

**BY ORDER OF THE COMMANDER
67TH NETWORK WARFARE WING**

**67TH NETWORK WARFARE WING
INSTRUCTION 10-2041**



27 JUNE 2011

Operations

CYBER MILITARY EXERCISE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 26 OSS/OSX

Certified by: 26 OSS/CC
(Lt Col Patrick S. Eberle)

Pages: 28

The purpose of the 67 NWW Cyber Military Exercise Program (CMEP) is to provide 67 NWW units with oversight, guidance and support for participation in joint, combined, and Combat Air Forces (CAF) exercises and collect Lessons Learned (L2) information. The 67 NWW CMEP is a team effort to effectively integrate the Wing's core competencies of Network Attack, Network Exploitation, Network Defense, and Network Operations into military exercises worldwide and to train and educate Air Force planners and operators on the utilization of these capabilities. This instruction does not address planning and execution of local or internal readiness exercises that do not require coordination with higher headquarters or act as a specific L2 supplement other than Joint Lessons Learned Information System (JLLIS) checklist references in attachments. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Submit recommendation for change of publication through channels to 690 NSG/MS, 102 Hall St., Ste 133, San Antonio, TX 78243.

1. This instruction has been organized with attachments that cover formal exercise requests, coordination, conference attendance, exercise planning, trip report, after action reporting formats, lessons learned and self inspection checklists. 2
2. The 67 NWW CMEP objectives are to support the achievement of exercise training goals or designated learning objectives (DLOs), enhance exercise scenario simulations, provide 67 NWW operator pre-deployment training in wartime roles, and if practical, utilize

	exercises as a baseline to develop and achieve 67 NWW and unit specific training objectives as well as integrate Cyber into Air and Space events.	2
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3. The 26 OSS/OSX is the OPR for the 67 NWW CMEP. For the purpose of this instruction all references to “exercises” may include war games, experiments, and demonstrations. Responsibilities include administering the CMEP for 67 NWW. 26 OSS/OSX is the overall manager of the program at the Wing level for coordination with higher headquarters (HHQ) level

exercise authorities. This includes formal requests for 67 NWW assets to participate in operational exercises. *All formal requests for exercises will be coordinated to and through 24 AF/A3 (OPR: A3Y) (See Attachment 2).*

3.1. 67 NWW consists of units that are high demand, low density (HDLD) assets with a significant operational schedule that still needs to more fully integrate into comprehensive air and space operations. Exercise participation from 67 NWW units is normally prioritized IAW the AFSPC Component Exercise Plan (CEP) and the cost/benefit of 67 NWW

3.1.1. RED FLAG

3.1.2. USAFWS Mission Employments (A & B each year)

3.1.3. One COCOM level exercise per COCOM (e.g. AUSTERE CHALLENGE, TERMINAL FURY, KEY RESOLVE, VIGILANT SHIELD)

3.1.4. BLACK DEMON

3.1.5. BULWARK DEFENDER

3.1.6. BLUE FLAG

3.1.7. VIRTUAL FLAG

3.1.8. ALL OTHERS

4. The 26 OSS/OSX representing the 67 NWW in exercises will: (See Wing Level CMEP Checklist, Attachment 13).

4.1. Establish policies and procedures for the Wing CMEP IAW 67 NWW Commander's intent.

4.2. Act as the primary 67 NWW interface with exercise sponsors, COCOMs, MAJCOMs and Numbered Air Forces for exercise planning and policy after formal coordination through 24th Air Force.

4.3. Implement a coordination process to track 67 NWW participation in exercises and inform 67 NWW leadership and 24 AF/A3Y as necessary.

4.4. Gather and publish Wing/unit quarterly exercise training objectives and advocate with exercise sponsors. (Objectives will be based on units direct input).

4.5. Gather overall exercise objectives to coordinate Wing exercise participation.

4.6. Maintain a calendar year exercise schedule and identify Wing prioritized exercises based on resources available and schedule deconfliction.

4.7. Coordinate and oversee 67 NWW exercise participation.

4.8. Coordinate with exercise sponsors for exercise funding, planning and execution costs at Wing level with COCOM/MAJCOM-level personnel.

4.9. Review exercise after-action reports (AAR) and lessons learned (LL) and distribute Wing-wide.

4.10. Produce and distribute after action reports (AARs) throughout Wing.

4.11. Track all AARs/LLs for repetition/corrective action and future exercise planning.

4.12. Maintain separate documentation folders (electronic or paper) for each exercise. Folders should contain relevant message traffic, reports, lessons learned and manpower documents. Keep folders on file for two years following exercise completion. Archived folders will be maintained in hardcopy or electronic format as part of an approved file plan and maintained IAW AFI 33-322, *Records Management Program*.

