Organization and Mission-Field

ORGANIZATION AND FUNCTIONS
AIR FORCE INTELLIGENCE SERVICE (AFIS)

This regulation is the official summary statement (Chartbook) for AFIS organization and functions. Organizational structures within functional staff agencies must follow the standards and arrangements prescribed by AFR 26-2. The Manpower and Organization Division (AFIS/MO) is the Office of Primary Responsibility (OPR) for obtaining approval of proposed changes for mission, organizational, and functional aspects of all AFIS elements. Proposals for changes to approved organization functions described in this regulation must be sent to the Chief of AFIS/MO. Requests to change the organizational structure in this regulation must include the information specified in AFISR 26-2, Organization Policy and Management. Changes in organizational structure or to mission or function statements must not be implemented or represented as official in publications, organization charts, or any other way without AFIS/MO approval.

The term "Air Force Intelligence activities" used throughout this regulation refers to the Assistance Chief of Staff, Intelligence, and Air Force Intelligence Service activities. See attachment 2 for an alphabetical list of abbreviations used throughout this publication.

Figures

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SECTION A — AIR FORCE INTELLIGENCE SERVICE (AFIS)

1-1.   Organizational Structure. See figure 1-1 and attachment 1.

1-2.   AFIS Mission.   The mission of the Air Force Intelligence Service is to provide specialized intelligence services and information to Headquarters USAF and USAF commanders worldwide.   AFIS directs and conducts intelligence activities by collecting, evaluating, correlating, and disseminating intelligence information.   AFIS also conducts programs to insure the viability of Air Force intelligence systems.

1-3.   Responsibilities Assigned.   Reference AFR 23-45, Organization and Mission-Field, Air Force Intelligence Service (AFIS).

UNITED STATES AIR FORCE
INTELLIGENCE

AIR FORCE
INTELLIGENCE SERVICE

COMMANDER

VICE COMMANDER

SENIOR ENLISTED ADVISOR

AIR FORCE
SPECIAL ACTIVITIES CENTER
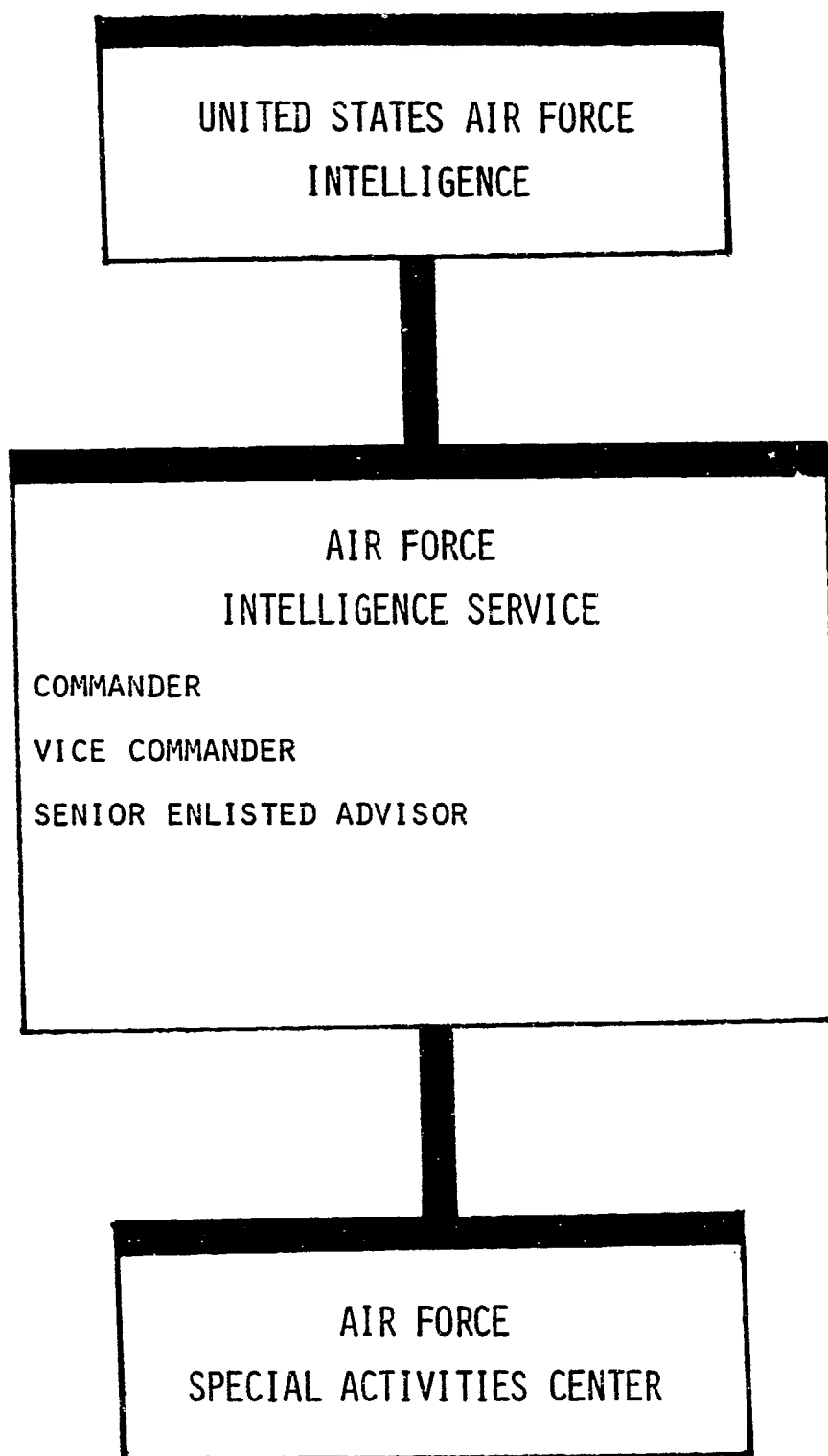
Figure 1-1.   Air Force Intelligence Service Chart.

SECTION B -- SENIOR ENLISTED ADVISOR (CMS)

2-1.   Organizational Structure.   See figure 2-1 and attachment 1.

2-2.   HQ AFIS/CMS Mission.   Maintain liaison between Commander and enlisted force.

2-3.   Responsibilities of the Senior Enlisted Advisor.   The Senior Enlisted Advisor:

        a.   Assesses factors impacting on the morale and well-being of the enlisted force, advises the commander on these assessments and makes appropriate recommendations.

        b.   Evaluates the quality of NCO leadership, management, and supervisor training by visits to PME facilities.

        c.   Monitors compliance of Air Force appearance, conduct, and performance standards and issues directives and other guidance within the assigned CMS function.

        d.   Advises and counsels enlisted members and ensures the commander's policy is understood.

        e.   Reports to the commander on problems, progress, and the direction of various councils activities.

        f.   Represents the commander at selected functions.

HQ AFIS

AIR FORCE INTELLIGENCE SERVICE

CMS

SENIOR ENLISTED ADVISOR
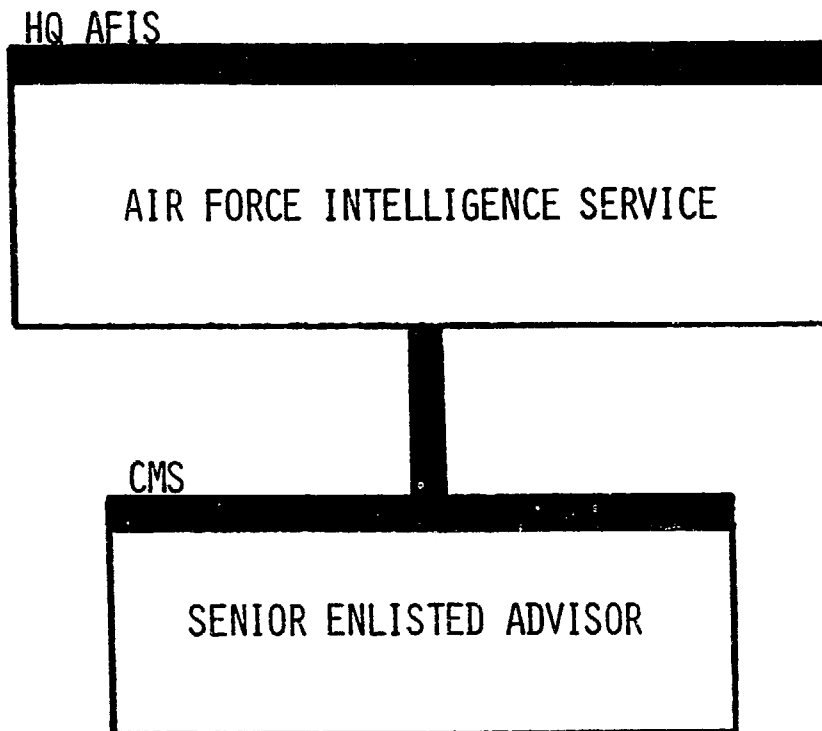
Figure 2-1.   Senior Enlisted Advisor Chart.

SECTION C — HEADQUARTERS SQUADRON SECTION ORDERLY ROOM (CCQ)

3-1.   Organizational Structure. See figure 3-1 and attachment 1.

3-2.   HQ AFIS/CCQ Mission. AFIS/CCQ provides support, both administrative and personal, for Air Force Intelligence activity personnel.

3-3.   Responsibilities of the Commander and First Sergeant. The Commander and First Sergeant:

   a.   Counsel personnel on personal problems and disciplinary actions.

   b.   Conduct orientation briefings for new members.

   c.   Monitor unit administrative activities.   Assist with commander's call. Develop, explain, and distribute policy.

   d.   Visit unit members who are hospitalized.

   e.   Schedule psychological evaluations.

   f.   Administer Article 15s and letters of reprimand.

   g.   Function as the Command Morale, Welfare, and Recreation OPR, and appoint personnel to military councils and committees.

   h.   Provide orderly room support to the Commander, AFSAC.

3-4.   Responsibilities of Unit Administration. Unit Administration:

   a.   Monitors the leave program.

   b.   Administers the Individualized Newcomer Treatment and Orientation (INTRO) program.

   c.   Administers the Weighted Airman Promotion System (WAPS) testing program.

   d.   Prepares duty rosters for Fort Belvoir and Bolling Air Force Base.

   e.   Prepares and processes requests for subsistance and separate rations, and issues meal cards.

   f.   Administers the unit promotion program.

   g.   Prepares personnel status reports and processes personnel rosters to include: immunization, dental, physical, records review, quality force, locator, alpha, good conduct medal, and Air Force longevity.

   h.   Monitors the Dependent Care Responsibility Program.

   i.   Prepares the unit strength report.

HQ AFIS

AIR FORCE INTELLIGENCE SERVICE

CCQ

HEADQUARTERS SQUADRON SECTION
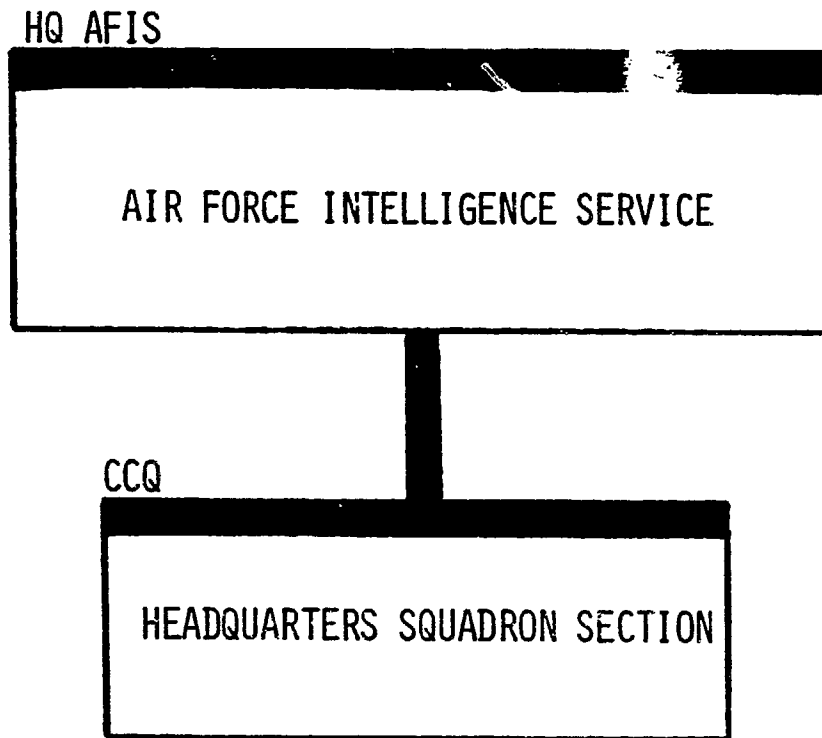
Figure 3-1. Headquarters Squadron Section Organizational Chart.

SECTION D — COMPTROLLER DIVISION (AC)

4-1.   **Organizational Structure.**   See figure 4-1 and attachment 1.

4-2.   **HQ AFIS/AC Mission.**   AFIS/AC provides budgetary and fiscal management, advisory and analytic services to the command, staff, and directorates on policies and procedures that pertain to resource management. Establishes information and financial control systems to assure efficient and timely management of command resources.

4-3.   **Responsibilities Assigned.**   AFIS/AC:

a.   Maintains close liaison with the Air Staff on matters that relate to budget, accounting, and management analysis for AFIS.

b.   Coordinates command audit actions in response to the General Accounting Office and US Air Force Audit Agency.

c.   Establishes procedures to assure continuity of controller services under general and limited war or other emergency conditions.

d.   Establishes resource management system (RMS) according to Department of Defense (DOD) and HQ US Air Force directives. Makes sure that financial committee management requirements are met. Provides necessary RMS training to resource managers and advisors.

e.   Establishes and maintains an information requirement management control system.

f.   Analyzes cost and economics on new command programs and projects to support alternative resource allocation decisions.

g.   Establishes continuing program analyses to identify critical programs and evaluate resource management results.

h.   Provides performance measurement tools to evaluate fiscal trends for management decision consideration.

i.   Establishes a command Special Study Program. Performs special studies for the commander and staff to promote increased organizational efficiencies.

j.   Maintains a management information system (MIS) to support executive planning and decision making. Establishes and maintains a data base to support the command program.

k.   Assures an accounting structure consistent with command management and reporting requirements. Monitors and reviews command financial reports.

l. Coordinates command fiscal planning. Prepares command budget submissions and performs liaison with USAF Comptroller and other Air Staff elements of command fiscal requirements. This includes operations and maintenance, intelligence contingency, military family housing, and procured investment funds.

m. Monitors fiscal impact of host tenant and interservice support agreements.

n. Makes fiscal surveillance of command contractual services and procurement actions.

o. Coordinates manpower requirements for comptroller functional taskings within the command.

p. Formulates, coordinates, and executes command directives relative to resource allocation and financial management policies and procedures.

q. Distributes annual budget authorizations and quarterly allocations according to the command financial plan. Monitors the command budget to make sure it complies with legal and administrative requirements.

r. Interprets directives, regulations, and policy guidance that relate to the proper fund management and resource management efficiency.

s. Focuses analytical efforts on assisting the commander and staff in resolving time-sensitive unforeseen resource and multi-functional area problems. Priority is placed on developing and implementing mobilization and combat effectiveness indicators.

t. Follows procedures prescribed in Appendix 2, Annex N, Comptroller USAF Survival, Recovery, and Reconstitution Plans (USAF SRR Plan 55).

u. Reduces information requirements to a wartime posture and institutes D-day reporting according to precedence categories in AFP 178-5, Index of Recurring Reports, and as supplemented by HQ USAF.

v. Requires compliance with all or part of the procedures in AFR 170-18, Operations Under Emergency Conditions, paragraph 3-5. Implements emergency accounting procedures where normal accounting operations are not feasible.

w. Stipulates only the absolute minimum in the way of accounting requirements for financial information.

x. Manages and administers all appropriated funds and expense authority made available to AFIS.

y. Supervises fund administration and establishment of realignment of fund distribution to insure the most effective use of resources during emergency or wartime.

HQ AFIS

AIR FORCE INTELLIGENCE SERVICE

AC

COMPTROLLER DIVISION
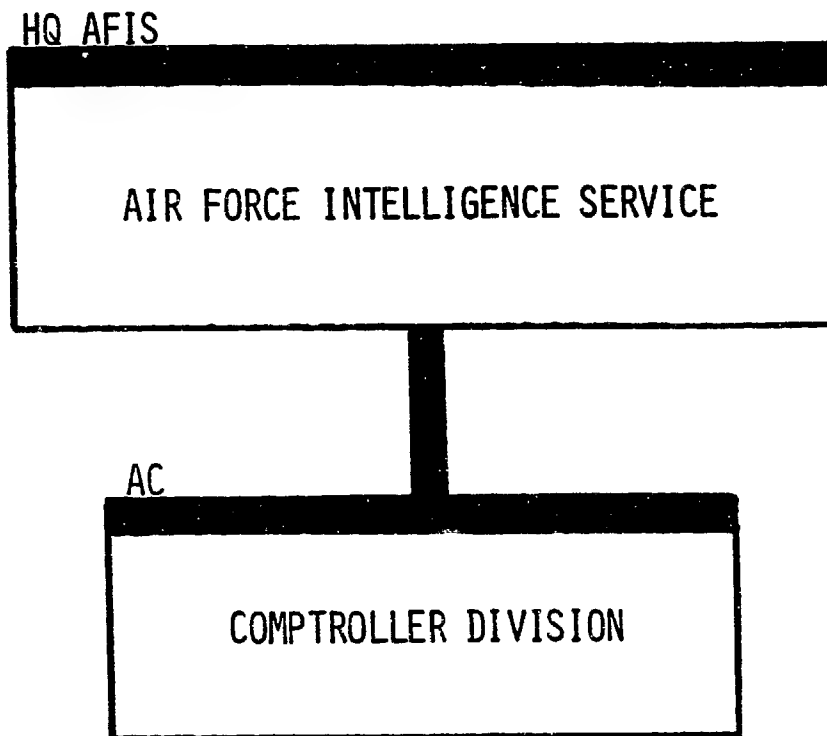
Figure 4-1. Comptroller Division Organizational Chart.

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SECTION E — ADMINISTRATIVE DIVISION (DA)

5-1. **Organizational Structure.** See figure 5-1 and attachment 1.

5-2. **HQ AFIS/DA Mission.** AFIS/DA provides efficient and economic administration management systems which are essential to operating and managing Air Force Intelligence activities.

