

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**

**AIR FORCE SPACE COMMAND
INSTRUCTION 10-211**



28 MAY 2014

Operations

**COUNTERSPACE ACTIVITY
APPROVAL PACKAGE (CAAP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This regulation implements AFSPC guidance and clarifies Air Force policy so as to comply with current Department of Defense space control negation policy guidance. Should conflicting guidance between AFSPCI 99-103, *Capabilities-Based Test and Evaluation of Space and Cyberspace Systems*, 29 Dec 2010, and this instruction arise, use this instruction as the higher authority in resolving the conflict. HQ AFSPC requires 30 days to staff packages once HQ AFSPC/A3SC determines the CAAP is complete and ready for coordination. This instruction applies to Air Force Space Command (AFSPC) personnel (including contractors) AFSPC subordinates and non AFSPC organizations that are involved in AFSPC funded, directed and/or sponsored live fire space control negation activities. This supplement applies to Air Force Reserve Command (AFRC) units and to the Air National Guard (ANG) when conducting counterspace events. The scope of this Instruction includes any testing, series of tests, training, experiment, demonstration, or exercise of live fire testing of space control negation capabilities. The HQ AFSPC/A3 is the sole waiver authority for CAAP content. Submit request for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, the Publication OPR for non-tiered compliance items. This Instruction does not apply to SMC organizations, when in a supporting role to non-Air Force organizations. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The supported agency is responsible for approvals IAW their directives. OCONUS developmental tests that do not include live fire will be detailed in a Developmental Test Notification Package (DTNP). The Program Executive Office (PEO) for Space is the sole waiver authority for Developmental Test Notification Package (DTNP) content. The policy authority for this instruction is HQ AFSPC/A3. Developmental and operational tests (DT/OT) will follow Air Force Space Command Instruction (AFSPCI) 99-103, *Capabilities-Based Test and Evaluation of Space and*

Cyberspace Systems, 29 Dec 2010 and this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional’s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

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Chapter 1

PURPOSE OF SPECIFIC PACKAGES

1.1. Counterspace Activity Approval Package (CAAP) Use. A CAAP is used to obtain approval for a space control negation event by demonstrating to senior leadership that a space control negation activity has been thoroughly planned and risks have been appropriately mitigated. Specific guidance for CAAP content and approval (to include timelines) is in [Chapter 5](#).

1.2. Counterspace Training Activity Plan (CTAP) Use. A CTAP is developed by HQ AFSPC/A3S and specifically relates to live fire training activities. Specific guidance for CTAP content and approval (to include timelines) is in [Chapter 6](#).

1.3. Developmental Test Notification Package (DTNP) Use. A DTNP is developed by SMC/SYR (Rapid Reaction Branch) and specifically relates to SMC non-live fire developmental test activities. The DTNP is used for notification to senior leadership of an OCONUS non-live fire (e.g. dummy load, closed loop) developmental test (DT). Specific guidance for DTNP content and approval (to include timelines) is in [Chapter 7](#).

1.4. Tactics, Techniques & Procedures Approval Package (TAP) Use. Tactics, Techniques, and Procedures (TTPs) are approved and authorized for operational use by units operating Space Control weapon systems. A TAP is submitted for new TTPs to be certified for training, not real-world use, and must be staffed through HQ USAF and OSD for approval. Specific guidance for TAP content and approval (to include timeliness) is in [Chapter 8](#).