4.13. Lead 67 NWW initial planning effort for exercises and work with units assigned to each exercise on requirements and coordination documents.

5. 67 NWW units participating in exercises will: (See Unit Level CMEP Checklist, [Attachment 14](#)).

5.1. Units will designate an OPR/POC to maintain a viable exercise program for exercise planning, participation, and post exercise actions (as required).

5.2. Units will on a quarterly basis or when changes occur, provide 26 OSS/OSX with commander appointed unit personnel points of contact for exercise planning (include POC names, email addresses (classified/unclassified), DSN telephone).

5.3. Units will implement Wing/HHQ policies and guidance on exercises (e.g. AFI 10-204).

5.4. Units will support established coordination process implemented by 26 OSS/OSX for participation in exercises.

5.5. Units will complete/return exercise coordination documents. See [Attachment 3](#).

5.6. Units will develop a tailored exercise planning checklist. See [Attachment 4](#).

5.7. Units will, when applicable, validate Wing requirements in the exercise Deployment Requirements Manpower Document (DRMD). Coordinate with Wing functional managers and affected unit leadership to fulfill valid exercise requirements. (NOTE: Cyber SMEs have been routinely assigned as augmentees with FCN support on DTS orders. This is acceptable.)

5.8. Units will coordinate at the action officer level with exercise sponsors/coordinators to determine appropriate funding for exercise planning and execution.

5.9. Units will submit trip reports to 26 OSS/OSX (preferably on NIPR with necessary addendums on classified systems) no later than five (5) days following exercise planning conference attendance and ensure these reports are utilized in subsequent planning events. (See Trip Report Checklist/Format, [Attachment 5](#))

5.10. Units will incorporate exercise after-action reports (AAR) and lessons learned (L2) into all phases of future exercise planning and execution. See [Attachments 7 through 11](#).

5.11. Units will maintain separate documentation folders, electronic or paper, for each exercise. Folders should contain relevant message traffic, reports, lessons learned and manpower documents. Keep folders on file for two years following exercise completion. Archived folders will be maintained in hardcopy or electronic format as part of an approved file plan and maintained IAW AFI 33-322, *Records Management Program*.

5.12. Units will adhere to funding and deployment guidance issued by the exercise sponsor.

5.13. Units will review [Attachment 12](#) for CMEP training requirements.

5.14. Units will submit AARs (preferable on SIPR) IAW **Attachment 6** to the 67 NWW Cyber Exercise Program Manager NLT 30 calendar days after ENDEX. Reports will contain an exercise description, dates, summary of exercise participation, including numbers and tasks, objectives, discussion of the degree of success in meeting exercise objectives, including limiting factors and successes, lessons learned, action items for future planning, and point of contact information. Note lessons learned IAW **Attachment 7 through 11** for JLLIS entry. Further Lessons Learned information can be referenced in AFI 90-1601, Air Force Lessons Learned Program or from AFSPC/A9L at DSN 312-692-6750 or email: A9L@peterson.af.mil.

5.15. If a new/updated/revised Tactic, Technique or Procedure (TTP) is noted, transfer notes to an AF IMT Form 4326, Tactics Improvement Proposal and submit IAW HHQ Tip Process through the OSS/OSK in accordance with AFSPCI 10-260, Tactics Development Program.

5.16. Units will maintain an exercise continuity book (ECB) IAW 67 NWW published guidance for exercise planning (e.g. This OI). As a minimum, the continuity book should contain the following:

5.16.1. The most current versions of AFI 10-204 and 90-1601, AFSPC Supplements, and the Wing instruction and select supporting guidance documentation. A page listing the online uniform resource locators (URLs) [websites or drive / path locations] of these documents in lieu of printing and including the entire text is sufficient.

5.16.2. Guidance detailing key exercise planning processes.

5.16.3. Fact sheets on major exercises unit participated in.

5.16.4. Squadrons not having significant CMEP responsibilities other than augmentation are not required to have a full CMEP. If a squadron commences significant CMEP activities or if military exercise planning is delegated to a squadron, 26 OSS/OSX will direct the squadron's exercise element to comply with guidance of this supplement and establish a full CMEP.

6. CMEP training programs should focus on 67 NWW comprehensive Cyber planning capabilities:

6.1. Attendance at 91 NWS, 315 NWS, 33 NWS, 26 NOS, 624 OC and ESSA training courses is strongly encouraged for exercise planners. Other NetOps such as the I-NOSCs under the 690 NSG can also provide breadth of experience and knowledge.

