

**OPERATIONS INTELLIGENCE
Air Mobility Command**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description at attachment 1 for the Operations Intelligence function.
- 2. Authority.** AFI 10-series and 21-series (formerly 55- and 60-series) of Air Force and Air National Guard directives contain command policy and procedural guidance for the Operations Intelligence work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5, and is the result of a functional review.
- 3. Applicability.** This ANGMS applies to Air Mobility Command (AMC) and Air Force Special Operations Command (AFSOC) gained flying units operating an Operations Intelligence function, FAC 3100-CM, Operations Intelligence. This ANGMS does not apply to the 189 AG, Little Rock AFB AR, the Readiness Training Unit (RTU); the 179 AG, Anchorage AK; or the 210 RQG, Anchorage AK.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 24 June 1994.
 - c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
 - d. Standard Manpower Equation. $Y = 2$ (Constant Manpower).
 - e. Workload Factor: Not Applicable.
- 5. Application Instructions:**
 - a. A constant manpower of two authorizations will be provided this work center for C-130 (except units listed above), C-141, C-5, and Air Rescue units.
 - b. The manpower requirements for the Operations Intelligence work center, FAC 3100-CM, has been determined as essential and regardless of increases or decreases in workload or changes in the Man-Hour Availability Factor (MAF) these requirements will exist.
 - c. AF Form 1113, Standard Manpower Table, (attachment 2) reflects the total required manpower by grade and skill.
- 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

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OFFICIAL

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- 2 Attachments**
- 1. Work Center Description**
 - 2. Standard Manpower Table**

WORK CENTER DESCRIPTION
Operations Intelligence

DIRECT:

1. OPERATIONS:

1.1. PROVIDES REAL WORLD MISSION SUPPORT:

1.1.1. REVIEWS TASKING. Attends mission planning cell meeting, and reviews tasking message, applicable plan, Operations Order (OPORD), policy guidance, regulation, and procedure.

1.1.2. RESEARCHES SITUATION:

1.1.2.1. OBTAINS DETAILED INFORMATION FROM INTERNAL SOURCE. Gathers detailed information concerning crew, flight route, operating area, customer, and other mission information.

1.1.2.2. OBTAINS DETAILED INFORMATION FROM EXTERNAL SOURCE. Requests, receives, and exchanges detailed information concerning current situation, concept of operation, threat level, rules of engagement, other participants, and Command, Control, Communications and Intelligence (C3I) setup.

1.1.2.3. COORDINATES WITH CUSTOMER AND OTHER AGENCY.

1.2. MANAGES LOCAL TRAINING MISSION/EXERCISE SUPPORT:

1.2.1. MANAGES SINGLE SQUADRON TRAINING:

1.2.1.1. ESTABLISHES TRAINING OBJECTIVE. Meets with trainer/evaluator to establish flying and ground training objective.

1.2.1.2. DETERMINES INTERNAL TRAINING REQUIREMENT.

1.2.1.3. PREPARES DETAILED SCENARIO. Performs research, prepares draft scenario outline, reviews with trainer/evaluator, makes necessary change, prepares final input, and briefs trusted agent on required duties.

1.2.2. MANAGES MULTI-SQUADRON TRAINING:

1.2.2.1. ESTABLISHES TRAINING OBJECTIVE. Meets with trainer/evaluator to establish flying and ground training objective.

1.2.2.2. DETERMINES INTERNAL TRAINING REQUIREMENT.

1.2.2.3. PREPARES DETAILED SCENARIO. Performs research, prepares draft scenario outline, reviews with trainer/evaluator, makes necessary change, prepares final input, and briefs trusted agent on required duties.

1.3. PROVIDES DEPLOYMENT MISSION SUPPORT:

1.3.1. DETERMINES MISSION REQUIREMENT:

1.3.1.1. REVIEWS TASKING. Attends mission planning cell meeting; reviews tasking message, applicable OPORD, OPLAN, policy guidance, regulation, and procedure.