5-3. **Responsibilities Assigned.** AFIS/DA:

a. Establishes and implements policies, procedures, systems, and standards that relate to publications and forms management, including their reproduction and distribution for AF/IN, AFIS, and AFSAC activities. (Publication management, forms management, publications and forms distribution, and maintaining standard publication libraries.)

b. Establishes and implements policies and standards according to Congressional Joint Committee standards on printing, regulations, and government paper specification for AF/IN, AFIS, and AFSAC activites. (Printing management, including maintaining printing budget, micropublishing management, duplicating management, and copying management.)

c. Establishes and implements policies according to the Public Printing and Documents Act, Freedom of Information Act, Privacy Act. Also, implements regulations from the General Services Administration, Office of Management and Budget, the Attorney General of the United States, and the General Accounting Office. (Authenticating documents, documentation management, giving access to and releasing documents under the Freedom of Information Act and Privacy Act, For Official Use Only (FOUO) markings, protecting and handling, scheduling fees, and microfilming systems management.)

d. Establishes and implements policies, procedures, and standards that relate to administrative communications. (Mail distribution function, message distribution function, communications management, integrated Air Force addressing system, administrative orders, terminology standardization and abbreviation control, and postal liaison.)

e. Evaluates administrative systems (manual or automated) that apply to administrative and executive management mission. Develops plans for new or refines current administrative systems to increase their mission efficiency and reduce operational cost.

HQ AFIS

AIR FORCE INTELLIGENCE SERVICE

DA

ADMINISTRATIVE DIVISION
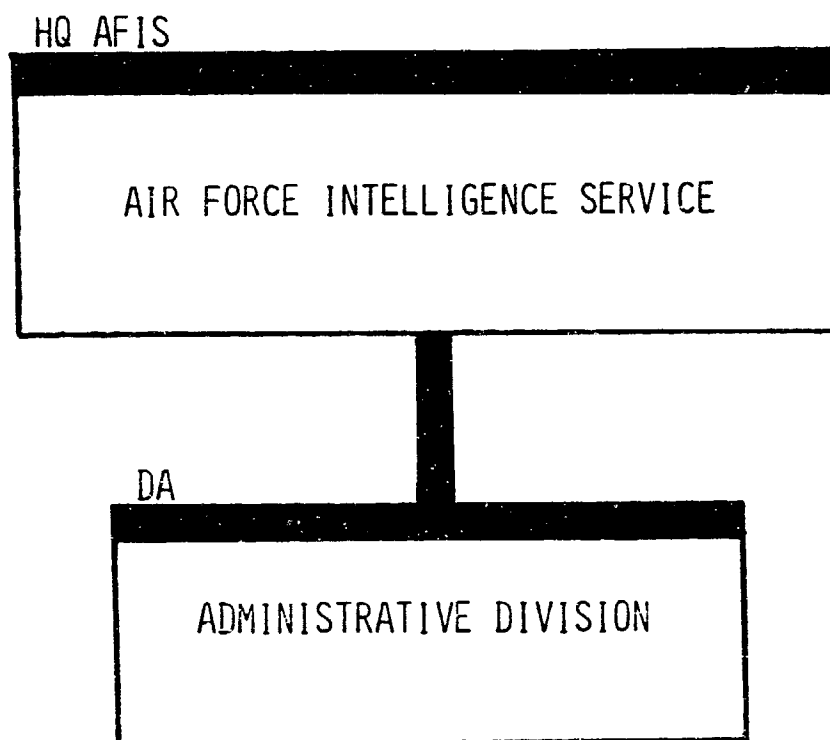
Figure 5-1.   Administrative Division Organizational Chart.

SECTION F — HISTORICAL RESEARCH OFFICE (HO)

6-1. **Organizational Structure.** See figure 6-1 and attachment 1.

6-2. **HQ AFIS/HO Mission.** AFIS/HO manages Air Force Intelligence historical program activities. This involves objective, comprehensive and accurate researching, writing, disseminating, and preserving Air Force Intelligence account activities according to AFR 210-1.

6-3. **Responsibilities Assigned.** AFIS/HO:

    a. Prepares an annual history of Air Force Intelligence activities.

      (1) Collects all pertinent material, regardless of classification, needed for completing accurate histories.

      (2) Attends staff and other significant Air Force Intelligence activities meetings.

    b. Answers requests for historical data.

    c. Maintains historical archives.

    d. Serves as advisor to the Commander and staff on historical resources.

    e. Manages Air Force Intelligence activities historical programs.

      (1) Makes sure uniform standards are applied when preparing unit histories. Monitors the histories and studies that lower echelons prepare.

      (2) Establishes and maintains continuing working relationships with the commander and staff.

      (3) Informs commander and staff of available historical resources.

      (4) Formulates and publishes directives for the Air Force Intelligence activity historical programs.

HQ AFIS

AIR FORCE INTELLIGENCE SERVICE

HO

HISTORICAL RESEARCH OFFICE
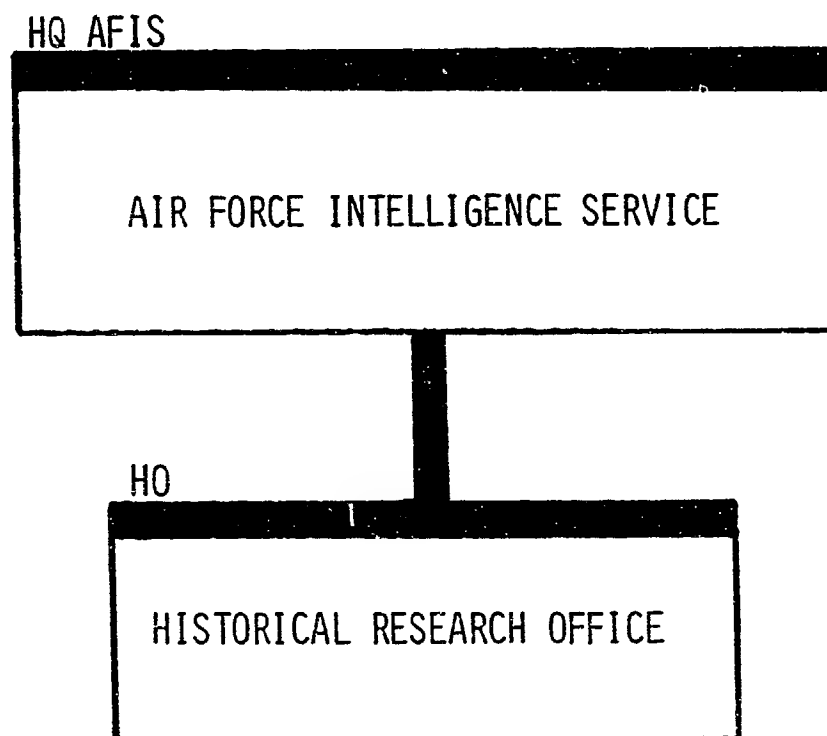
Figure 6-1.   Historical Research Office Organizational Chart.

SECTION G — INSPECTOR GENERAL (IG)

7-1. **Organizational Structure.** See figure 7-1 and attachment 1.

7-2. **HQ AFIS/IG Mission.** The Inspector General is responsible to the Commander, AFIS, for the optimum effectiveness of the USAF inspection, safety, investigative, and complaint programs within AFIS. Reports the management effectiveness of individual units and command-wide functions, as observed during inspection, directly to the commander. Acts as a management advisor for all command or comparable level activities.

7-3. **Responsibilities Assigned.** AFIS/IG:

   a. Develops AFIS inspection policies, procedures, and criteria.

   b. Identifies problems impeding the effective accomplishment of the AFIS mission and provides recommended corrective actions.

   c. Programs inspection of AFIS elements and establishes inspection team composition. Initiates action to effect inspection team travel and other necessary arrangements.

   d. Obtains data pertinent to the conduct of each inspection from HQ AFIS staff elements, and disseminates the results of inspections to the activity inspected and appropriate HQ AFIS staff elements for information and comment.

   e. Ensures that AFIS inspections adequately test and accurately report the management effectiveness of inspected units.

   f. Reviews and analyzes the results of inspections and ensures that all actions required as a result of inspections are completed.

   g. Interfaces AFIS inspection results and trends with the Air Force Inspection and Safety Center (AFISC), Norton AFB, CA, and other MAJCOM/SOA IGs.

   h. Implements the Inspector General Complaint System (AFR 123-11) within AFIS.

   i. Conducts administrative investigations and inquiries according to AFR 120-3.

   j. Ensures the existence of an effective intelligence oversight program within AFIS per AFR 123-3, Intelligence Oversight, and AFR 200-19, Restrictions on Foreign Intelligence Operations, and submits quarterly intelligence oversight reports to AFISC.

   k. Develops command-wide ground safety policies and procedures.

   l. Evaluates AFIS unit safety programs and activities in order to conserve resources through accident prevention.

m. Serves as the command focal point for the AFIS fraud, waste, and abuse (FW&A) prevention program.

n. During wartime or contingencies, AFIS/IG:

(1) Maintains a modified inspection capability depending upon the situation.

(2) Investigates and provides timely information on any situation of interest to the commander.

(3) Upon request, provides assistance to AFIS directorates and subordinate elements in resolving problems resulting from the implementation of post-M-Day plans.

(4) Resumes, when the situation permits, normal IG inspection functions.

HQ AFIS

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│      AIR FORCE INTELLIGENCE SERVICE      │
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IG

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│      INSPECTOR GENERAL       │
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Figure 7-1.   Inspector General Organizational Chart.

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HQ AFIS

AIR FORCE INTELLIGENCE SERVICE

LG

LOGISTICS DIVISION
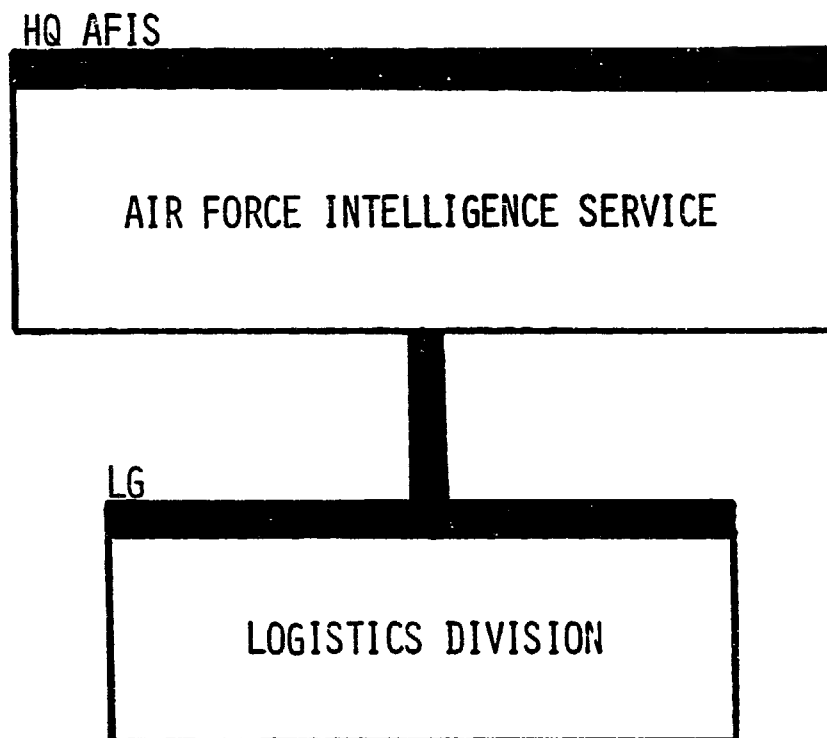
Figure 8-1.   Logistics Division Organizational Chart.

SECTION I — MANPOWER AND ORGANIZATION DIVISION (MO)

9-1.   Organizational Structure. See figure 9-1 and attachment 1.

9-2.   HQ AFIS/MO Mission. AFIS/MO manages the command manpower authorizations (both active and reserve forces), controls organizational structure, conducts manpower surveys, and determines manpower requirements.

9-3.   Responsibilities Assigned. AFIS/MO:

        a.   Develops command-internal manpower and organization policies and procedures.

        b.   Programs and allocates authorizations for military and civilian manpower resources.

        c.   Controls skill requirements and grade structures.

        d.   Controls organization structure according to AFR 26-2.

        e.   Conducts manpower surveys.

        f.   Determines manpower requirements.

        g.   Requests G-series organizational orders.

        h.   Evaluates and processes manpower authorization change requests.

        i.   Prepares workload reports and develops assessment systems.

        j.   Develops and aids in installing management improvements.

        k.   Manages the Air Force Intelligence Individual Mobilization Augmentee program manpower resources.

        l.   Monitors command Productivity and FASCAP programs.

        m.   Participates in the command Civilian Position Management Program.

HQ AFIS

AIR FORCE INTELLIGENCE SERVICE

MO

MANPOWER AND ORGANIZATION
DIVISION
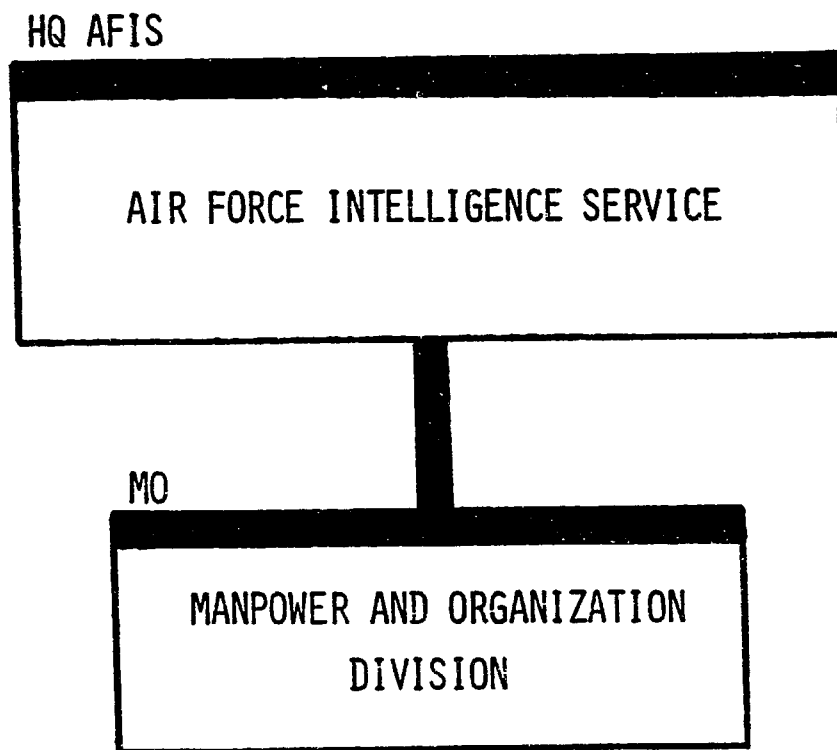
Figure 9-1. Manpower and Organization Division Organizational Chart.

SECTION J -- PLANS AND PROGRAMS DIVISION (XP)

10-1. **Organizational Structure.** See figure 10-1 and attachment 1.

10-2. **HQ AFIS/XP Mission.** AFIS/XP unifies and directs all command planning and programming activities toward reaching approved command goals.

10-3. **Responsibilities Assigned.** AFIS/XP:

a. Reviews plans and other planning documentation and guidance. For example, Air Force directives in the 28 series and joint exercise manual, from Joint Chiefs of Staff (JCS), Defense Intelligence Agency (DIA), Headquarters, United States Air Force (HQ USAF), Unified and Specified Commands, US Air Force organizations, and other government agencies to identify AFIS responsibilities.

b. Develops, or directs the development of, concepts and plans for using AFIS resources to support validated wartime requirements.

c. Makes sure command complies with AFR 28-3 and guidance in the USAF War and Mobilization Plan by preparing, publishing, or causing to be published, command level war, emergency, and contingency support plans, including Contingency Planning Support Systems (CPSS) actions.

d. Assigns planning responsibilities for intelligence and intelligence related management areas to individual AFIS orgnizational elements.

e. Serves as the AFIS OPR for Support Force Sizing (FORSIZE), Joint Strategic Planning System (JSPS), Joint Operation Planning System (JOPS), and Contingency Planning Support Systems (CPSS) actions.

f. Monitors command inputs for Contingency, Operations, Mobility, Planning and Execution System (COMPES), Manpower Force Packaging (MANFOR), Logistics Force Packaging (LOGFOR), and Manpower and Equipment Force Packaging System (MEFPAK).

g. Serves as the focal point for command participation in command post, field training, and other exercises. Prepares Exercise Plans (ExPlans) as required.

h. Serves as the command OPR for emergency action planning in support of crisis management systems of the JCS and USAF.

i. Develops broad policy guidance for the establishment of a command disaster preparedness program in compliance with applicable USAF and command guidance.

j. Provides functional assistance and advisory support to command authorities, Disaster Preparedness Officers, and individual AFIS elements in the area of disaster preparedness planning.

k. Develops and publishes the AFIS Objective Plan.

1. Develops, advocates, and monitors concepts for changes in command mission and organization and related proposals that affect the character of US Air Force Intelligence command resources.

m. Serves as the command OPR for resource programming actions through the General Defense Intelligence Program (GDIP) and Program Objective Memorandum (POM).

(1) Issues programming guidance and data calls to AFIS organizations.

(2) Coordinates the consolidation, review and ranking of command requirements, and submission of programming documentation to HQ USAF.

(3) Monitors the status of programming actions, and provides feedback to AFIS organizations.

(4) Maintains liaison with Program Element Monitors (PEMs), other Air Staff elements, and AFIS organizations regarding programming matters.

n. Serves as the OPR for command programming plans.

o. Serves as the command focal point for mission area analysis.

p. Serves as the command OPR for statements of operational need (SON) and other research and development (R&D) requirements as outlined in the AFR 57 series, and Air Force directives in the 800 series.

q. Serves as the command focal point for managing R&D requirements.