6.2. The Contingency Wartime Planners Course (CWPC) at Air University's College of Aerospace Doctrine, Research and Education. Designated planners should coordinate with their unit training managers to obtain funded training slots for CWPC. There are normally eight (8) courses taught annually. Any other relevant planning courses should also be considered.

6.3. Unit Exercise Points of Contact (POCs) will ensure all exercise participants are properly force-listed to ensure deployment on Contingency, Exercise and Deployment (CED) orders issued by the participant's Personnel Readiness Unit within their servicing personnel element. Use of regular Temporary Duty orders for exercise participation is not encouraged unless short notice or prior approval has been arranged with the exercise sponsor and the unit's resource advisor certifies that either no unit funds will be expended or the use of non-

reimbursable unit funds for exercise participation is approved by the chain of command. (NOTE: Cyber SMEs have been routinely assigned as augmentees with FCN support on DTS orders. This is acceptable.)

KEVIN B. WOOTON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-204, *Participating in Joint and National Exercises*, 21 April 2010

AFI 33-322, *Records Management Program*, 7 October 2003

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

AF Form 847, *Recommendation for Change of Publication*

AF IMT 4326, *Tactics Improvement Proposal*

Abbreviations and Acronyms

67 NWW—67th Network Warfare Wing

67 NWG—67th Network Warfare Group

690 NSG—690th Network Support Group

26 NOG—26th Network Operations Group

26 OSS—26th Operations Support Squadron

91 NWS—91st Network Warfare Squadron

315 NWS—315th Network Warfare Squadron

33 NWS—33d Network Warfare Squadron

561 NOS—561st Network Operations Squadron

83 NOS—83d Network Operations Squadron

AAR—After-Action Report

AFCERT—Air Force Computer Emergency Response Team

AFEP—Air Force Exercise Program

AFMAN—Air Force Manual

AFNETOPS—Air Force Network Operations

AFRC—Air Force Reserve Command

ANG—Air National Guard

CAF—Combat Air Forces

CMEP—Cyber Military Exercise Program

DRMD—Deployment Requirements Manning Document

ECB—Exercise Continuity Binder

ENDEX—End of Exercise

HHQ—Higher Headquarters

IAW—In Accordance With

JLLIS—Joint Lessons Learned Information System

LL or L2—Lessons Learned

NetA—Network Attack

NS—Network Support

NetD—Network Defense

OPR—Office of Primary Responsibility

POC—Point of Contact

PRU—Personnel Readiness Unit

URL—Uniform Resource Listing

UTC—Unit Type Code

Attachment 2

FORMAL EXERCISE REQUEST FORMAT

A2.1. 24 AF is the operational level support unit for information operations, to include the Cyber capabilities of the 67 NWW. As such all formal requests for exercise participation must be requested through 24 AF/A3 (A3Y, NAF Exercise Shop).

Figure A2.1. Formal Exercise Request Format

FROM: Operational equivalent at host command.

SUBJECT: Exercise Name and Iteration

MEMORANDUM FOR: 24 AF/A3
24 AF/A3Y
67 NWW/CC
67 NWW/CV
67 NWW/DS
67 NWG/CC
690 NSG/CC
26 NOG/CC
26 OSS/CC
26 OSS/OSX

EXERCISE DESCRIPTION: Times, dates, locations, objectives, purpose and type.

REQUESTS: Specific Personnel, capabilities, equipment.

DATES TO SCHEDULE: IPC, MPC, MDC/MSEL, FPC, Execution.

COORDINATION SPECIFICS: Security, clearances, funding, travel, etc.

Operations A3/O-6 Signature Block

Attachment 3

EXERCISE COORDINATION DOCUMENT (ECD)

The 67 NWW exercise coordination document is a coordination and communications tool for operational unit commanders to provide specific information on Cyber exercise participation. This document is up channeled to 24 AF/A3Y and the 67 NWW commander for review if a request comes through 24 AF/A3. Information on operations tempo, schedule conflicts, manning deficiencies or system limitations, as well as crew/manpower commitments to real-world operations, will assist commanders in understanding and supporting the unit recommendations listed. The unit/Air Force impact of participation/non-participation in an exercise event is the information we need to staff this document correctly the first time. What can we do for requester and what does this event do for us and at what cost?