1.3.1.2. RESEARCHES SITUATION:

1.3.1.2.1. OBTAINS DETAILED INFORMATION FROM INTERNAL SOURCE. Gathers detailed information concerning crew, flight route, operating area, customer, and other mission information.

1.3.1.2.2. OBTAINS DETAILED INFORMATION FROM EXTERNAL SOURCE. Requests, receives, and exchanges detailed information concerning concept of operations, current situation, threat level, rules of engagement, other participants, and Command, Control, Communications and Intelligence (C3I) setup.

1.3.1.2.3. COORDINATES WITH CUSTOMER AND OTHER AGENCY.

1.3.1.3. DETERMINES REQUIRED RESOURCE. Determines required personnel and equipment necessary to support tasking. Identifies and records shortfalls.

1.3.2. PARTICIPATES IN SITE SURVEY.

1.3.3. CONDUCTS MOBILITY PROCESSING:

1.3.3.1. PROCESSES EQUIPMENT. Gathers, checks, and packs equipment; prepares packing list, builds up pallet, transports pallet to cargo processing terminal, processes cargo, and returns to work center.

1.3.3.2. PROCESSES PERSONNEL. Recalls personnel, monitors check-in, briefs incoming Intelligence personnel on mobility procedures, assigns and monitors internal deployment tasks, and accomplishes mobility processing.

1.3.3.3. PROCESSES CLASSIFIED. Prepares inventory list, gathers and wraps classified material, prepares classified courier letters, and assigns and briefs courier on responsibilities.

1.3.4. PARTICIPATES IN DEPLOYMENT. Participates in deployment of approximately 15 days duration.

1.3.5. PERFORMS POST-DEPLOYMENT ACTIONS:

1.3.5.1. UNPACKS EQUIPMENT. Receives and transports pallet to work center, breaks down pallet, unpacks and returns equipment to appropriate area, and stores pallet and containers.

1.3.5.2. UNPACKS CLASSIFIED. Unpacks, inventories, verifies, and returns classified material to library.

1.4. PREPARES FOR INTELLIGENCE BRIEFING. Determines required information for briefing, performs research and analysis, prepares briefing, support material, and handout.

1.4.1. PREPARES FOR CRISIS ACTION TEAM (CAT) BRIEFING.

1.4.2. PREPARES FOR SITUATION BRIEFING.

1.4.3. PREPARES FOR MOBILITY CONCEPT BRIEFING.

1.4.4. PREPARES FOR MISSION PLANNING CELL BRIEFING.

1.4.5. PREPARES FOR PERMISSION BRIEFING.

1.4.6. PREPARES FOR GENERAL DEPLOYMENT BRIEFING.

1.4.7. PREPARES FOR AIRCREW DEPLOYMENT BRIEFING.

1.4.8. PREPARES FOR THEATER ORIENTATION BRIEFING.

1.4.9. PREPARES FOR AREA STUDY BRIEFING.

1.4.10. PREPARES FOR CURRENT INTELLIGENCE BRIEFING.

1.5. CONDUCTS INTELLIGENCE BRIEFING. Travels to briefing area (on- and off-station), prepares/secures briefing area, performs briefing, participates in discussion, answers question, restores area, and returns to work center.

1.5.1. CONDUCTS CAT BRIEFING.

1.5.2. CONDUCTS SITUATION BRIEFING.

1.5.3. CONDUCTS MOBILITY CONCEPT BRIEFING.

1.5.4. CONDUCTS MISSION PLANNING CELL BRIEFING.

1.5.5. CONDUCTS PREMISSION BRIEFING.

1.5.6. CONDUCTS GENERAL DEPLOYMENT BRIEFING.

1.5.7. CONDUCTS AIRCREW DEPLOYMENT BRIEFING.

1.5.8. CONDUCTS THEATER ORIENTATION BRIEFING.

1.5.9. CONDUCTS AREA STUDY BRIEFING.

1.5.10. CONDUCTS CURRENT INTELLIGENCE BRIEFING.

1.6. PROVIDES INTELLIGENCE INPUT TO MISSION PLANNING PROCESS. Collects, analyzes, evaluates, and interprets intelligence data to provide estimates and recommendations concerning possible targets and/or target objective area, enemy offensive and defensive threats to unit operations, and potential enemy courses of action. Analyzes projected tactics and their use during combat operations.