HQ AFIS

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AIR FORCE INTELLIGENCE SERVICE
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XP

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PLANS AND PROGRAMS
DIVISION
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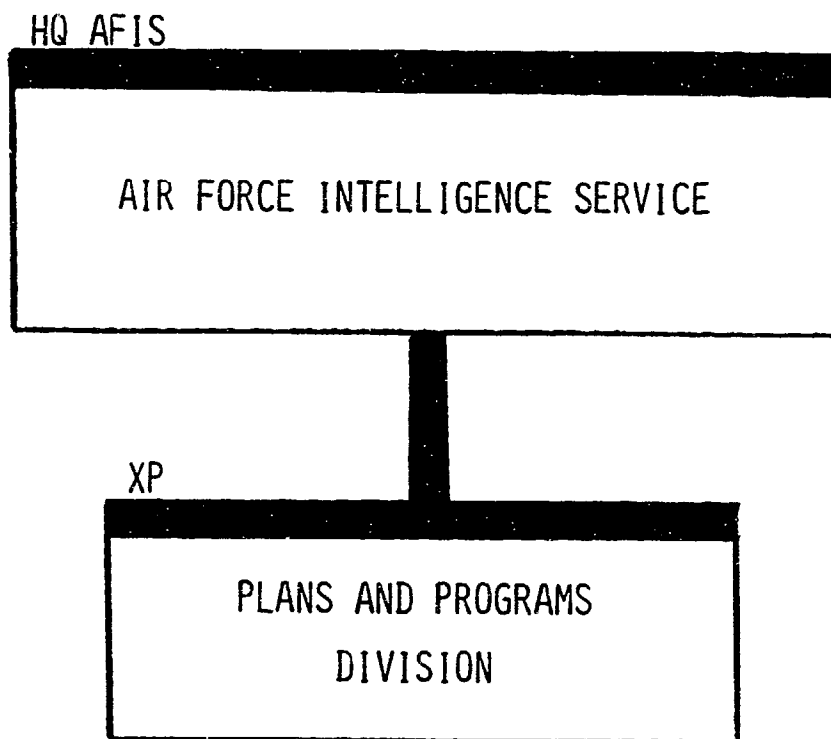
Figure 10-1. Plans and Programs Division Organizational Chart.

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SECTION K — PUBLIC AFFAIRS OFFICE (PA)

11-1. Organizational Structure. See figure 11-1 and attachment 1.

11-2. HQ AFIS/PA Mission. The Chief of Public Affairs is responsible to the commander for operating the AFIS public affairs program. This includes planning for, and managing the internal information, community relations, media relations, and security review programs for AFIS.

11-3. Responsibilities Assigned. AFIS/PA:

a. Prepares informational materials concerned with internal AFIS objectives.

(1) Prepares AFIS newspaper.

(2) Serves as photo-journalist and supports AF/IN-AFIS as a staff photographer.

(3) Manages the AF/IN-AFIS hometown news release program.

(4) Assists with any national story ideas concerning AF/IN-AFIS activities.

b. Assists in all efforts to promote a supportive community relationship within the AF/IN-AFIS community and the surrounding DC military and civilian community. Serves as the point of contact for any community involvement requests from either the civilian or military communities to AF/IN-AFIS personnel.

c. Serves as focal point for AF/IN-AFIS guest speaker/speaker engagement within and external to the command, related to both the military and civilian community.

d. Actively promotes a working relationship with both military and civilian media sources.

(1) Is focal point between host PA offices and all AF/IN-AFIS organizations that are tenant units.

(2) Develops releasable stories regarding AF/IN-AFIS.

(3) Establishes a news media outlet within the military media market.

(4) Is point of contact for any matter related to news stories and the release of information to any media, military or civilian.

(5) Maintains a working relationship with members of the local news media community, both military and civilian.

e. Coordinates with SAF/PAS to assure security integrity of all AF/IN-AFIS releasable news items prior to release.

f. Is the OPR for AFIS Fact Sheets and biographies of AF/IN-AFIS key personnel.

HQ AFIS

AIR FORCE INTELLIGENCE SERVICE

PA

PUBLIC AFFAIRS OFFICE
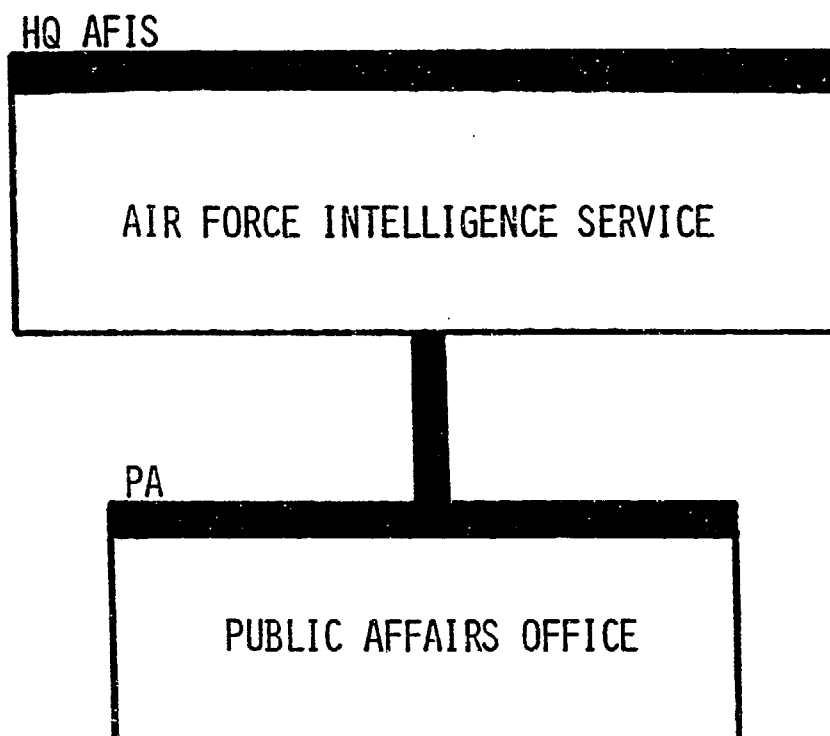
Figure 11-1. Public Affairs Organizational Chart.

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SECTION L — DIRECTORATE OF SECURITY AND COMMUNICATIONS MANAGEMENT (INS)

12-1. Organizational Structure. See figure 12-1 and attachment 1.

12-2. HQ AFIS/INS Mission. AFIS/INS manages and evaluates all Sensitive Compartmented Information (SCI) security functions. Controls and disseminates SCI information. Monitors visit requests and release of SCI information to civilian contractors and other non-Air Force agencies. Manages the worldwide Air Force Special Security Office (AFSSO) system by making sure they comply with SCI security policies concerning communications, administration, physical security, billet management, and personnel programs to ensure SCI security at all organizational levels.

12-3. Responsibilities of the Personnel Security Division (INSB). AFIS/INSB:

   a. Manages the worldwide SCI personnel security program for Air Force military, civilian, consultant, contractor personnel who require access to SCI.

   b. Performs centralized adjudication for personnel requiring access to SCI.

   c. Administers code "B" and "S" programs (AFM 300-4).

   d. Administers "due process" procedures for SCI denials.

   e. Maintains master personnel security files.

   f. Maintains master copy of Non-Disclosure Agreements.

   g. Certifies SCI clearances.

   h. Authorizes the indoctrination and debriefing of Air Force personnel for SCI information.

   i. Manages the Air Force SCI billet structure.

   j. Staffs SCI billet augmentation and changes to higher authority.

   k. Supports the Air Staff and AFIS for all SCI billet actions.

   l. Maintains master Air Force SCI billet rosters.

   m. Produces and maintains SCI billet and access rosters.

   n. Maintains liaison with military department intelligence agencies, and other members of the intelligence community regarding SCI, personnel security, and billet matters.

o. Staffs all congressional and Inspector General (IG) inquiries that relate to the SCI program.

p. Staffs all Privacy Act and Freedom of Information Act inquiries that relate to the SCI program.

12-4. Responsibilities of the Management Division (INSC). AFIS/INSC:

a. Formulates, promulgates, and interprets within the Air Force, DCI policies on security, use, and dissemination of SCI. This encompasses liaison with other governmental departments and agencies and industry representatives.

b. Monitors the effectiveness and provides staff to supervise the Air Force Special Security Office (AFSSO) system, including the validation and accreditation of sensitive compartmented information facilities under the security cognizance of the ACS/I. Acts as Air Force single point of contact for problem areas in AFSSO system operations.

c. Provides overall management of Air Force Sensitive Compartmented Information physical security program for the ACS/I.

d. Monitors and provides staff to supervise the Contractor Special Security Office (CSSO) program.

e. Represents the ACS/I on NFIB security committee and takes part in other standing and ad hoc committees and panels concerned with the security, use, and dissemination of SCI.

f. Researches, writes and acts as the OPR for certain United States Air Force Intelligence (USAFINTEL) publications issued under the authority of AFR 8-3.

g. Receives and adjudicates requests for approval of unofficial travel by contractor employees and US Air Force military and civilian personnel under the security cognizance of the ACS/I to certain areas designated as hazardous.

h. Receives and adjudicates security violation and compromise reports that involve materials and personnel.

i. Authors, edits, and disseminates recurring informal publications of interest to Air Force SCI activities.

j. Processes requests for release of SCI to US contractors and foreign governments.

k. Manages the Air Force intelligence "for cause" discharge review program.

l. Provides SCI physical security guidance to US Air Force elements located in the Washington metropolitan area. Prepares and coordinates documentation required to establish new US Air Force SCI secure vault areas in the Pentagon and Washington metropolitan area.

m. Coordinates technical survey requirements for HQ USAF SCI accredited areas in the Washington metropolitan area.

n. Maintains files on all US Air Force SCI accredited areas in the Washington metropolitan area.

o. Establishes and promulgates communication procedures and policies that relate to implementation, operation, and security standards for USAF intelligence communications facilities.

p. Provides overall management of Air Force intelligence communications systems for the ACS/I, to include inspection of Intelligence communications facilities.

q. Reviews intelligence communications requirements of departmental, joint, and unified or specified command plans and programs for the Air Staff.

r. Inspects intelligence communications facilities.

s. Provides technical assistance to Air Force Intelligence Activity Officers and other Air Staff offices on Intelligence communications issues.

t. Reviews, evaluates, and validates requests for Emergency Reaction AFSSOs (ERAFSSOs).

u. Provides assistance for communications and emanation (TEMPEST) security in Air Force Intelligence facilities.

v. Reviews communications electronics implementation plans for Air Force Intelligence communications facilities.

w. Reviews, evaluates, and validates requests to install and use protected wireline distribution systems (PWDS) and hardened cable paths to process (SCI).

x. Validates user requests for SCI authentication codes for automatic secure voice communications (AUTOSEVOCOM) network.

y. Manages the National Security Agency gray telephone system for all Air Force users within the Washington, DC, network.

z. Manages the COMSEC Equipment Program (CEP) for the Intelligence Data Handling System (IDHS), the COMIREX automated management system, Department of Defense Intelligence Information System (DODIIS), Intelligence Facsimile System, AFIS Automatic Message Handling System and DOD Intelligence matters.

aa. Monitors studies of state-of-the-art techniques and future concepts to plan for modernizing and improving Intelligence communications facilities.

bb. Monitors systems and analysis studies of present and proposed communications systems that support Intelligence functions. Establishes plans and programs for upgrading telecommunications equipment based on systems studies.

cc. Represents the Air Force Intelligence community on matters relating to consolidation of telecommunications centers involving Defense Special Security Communications System (DSSCS) and General Service (GENSER) communications.

dd. Provides assistance to and represents the ACS/Intelligence on matters that relate to Intelligence communications requirements.

12-5. Responsibilities of the Headquarters USAF Special Security Office (AFSSO USAF) (INSD). AFIS/INSD:

a. Acts as the Air Force Special Security Office(r) (AFSSO) for HQ USAF, Office of the Secretary of the Air Force (OSAF) and Air Force Intelligence Service (AFIS) per USAFINTEL 201-1 and as the SCI security and control officer for all other SCI control systems for the above offices per appropriate national and departmental directives.

b. Maintains a 24-hour SCI facility (SCIF) to accomplish all required SCI security functions for HQ USAF, OSAF, HQ AFIS, and Headquarters Air Force Office of Special Investigations (HQ AFOSI), and other agencies and offices as required.

c. Conducts preliminary investigations of all OSAF, HQ USAF, and HQ AFIS SCI security incidents per USAFINTEL 201-1 and DODD 5200.1-R/AFR 205-1.

d. Acts as the focal point with 1947ASG/DOCS on all security matters involving Sensitive Compartmented Information Facilities (SCIFs) within the Pentagon and with 1100 SPS for AFIS SCIFs located at Bolling AFB.

e. Provides communications and "Black Book" support to the Worldwide Air Force Commanders Conference (CORONA).

f. Acts as the OPR for HOI 10-5, HOI 205-11, AFISRP 200-3, and the HQ USAF SCI Consolidated Product Catelog (CONCAT).

g. Acts as the Air Force manager for GAMMA Special Series SCI per USAFINTEL 201-1.

h. Conducts annual inspections of SCIFs at HQ USAF, OSAF, HQ AFIS, and HQ AFOSI per USAFINTEL 201-1.

i. Operates and maintains a terminal to the Defense Facsimile Network (DIFAX).

j. Receives, logs, controls, determines dissemination, reproduces, and distributes SCI materials received or transmitted through the DSSCS or the Armed Forces Courier Service (ARFCOS) for HQ USAF, OSAF, HQ AFIS, HQ AFOSI offices, and other agencies and offices as designated.

k. Provides for immediate processing, handling, and delivery of Critical Intelligence Communication (CRITIC) messages as well as provide for the special handling, control, protection, and delivery of "Special Project Access," "EYES ONLY," "Limited Distribution," "Special Category (SPECAT)," "General Officer," and other limited access DSSCS electrical traffic and SCI documents.

l. Maintains SCI document inventories on specialized SCI documents processed through AFIS/INSD.

m. Provides SCI courier support to senior officials and officers of the Air Staff.

n. Acts as the OPR for the SCI Security Management Course (AFIS 002) per AFM 50-5.

o. Provides recurring SCI security education and training for SCI security officers and administrative personnel assigned to OSAF, HQ USAF, and HQ AFIS.

p. Conducts all required SCI security indoctrinations, reindoctrinations, debriefings, and "Defense Security/Risk of Capture" briefings per USAFINTEL 201-1.

q. Issues AFIS/INSD security policy newsletters, SCI courier cards (AFHQ Form 8), and out-of-area SCI courier authorizations to Air Staff, AFIS, and other offices and personnel as required per USAFINTEL 201-1 and HOI 205-11.

r. Acts as the OPR for the Department of the Air Force (DAF) on requests for SCI products validation per USAFINTEL 201-1.

s. Acts as the DAF OPR with national level Intelligence producers on dissemination requirements for new SCI products.

t. Maintains the HQ USAF SCI CONCAT, and issues changes as required.

u. Maintains SCI products requirement requests, statements of Intelligence interest, and mission statement matrix received from all DAF elements for use by national level producing agencies, and for determining SCI product distribution within OSAF, HQ USAF, AFIS, and to HQ AFOSI by AFIS/INSD.

v. Implements the SCI portion of DIA Manual 59-1, Intelligence Dissemination, and submits information for inclusion in HQ USAF Supplement to DIA Manual 59-1, AFR 200-24, USAFINTEL 201-1, and other appropriate publications.

w. Acts as the Air Force OPR and validating authority on requests for release of SCI to US contractors per USAFINTEL 201-1.

HQ AFIS/INS

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|  DIRECTORATE OF SECURITY  |
|   AND COMMUNICATIONS      |
|      MANAGEMENT           |
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INSB   INSC

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INSD

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|  SECURITY OFFICE (AFSSO)  |
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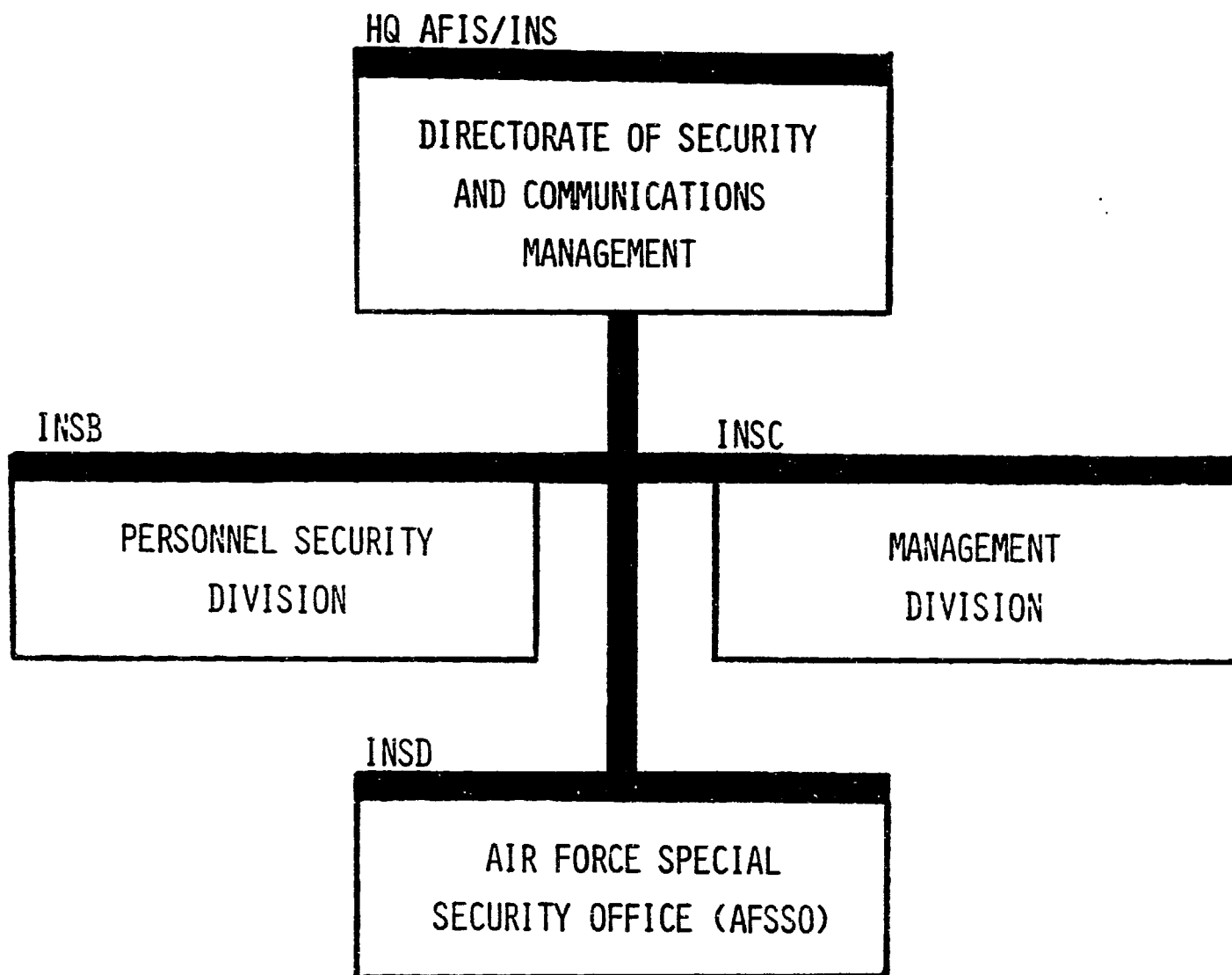
Figure 12-1.   Directorate of Security and Communications Management Organizational
               Chart.