A3.1. DATE: dd/mmm/yyyy (date document staffed)(filled out by OSX)

A3.2. EXERCISE: Cyber Sling 09 (exercise name) (filled out by OSX)

A3.3. REQUESTED UNIT PARTICIPATION: One planner from 915 NWS (filled out by OSX)

A3.4. EXERCISE OBJECTIVES: Listing of cyber related objectives from exercise sponsor(filled out by OSX)

A3.5. IMPORTANT DATES: IPC: dd/mmm/yyyy (filled out by OSX)

MPC: dd/mmm/yyyy (filled out by OSX)

MDC/MSEL: dd/mmm/yyyy (filled out by OSX)

FPC: dd/mmm/yyyy (filled out by OSX)

EXECUTION: dd/mmm/yyyy (filled out by OSX)

A3.6. UNIT RECOMMENDATION: e.g. Approve/Disapprove. Unit will participate.(filled out by unit)

A3.7. UNIT OBJECTIVES: e.g. Exercise C2 of weapons system. (filled out by unit)

e.g. Exercise current TTPs. (filled out by unit)

e.g. Exercise future TTPs, OT&E. (filled out by unit)

A3.8. UNIT POC FOR CONFERENCE ATTENDANCE/EXECUTION: e.g. Capt John Smith (filled out by unit)

A3.9. BENEFIT OF PARTICIPATING: Market unit's capabilities to community at large. (filled out by unit) Build relationship with COCOM. (filled out by unit)

A3.10. COST OF PARTICIPATING: Possible impact on unit current operations. (filled out by unit) Travel expenses not reimbursed by sponsor. (filled out by unit)

A3.11. COST OF NOT PARTICIPATING: Future planning/operations problems with community at large. (filled out by unit) Loss of internal training opportunity. (filled out by unit)

A3.12. UNIT'S DELIVERABLES FROM SPONSOR WITH A REQUIRED SUPENSE DATE:

Event technical laydown – dd/mmm/yyyy

Intelligence on target set – dd/mmm/yyyy

Attachment 4

EXERCISE PLANNING CHECKLIST (EPC)

A4.1. Purpose. This attachment is a general guideline of items exercise planners must consider when planning exercise participation. Use the checklists, document the date each action was accomplished and file in the exercise folder.

A4.2. Review exercise folders, After Action Reports (AAR) and Joint Lessons Learned Information System (JLLIS) data from past iterations of the particular exercise and those with similar objectives. Review all open action items from previous AARs.

A4.3. Identify subject matter experts to plan (attend Initial, Mid, Final Planning Conferences) and coordinate exercise operations (Execution)

A4.4. Contact the exercise sponsor POCs to coordinate exercise requirements.

A4.5. Develop initial goals and objectives for the exercise. Wing objectives should link to the exercise audience's objectives.

A4.6. Attend planning conferences when required. Coordinate attendance with the 26 OSS/OSX and exercise sponsors.

A4.7. Identify targets, effects, tools, and platforms.

A4.8. Determine scope, level, times, and planning areas.

A4.9. Determine areas of operations (reconnaissance and Operational Preparation of Environment).

A4.10. Ensure exercise sponsors accomplish coordination with Higher headquarters for action approvals not held at 67 NWW level, for example, (1) fire authority (EXORD) through appropriate channels, (2) operations checks (locally and downrange), (3) data collection, (4) cleanup.

A4.11. Coordinate deployment and equipment requirements with exercise sponsors and HHQ as required.

A4.12. Consolidate after action reports and lessons learned on exercise participation and forward to the 26 OSS/OSX not later than 30 days of ENDEX.

Attachment 5

CONFERENCE PARTICIPATION CHECKLIST / TRIP REPORT FORMAT

67 NWW Conference Participation Checklist (CPC)

The 67 NWW CPC provides an efficient method of reporting the information collected from conferences where you represented the 67 NWW, especially for integrating Cyber capabilities into exercises. The 26 OSS/OSX flight is responsible for collecting, disseminating and coordinating Cyber exercise information for the 67 NWW. As the Wing focal point the OSX is the overall manager for the Cyber military exercise program (CMEP) and designated contact with higher-headquarters (HHQ) level exercise authorities.

The information collected on the CPC here will be used to determine schedule, personnel, equipment, command and control, coordination and tie together objectives. This will ensure dissemination of conference information to all necessary personnel.

Use the following checklist to ensure the proper information is provided for review and decisions can be made concerning the integration and appropriateness of Cyber for the events. The checklist may require inputs from a variety of disciplines.

TO BE COMPLETED DURING CONFERENCE ATTENDANCE, TRIP REPORT WITHIN FIVE (5) DAYS!