1.6.1. PROVIDES INTELLIGENCE INPUT TO THE FRAG BREAKING GROUP.

1.6.2. PROVIDES INTELLIGENCE INPUT TO THE AIRCREW MISSION PLANNING PROCESS.

1.6.3. PROVIDES INTELLIGENCE INPUT TO PARARESCUE/COMBAT CONTROL TEAM MISSION PLANNING.

1.7. PARTICIPATES IN MISSION:

1.7.1. PARTICIPATES IN COUNTER-DRUG AERIAL MISSION. Provides on-board immediate Intelligence input and photographic support during aerial counter drug mission.

1.7.2. PARTICIPATES IN RESCUE MISSION. Provides scanner support during rescue missions on an as-needed basis.

1.7.3. PARTICIPATES IN TRAINING MISSION. Provides Intelligence scenario input and acts as Tactics Observer (TACO) during Combat Aircrew Training (CAT) sorties.

1.7.4. PARTICIPATES IN AIRLIFT MISSION. Provides on-board immediate Intelligence on destination, terrorist/criminal threat, and terrorist counter-action/threat protection measures.

1.7.5. PARTICIPATES IN SPECIAL OPERATIONS FLIGHT (SOF) MISSION.

1.8. PERFORMS MISSION DEBRIEFING:

1.8.1. PREPARES AND CONDUCTS MISSION DEBRIEFING. Travels to debrief area, prepares and secures area, conducts debriefing, restores area, and returns to work center.

1.8.2. PREPARES REQUIRED MESSAGE. Prepares and transports message to base communications facility.

1.9. MAINTAINS DD FORM 1833, ISOLATED PERSONNEL REPORT (ISOPREP):

1.9.1. CREATES NEW ISOPREP CARD. Creates ISOPREP on newly assigned mission ready aircrew member, adds ISOPREP to classified inventory, stores in safe, documents AF Form 1522/AMC Form 532, AFORMS Additional Training Accomplishment Input, and submits to AFORMS section.

1.9.2. CONDUCTS ISOPREP REVIEW. Retrieves ISOPREP from safe, conducts review with aircrew member and returns to safe, documents AF Form 1522/AMC Form 532, and submits to AFORMS section.

1.9.3. MONITORS CURRENCY OF ISOPREP CARD. Reviews AFORMS product to ensure ISOPREP review requirement is met and notifies appropriate office of overdue review.

1.9.4. DISPOSES OF ISOPREP CARD:

1.9.4.1. DESTROYS ISOPREP CARD. Destroys ISOPREP card on individual no longer on active aircrew status according to security directives.

1.9.4.2. FORWARDS ISOPREP CARD. Forwards ISOPREP card to gaining unit for individual who has transferred according to security directives.

1.10. MAINTAINS INTELLIGENCE REFERENCE LIBRARY:

1.10.1. ESTABLISHES REQUIREMENT. Establishes requirement for Intelligence reference material necessary to support unit's tasking and training.

1.10.2. REVIEWS INCOMING INTELLIGENCE DOCUMENT OR PUBLICATION. Reviews and analyzes Intelligence technical report, message, publication, periodical, and researches document or force structure plan for applicability to unit mission.

1.10.3. PERFORMS ANNUAL INVENTORY. Performs inventory of all items in the intelligence reference library.

1.10.4. REVIEWS REFERENCE LIBRARY. Reviews inventory of items in library for unit applicability and currency and disposes of outdated or nonapplicable item according to security directives.