SECTION M — DIRECTORATE OF INTELLIGENCE DATA MANAGEMENT (IND)

13-1. Organizational Structure. See figure 13-1 and attachment 1.

13-2. HQ AFIS/IND Mission. AFIS/IND maintains a center of expertise on all matters that relate to intelligence information systems characterized by automation. Provides leadership to the Air Force Intelligence community by developing future plans that focus and conserve intelligence resources by applying automated data processing (ADP) systems to the tasks of intelligence. Advises the Commander on, and is responsible for, all ADP matters that relate to Air Force Intelligence. Plans, coordinates, and manages all US Air Force Intelligence ADP systems and performs all other US Air Force Intelligence ADPS manager duties as explained in AFR 300-12. Provides leadership to the Air Force Intelligence community by managing the development and maintenance of intelligence standard software. Sponsors intelligence ADP conferences. As the intelligence data handling system (IDHS) program OPR, prepares, coordinates, submits, and defends to review authorities resource requirements, program realignments, and fiscal adjustments as required to maintain the IDHS financial program. Provides for direct ADP, special data handling, and staff support to Air Force Intelligence activity missions.

13-3. Responsibilities of the Operations and Development Division (INDO). AFIS/INDO:

    a. Oversees the development and maintenance of standard software.

        (1) Assists AFIS/INDR and operating commands in identifying and consolidating automated system capabilities that are necessary to support intelligence mission requirements. Reviews and coordinates functional description of necessary automation support required to enㅡure maximum use of existing software, technical adequacy, and interoperability with other Air Force Intelligence systems.

        (2) Provides major input to develop standard software, hardware and communications engineering plans, and specifications. Provides necessary guidance that concerns standard system design, hardware configuration, and software design to ensure maximum field use of standard system or components, and interoperability with existing systems.

        (3) Responsible for technical interaction with national and service agencies such as HQ USAF/SI, DIA, JCS, CIA, NSA, National Photographic Interpretation Center (NPIC), Defense Communication Agency (DCA), Space Division (SD), Command Control Communications and Intelligence (C^3I), and military departments on subjects that relate to ADP support to the Air Force Intelligence mission.

        (4) Monitors the standard software design or development progress produced by external assistance contracts through detailed design reviews, consultations, and periodic progress reports. Makes sure that requirements statements, functional descriptions, and implementation cycles are complied with.

(5) Provides configuration management for all standard intelligence software under AFIS/IND control.

(6) Takes part in developing R&D projects that have IDHS implications.

(7) Provides technical expertise in coordination with commands and activities to analyze future developments or requirements and ensure early transition of intelligence systems to provide continued and enhanced interoperability. This ensures increased productivity of intelligence resources while limiting financial asset expenditures.

(8) Prepares AFIS ADP General Defense Intelligence Program (GDIP) and budget submissions.

b. Exercises the authority and responsibilities of the AFIS ADP program single manager according to AFR 300-2.

(1) Provides centralized programming, systems design, systems analysis, and implementation services as required for AF/IN-AFIS-AFSAC elements.

(2) Manages, standardizes, and coordinates all AF/IN-AFIS-AFSAC data processing activities, including software and hardware resources.

(3) Maintains and operates an ADP, related communications facility in support of AF/IN-AFIS-AFSAC functions.

(4) Operates and maintains specialized software for an external computer system to provide essential support to AF/IN-AFIS functions.

(5) Prepares and issues AF/IN-AFIS-AFSAC data project directives (DPDs) and data project plans (DPPs) according to AFM 300-12. Approves (within designated thresholds) the selection and acquisition of ADP contractual services and ADP equipment lease-purchase for AF/IN-AFIS-AFSAC activities.

(6) Assists in planning and managing logistic support for specific ADP equipment in providing intelligence support.

(7) Prepares AFIS Major Command ADP Program (MCAP) annually.

(8) Conducts quarterly AF/IN-AFIS-AFSAC IDHS Steering Group meetings.

c. Coordinates with and assists national agencies in developing telecommunication policy and procedures that relate to the intelligence community data communication requirements. Provides assistance to supported commands or agencies in developing Department of Defense Intelligence Information System (DODIIS) telecommunication interfaces.

(1) Reviews, coordinates, and analyzes input of DOD communications planning documents that relate to intelligence activities. Provides Air Force intelligence representation to DCA on advanced communications development activities. Provides Air Force liaison to national level agencies such as DIA, NSA, and CIA to ensure compatibility of intelligence computers to telecommunications interoperability.

(2) Provides representation on action committees, panels, and groups concerned with improving automated intelligence telecommunications systems within the worldwide intelligence community.

(3) Identifies requirements for improving and strengthening IDHS communications interfacing capabilities. Maintains cognizance of, and provides technical guidance regarding data teleprocessing state of the art.

(4) Designs and analyzes data communication systems as required by Air Force Intelligence. Gives information required to develop communications programming documents for Air Force intelligence data communications.

(5) Provides worldwide Air Force IDHS requirements information interchange with the DOD telecommunications community.

(6) Maintains close contact with functional users to make sure continual monitoring of various teleprocessing systems are adequately stated in performance specifications.

    d. Manages and operates an all-source computer facility in support of the AF/IN-AFIS-AFSAC Intelligence mission and standard software development, maintenance, quality assurance, and configuration managment.

(1) Provides computer access and telecommunication interface to national level intelligence data bases supporting intelligence analysts during peace, crisis, limited war, and general war.

(2) Is responsible for administrative and security guidelines for customers who use the AFIS/IND computer facility.

    e. Provides representation on intelligence community committees, panels, and groups.

13-4. Responsibilities of the Resources and Management Division (INDR). AFIS/INDR:

    a. Serves as the Air Staff authority for carrying out the ADPS-90-Functional Manager responsibilities as outlined in AFR 300-2, and further explained by the Department of the Air Force automated data processing system (ADPS), ADPS Master Plan, and the Air Staff Functional Area ADP Plan for ADPS-90 IDHS, and Department of the Air Force program management directive for improvement of selected intelligence data handling systems. Responsible for implementing actions mandated by the DIA IDHS Management Responsibilities Plan, JCSM-SM-357-74.

b. Provides for standard ADPS and automated data system (ADS) development or modification according to project directives and plans. Establishes a configuration control system for ADPS-90 and its ADSs. Reviews MAJCOM unique ADS requirements and design specifications. Identifies and corrects ADPS deficiencies. Approves standard or unique ADS requirements within authority level. Reviews and makes recommendations through Assistant Chief of Staff for Information Systems (AF/SI) to SAF/FM for all ADPS-90 requirements.

c. Provides for the interchange of ADPS requirements procedures, and policies by facilitating information exchange. Conducts periodic review of ADPS-90 application and development efforts at operational sites. Takes part in ADPS Source Selection Evaluation Board functions and technical evaluation that pertain to ADPS-90.

d. In coordination with HQ USAF/SI, command ADP single managers, and intelligence staffs, AFIS/INDR plans and takes actions to make sure that:

(1) Proper research and development, procurement, military construction, and operations and maintenance resources are allocated to Air Force Intelligence Data Handling Systems projects.

(2) Associated manpower requirements are met, and as required, external contractual support is provided and funded. Consolidates command requirements and maintains, in detail, consolidated resource and funding data.

e. In coordination with HQ USAF/SI, reviews, revises and appraises command IDHS Intelligence Automation Requirement (IAR) submissions for new ADP equipment and upgrades to existing equipment. Prepares, issues, and maintains DPDs. Reviews, and maintains DPPs per AFR 300-2. Coordinates funding and expenditure rates for procuring new equipment. Monitors delivery and installation contracts, schedules, and equipment. Takes action to secure new or change existing maintenance contracts to accommodate new equipment.

f. Supports operating commands by identifying and meeting ADP requirements for using new and planned strategic imagery and electromagnetic sensor and data reduction systems. Provides for the intergrated analysis of these all-source activities.

g. Takes part in identifying requirements to develop a communications interface among intelligence data handling capabilities.

h. Reviews and validates requirements for tactical intelligence ADP systems.

(1) Maintains liaison with external tactical intelligence and command and control system development offices to make sure the tactical intelligence ADP systems are interoperable.

(2) Reviews requirements for tactical intelligence ADP systems.

(3) Reviews requirements for tactical intelligence data bases to ensure interoperability among tactical intelligence organizations within the Air Force and to promote tactical intelligence interoperability among mobility and fixed-site tactical intelligence ADP systems.

i. Based on broad General Defense Intelligence Program (GDIP) guidance (as supplemented by HQ USAF):

(1) Prepares and issues (as functional OPR) detailed guidance to command IDHS activities.

(2) Reviews, adjusts, and consolidates command inputs for submission according to HOI 27-1, DOD Programming System.

(3) Coordinates the IDHS program submission with the HQ USAF ADP single manager (HQ USAF/SI).

(4) Collaborates with the fiscal guidance category OPR in the presentation and defense of resource requirements, program realignments, and fiscal adjustments at Air Force, DIA, DOD, Office of Management and Budget (OMB), and Director of Central Intelligence (DCI) levels.

j. Provides interface with HQ USAF/SI on all matters that pertain to IDHS programming.

k. Studies, analyzes, and recommends automated intelligence systems to meet intelligence information requirements. Monitors external assistance contracts for worldwide users (and resulting contract deliverables) for quality, compliance, and usability. Provides policy and guidance for developing and maintaining standard software. Based on approved command requirements, explains new software initiatives.

l. Reviews, revises, and approves command IDHS statements of work for external assistance. Coordinates funding for contractual support and monitors rates of expenditure.

m. Serves as executive agent within the intelligence community for the coordination and management of logistical support for unique intelligence processing equipment, including taking part in single service and intergrated logistics activities.

n. Makes sure, through coordination with HQ ATC and the Armed Forces Air Intelligence Training Center (AFAITC), that current and representative IDHS training and equipment are available to AFAITC students and the operational sites.

o. Represents the Assistant Chief of Staff, Intelligence (ACS/I), HQ USAF, on all matters that relate to the operational security of IDHS that process Sensitive Compartmented Information (SCI) and other foreign intelligence. Serves as the formal ADP system accreditation authority for those ADP systems under the security cognizance of the ACS/I, HQ USAF, that process, store, use, produce, or transmit foreign intelligence information.

p. Takes part in North Atlantic Treaty Organization (NATO) panels and joint US-NATO sponsored ADP endeavors designed to evolve a common base-line technology.

q. Provides representation on intelligence community committees, groups (i.e., US Air Force member of the DCI computer security subcommittee; US Air Force member of the DIA Operational Systems Coordination committee).

r. Serves as the directorate's focal point for individual mobilization augmentees (IMAs) assigned in compliance with AFIS CONPLAN - AFIS SUPPORT plan. Determines appropriate duty assignments to familarize IMAs with directorate's functions.

HQ AFIS/IND

DIRECTORATE OF INTELLIGENCE
DATA MANAGEMENT

INDO

OPERATIONS & DEVELOPMENT
DIVISION

INDR

RESOURCES & MANAGEMENT
DIVISION
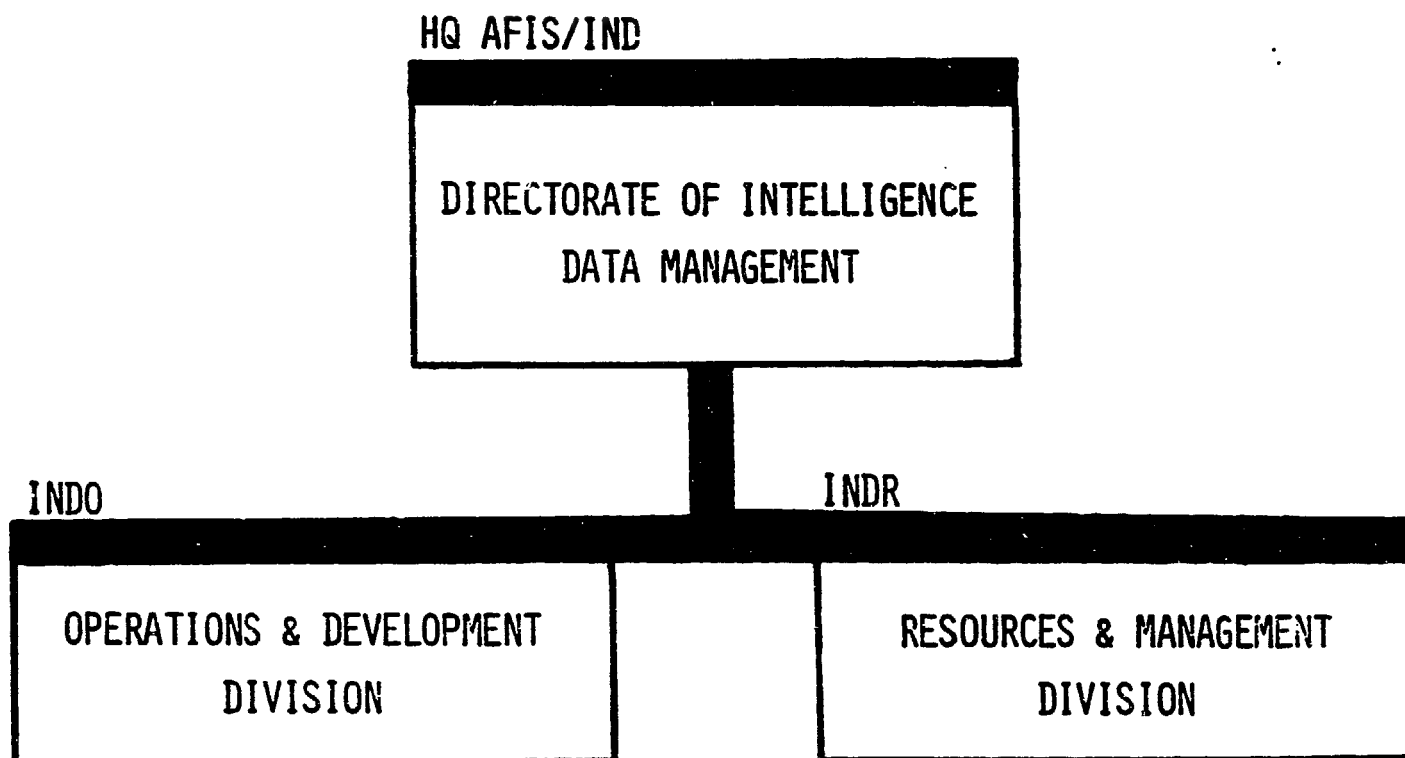
Figure 13-1.   Directorate of Intelligence Data Management Organizational Chart.

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SECTION N - DIRECTORATE OF ATTACHE AFFAIRS (INH)

14-1. Organizational Structure. See figure 14-1 and attachment 1.

14-2. HQ AFIS/INH Mission. The mission of AFIS/INH is to select and train Air
Force attaches and enlisted attache support personnel for the Defense Attache
System (DAS), and to provide direct USAF operational and representation support
to attache personnel, both while in training and once assigned, to over 60 De-
fense Attache Offices situated in US Embassies world-wide.

14-3. Responsibilities of the Enlisted Selection and Administrative Division
(INHE). AFIS/INHE:

        a. Responsible for the recruitment, evaluation, selection, and nomi-
nation of NCOs for assignment to the DAS.

        b. Coordinates assignment actions with the Defense Intelligence Agency
(DIA) and Air Force Manpower and Personnel Center (AFMPC).

        c. Monitors personnel actions that affect Air Force enlisted personnel
while assigned to the DAS.

        d. Responsible for, and participates in the operation of enlisted se-
lection panels.

        e. Monitors training programs and NCOs progression in various courses
of instruction at the Defense Intelligence College and Foreign Service Insti-
tute.

        f. Maintains contact with enlisted personnel who have previously served
in the DAS for future attache support assignments.

        g. Provides administrative support for the Directorate.

        h. Conducts briefings on the mission of the Air Forces' Directorate of
Attache Affairs and attache duty. Presents briefings to personnel as directed
by the Director of Attache Affairs.

        i. Manages the Air Force briefing and debriefing program for attaches
departing for or returning from attache duty.

        j. Manages Mid-Tour Reports from attaches on station.

        k. Maintains Air Force publications account and forms for the Director-
ate.

        l. Establishes office suspense file and acts as the Directorate control
point for all communications.

14-4. Responsibilities of the Officer Selection, Training, and Support Division (INHO). AFIS/INHO:

a. With the assistance of HQ USAF and AFMPC:

(1) Reviews, evaluates, and nominates highly qualified officers for assignment to the DAS.

(2) Monitors personnel actions that affect Air Force officer personnel assignment to the DAS.

(3) Integrates DAS requirements into the Air Force Intelligence Career Development Program.

b. Provides recommended selection standards for identifying and selecting officer Air Attache personnel. Also maintains operating instructions (OIs) to operate officer selection boards.

c. Monitors training programs and Air Attache student progression in various courses of instruction, to include the Defense Intelligence College, Defense Language Institute, Foreign Service Institute, Naval Postgraduate School, and the Area Specialist Program.

d. Monitors the applicable manuals and regulations that list the requirements and procedures for officer attache duty, changes as appropriate, and advertises general career data and openings in the field.

e. Maintains contact with officer personnel who have served in the DAS for potential assignment to other Air Attache positions.

f. Identifies highly qualified officers in AFIS or HQ USAF who may be candidates for future attache duty.

g. Prepares plans and outlines procedures that involve Air Force participation in the DAS according to HQ USAF policy guidance. Develops and recommends changes if required.

h. Assists other AFIS elements in supporting those DAS activities that are Air Force-controlled or that require unilateral Air Force action.

i. Prepares and conducts briefings on the mission of the Air Force's Directorate of Attache Affairs, and officer attache duty. Presents such briefings to interested agencies as directed by the Directorate of Attache Affairs. Briefs Phase II Security Assistance personnel as required.

j. Coordinates and monitors DIA requirements of modifications for aircraft within the DAS as specified in current directives and DIA or US Air Force agreements.

k. Establishes and enters attache designees into supplemental training programs to assure broad knowledge of Air Force plans, doctrine, equipment, and capabilities. This is accomplished through formalized briefings or orientation of scheduled training with appropriate civilian (industry) and military activities.

l. Administers the Representation Gift Program and special maintenance and travel funds with the assistance of AFIS/AC. Coordinates all budget and fiscal activities with AFIS/AC and other agencies as required.

m. Serves as the point of contact for all requests for support from attaches in the field.

n. Manages the Attache Biographical Program.