- Event and Iteration (e.g. Red Flag 11-3 IPC): _____
- Event Description (e.g. Large force employment exercise, FTX): _____
- COCOM, MAJCOM Sponsoring (e.g. PACOM, USFK, AFSPC): _____
- Dates of Event (e.g. 4-8 Jan 11): _____
- Location (e.g. Nellis AFB, USAFWS, Las Vegas NV): _____
- Event Point of Contact (e.g. Maj John Smith, USAFWS/ME PM, DSN 312-682-1110): _____
- Other Personnel Attending (Names, positions, DSN, email): _____
- Event Objectives (e.g. Integrate IO, demo Cyber): _____
- Coordination (e.g. Local liaison units/officers): _____
- Clearances and Security (e.g. SMO codes, other compartments, security officers): _____
- Suspenses (e.g. not later than dates for submissions/info): _____
- Logistics (e.g. Communications, equipment, transport): _____
- Finance (e.g. DTS FCN, MIPR, central orders, other): _____
- Future Travel Dates (e.g. ADVON, planning, site inspection etc.): _____
- Recommendations (e.g. Future integration, C2, etc.): _____
- Contact Information (Name, Rank, Position, Unit, Office, DSN, email): _____
- Attachments (e.g. Attendance rosters, maps, diagrams, etc.): _____
- Distribution (e.g. Units and personnel that need to know): _____

CPC Continued

- 67 NWW / Unit Exercise and Training Objectives (e.g. Cyber integration, Unit Desired Learning Objectives):

- Important Dates to List (e.g. 31 Jan 11, Day, Month, Year, or OBE, N/A):

- Exercise Execution date: _____
- Concept Development Conference (CDC): _____
- Initial Planning Conference (IPC): _____
- Mid Planning Conference (MPC): _____
- Master Scenario Events Listing (MSEL): _____
- Final Planning Conference (FPC): _____
- HOTWASH: _____
- After Action Report (AAR) due (30 days after Event): _____

- Trip Report Completed Five (5) Days after Event:

Send final copy as saved PDF format on appropriate system based on classification (UNCLASS trip report with classified addendums on appropriate system preferred): _____

- Miscellaneous Notes:

Attachment 6

SAMPLE TRIP REPORT LETTER



DEPARTMENT OF THE AIR FORCE
67TH NETWORK WARFARE WING (AFSPC)
248 KIRKNEWTON STREET
SAN ANTONIO TX 78243-7135

1 Jan 11

MEMORANDUM FOR 26 OSS/CC
26 NOG/CC

FROM: 26 OSS/OSX
Mr. John V. Reeves, CTR

SUBJECT: Trip Report on EVENT XPC, Las Vegas NV, 23-27 Aug 11

1. Information and nomenclature of exercise/event. (MAJCOM sponsoring, dates, times, locations, objectives, and IO integration, if any.)
2. Travel information. (What other planning dates are there? When do ADVON teams need to be in place? When are the range ops checks, OPE and IPB to be completed?)
3. Finance information. (Who is paying for personnel travel and equipment? Is it a DTS FCN, MIPR or separate orders process?)
4. Logistics and equipment information. (What equipment needs to be located where and when and how will it be transported and stored?)
5. Clearances and security requirements and the suspenses for applications. (Determine all clearance at least 90 days out for adjudication. Send clearances early for entry authority listing and badging requirements.)
6. Requested units, personnel and Cyber capabilities to meet objectives. (Do we need TNA, CNA, AFCERT backstop or ESSA units involved? Are white cell, red team augmentation or others requested?)
7. For questions or comments please contact me at DSN 312-969-5803. (You write it up, you make certain people can contact you to get answers.)

JOHN V. REEVES, CTR
26 OSS/OSX

Attachments:

CC:

"Cyber Warriors for America"

Attachment 7**AFTER ACTION REPORT (AAR) FORMAT**

A7.1. Example of an After Action Report. (Preferably on SIPR)

A7.2. TITLE: Title should state "AAR", the name of the exercise (AAR-Virtual Flag 11-1).

A7.3. EXERCISE DESCRIPTION: Short synopsis capturing the exercise concept of operations, scope and purpose. (Normally found at MAJCOM exercises web site.)

A7.4. DATES: Include deployment, employment, redeployment, and other significant dates.

A7.5. PARTICIPATION: Categorize participation and include total deployment numbers if applicable.

A7.6. OBJECTIVES: List of Wing-developed exercise objectives, related feedback and to what extent the objective was accomplished.

A7.7. LIMITATIONS: Discuss specific exercise limitations that impacted the accomplishment of objectives or degraded and or detracted from Wing exercise participation. Suggested areas of focus are personnel training and physical limitations (communications and systems).

A7.8. LESSONS LEARNED: Input lessons learned in JLLIS Format.

A7.9. ACTION ITEMS:

A7.10. GENERAL COMMENTS:

A7.11. POC INFORMATION:

Attachment 8**JOINT LESSONS LEARNED INFORMATION SYSTEM (JLLIS)**

A8.1. Example of JLLIS Format (www.jllis.smil.mil/USAF)

A8.2. JLLIS NUMBER: One-up numbering system per exercise used by OPR for tracking purposes.