1.10.5. ORDERS INTELLIGENCE MATERIAL. Orders correspondence, document, publication, and audio-visual material to support intelligence requirement by preparing appropriate form and submitting through

command channels to controlling agency.

1.11. MAINTAINS PROCEDURES/CONTINUITY BOOK. Produces, reviews, and updates Intelligence Procedures/Continuity Book.

1.12. MANAGES UNIT MAPPING, CHARTING, AND GEODESY (MC&G) PROGRAM:

1.12.1. DETERMINES REQUIREMENTS. Determines requirement for MC&G products necessary to support unit training, deployment, flying activities, exercises, Air Base Operability, contingencies, and mobility tasking.

1.12.2. ESTABLISHES PROGRAM. Establishes procedures to manage the unit MC&G program and briefs office maintaining MC&G material.

1.12.3. MAINTAINS MC&G CATALOG. Orders, receives, reviews, and posts changes to required MC&G catalog.

1.12.4. ORDERS MC&G MATERIAL. Determines requirement, prepares order request, and transmits order to appropriate agency.

1.12.5. RECEIVES MC&G MATERIAL. Travels to supply area, receipts for material, returns to work center, reviews order for accuracy, contacts office requesting material (if other than Intelligence), adds material to inventory listing, and puts material in appropriate storage area.

1.12.6. PERFORMS INVENTORY. Performs inventory of all MC&G material, insures all material on-hand is current, and documents inventory on appropriate form.

1.12.7. PERFORMS ANNUAL AUTOMATIC INITIAL DISTRIBUTION (AID) REVIEW. Upon receipt of current AID listing from Defense Mapping Agency (DMA), reviews listing, makes necessary change, and returns to DMA.

1.12.8. PERFORMS INSPECTION. Performs self-inspection and inspection of other work center maintaining MC&G material in accordance with established directives and documents inspection; sends information and action copies to appropriate office and monitors any needed follow-up action.

1.12.9. MAINTAINS MC&G MATERIAL. Stores material, reviews on-hand quantities on monthly basis, disposes of outdated material according to established directives, and ensures storage area is kept neat and clean.

1.13. MAINTAINS CLASSIFIED MATERIAL:

1.13.1. RECEIPTS FOR CLASSIFIED MATERIAL. Travels to pick-up point, signs appropriate item and container receipt, receives material, places in approved container for transport, and returns to work center.

1.13.2. DISTRIBUTES CLASSIFIED MATERIAL. Prepares appropriate transmittal receipting document, packages material properly, completes registered mail form or courier documents as required, signs material over to mail clerk or courier, and returns to work center.

1.13.3. POSTS CLASSIFIED MATERIAL. Assigns file/control number, adds document to Intelligence reference library listing, places document in safe, and removes superseded or obsolete document, if any.

1.13.4. INVENTORIES CLASSIFIED MATERIAL. Performs classified inventory, reviews item for currency and applicability; removes documents that are outdated, superseded, or no longer needed; adjusts requirements listing accordingly and documents inventory.

1.13.5. DESTROYS CLASSIFIED MATERIAL. Prepares item for destruction, prepares destruction certificate (if required), travels to certified destruction facility if not in work center, destroys material, and returns to work center.

1.13.6. MAINTAINS SECURITY ACCESS ROSTER. Maintains access roster detailing personnel having authorized access to classified material.

1.13.7. MAINTAINS NATO MATERIAL. Maintains NATO material, stores separately from non-NATO material, performs periodic inventory, maintains file of approved or suspended NATO access request form, AF Form 2583, Request for Personnel Security Action.

1.14. PERFORMS SECURITY PROCEDURE:

1.14.1. OPENS AND CLOSES SAFE. Opens and closes safe, annotating both actions on SF Form 702, Security Container Check Sheet.

1.14.2. CHANGES SAFE AND CYPHER LOCK COMBINATION. Changes combination as required by applicable security directives, and documents change on SF Form 700, Security Container Information and AF Form 1924, Events Log.

