

**31 July 1999**

**Intelligence**



**INTELLIGENCE OVERSIGHT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 507 OSF/IN  
(Maj Mark S. Rowland)  
Supersedes 507 ARWI 14-101, 15 October 1997

Certified by: 507 ARW/CC  
(Brig Gen Jon S. Gingerich)  
Pages: 5  
Distribution: F

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This instruction establishes a program to ensure individuals assigned or attached to the 507th ARW do not engage in illegal intelligence activities. It implements AFPD 14-1, *Intelligence Management*; Executive Order (EO) 12333 (part 2), *United States Intelligence Activities*, Department of Defense (DOD) Directive 5240.1, *DOD Intelligence Activities (C31)*, and DOD Regulation 5240.1-R, *Procedures Governing the Activities of DOD Intelligence Components That Affect United States Persons (C31)*.

**SUMMARY OF REVISIONS**

This revision updates and streamlines previous guidance.

**1. Responsibility:**

1.1. All personnel assigned or attached to 507th ARW have the responsibility to ensure they do not engage in illegal intelligence collection activities. The Intelligence Air Reserve Technician (ART) will ensure that intelligence and administrative personnel in the Intel office understand the unit's mission, their official responsibilities, and undertake no other collection.

**2. Procedures:**

2.1. Intelligence personnel will receive a briefing on this Wing Instruction within 30 days of initial assignment and annually thereafter. Personnel deploying in support of counter-narcotic operations or force protection operations need to contact the Intelligence Section as soon as possible to receive their briefing. Complete [Attachment 1](#) to this Instruction after receiving each briefing. [Attachment 2](#) is

a checklist of authorized and non-authorized activities and may be used during intelligence oversight training.

JON S. GINGERICH, Brig Gen, USAFR  
Commander

**Attachment 1**

**LETTER OF ACKNOWLEDGMENT**

**DEPARTMENT OF THE AIR FORCE  
507TH AIR REFUELING WING (AFRC)  
TINKER AFB OK 73145-8726**

Date

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL

FROM: 507 OSF/IN

SUBJECT: Intelligence Oversight

1. I acknowledge that I received an Intelligence Oversight briefing on the date indicated, and that I have access to AFI 14-104, AMCI 14-104 and DOD 5240.1-R.
  
2. I further acknowledge that this office and its members are authorized to collect information on United States persons only with their consent and/or through information publicly available or available within the 507 ARW Alpha Roster, and that such information shall be used solely to complete routine administrative actions.
  
3. I also understand that this office is not authorized to conduct the following activities:
  - a. Electronic surveillance of United States persons.
  - b. Any type of concealed mechanical, optical, or electronic monitoring of any United States person.
  - c. Physical searches of United States persons, except as directed by the Commander and only for counterintelligence purposes where the Commander has authority to order such searches.
  - d. Searches and/or unauthorized opening of the mail of United States persons.
  - e. Physical surveillance of United States persons.
  - f. Undisclosed participation in any organization for the purpose of collecting intelligence, counterintelligence or any other data collection for the United States Government or its agencies.
  - g. Undisclosed contracting with academic institutions, commercial organizations, private institutions, or private individuals.
  - h. Experimentation on human subjects for intelligence purposes.
  
4. I also understand that information in the possession of this office or its staff collected by any means listed in paragraph 3 of this letter is unlawful and will not be retained or disseminated.

5. I further acknowledge that assistance to law enforcement officials can be rendered under the following circumstances:

- a. Investigations or preventing clandestine intelligence activities by foreign powers. International narcotics activities, or international terrorist activities.
- b. Protecting Department of Defense (DOD) employees, information, property, and facilities.
- c. Preventing, detecting, or investigating other violations of the law providing none of the activities listed in paragraph 3 or any other unlawful activities are conducted.

6. I also understand that this letter in no way reduces my responsibility to report under AFI 14-104.

7. In cases where I believe that my DOD component, down to and including this office, has violated any provision of AFI 14-104/DOD 5240.1-R, I am required to report the matter by written communication as soon as possible to:

HQ AFRC/IG  
 ROBIN AFB GA 31098-6001

8. I also acknowledge that I received a copy of this letter for permanent retention.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Intelligence Manager)

\_\_\_\_\_  
(Date)

**Attachment 2****INTELLIGENCE OVERSIGHT PROGRAM CHECKLIST**

1. Intelligence personnel are authorized to collect information on United States persons only with the individual's consent and/or through information publicly available or available within the 507 ARW Alpha Roster. Such information shall be used solely to complete routine administrative actions.
2. Authorized activity:
  - 2.1. Maintenance of a classified and unclassified intelligence reference library consisting of documents and other materials provided by higher headquarters and collateral agencies, as well as open source, published material.
  - 2.2. Use of intelligence reference library materials to conduct authorized aircrew training, internal intelligence training, mobility preparation, and combat mission support to the Commander and his staff.
  - 2.3. Participation in authorized schools. Exercises, workshops, etc., sponsored by the United States government and its agencies.
  - 2.4. Collection of data on United States persons who are members of the 507 ARW or its subordinate units only for purposes of routine administration, training, security clearance documentation, and so on.
3. Intelligence personnel are not authorized to conduct the following activities:
  - 3.1. Electronic surveillance of United States persons.
  - 3.2. Any type of concealed mechanical, optical, or electronic monitoring of any United States person.
  - 3.3. Physical searches of United States persons where the Commander has authority to order such searches.
  - 3.4. Searches and/or unauthorized opening of the mail of United States persons.
  - 3.5. Physical surveillance of United States persons.
  - 3.6. Undisclosed participation in any organization for the purpose of collecting intelligence for counterintelligence or any other data collection for the United States Government agencies.
  - 3.7. Undisclosed contracting with academic institutions, commercial organizations, private institutions, or private individuals.
  - 3.8. Experimentation on human subjects for Intelligence purposes.
4. Intelligence personnel can render assistance to law enforcement officials under the following circumstances:
  - 4.1. Investigations or preventing clandestine Intelligence activities by foreign powers, international narcotics activities, or international terrorist activities.
  - 4.2. Protecting Department of Defense (DOD) employees, information, property, and facilities.
  - 4.3. Preventing, detecting, or investigating other violations of the law providing none of the activities listed in paragraph 2 or any other unlawful activities are conducted.