HQ AFIS/INH

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|        DIRECTORATE OF       |
|        ATTACHE AFFAIRS      |
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|         DIVISION            |      |         DIVISION            |
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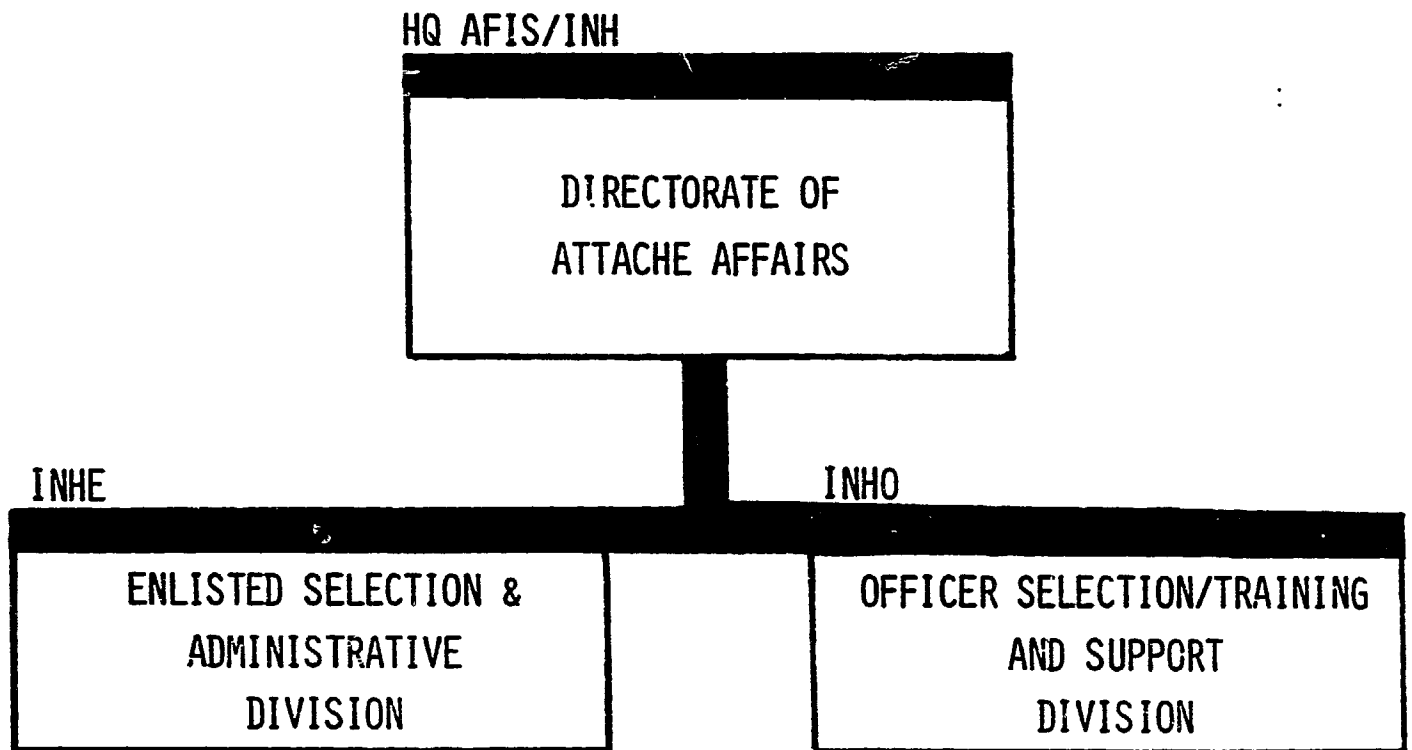
Figure 14-1.   Directorate of Attache Affairs Organizational Chart.

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SECTION O - DIRECTORATE OF INTELLIGENCE RESERVE FORCES (RE)

15-1. Organizational Structure. See figure 15-1 and attachment 1.

15-2. HQ AFIS/RE Mission. AFIS/RE directs the Air Force Intelligence Reserve (AFIR) Program and develops a combat ready reserve force to support active force intelligence operations during peacetime contingencies or wartime mobilization. Manages the Individual Mobilization Augmentee (IMA) positions which have been established by the major commands (MAJCOMs) and agencies, validated by the Air Staff (AF/MPM) and transferred to the Air Force Intelligence Service (AFIS) for centralized control.

15-3. Responsibilities of the Operations and Readiness Division (REO).
AFIS/REO:

    a. Develops and employs reservists in the AFIR Program in a wide variety of military specialties to maintain or increase their proficiency and mobilization readiness.

    b. Coordinates intelligence reserve support requirements of DOD, HQ USAF, MAJCOMs, and Unified and Specified Commands.

    c. Coordinates and manages Air Force Intelligence Reserves in support of active force intelligence production requirements including local and remote tasking of Detached Training Sites (DTSs), and the evaluation of products and services.

    d. Coordinates DTS intelligence briefings and intelligence-block training to Air Force Reserve (AFRES) flying units.

    e. Develops man-days requirements, Reserve Personnel Appropriation (RPA) and Military Personnel Appropriation (MPA), to provide for operational, administrative, and training requirements for the AFIR Program.

    f. Allocates RPA man-days to fund special tours for training and support of training of individual MAs to maintain or increase proficiency and mobilization readiness.

    g. Allocates MPA man-days to fund special tours in direct support of active force requirements to meet a temporary active force manning need which cannot be met economically by active force resources.

    h. Schedules annual tours for IMAs.

    i. Identifies and evaluates formal courses conducted for active duty personnel to determine applicability to intelligence reserve proficiency upgrading. Develops criteria and requirements for the establishment and conduct of specialized formal courses for AFIR. Selects reserve personnel for skill proficiency upgrade and skill broadening courses. Administers skill proficiency upgrade actions.

    j. Provides staff supervision of the foreign language training program.

k. Develops training exercises for use at AFIS/RE DTSs. Evaluates exercise learning outcome.

l. Monitors documentation of individual MA training folders.

m. Develops and briefs concepts, programs, and policies to insure that the AFIR Program supports active force intelligence requirements in peacetime and during contingencies as an integral part of maintaining military proficiency and mobilization preparedness.

n. Prepares inputs to mobilization plans of the AFIS, HQ USAF, and USAF MAJCOMs.

o. Represents AFIS at DOD, HQ USAF, USAF MAJCOMS, and Air Force Reserve Conferences relating to the development, utilization, and readiness of the AFIR.

p. Prepares command support agreements and memoranda of understanding.

q. Organizes and coordinates the establishment of AFIR DTSs.

r. Provides guidance and monitors host-tenant support agreements between DTS' and host installations.

s. Develops operating instructions (OIs) utilized in the directorate and the DTS'. Prepares analysis to evaluate AFIR Program management methods and procedures.

t. Prepares AFIS/RE annual history.

u. Performs staff assistance visits to DTSs.

15-4. Responsibilities of the Personnel Management Division (REP). AFIS/REP:

a. Monitors personnel-related actions pertaining to intelligence Reservists' careers, including retirements, good years, promotions, commissioning programs, etc.

b. Develops and manages intelligence Reserve recruiting and retention. Evaluates applicants for the AFIR Program.

c. Initiates mobilization day command and DTS assignments and reassignments.

d. Maintains master AFIR Program manning documents.

e. Coordinates and approves attachments for inactive duty training (IDT) of personnel assigned to other Reserve programs.

f. Manages Air Force participation in the Reserve Attache Program administered by Defense Intelligence Agency.

g. Develops and maintains specialized intelligence Reserve personnel data encompassing civilian and military intelligence background, technical and linguistic skills, and active duty tour data. Maintains and updates the in-house automated Intelligence Reserve Information System (IRIS).

h. Submits inputs to the Consolidated Reserve Personnel Office (CRPO) for update of the Automated Personnel Data System (APDS) and operates a dedicated APDS terminal.

i. Administers procedures for intelligence Reserve officer effectiveness reports, noncommissioned officer performance reports (Reserve), and letters of evaluation. Reviews and processes all reports prior to their becoming official records.

j. Develops standards, screens, and monitors AFIR Program Reserve officer unit vacancy and enlisted promotions.

k. Manages personnel affairs, including awards and decorations, letters of appreciation, special recognition, and retirements.

l. Selects candidates for the Reserve Airman Commissioning Program.

m. Administers Outstanding IMAs of the Year awards.

n. Monitors ARPC personnel actions on Reservists assigned or attached to the AFIR Program.

o. Initiates and monitors personnel security investigations for AFIR Program members. Requests security clearances and sensitive compartmented information (SCI) access eligibility and initiates other Automated Security Clearance Approval System actions via the APDS. Certifies security clearances to DTS' and remote flights via the IRIS.

p. Coordinates SCI access for Reservists (IDT), active duty training, and annual tours. Establishes and monitors SCI billet structures for Reservists IDT at DTS' and remote flights.

q. Maintains liaison on intelligence Reserve personnel related matters with the Air Staff, Air Reserve Personnel Center, USAF Manpower and Personnel Center, major commands, and other separate operating agencies.

r. Conducts staff assistance visits.

HQ AFIS/RE

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|  DIRECTORATE OF INTELLIGENCE             |
|  RESERVE FORCES                          |
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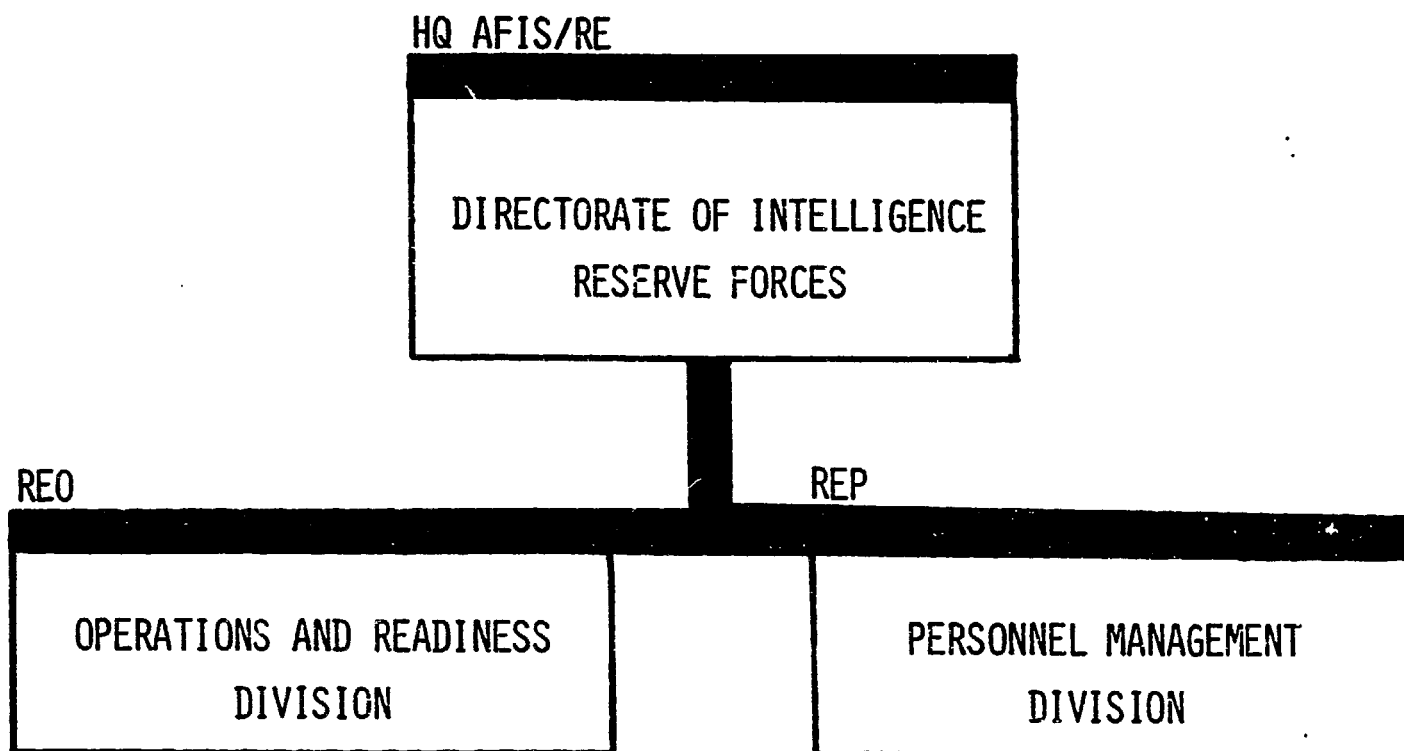
Figure 15-1. Directorate of Intelligence Reserve Forces Organizational Chart.

SECTION P — DIRECTORATE OF PERSONNEL (DP)

16-1. Organizational Structure. See figure 16-1 and attachment 1.

16-2. HQ AFIS/DP Mission. AFIS/DP provides the Commander, AFIS, with assistance and recommendations on all matters that pertain to AF/IN-AFIS military and civilian personnel acquisition and assignment, career development and training, career management, and liaison between worldwide intelligence activities, the Air Force Manpower and Personnel Center (AFMPC) and PALACE SENTINEL. Monitors the US Air Force Intelligence community personnel resources and programs to facilitate harmonization of interests and efforts.

16-3. Responsibilities of the Civilian Personnel Division (DPC). Provides complete competitive and excepted civilian personnel support to managers and to operating civilian personnel offices (CPOs), to include overseas CPOs. AFIS/DPC:

   a. Develops policy and directives internal to AFIS that pertain to civilian personnel management.

   b. Is the central point of contact with managers and civilian personnel offices on all personnel actions and programs.

   c. Administers the civilian awards and decorations programs.

   d. Evaluates personnel management requests that affect staffing actions against manpower authorizations.

   e. Maintains a civilian personnel data base.

   f. Administers the functional area of the Civilian Intelligence Career Development Program (ICDP). Provides assistance to the functional managers at all levels on all aspects of the ICDP Air Force wide. Receives policy guidance from HQ USAF and the Defense Intelligence Agency (DIA).

   g. Advises management at all levels on a variety of civilian personnel problems, including matters like supergrade actions, consultant appointment, high-grade ceiling control, and other position actions.

   h. Controls supervisory and high-grade civilian positions.

   i. Serves as CCPO focal point for overseas civilian personnel host-tenant support agreements/matters.

16-4. Responsibilities of the Military Personnel Division (DPR). AFIS/DPR:

   a. Establishes and implements AF/IN and AFIS policies on respective military and personnel assignments.

   b. Manages all personnel actions for the ACS/I and AFIS/CC which involve colonel assignments.

c. Manages development of policy for intelligence training programs.

d. Manages Air Force Area Specialist Program.

e. Budgets for directorate expenses, and civilian PCS funds.

f. Develops and monitors policies governing the assignment, reassignment, and use of airmen and officers below the grade of colonel.

g. Manages officer promotion notifications; quality control of APRs, OERs; and administers the awards and decorations program.

h. Manages AF/IN ASTRA program.

i. Manages Advanced Academic Degree program, White House Fellows program for AF/IN-AFIS.

j. Administers the Stripes for Exceptional Performers (STEP), NCO and Senior NCO of the Quarter and Year, Company Grade Officer of the Quarter and Year, Twelve Outstanding Airmen of the Year, Administrator of the Year, Ten Outstanding Young Men of America, and Outstanding Personnel Manager of the Year programs.

k. Assists in developing and managing contingency plans and exercises.

l. Manages personnel automated data products.

m. Develops plans, policies, and controls for effective administration of AF/IN-AFIS training programs.

n. Provides coordination pertaining to planning, organizing, funding, development, and implementation of training programs, functions, and activities.

o. Provides and administers policy concerning leadership and management education, to include officer and enlisted professional military education.

p. Manages selected Air Force Intelligence training programs to include: DCI Exceptional Analyst, Defense Advanced Language and Area Studies Program, and Quality of Analysis.

q. Implements the Area Specialist Program.

r. Manages selected Air Force Intelligence research programs to include: The Defense Academic Research Support Program, and the Air Force Intelligence Compendium of Research Topics.

s. Schedules training of AF/IN-AFIS civilian personnel for residence and correspondence courses.

t. Develops civilian ICDP training program.   Insures Air Force wide completion of ICDP 5 year training plan.

u. Manages AF/IN-AFIS participation in the Non-Resident Foreign Language Training Program. Maintains tapes for distribution.

v. Manages AFIS suggestion program.

16-5. Wartime Operations of the Directorate of Personnel. During wartime conditions, the Directorate of Personnel:

a. Provides personnel support and guidance incident to the deployment of AFIS active duty resources.

b. Advises AFIS directorates, offices, and centers of personnel policies and procedures.