A8.3. TITLE: Should reflect scope/purpose of specific lesson learned. Limit to 75 characters in length.

A8.4. CLASSIFICATION: JLLIS inputs must not be classified higher than the SECRET collateral level on SIPR, U//FOUO on NIPR.

A8.5. NICKNAME: Include exercise name and fiscal year; for example, BLUE FLAG 11-1.

A8.6. SPONSOR: MAJCOM or COCOM sponsoring the exercise.

A8.7. SUBMITTED BY: List organization, POC, DSN and commercial number of lesson learned OPR.

A8.8. OBSERVATION: Identify the specific problem.

A8.9. DISCUSSION: Expand upon the “who, what, when, where, and why” of the specific problem. Explain course of action that resolved the specific problem or reason the problem could not be resolved.

A8.10. LESSON LEARNED: Expand upon courses of action that mitigated/worked around the problem, which other organizations can utilize while permanent solutions are developed. If a specific problem was unresolved, there will not be a lesson learned.

A8.11. RECOMMENDED ACTION: Identify process for permanent corrective action, for example, how it should be accomplished and a suggested OPR.

Attachment 9

REGISTRATION CHECKLIST

Joint Lessons Learned Information System (JLLIS) Registration Checklist	Yes	No	N/A
1. Open JLLIS: (NIPR) https://www.jllis.mil/usaf (SIPR) http://www.jllis.smil.mil.usaf			
2. Click on the "Registration" link, which should take you to the "My Profile" page.			
3. Be sure to fill in your Rank, Title (Rank), E-mail Address, First Name, Last Name, Day Phone, and Unit. <ul style="list-style-type: none"> • All other information is optional. • NOTE: "MY Profile" allows a user to edit an individual profile including daily digest preferences. 			
4. Enter your Daily Digest items at the bottom of the page. The Daily Digest Allows all users to subscribe to topics and receive automatic e-mail notifications. You can enter up to 10 topics. Save your changes by clicking on the "Save" button.			
5. Once registration is complete, you will be assigned to an Air Force Tier-1 by the JLLIS Administrator and notified by email. <ul style="list-style-type: none"> • NOTE: Tier-1 and Tier-2 sites are assigned to users at the HAF or MAJCOM level. 			
6. After you receive your email notification, go back into JLLIS to verify you are assigned to the correct Tier-1 (T-1) for your organization. <ul style="list-style-type: none"> • NOTE: The heading above the top menu bar will indicate the Tier to which you are assigned. 			
7. Select "L2 HOME"			
8. Congratulations! You are now a registered and authorized JLLIS user!			

Joint Lessons Learned Information System After Action Reports Checklist	Yes	No	N/A
1. The AAR builder is similar to a Binder in that once the individual AAR is toggled as the default, individual lesson observations can be added. Non-structured information (documents) and Battle Board taskers cannot be added to an AAR.			
2. Select "MyAAR" link. This will display your Personal (Private), Viewable (Read Only) and Collaborative (Shared) AARs. It can also be accessed from the After Action Report Builder link on the main page. Users can create and edit an AAR through this tool.			
3. Select "CREATE A NEW AAR" link to bring up the form and fill it out, noting that the Subject will be what appears as the title link for the AAR.			
4. Select a "Viewable AAR" with a Status of "Created."			
5. Add your office symbol and unit address. The Date, From, To, Reference and Subject should also be filled out as appropriate.			
6. Add the information into the General and Conclusion sections then enter your name in the "COMMAND POC" and the name of the approving official in the "SIGNATURE" sections. Select the "Save" button when finished.			
7. To add items to the AAR, you must first select the new AAR as your Default report. <ul style="list-style-type: none"> • NOTE: To make an AAR the Default AAR, select the yellow AAR button. This button acts as a toggle to select or deselect as a default. 			
8. Select the "Search <Tier-1> L2 Observations" on the left menu and scroll down to find an observation to add to your AAR.			
9. As you use the system to search, select and display observations, an "AAR" icon will be displayed, which when selected will add the item to your Default AAR. <ul style="list-style-type: none"> • NOTE: This AAR icon is ONLY displayed if you have a "Default AAR" selected. 			