1.14.3. CONDUCTS TRAINING ON SETTING UP SECURE EQUIPMENT. Conducts training on setting up secure fax, secure telephone, secure radio, and computer hardware (when processing classified material), and documents training on individual training records.

1.14.4. ENSURES FULFILLING OF TEMPEST COMPUTER REQUIREMENT. Completes risk analysis with Base Tempest Officer, updates as necessary, and reviews at least annually.

1.14.5. MAINTAINS CLASSIFIED VAULT ENVIRONMENT. Ensures vault meets security parameters, submits documentation for periodic maintenance of combination by authorized agencies in accordance with (IAW) applicable Technical Order (T.O.), performs authentication checks with Security Police as required, and document checks on AF Form 1924.

1.14.6. PERFORMS DAILY AREA SECURITY CHECK. Performs end-of-day security check of Intelligence environment, ensures all material is returned to proper storage, performs fire/ground safety check of area, and documents check on SF Form 701, Activity Security Checklist.

1.15. MAINTAINS SITUATION DISPLAY. Maintains and updates situation display to support training, exercise, deployment, mission, contingency, and current situation.

1.16. PREPARES AFTER ACTION REPORT. Prepares, reviews report prepared by assigned personnel, and submits after action report to appropriate agency or office.

1.17. PERFORMS LIAISON WITH OTHER AGENCY. Performs liaison with Intelligence agencies covering operating theater, MAJCOM's associated aircraft and mission type, and non-Intelligence agencies such as OSI, FBI, DEA, and state/local law enforcement agencies.

1.18. MANAGES OPERATING INSTRUCTION AND SUPPLEMENT DEVELOPMENT.

2. TRAINING:

2.1. MANAGES INTELLIGENCE TRAINING PROGRAM:

2.1.1. PREPARES INTELLIGENCE INPUT FOR UNIT TRAINING REQUIREMENT PLAN. Performs research and analysis, determines requirement, prepares report, coordinates with appropriate office, and submits input to Director of Operations and Training Office.

2.1.2. UPDATES INTELLIGENCE TRAINING SCHEDULE. Updates training schedule for monthly and weekly requirements and updates Unit Training Plan accordingly.

2.1.3. PREPARES LESSON. Researches subject, writes lesson, prepares test as required, devises training aid, reviews and updates as necessary, and practices presentation for in-house training and critique.

2.1.4. CONDUCTS INTELLIGENCE TRAINING. Gathers and reviews training material; travels to training area; prepares/secures training area; conducts training; participates in discussion; answers question; administers test, if any; restores area; returns to work center; prepares required documentation; schedules remedial training, if required; submits documentation to appropriate office; and returns material to proper storage.

2.1.5. PREPARES SELF-STUDY LESSON. Prepares self-study lesson material and test for use in make-up training and self-study; reviews and updates when necessary.

2.1.6. PREPARES INTELLIGENCE TRAINING STATUS REPORT. Performs review to identify personnel not accomplishing scheduled training, prepares report, and forwards to appropriate office.

3. SUPPORT:

3.1. PROVIDES MOBILITY SUPPORT:

3.1.1. MONITORS MOBILITY EQUIPMENT:

3.1.1.1. DETERMINES REQUIREMENT. Determines equipment items and supply items necessary to support unit tasking based on applicable directives, tables of allowance, NON-Weapon System Table of Allowances (WSTA), and personal experience. Coordinates with pilot and associated units to establish requirements.

3.1.1.2. ORDERS EQUIPMENT. Researches sources and stock numbers, prepares required order form, submits through appropriate channels, and conducts follow-up on order.

3.1.1.3. MAINTAINS EQUIPMENT. Ensures equipment is maintained in working order, prepares request for repair as needed, coordinates with Base Communications and Tempest personnel as needed and documents repair.