HQ AFIS/DP

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        |      DIRECTORATE OF      |
        |        PERSONNEL         |
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DPC   DPR

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+--------------------+        +--------------------+
|                    |        |                    |
| CIVILIAN PERSONNEL |        | MILITARY PERSONNEL |
|      DIVISION      |        |      DIVISION      |
|                    |        |                    |
+--------------------+        +--------------------+
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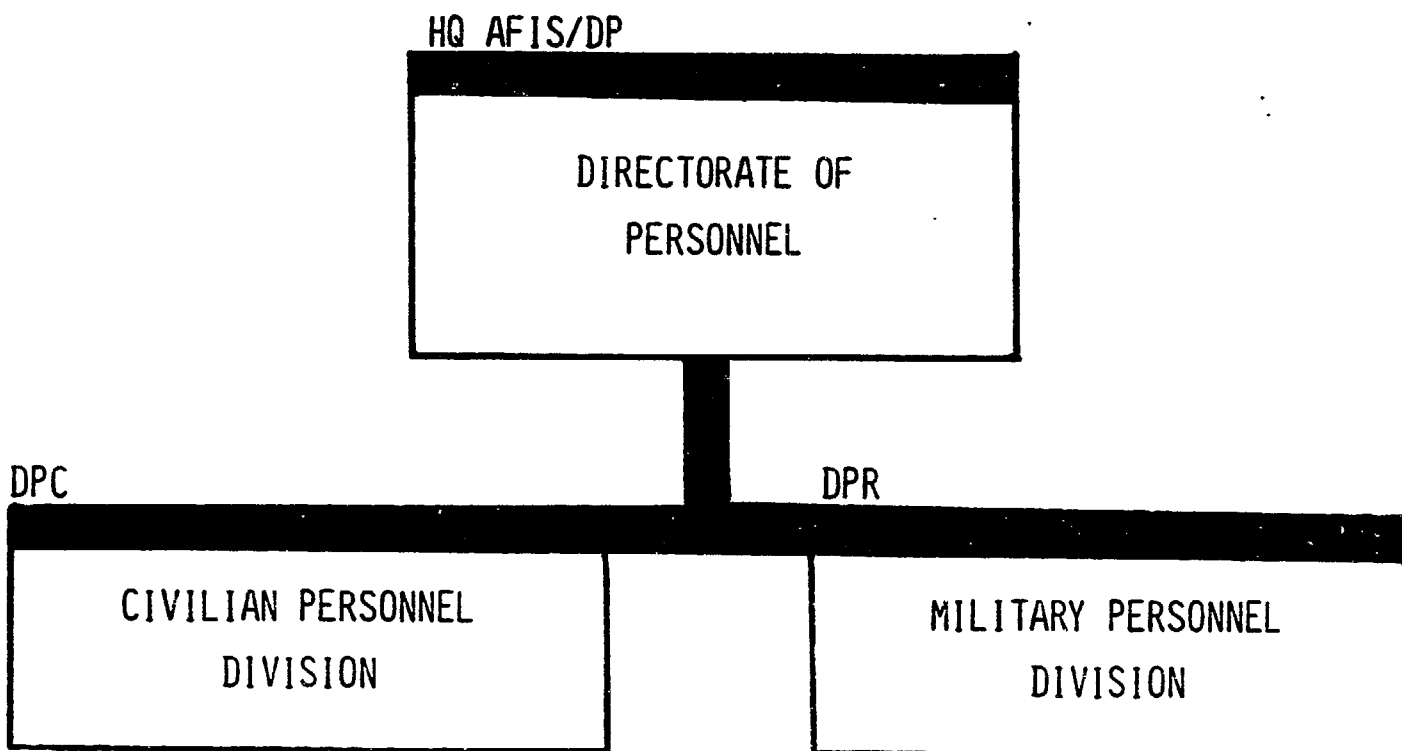
Figure 16-1.   Directorate of Personnel Organizational Chart.

SECTION Q -- DIRECTORATE OF SOVIET AFFAIRS (INC)

17-1. Organizational Structure. See figure 17-1 and attachment 1.

17-2. HQ AFIS/INC Mission. AFIS/INC mission is to carry out the US Air Force Soviet Awareness Program. The program is designed to keep each member of the Air Force informed and aware of Soviet doctrine, strategy, tactics, force structure, and combat employment. In order to ensure the maximum amount of awareness, the program consists of the following:

    a. "Soviet Military Thought" Series.

    b. "Studies in Communist Affairs" Series.

    c. Soviet Press Selected Translations (AFRP 200-1).

    d. Soviet Military Concepts.

    e. Soviet Literature Research Facility.

    f. Soviet Military Power Week.

    g. Soviet Military Power Day.

    h. Soviet Awareness Team.

    i. Soviet Military Weapons Display.

    j. Soviet Awareness Videotape Program.

NOTE: In addition, the directorate supports Air Staff concerns as directed.

17-3. Responsibilities of the Literature Research Division (INCF). AFIS/INCF:

    a. Critically reviews authoritative and influential Soviet writings on military doctrine, strategy, operational art, and tactics. Recommends key monographs to the Assistant Chief of Staff, Intelligence (ACS/I) for approval for publication in the "Soviet Military Thought" book series. Publishes a periodic compendium of such articles in Soviet Military Concepts.

    b. Directs translation of selected materials into English.

    c. Edits all translations to ensure accuracy and readability.

    d. Coordinates with the USAF Directorate of Administration (AF/DAP) on publication procedures.

    e. Supervises manuscript editing, galley proofs, and page proofs.

    f. Monitors status of selected materials throughout the publication cycle.

g. Coordinates copyright matters with the Patent Division, Office of the Judge Advocate General, USAF, and the Soviet All-Union Copyright Agency (VAAP).

h. Selects and manages translation of topical Soviet writing for publication in the bi-monthly compendium Soviet Press Selected Translations (AFRP 200-1).

i. Supports, as directed, the Air Staff, Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, and other agencies.

j. Participates in working groups devoted to planning machine translation and machine-assisted translation efforts, as required.

k. Manages a technical information data base, consisting of English and Russian language original source materials (books, magazines, newspapers).

l. Operates the foreign publications index computer system.

m. Provides research support to the other elements of the Directorate of Soviet Affairs, and other agencies upon request.

n. Compiles, maintains, and updates computer-generated addressee listing for "Soviet Military Thought" book series and Soviet Press Selected Translations, and Soviet Military Concepts recipients.

o. Coordinates distribution of published materials through the Air Force Publications Distribution Center.

17-4. Responsibilities of the Soviet Awareness Division (INCR). AFIS/INCR:

a. Conducts continuous research in the disciplines of Communist military-political affairs, doctrine, and strategy. Evaluates findings as they relate to, impact on, and influence the US Air Force. Selects the proper material for the Air Force Soviet Awareness Program.

b. Prepares, maintains, and conducts the 5-day program of presentations, "Soviet Military Power Week," (AFIS-001, AFM 50-5).

c. Prepares, maintains, and conducts 1-day orientations on "Soviet Military Power" for senior officers and other special groups, such as each year's Brigadier General Orientation, members of Congress, the JCS, and other service staffs.

d. Prepares, maintains, and conducts Soviet Awareness programs in temporary duty status at US Air Force bases worldwide.

e. Assembles, maintains, and conducts tours of a display of Soviet military weapons, uniforms, and artifacts.

f. Establishes and maintains an ongoing data base as required to ensure currency of material included in the presentations.

g. Produces, together with the HQ USAF Television Center, the Soviet Awareness videotape series.

h. Directly supports Air Force and joint service officer professional military education schools, undergraduate pilot and navigator training classes, and aggressor pilot training classes, by presenting a formal portion of the syllabi for each class.

i. Supports programs for civic leaders as requested by Air Force Public Affairs subject to ACS/I approval and regularly scheduled Air Force priorities.

17-5. **Wartime Operations of the Directorate of Soviet Affairs.** During wartime operations, the Directorate of Soviet Affairs provides:

a. Expertise on a wide range of Soviet military-political affairs to the Air Staff and/or other Washington area decision makers.

b. Analysis of worldwide developments using past knowledge and current, all-source information.

c. Quick-reaction translation and analytical services as necessary through utilization of AFIS reservists.

HQ AFIS/INC

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              ┌─────────────────────┐
              │    DIRECTORATE OF    │
              │    SOVIET AFFAIRS    │
              └─────────────────────┘
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INCF   INCR

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┌─────────────────────┐      ┌─────────────────────┐
│ LITERATURE RESEARCH  │      │   SOVIET AWARENESS   │
│      DIVISION        │      │      DIVISION        │
└─────────────────────┘      └─────────────────────┘
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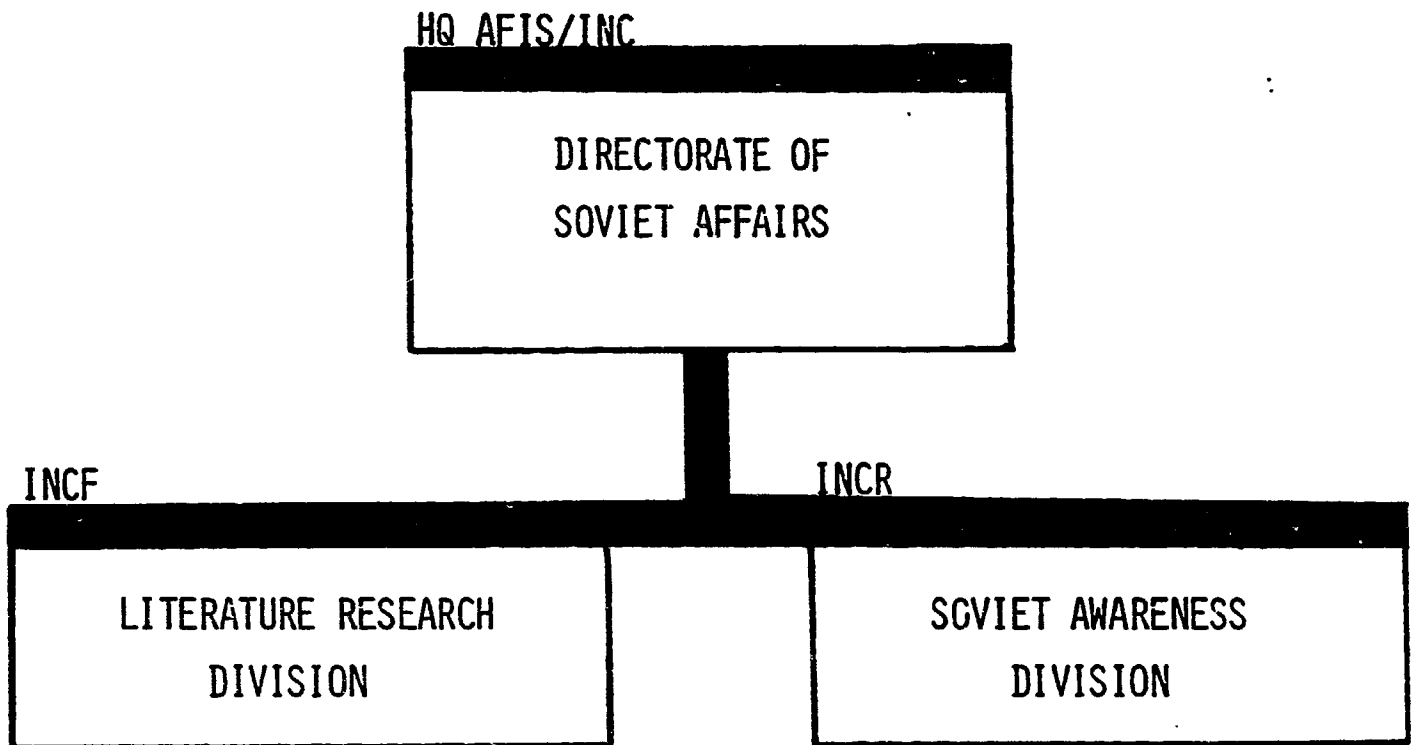
Figure 17-1. Directorate of Soviet Affairs Organizational Chart.

SECTION R — DIRECTORATE OF JOINT SERVICES SUPPORT (INU)

18-1. Organizational Structure. See figure 18-1 and attachment 1.

18-2. HQ AFIS/INU Mission. AFIS/INU:

    a. AFIS/INU is the responsible Air Force activity for intelligence aspects of the DOD Combat Survival program, including analysis and production of intelligence information related to US Prisoners of War/detained personnel.

    b. Serves as the Chief of Staff, Air Force (CSAF) designated executive agent for Combat Survival and related matters.

    c. Determines AF/IN positions on Combat Survival and Prisoner of War (PW) matters and serves as the OPR for coordinating these matters with the Directorate of Plans and Operations (AF/XO) and other Air Staff elements.

    d. Provides intelligence support in developing Combat Survival operational tactics, techniques, procedures, publications, equipment, and training programs.

    e. Has primary responsibility for debriefing repatriated US Air Force PW/detainees and for coordinating these debriefings with other Air Staff offices to insure proper coverage of all areas of interest.

    f. Selects and trains personnel to conduct debriefings of US PW/detainees as required.

    g. Responsible for all operational aspects of Air Force participation in resistance training programs, including guidance, and coordination with all branches of the Armed Forces.

    h. Responsible for the production of worldwide Combat Survival related intelligence Contingency Guides.

    i. Serves as the Executive Agent's action office for the DOD Code of Conduct training program.

    j. Represents the Air Force on joint services and interagency committees and working groups that deal with Combat Survival and PW policies and issues.

    k. Responsible for providing hostage survival training to selected AF personnel.

    l. Responsible for all DOD Code of Conduct historian and librarian functions.

18-3. Responsibilities of the Code of Conduct Division (INUA). AFIS/INUA:

    a. Develops, monitors, and evaluates Code of Conduct related training and education programs, policies, and procedures for all branches of the Armed Forces as the DOD Executive Agent action office.

b. Develops and produces multiple media Code of Conduct-related training materials for the military services.

c. Manages the research, drafting, and publication of worldwide Combat Survival Contingency Guides.

d. Exercises management responsibility over the acquisition of data-bases needed to support the Combat Survival Contingency Guide program.

e. Manages the DOD Code of Conduct Library/archives.

18-4. Responsibilities of the Defense Support Program Division (INUB). AFIS/INUB:

a. As the action office for the JCS executive agent for operational combat survival, develops operational concepts, initiates and monitors programs, and manages special technical systems and techniques to support US Air Force and joint services Combat Survival/PW activities.

b. Develops and produces training in support of AFR 208-1 in hostage survival.

c. Upon request, provides technical recommendations to support HUMINT and HUMINT-related activities.

d. Provides US Air Force augmentation to, and management of the Combined Services Support Program (CSSP).

HQ AFIS/INU

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          ┌─────────────────────────────┐
          │      DIRECTORATE OF         │
          │   JOINT SERVICES SUPPORT    │
          └─────────────────────────────┘
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INUA   INUB

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┌─────────────────────┐          ┌───────────────────────────┐
│   CODE OF CONDUCT   │          │  DEFENSE SUPPORT PROGRAMS │
│     DIVISION        │          │         DIVISION          │
└─────────────────────┘          └───────────────────────────┘
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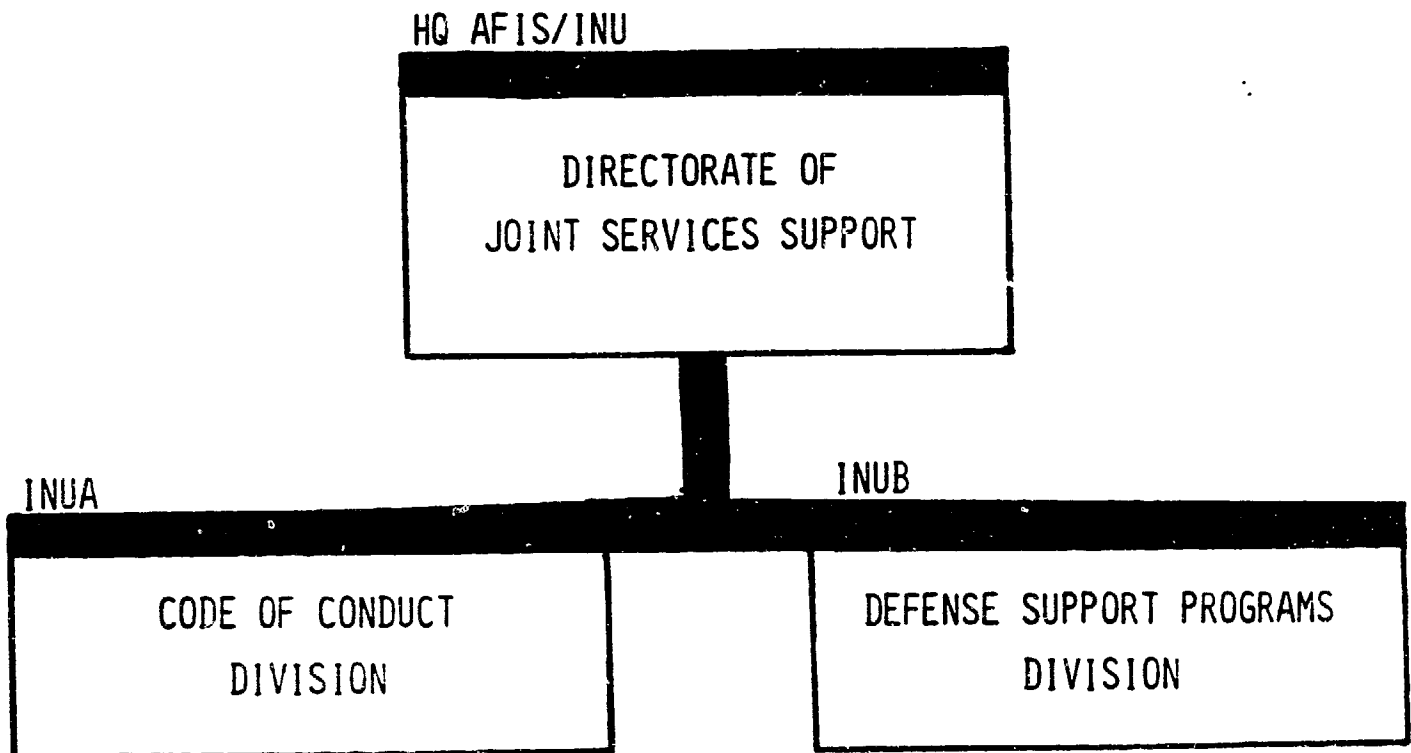
Figure 18-1.   Directorate of Joint Services Support Organizational Chart.

SECTION S — DIRECTORATE OF OPERATIONAL INTELLIGENCE (INO)

19-1. Organizational Structure. See figure 19-1 and attachment 1.

19-2. HQ AFIS/INO Mission. AFIS/INO provides the Air Force with all-source intelligence that pertains to or affects US Air Force policies, resources, mission, or force deployment, on a worldwide basis. For example:

    a. Analysis of indications of potential hostile activities against the United States or its allies.

    b. Intelligence analysis of current air operations.

    c. Trends and implications of current worldwide developments.

    d. Evaluates aerospace related signal intelligence (SIGINT) to determine capabilities, vulnerabilities, and trends of foreign aerospace forces.

    e. Liaison with the other services and DOD and non-DOD government agencies on matters that pertain to operational intelligence and SIGINT evaluation.

    f. Technical authority in intelligence matters related to operational support and defense analysis.