<p>10. Once an observation(s) is added to an AAR the AAR may be generated into a PDF file.</p> <ul style="list-style-type: none">• NOTE: An AAR cannot be generated until at least one lesson learned observation is added to it.			
<p>11. Select "My AARs," then select the title of the AAR you created.</p>			
<p>12. Next, click "Generate an AAR." You are required to type ".pdf" after the file name to save the AAR as a PDF file to your computer hard drive, disc, etc. Then click "Save."</p>			
<p>13. Return to "HAF HOME."</p>			

Attachment 10

OBSERVATION CHECKLIST

Joint Lessons Learned Information System (JLLIS) Observation Checklist	Yes	No	N/A
<p>1. The T-1/T-2 home pages are the primary method for all users to submit lesson Observations and Recommendations (O&R) within that T-1/T-2. O&Rs are submitted using the O&R form. All observations are submitted as Unclassified/FOUO (unless on SIPRNET). All observation are initially set to a "Pending" status for review.</p> <ul style="list-style-type: none"> NOTE: Users can also access the O&R form and submit a lesson observation using the aforementioned "Add an Observation" link from "Search (T-1) L2 Observations." 			
<p>2. Select "ADD AN OBSERVATION."</p>			
<p>3. The most important fields on the O&R include the Topic/Issue Title, Observation, Discussion, Recommendation, Implications, Comments and Event Description. It is recommended that users fill out all of the fields on the O&R form when submitting an observation. Try to give the person reviewing the observation as much information as possible to work within each field.</p>			
<p>4. Under Topic/Issue enter the Title of your Observation.</p>			
<p>5. Add a Unit, Event Type, and Event Name.</p> <ul style="list-style-type: none"> NOTE: If the user cannot find the appropriate Event Type and Event Names in the dropdown fields, notify your Command Lessons Manager (CLM) to request Event Name/Type be added. 			
<p>6. Select today or the actual date of the event in the Event Date field.</p>			
<p>7. Enter the details to your O&R in the following fields: Observation, Discussion, Recommendation and Implications (you can leave Comments and the Event Description blank if they do not apply).</p>			

8. Select the necessary Implication Tags (any). These tags will allow you to conduct a search using the selected tags.			
9. If you have any attachments to support your O&R, select "YES" for "Do you have files (photos, documents) to attach to this record".			
10. Verify accuracy of your "POSTED BY" information and select 'Save'			
11. If you answered YES for item #9, you will be forwarded to the Attachment window: - Attach a file (.word, .ppt, .pdf document, etc.) - Browse and find file then select upload/associate file. - Scroll to bottom to verify the files are attached to the observation then select "Save."			
12. Select "Save & Exit" and return to the "HOME" page.			

Attachment 11
SEARCH CHECKLIST

Joint Lessons Learned Information System (JLLIS) Search Checklist	Yes	No	N/A
1. Select 'SEARCH HAF L2 OBSERVATIONS'			
2. Find the Observation & Recommendation (O&R) you may have just added or previously added to to the system			
3. Add the observation(s) to your default binder – close the pop-up window			
4. Select the observation(s) title link. 1. NOTE: Any user can use the O&R Book Format to e-mail the observation to organizational SMEs for validation. Multiple observations may be selected by checking the Book Format box to the left of the observations and clicking on the "Book Format" button.			
5. Add a perspective to the observation(s) and select "Save." AF-JLLIS users can enter their perspectives on any L2 observation into the perspectives entry block at the bottom of each observation within the O&R Book Format. When a perspective is added to an observation the submitter ("posted by") will receive an automatic email notification that the perspective has been added.			
6. Select "EMAIL THIS RECORD" and type in the email address where you want the observation to go, then email the observation. Make sure you hit the send button. Close the window to return to the lesson.			
7. Return to "HOME"			
8. All observations are sent forward to your T-1 or T-2 Command Lesson Manager for review. CLMs are designated by an T-1 or T-2 organization. They are responsible to review, edit, activate, validate and close lessons placed in JLLIS.			

9. CLMs are responsible for addressing the status of lessons and expounding upon such details as classification and areas of implication.			
10. Organizations are encouraged to activate all observations immediately upon an initial CLM review to ensure the L2 information is visible and accessible to all authorized users.			
11. Once a submitted O&R is set to “Active” it will be visible to all standard users. JLLIS will generate an email notification to you when your observation has been activated and every time someone review and updates the observation so you maintain visibility of YOUR observation.			

Attachment 12**TRAINING RECOMMENDATIONS**

A12.1. Responsibilities. 67 NWW units maintaining CMEPs should provide training tailored for participation in comprehensive Cyber events and exercises to include capabilities and objectives. A trend noted in lessons learned is new and young personnel are assigned to exercise participation without any unit training on how to prepare and proceed with the TDY or speak for the unit at conferences. The following knowledge areas are recommended training requirements for planners in any CMEP within 67 NWW:

A12.2. Review pre-planning conference procedures.

