initial distribution requirements. Each of these activities establishes requirements for itself and its subordinate organizations, including AFRES and ANG units, and sends them to AFIS/INDOC, Wash DC 20330.

(2) The Air Force Publications Distribution Center (PDC) makes initial bulk distribution to MAJCOMs, SOAs, and Air Staff offices, according to the validated distribution lists AFIS/INDOC furnishes.

8. How to Obtain DIAPs, X-Distribution AFSIPs, and JSIMs on Requisition After Initial Distribution:

a. Submit one-time requests for copies, or requests to be added to distribution lists, on DD Form 1142, Inter-Agency Document Request. Only one publication may be requested on each form. Show the following information on the form:

(1) Complete mailing address, in the From block.

(2) Date of request, in the block so labeled.

(3) Adequate identification of the item requested, and number of copies wanted, in the Title Subject block. If the publications requested have classified titles, only show short titles or first-letter initials.

(4) Adequate explanation of need to know, in the Reference Remarks block. Indicate whether this is a one-time request, or a request to be added to the distribution list.

(5) Classification of the item requested, in the block so labeled.

(6) Signature, in the block so labeled.

b. Forward the first four copies of the form in an envelope addressed to the Director of Intelligence of your MAJCOM or SOA. AFRES and ANG units submit forms to the MAJCOM they are assigned to for mobilization.

c. The Director of Intelligence of the MAJCOM or SOA will:

(1) Validate the need to know, and approve or change the number of copies requested. Validation may be stamped or written in pen and ink in the Reference Remarks block, showing at least the headquarters, office symbol, and approver's initials.

(2) Keep copy number four of approved requests, and send the other three copies to AFIS/INDOC.

(3) Return disapproved requests to originators, explaining why the requests were disapproved.

d. AFIS/INDOC will get concurrence from the OPR, sign approval on the form, keep copy number three, and send the other two copies to the Air Force PDC, asking them to ship the item directly to the requester.

9. Where DIAPs, AFSIPs, JSIMs Are Stocked. The PDC maintains stocks of DIAPs, X-distribution AFSIPs, and JSIMs. When the MAJCOM or SOA and AFIS/INDOC approve a request, they send it to the PDC for shipment.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LEW ALLEN, JR., General, USAF
Chief of Staff

VAN L. CRAWFORD, JR., Colonel, USAF
Director of Administration

1 Attachment
Example of Supplement

SUMMARY OF CHANGES
This revision further identifies AFSIPs (para 1b(1)); includes the change in the numbering and indexing of IIKs (para 1c); updates references to directives; and updates the instructions concerning the requisitioning of DIAPs, X-distribution AFSIPs, and JSIMs (para 8a).

EXAMPLE OF SUPPLEMENT

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20330

HQ USAF SUPPLEMENT I
DIAM 00-0

Intelligence Collection
DEFENSE INTELLIGENCE COLLECTION GUIDES

DIAM 00-0, 28 November 1979, is supplemented as follows:

1. This is the principal way to supplement a paragraph of the basic publication. Paragraph numbering corresponds to the basic publication. Try to avoid subparagraphing. Keep your supplementary material as brief as possible.

4b. If you cannot avoid subparagraphs, use the next lower "breakdown" which, in this instance, is (1).

    (1) If the paragraph you are supplementing already has subparagraphs of its own, as it does in this case, disregard them.

    (2) The subdivision of your supplementary material does not depend on the basic.

4b(2) To continue with the preceding example, assume that you also have supplementary instructions directly related to one of those "disregarded" subparagraphs of the basic.

Under those circumstances, identify it as we have here, and give your instructions.

4b(3)(Added). You may add a subparagraph if your supplementary material is a logical continuation of the subparagraph in the basic.

4.1. Adding a Main Paragraph. If your supplementary material is not directly related to a specific paragraph or subparagraph of the basic publication, or if it is complicated, consider adding a new main paragraph like this one. (You may insert it after the last paragraph if it is more appropriate there.)

    a. In either case, use the decimal suffix to identify it.

    b. If you need subparagraphs, follow the normal rules for indenting and identifying them, as we have here.

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