19-3. Responsibilities of the Special Studies Division (INOA). AFIS/INOA:

    a. Acts as ACS/I's designated representative for all-source analysis, reporting, and intelligence production on foreign Concealment, Camouflage, and Deception (CC&D).

    b. Supports national level agencies and decision-makers on key strategic issues.

    c. Coordinates with USAF Special Planners to determine and meet their requirements.

    d. Monitors and coordinates USAF foreign CC&D analysis and intelligence support activities.

    e. Represents ACS/I and USAF, as appropriate, on all national interagency intelligence panels and groups which deal with foreign CC&D employment, strategy, doctrine, philosophy, methodology, and implications.

    f. Searches for, investigates, analyzes, and reports on CC&D activity, and disseminates resulting products to appropriate Air Staff offices and other appropriate agencies.

    g. Recommends intelligence collection requirements.

    h. Provides CC&D materials and information to the MAJCOMs.

i. Coordinates with ATC to provide USAF intelligence schools with current CC&D training materials for their use and interfaces with the DOD and the other services to make similar material available to their training facilities.

j. Maintains the USAF all-source CC&D data base.

k. Provides air staff intelligence analysts with imagery derived research and exploitation support for use in preparation of:

    (1) Air Force Intelligence Estimates.

    (2) Interagency Intelligence Memorandums.

    (3) Adversary Employment Tasks.

    (4) Special Studies and Analyses.

l. Provides air staff intelligence analysts with timely imagery analysis and exploitation in support of:

    (1) High Interest Crisis Situations.

    (2) Continuing or Long Term Analyses.

    (3) Projects or Tasking Requiring Interagency Coordination.

m. Participates in the development and evaluation of:

    (1) Advanced Sensor and Dissemination Systems.

    (2) New/Modified Exploitation Equipment or Systems.

    (3) Interactive Data Handling Systems.

n. Serves as the focal point for AF/IN with exploitation functions of the National Photographic Interpretation Center (NPIC), to include the NPIC Imagery Exploitation Group (IEG), the CIA Office of Imagery Analysis (OIA), DIA/DB-5 and the US Army Intelligence and Threat Assessment Center Imagery Interpretation Production Division (ITAC/IIPD).

o. Provides imagery analysis and exploitation assistance to Air Force organizations which have no assigned imagery analysis assets.

    (1) AFIS/OL-N (Kelly AFB).

    (2) Ballistic Missiles Office.

    (3) Los Alamos National Laboratory.

    (4) Alaskan Air Command.

    (5) Military Airlift Command.

p. Provides special Air Force imagery analysis support through AF/IN to other DOD and/or National level Intelligence organizations.

19-4. Responsibilities of the Intelligence Research Division (INOI). AFIS/INOI:

a. Exploits SIGINT resources for intelligence on foreign:

(1) Air, missile, space, and nuclear force development, doctrine, and strategy.

(2) Force exercises, deployment, and employment.

(3) Force command, control, and communications and counter command and control communications.

(4) Force tactics.

(5) Encroachment, involvement, interference, or expansion beyond national boundaries.

b. Maintains a data base directly related to SIGINT exploitation of foreign aerospace forces.

c. Represents Air Force intelligence interests at NSA on substantive matters, including close liaison with analysts. Serves as a focal point in handling requests for SIGINT information from DIA, MAJCOM, and other US Air Force activities.

d. Supports US Air Force collection programs through SIGINT exploitation.

e. Produces special reports and studies as directed and as indicated by analysts, including:

(1) SIGINT Aerospace Weapons Summary (SAWSUM) - (hardcopy-special reports-recurring studies-ACS/I, DIA, MAJCOM, DOD, and other Air Force activities).

(2) SIGINT Aerospace Summary (SAS) - (electrical-special reports-recurring studies-ACS/I, DIA, MAJCOM, DOD, and other Air Force activities).

(3) Briefings - (to support Air Force Intelligence activities and MAJCOMs).

(4) The Missile and Space Summary (MASS) - (hardcopy-special report provided monthly to ACS/I).

f. Provides short and long term special intelligence support to the Air Force Special Plans Office and Air Force Special Planner Worldwide.

g. Supports the US Air Force Human Intelligence (HUMINT) and other US
Air Force-controlled collection programs where the exploitation of SIGINT
increases collection efforts.

h. Provides SIGINT support and backup on aerospace-related matters for
US Air Force inputs to National Intelligence Estimates (NIEs) and provides
studies and support to, and serves as US Air Force committee members within the
intelligence community.

i. Meets special short term requirements in support of Air Force Intel-
ligence activities through membership in ad hoc working groups, task forces and
committees, and serves as action officer for designated projects.

19-5. Responsibilities of the Aerospace Intelligence Division (INOZ).
AFIS/INOZ:

a. Develops and presents intelligence briefings on current events
worldwide on a schedule prescribed by the Commander. Issues message summaries
of such briefings when required, to other Air Force commanders and agencies.
Disseminates special analysis and briefing packages for their use.

b. Provides a 24-hour, 7-day a week alert service immediately respon-
sive to HQ USAF and MAJCOM requirements for intelligence pertinent to crisis,
or potential crisis.

c. Identifies need for quick reaction support by elements of HQ USAF
and USAF field organizations in obtaining adequate information pertinent to
current conditions. Obtains formal task assignments via HQ USAF (AF/IN) as re-
quired.

d. Maintains liaison with DIA, National Security Agency (NSA), CIA, and
other intelligence activities to provide the Air Force with information regard-
ing the imminence of hostilities, as well as with other current intelligence
that may impact on US Air Force interest.

e. Serves as OPR within Air Force Intelligence activities for the
National Operations and Intelligence Watch Officers Net (NOIWON).

f. Serves as OPR for intelligence support to the HQ USAF Contingency
Support Staff and the Command Advisory function.

g. During crisis situation, provides intelligence and graphic support
to HQ USAF (ADVANCED) at the Alternate Joint Communications Center (AJCC) and
to HQ USAF (REAR).

h. Reviews, on a continuing basis, all-source intelligence information
to determine the impact on US Air Force operations worldwide.

i. Compiles and analyzes detailed statistics on foreign force activity
levels and analyzes foreign aerospace activities.

j. Prepares studies and analyses together with other intelligence activities.

k. Prepares special studies of intelligence background information for key Air Force and DOD personnel and the Congress.

l. Acts as the AFIS single point of contact for information on substantive intelligence matters.

m. Provides graphics and visual aid support to the Assistant Chief of Staff, Intelligence and compartmented intelligence graphics support to all Air Force Intelligence activity directorates.

HQ AFIS/INO

DIRECTORATE OF
OPERATIONAL INTELLIGENCE

INOA

SPECIAL STUDIES
DIVISION

INOI

INTELLIGENCE RESEARCH
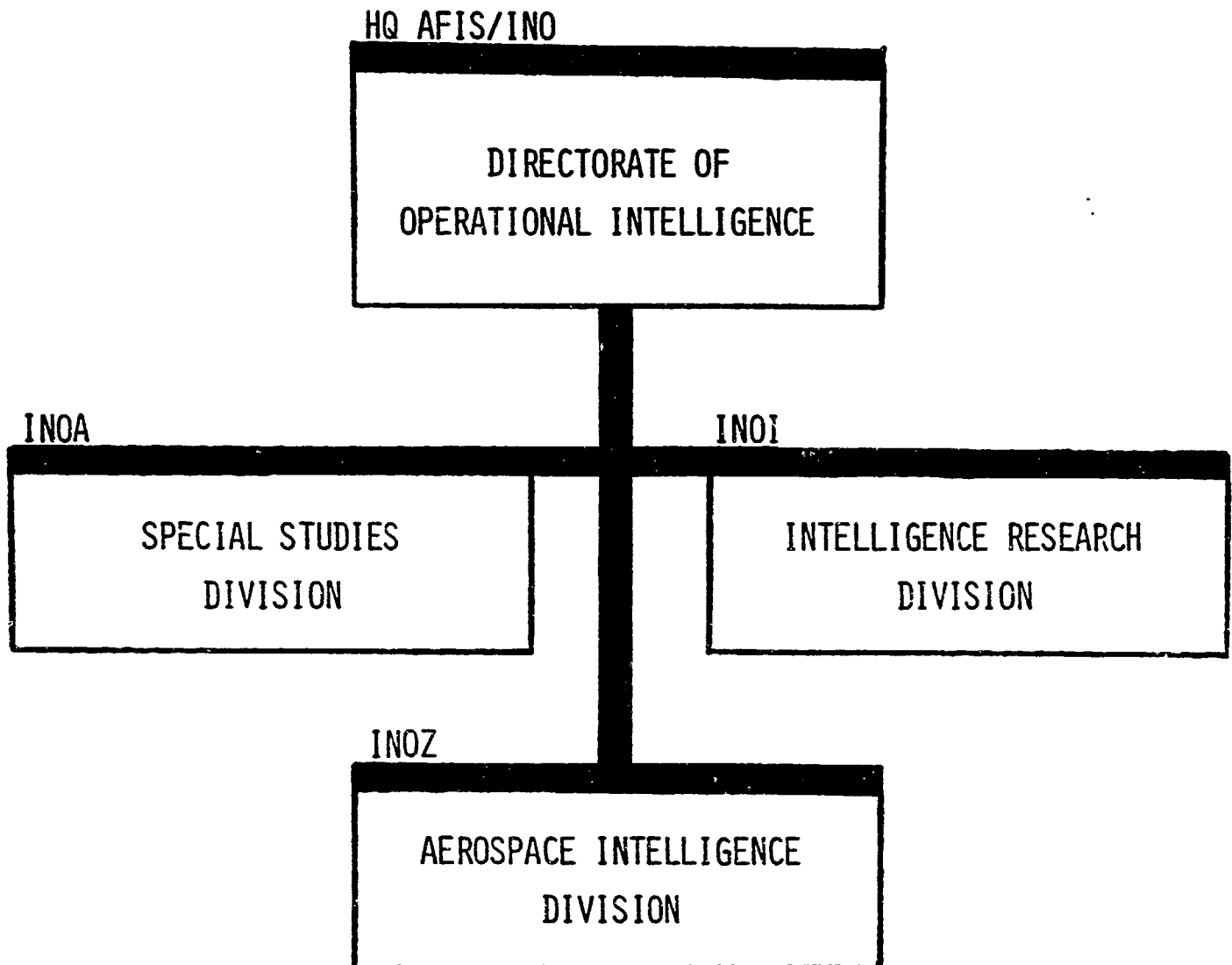DIVISION

INOZ

AEROSPACE INTELLIGENCE
DIVISION

Figure 19-1. Directorate of Operational Intelligence Organizational Chart.

SECTION T — DIRECTORATE OF TARGET INTELLIGENCE (INT)

20-1. Organizational Structure. See figure 20-1 and attachment 1.

20-2. HQ AFIS/INT Mission. AFIS/INT is the Air Force OPR for target intelligence to include weaponeering; target analysis; force application and mission planning; target material; and mapping, charting, and geodesy (MC&G), which includes aspects of geophysics; is the Department of the Air Force point of contact with the Defense Mapping Agency (DMA); is program element monitor for PE 35801F, Service Support to DMA.

20-3. Responsibilities of the Concepts and Applications Division (INTA). AFIS/INTA:

a. Develops, recommends, and coordinates plans, policies and positions on Air Staff and JCS actions that relate to target intelligence.

b. Reviews Air Force, Joint Staff, Unified and Specified (U&S) Command and Defense Agency plans and programs to ensure that target intelligence interests are addressed.

c. Serves as office of primary responsibility for AFP 200-17 and AFP 200-18. Contributes to other Air Force directives and guides on target intelligence matters.

d. Sponsors the annual Air Force Target Intelligence Conference to promote and improve targeting support.

e. Collaborates with the Air Force research, development, testing, and evaluation (RDT&E) community on applying target technologies, methodologies and capabilities to advanced weapon systems. Acts as program counterpart office for established programs with targeting interests. Reviews and comments on all statements of need, mission essential need statements, and program management directives dealing with intelligence and other systems and functions having a potential impact on the USAF targeting function.

f. Maintains liaison with and conducts periodic visits to MAJCOMs, SOAs and other military services and Defense Agencies on matters related to target intelligence, target materials, and weaponeering. Provides assistance, policy guidance, and support to the MAJCOMs on those targeting concerns that are within Air Staff purview.

g. Serves as office of collateral responsibility for the 808X/201X1 targeting career fields. Reviews and monitors utilization, classification and training of US Air Force active duty and reserve personnel in these career fields.

h. Serves as the AF/IN-AFIS representative on the Joint Technical Coordinating Group/Munitions Effectiveness (JTCG/ME) and Joint Munitions Effectiveness Manual/Air-to-Surface (JMEM/AS) groups. Co-chairs the JMEM/AS Operational Users Working Group.

i. Provides US Air Force representation on national targeting groups (e.g., TI/TM Conference, Target Intelligence Production Plan) to ensure that Air Force interests are represented.

j. Serves as the focal point to assure standardization throughout the Air Force of major targeting data bases, equipment purchases, and target materials.

k. Collaborates with Air Force Plans and Operations (XO) community in developing concepts of applications for mission areas and weapon systems.

l. Collaborates with the Air Force Intelligence Plans and Systems Directorate (AF/INY) in the development and application of intelligence collection, exploitation, and dissemination systems to support near-real-time/real time targeting and adaptive planning/retargeting.

m. Monitors release programs for target intelligence, target materials, and JMEM products to our allies.

n. Wartime mission of INTA is to assist the Air Staff in making recommendations to the NCA on means of executing the war from a targeting perspective. This is accomplished by:

(1) Providing bomb damage assessment, conventional, chemical, and nuclear operations.

(2) Providing targeting analysis to support adaptive planning/retargeting recommendations.

(3) Providing a point of interface between operators and the Air Force targeting community.

20-4. Responsibilities of the Mapping, Charting, and Geodesy Division (INTB). AFIS/INTB:

a. Develops, recommends, reviews, and coordinates Air Staff, Joint Staff, Unified and Specified Command, and Defense Agency plans, programs, policies, and positions that relate to Mapping, Charting and Geodesy (MC&G), including but not limited to the JSCP Annex G, JSCP Annex G, JSPD Annex E, Joint Master Navigation Plan, DMA Joint Manpower Program, and Oplan and CONPlan Annexes M.

b. Reviews statements of operational need and program management directives to ensure MC&G impacts are adequately addressed.

c. Is OPR for the 96 series Air Force regulations and contributes MC&G expertise to other Air Force publications as necessary. Coordinates for the Department of the Air Force on DMA instructions.

d. Collaborates with the Air Force research, development, test, and evaluation (RDT&E) community on applying MC&G techniques, methodologies, and capabilities to advanced weapon systems. Acts as progam counterpart office for established programs with MC&G interests, including PE 63259F, Cartographic Applications for Technical and Strategic Systems. Coordinates and validates current and projected requirements for new or modified MC&G products and services to support RDT&E activities and new weapon system operations.

e. Collaborates with the Air Force Intelligence Plans and Systems Directorate (AF/INY) in the development and application of intelligence collection, exploitation, and dissemination systems to support MC&G production.

f. Develops products specifications for new or modified MC&G materials. Conducts periodic reviews and assesses responsiveness of DMA to Air Force requirements. Evaluates utility and quality of MC&G products and services provided by DMA.

g. Acts as Air Force authority for validating and monitoring MC&G and geophysical data requirements submitted by MAJCOMs (other than U&S Commands) and SOAs. Identifies and explains MC&G requirements to MAJCOMs and SOAs, as well as requirements for developing associated plans and programs.

h. Maintains liaison with and conducts periodic visits to MAJCOMs, SOAs, and other military Services and Defense Agencies on matters related to MC&G and geophysics.

i. Provides US Air Force representation on national and international MC&G groups to make sure national and Air Force interests are represented. Serves on the Air Standardization Coordination Committee Working Party 64. Takes part in other working groups as directed.

j. As functional manager, monitors Air Force officer and enlisted cartographic geodetic career fields. Monitors Air Force MC&G manpower and personnel resources, and advises AFMPC on career development and assignment actions. Monitors or manages accession, classification, utilization, education and training of US Air Force personnel in those career fields.

k. As directed, provides MC&G expertise to Air Staff, OSD, and JCS.

l. Monitors release programs for MC&G products and data to our allies.

m. Provides MC&G expertise to Air Force organizations developing and producing target materials.

HQ AFIS/INT

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│        DIRECTORATE OF       │
│     TARGET INTELLIGENCE     │
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└─────────────────────────────┘
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INTA   INTB

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┌─────────────────────────────┐      ┌─────────────────────────────┐
│  CONCEPTS AND APPLICATIONS   │      │    MAPPING, CHARTING, AND    │
│          DIVISION            │      │       GEODESY DIVISION       │
└─────────────────────────────┘      └─────────────────────────────┘
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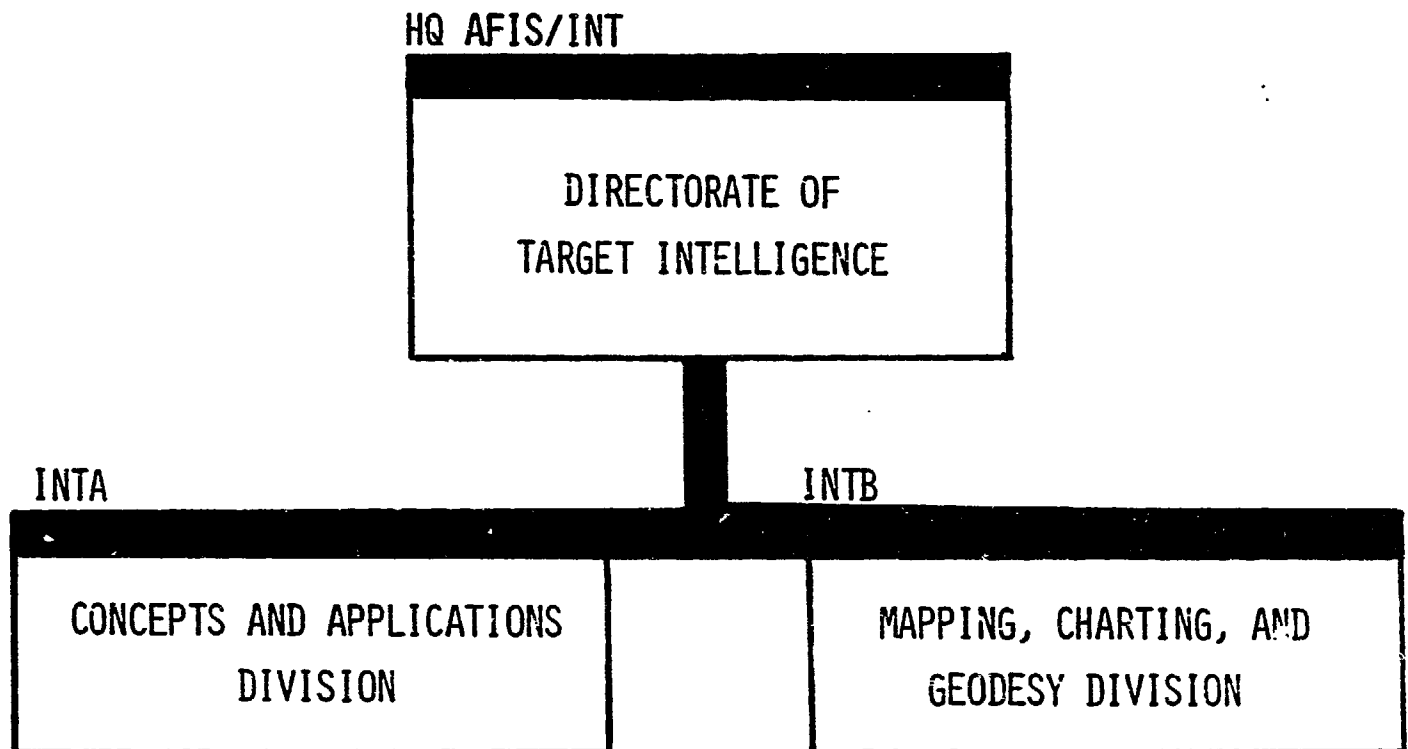
Figure 20-1.   Directorate of Target Intelligence Organizational Chart.