A12.3. Policies and procedures in AFI 10-204 for exercises.

A12.4. Deployment requirements process to include submitting inputs, changes, and updates.

A12.5. PRU operations to include reclama instructions, DRMD flow and tasking process.

A12.6. After-action reporting process and JLLIS process in AFI 90-1601 for lessons learned.

A12.7. Exercise budgeting process to include DTS, funding, and deployment orders.

A12.8. Unit operational core competencies and how they are employed.

Attachment 13

WING COMPLIANCE CHECKLIST

Wing Level Cyber Military Exercise Program (CMEP) Compliance Checklist	Yes	No	N/A
1. Are policies and procedures established for the Wing CMEP in accordance with the 67 NWW commander's intent?			
2. Does the 67 NWW act as the primary interface with COCOM / MAJCOM and Numbered Air Force exercise sponsors for exercise planning and policy after coord with 24 AF/A3Y?			
3. Is there a coordination process to track 67 NWW exercise participation and update leadership and 24 AF/A3Y during weekly stand-ups for situational awareness?			
4. Is there a consolidated NAF / Wing / unit exercise training objectives list, based on unit input, to be marketed and advocated with current and potential future exercise sponsors?			
5. Have overall NAF / Wing / unit exercise objectives been updated and published to coordinate future Wing exercise participation?			
6. Is there a published yearly exercise schedule available for unit access and does it identify exercise priority?			
7. Does the Wing exercise shop coordinate 67 NWW participation at exercise planning conferences?			
8. Does the Wing exercise shop coordinate with exercise sponsors for 67 NWW exercise funding, planning and execution costs?			
9. Does the Wing exercise shop review exercise AAR and L2 following unit participation in exercises and distribute Wing wide?			
10. Does the Wing exercise shop provide and distribute AARs Wing Wide?			
11. Does the Wing exercise shop track AARs / LL for repetition and / or corrective action and future exercise planning?			
12. Does the Wing exercise shop maintain separate documentation folders (electronic or paper) for each exercise?			
13. Does the Wing exercise shop keep documents on file for two years following exercise completion?			
14. Does the Wing exercise shop lead 67 NWW initial planning efforts and work with units assigned on requirements and coordination documents?			

The 67 NWW military exercise program shop is the central collection and dissemination point for information, documentation and reports for Cyber exercises and events worldwide. The 67 NWW CMEP PMs will work with 24 AF/A3Y to coordinate and prioritize 67 NWW Cyber exercise participation

Attachment 14

UNIT COMPLIANCE CHECKLIST

Unit Level Cyber Military Exercise Program (CMEP) Compliance Checklist	Yes	No	N/A
1. Is there a unit point of contact (POC) designated to maintain a viable exercise program for exercise planning, participation, and post exercise actions?			
2. Is there a current and correct unit point of contact provided to the 26 OSS/OSX with point of contact information for exercise planning?			
3. Does the unit exercise POC implement Wing and HHQ policies and guidance on exercises?			
4. Does the unit exercise POC respond to established exercise coordination process implemented by 26 OSS/OSX for participation in exercises?			
5. Does the unit exercise POC ensure the exercise coordination documents are completed?			
6. Has the unit exercise POC developed a unit tailored exercise planning checklist?			
7. Have the unit manpower requirements in exercises been validated? (Not required if listed as event augmentee.)			
8. Did the unit exercise POC coordinate with exercise sponsors and 26 OSS/OSX to provide funding for exercise planning and execution?			
9. Has the unit exercise POC submitted trip reports to 26 OSS/OSX no later than 5 days following event attendance / ensure it is utilized in subsequent planning?			
10. Has the unit incorporated exercise AARs and LL into all phases of future exercise planning and executions?			
11. Does the unit maintain separate documentation folders, electronic / paper, for events and are they on file for two years following event?			
12. Has the unit complied with funding and deployment guidance issued by the exercise sponsor?			
13. Did the unit review Attachment 12 of the 67 NWW CMEP OI for exercise training requirements?			
14. Were AARs IAW Attachment 6 of the 67 NWW CMEP OI submitted to the Wing NLT 30 calendar days after ENDEX?			
15. Does the unit maintain a exercise continuity book (ECB) IAW 67 NWW published guidance for exercise planning?			

16. Does the unit ECB contain copies of AFI 10-204, AFI 90-1601, AFSPC supplements (or info sheet with URLs, common drive locations) and 67 NWW CMEP OI?			
17. Does the unit ECB contain guidance detailing key Cyber Military Exercise Program planning processes based on internal L2?			
18. Does the unit ECB contain fact sheets on major exercises units participated in?			

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