3.1.1.4. INVENTORIES EQUIPMENT AND SUPPLIES. Performs continuous inventory of all mobility equipment and supply items, identifies any shortfalls, documents results of inventory, orders replacement items, and submits documentation to appropriate office to include reports of survey when required.

3.1.1.5. REVIEWS LOGPLAN. Reviews LOGPLAN, submits updates, and coordinates through Logistics channels.

3.1.1.6. ATTENDS REQUIRED TRAINING. Attends supply, logistics management, or increment monitor training.

3.1.2. MANAGES PERSONNEL:

3.1.2.1. DETERMINES REQUIREMENT. Determines personnel and qualification necessary to support unit tasking based on current Unit Manpower Document (UMD), Deployment Manning Document (DMD), Deployment Requirements Document (DRD), OPLAN, OPORD, and Mobility Requirements Resource Roster (MRRR).

3.1.2.2. REVIEWS PERSONNEL QUALIFICATION. Reviews personnel qualification to ensure mobility requirements are met, identifies shortfalls, initiates corrective action, and monitors follow-up.

3.1.2.3. ATTENDS AND MONITORS MOBILITY TRAINING.

3.1.3. REVIEWS UNIT TASKING. Performs review of all applicable OPLANS, OPORDS, UMD, DMD, DRD, and other directives, researches and develops intelligence annex, coordinates with other agencies, and develops and maintains an Intelligence Plans Summary.

3.2. PROVIDES INTELLIGENCE REPRESENTATION FOR UNIT BOARD. Performs research and analysis, prepares Intelligence input, and coordinates input with other board members.

3.2.1. PREPARES FOR AND ATTENDS UNIT TACTICS REVIEW BOARD.

3.2.2. PREPARES FOR AND ATTENDS UNIT RESOURCE PROTECTION BOARD.

3.2.3. PREPARES FOR AND ATTENDS AIR BASE OPERABILITY BOARD.

3.2.4. PREPARES FOR AND ATTENDS CAT MEETING.

3.2.5. PREPARES FOR AND ATTENDS PLANS WORKING GROUP BOARD MEETING.

3.2.6. PREPARES FOR AND ATTENDS STEERING COMMITTEE FOR ORE/ORI/UEI/EET MEETING.

3.2.7. PREPARES FOR AND ATTENDS THREAT WORKING GROUP MEETING.

3.2.8. PREPARES FOR AND ATTENDS OPSEC/COMSEC WORKING GROUP MEETING.

3.3. ATTENDS CONFERENCE. Prepares for, travels to, attends, returns from, and prepares and submits after action report.

3.4. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA). Prepares UTA agenda, schedules training area, coordinates and schedules guest speaker, and prepares monthly bulletin.

4. PROGRAM MANAGEMENT:

4.1. MANAGES SELF-INSPECTION PROGRAM. Reviews directives, writes governing OI, briefs assigned personnel on program requirements, and documents appropriate records. Reviews governing directive, develops and reviews checklist. Maintains binder containing applicable self-inspection reports, cross-tell, special interest interns, and checklists as necessary. Appoints self-inspection monitor who performs inspections, identifies discrepancies, establishes suspense of open items and monitors progress.

4.2. MANAGES INTELLIGENCE OVERSIGHT PROGRAM. Manages the Intelligence Oversight Program, performs inspection, provides appropriate training and documents all training, and initiates corrective action as required by DOD regulation.

4.3. MANAGES INTELLIGENCE AUTOMATION ACTIVITY. Operates, maintains, and trains assigned personnel on Tactical Sensor Planner (TSP), United States Message Text Format (USMTF), Sara Lite/Comm, and Order of Battle (OB) data base.

4.4. MANAGES SCI PROGRAM.

4.4. MANAGES SCI PROGRAM.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
Operations Intelligence/FAC 3100-CM			Constant Manpower							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Intelligence	14NX	CIV	1							
Information Management	3A0XX	CIV	1							
TOTAL			2							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										