SECTION U — AIR FORCE SPECIAL ACTIVITIES CENTER (AFSAC)

21-1. Organizational Structure. See figure 21-1 and attachment 1.

21-2. HQ AFSAC (AFIS) Mission. HQ AFSAC:

a. Commands, controls, and conducts human resources intelligence (HUMINT) collection and exploitation activities worldwide in support of HQ USAF, MAJCOMs, DOD, and national requirements. Is designated Requirement Control Authority for all USAF HUMINT collection requirements. Serves as the office of primary responsibility (OPR) for the development and review of wartime/contingency plans requiring USAF HUMINT support. Acts as OPR for the initiation and staff processing of USAF HUMINT R&D requirements.

b. Provides active force HUMINT augmentation for wartime or contingency operations to MAJCOMs, Air Component Commands, and Air Force forces of US joint task forces.

(1) Primary capability of AFSAC augmentation teams is to interrogate captured enemy prisoners of war and debrief other types of human sources.

(2) Teams may also perform other HUMINT functions including; enemy document exploitation, collection operations, interpreter and translation support, foreign materiel acquisition, and staff liaison with US and allied intelligence organizations units.

AFSAC

AIR FORCE SPECIAL
ACTIVITIES CENTER

DA

UNIT
ADMINISTRATION

INX

PLANS, RESOURCES AND
SUPPORT DIVISION

INO

OPERATIONS
DIVISION

INXA

PLANS AND POLICY
BRANCH

INOA

COLLECTION MANAGEMENT
BRANCH

INXB

RESOURCES MANAGEMENT
BRANCH

INOB

SECURITY
BRANCH

INXC

CAREER MANAGEMENT AND
TRAINING BRANCH

INOC

OPERATIONAL SUPPORT
BRANCH
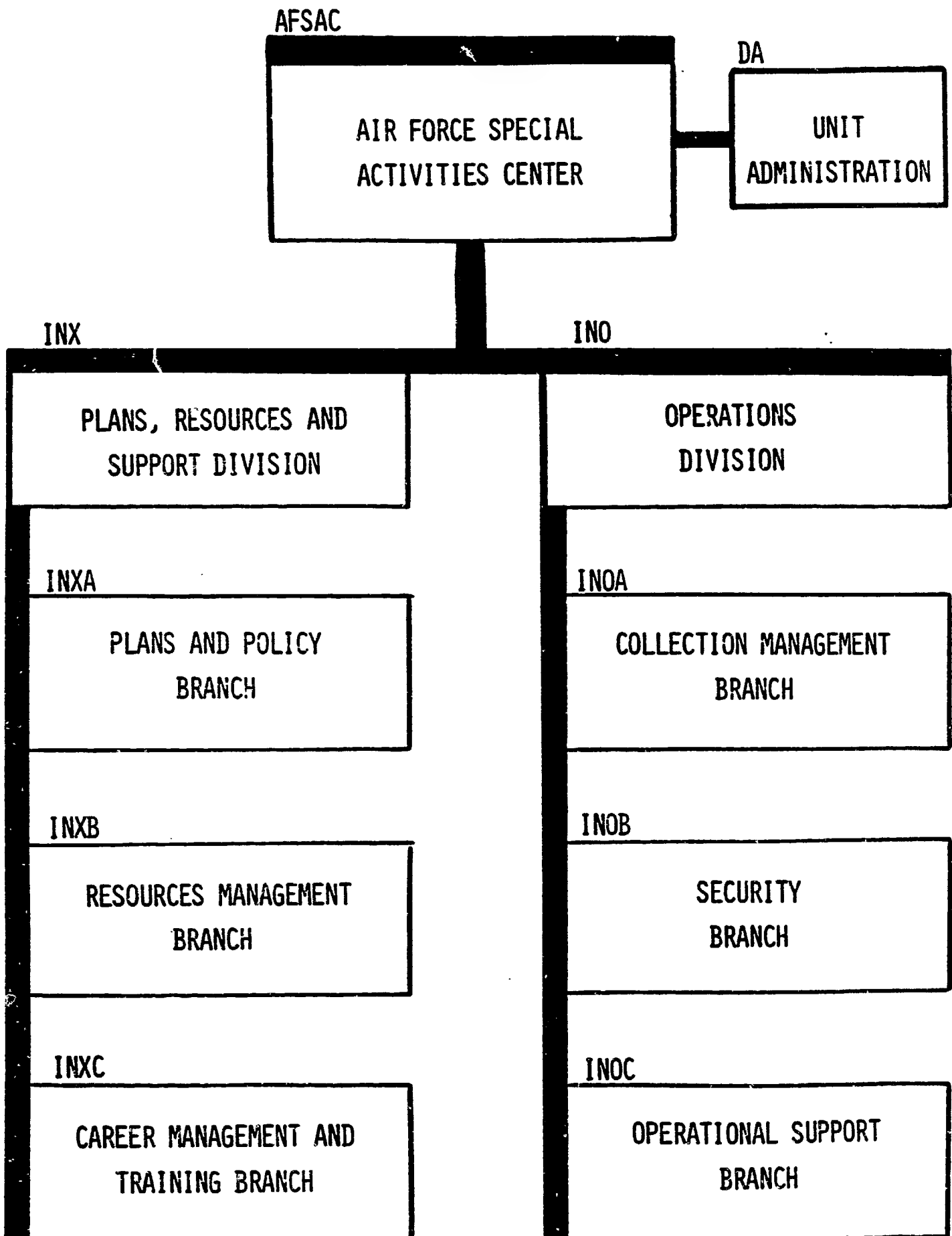
Figure 21-1. Air Force Special Activities Center Organizational Chart.
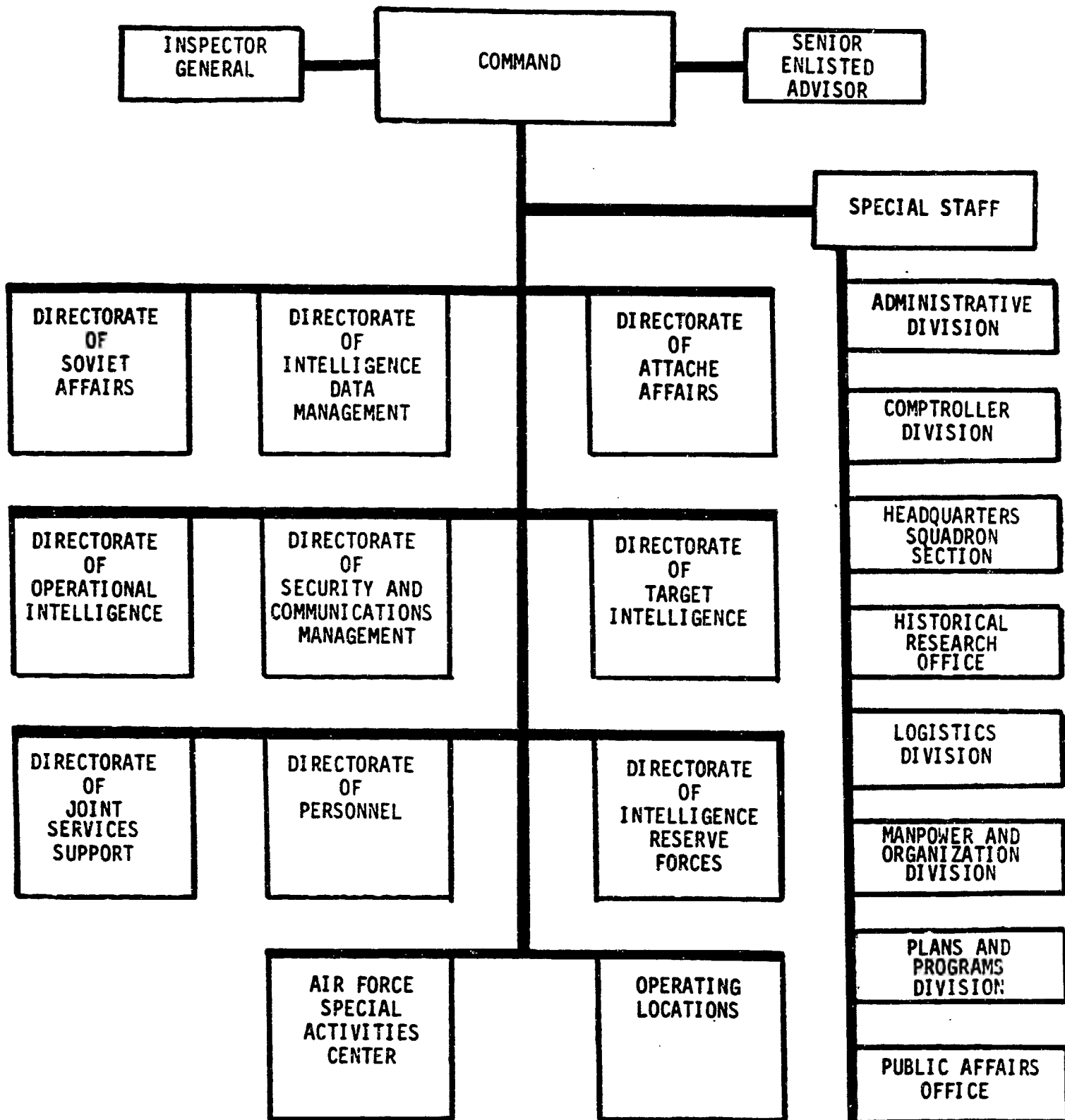
21-3. Responsibilities Assigned. Reference (S) AFISR 23-2, Organization and Functions, Air Force Special Activities Center (AFSAC) (U).

OFFICIAL   PAUL H. MARTIN, Brig Gen, USAF
                                           Commander

ROBERT R. O'TOOLE, CMSgt, USAF
Chief of Administration

HEADQUARTERS AIR FORCE INTELLIGENCE SERVICE ORGANIZATIONAL CHART

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┌─────────────┐      ┌──────────────┐      ┌──────────────┐
│  INSPECTOR  │──────│   COMMAND    │──────│   SENIOR     │
│   GENERAL   │      │              │      │  ENLISTED    │
└─────────────┘      └──────────────┘      │   ADVISOR    │
                                           └──────────────┘
                              │
                              │              ┌──────────────┐
                              ├──────────────│ SPECIAL STAFF│
                              │              └──────────────┘
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DIRECTORATE OF SOVIET AFFAIRS	DIRECTORATE OF INTELLIGENCE DATA MANAGEMENT	DIRECTORATE OF ATTACHE AFFAIRS	ADMINISTRATIVE DIVISION
DIRECTORATE OF OPERATIONAL INTELLIGENCE	DIRECTORATE OF SECURITY AND COMMUNICATIONS MANAGEMENT	DIRECTORATE OF TARGET INTELLIGENCE	COMPTROLLER DIVISION
			HEADQUARTERS SQUADRON SECTION
			HISTORICAL RESEARCH OFFICE
DIRECTORATE OF JOINT SERVICES SUPPORT	DIRECTORATE OF PERSONNEL	DIRECTORATE OF INTELLIGENCE RESERVE FORCES	LOGISTICS DIVISION
			MANPOWER AND ORGANIZATION DIVISION
	AIR FORCE SPECIAL ACTIVITIES CENTER	OPERATING LOCATIONS	PLANS AND PROGRAMS DIVISION
			PUBLIC AFFAIRS OFFICE

Alphabetical List of Abbreviations

ACS/I - Assistant Chief of Staff/Intelligence
ADCOM - Aerospace Defense Command
ADP - Automated Data Processing
ADPE - Automatic Data Processing Equipment
ADPS - Automated Data Processing System
ADS - Automated Data System
AFAITC - Armed Forces Air Intelligence Training Center
AFIR - Air Force Intelligence Reserve
AFISC - Air Force Inspection and Safety Center
AFMPC - Air Force Manpower Personnel Center
AFRES - Air Force Reserve
AFRP - Air Force Recurring Publication
AFSAC - Air Force Special Activities Center
AFSC - Air Force Systems Command
AFSSO - Air Force Special Security Office
AJCC - Alternate Joint Communications Center
APDS - Advanced Personnel Data System
APR - Airman Performance Report
APR(R) - Airman Performance Report (Reserve)
ARFCOS - Armed Forces Courier Service
ASD - Aeronautical Systems Division
ASP - Area Specialist Program
ASTRA - Air Staff Training Program
ATC - Air Training Command

BAWB - Bomber Activity Weekly Brief

C3I - Command Control Communications and Intelligence
CBPO - Consolidated Base Personnel Office
CC&D - Concealment, Camouflage and Deception
CCPC-NFIB - Critical Collection Problems Committee-National Foreign Intelligence Board
CCTC - Command Control Technical Center
CIA - Central Intelligence Agency
CNDWI - Critical Nuclear Design Weapons Information
COMINT - Communications Intelligence
COMPES - Contingency, Operation, Mobility, Planning and Execution System
COMSEC - Communications Security
CONCAT - NSA Consolidated Catalog
CONPLANS - Concept Plans
CPSS - Contingency Planning Support and Systems
CPO - Civilian Personnel Office
CRITIC - Critical Intelligence Communications
CRPO - Consolidated Reserve Personnel Office
CSSO - Contractor Special Security Office
CSSP - Combined Services Support Program

DACP - Deserving Airman Commissioning Program
DAR - Data Automation Requirement
DAS - Defense Attache System
DCA - Defense Communications Agency
DCI - Director of Central Intelligence
DIA - Defense Intelligence Agency
DIAM - Defense Intelligence Agency Manual
DMA - Defense Mapping Agency
DOD - Department of Defense
DPP - Data Project Plans
DSSCS - Defense Special Security Communications System
DTS - Detached Training Site

ERDA - Energy Research and Development Administration
ESI - Extremely Sensitive Information
EXPLANS - Exercise Plans

FMRL - Foreign Material Requirements List
FORSIZE - Support Force Sizing Exercise
FOUO - For Official Use Only

GDIP - General Defense Intelligence Program
GSU - Geographically Separated Unit

HAT - HUMINT Augmentation Team
HOI - Headquarters Operating Instruction
HQ USAF/ACD - HQ USAF, Director Computer Resources
HQ USAF/IN - HQ USAF, Intelligence
HQ AFOSI - HQ Air Force Office of Special Investigations
HUMINT - Human Intelligence

ICDP - Intelligence Career Development Program
IDHS - Intelligence Data Handling System
IMA - Individual Mobilization Augmentee
INTRO - Individualized Newcomer Treatment and Orientation Program
IPO - International Pact Organization
IR - Intelligence Report

JCS - Joint Chiefs of Staff
JOPS - Joint Operations Planning System
JFMP - Joint Foreign Materiel Panel
JSPS - Joint Strategic Planning System

LOGDET - Logistics Detail Report
LOGFOR - Logistics Force Packaging System
LOGSUM - Logistics Summary Report

MA - Mobilization Augmentee
MANFOR - Manpower Force Packaging System
MANREQ - Manpower Requirements Exercise
MASS - Missile and Space Summary
MC&G - Mapping, Charting and Geodesy
MEFPAK - Manpower and Equipment Force Packaging System
MIS - Management Information System
MOU - Memorandum of Understanding
MPA - Military Personnel Appropriation
MSM - Mission Statement Matrix

NASA - National Aeronautics and Space Administration
NFIB - National Foreign Intelligence Board
NIE - National Intelligence Estimate
NIOWON - National Operations and Intelligence Watch Officers Net
NPIC - National Photographic Interpretation Center
NSA - National Security Agency

OER - Officer Effectiveness Report
OI - Operating Instructions
OJT - On-the-Job Training
OMB - Office of Management and Budget
OPLANS - Operations Plans
OPR - Office of Primary Responsibility
OSAF - Office of the Secretary of the Air Force
OSD - Office of the Secretary of Defense

PEM - Program Element Monitor
PRP - Priority Research Programs
PW - Prisoner of War

QMAR - Quarterly Management Analysis Report

RDT&E - Research, Development, Testing, and Evaluation
RMS - Resource Management System
RPA - Reserve Personnel Appropriation

S&T - Scientific and Technical
SAF/PA - Secretary of the Air Force/Public Affairs
SAO - Special Activities Office
SBI - Special Background Investigation
SCI - Sensitive Compartmented Information
SCIF - Sensitive Compartmented Information Facility
SIGINT - Signal Intelligence
SII - Statement of Intelligence Interest
SIOP - Single Integrated Operation Plan
SNIE - Special National Intelligence Estimate
SOA - Separate Operating Agency
SON - Statement of Operational Need
SPECAT - Special Category

U&S - Unified and Specified (in terms of Command)

VAAP - Soviet All-Union Copyright Agency

WAPS - Weighted Airman Promotion System
WRM - War Reserve Materiel