Chapter 2

DEFINITIONS

- 2.1. Closed-loop environment.** An environment comprised of integrated systems or networks with an Electronic Attack (EA) waveform generated at the correct frequency but not connected to a high power amplifier (HPA) or transmit antenna.
- 2.2. Controlled environment.** Area, location, site, or facility that controls the observation of signatures beyond its boundaries which would disclose classified capabilities (e.g., electromagnetic emissions). An example of such a location is an approved anechoic chamber.
- 2.3. Dummy Load.** A device physically attached to the transmit path of a radio frequency (RF) system designed to prohibit free-space radiation while allowing full power operation.
- 2.4. Free Space environment.** The region where electromagnetic energy can radiate into open-air, either directed or non-directed, external to a system where there is potential that emissions can be detected or capabilities compromised.
- 2.5. Observable.** Anything, such as a physical property, temperature, frequency, etc., that may be observed or measured directly.
- 2.6. Offensive Space Control (OSC) systems.** Equipment operated with the intent to deceive, disrupt, deny, degrade or destroy space capabilities.
- 2.7. On-orbit targets.** Target systems physically located in space on-orbit, e.g. satellites.
- 2.8. Requesting Agency.** The MAJCOM, or other agency seeking permission to conduct a Space Control Negation activity.
- 2.9. Space Control.** Space control operations require the ability to monitor and assess (Space Situational Awareness (SSA)), deter, defend against and recover from attacks (Defensive Space Control (DSC)), and negate adversary space capabilities (Offensive Space Control (OSC)).
- 2.10. Space Control Negation.** Active defensive and offensive measures to deceive, disrupt, degrade, deny, or destroy an adversary's space capabilities. Measures include actions against ground, data link, user, and/or space segment(s) to negate adversary's space systems, or to thwart hostile interference with or attacks on US/allied space systems.
- 2.11. Supporting Agencies.** Any agency or unit supporting live or non-live fire activities.
- 2.12. Terrestrial targets.** Targets located on the earth's surface as opposed to space. This can be an actual ground based target (e.g. ground station) or a simulator that imitates the behavior of an on-orbit satellite (e.g. terrestrial based transponders). Terrestrial-based transponders are an example of possible targets to be used for tests and training.

Chapter 3

ROLES AND RESPONSIBILITIES

3.1. HQ AFSPC/A3S.

- 3.1.1. Develops CAAP, CTAP, DTNP and TAP policy and guidance.
- 3.1.2. The OPR for all CAAPs, CTAPs and TAPs entering HQ AFSPC for staffing and approval.

3.2. HQ AFSPC/A3SC.

- 3.2.1. Will review CAAPs to ensure all documents are ready for Major Command (MAJCOM) coordination.
- 3.2.2. Has a maximum of 5 calendar days to review documents and designate the appropriate MAJCOM Division Advocate (HQ AFSPC/A3 for Operational Testing (OT), HQ AFSPC/A5 for Developmental Testing (DT)). AFSPC's 30 calendar day timeline starts once HQ AFSPC/A3SC determines the CAAP is complete and ready for coordination.
- 3.2.3. Upon AFSPC/CC or designated representative's approval, will transmit the CAAP to Headquarters United States Air Force (HQ USAF)/A3S or SAF/AQS for staffing.
- 3.2.4. Responsible for CAAP version control and act as the single Office of Primary Responsibility (OPR) between AFSPC and HQ USAF for comment resolution.

3.3. CAAP Advocate.

- 3.3.1. MAJCOM point of contact for staffing CAAPs.
- 3.3.2. Enters the CAAP into 3-letter and 2-letter coordination. If assistance is required, HQ AFSPC/A3SC helps coordinate the package.
- 3.3.3. Consults with HQ AFSPC/A3SC on issues and concerns.

3.4. CAAP Sponsor.

- 3.4.1. Writes the CAAP at the unit level.
- 3.4.2. Responsible for submitting CAAPs IAW approval timelines outlined in section [5.14](#)
- 3.4.3. Ensures CAAPs are accurate and complete IAW this instruction prior to submission to HQ AFSPC/A3SC. Failure to comply with established timelines and requirements for CAAP completion slows the ability to obtain both 3-letter and 2-letter coordination within the 30 day allotted timeframe for HQ AFSPC coordination.
- 3.4.4. Ensures range activities are scheduled in accordance with range schedule process.
- 3.4.5. Units conducting live fire activity shall coordinate with the Space Test and Training Range (STTR) Range Operating Authority (ROA) to identify support requirements and the ability of the STTR to support the activity. If STTR cannot support, the unit will obtain documentation from the STTR ROA in order to obtain a final waiver from HQ AFSPC/A3.
- 3.4.6. Responds to queries from stakeholders and defers to Public Affairs office for non-stakeholder inquiries.

3.4.7. Generates the CAAP briefing, reference [Attachment 4](#) for the list of slides.

3.4.8. Conducts the CAAP briefing as required.

3.5. Reference [Attachment 3](#) for a listing of HQ USAF agencies and associated roles and responsibilities in AFSPC’s CAAP review process.

Chapter 4

ACTIVITIES WHICH REQUIRE PACKAGES

4.1. Activities Requiring CAAPs. The following AFSPC activities require a CAAP: Tests, series of tests, training, experiments, demonstrations, exercises, or any event conducting free space activities for the purposes of offensive space control-negation or other forms of electronic attack (EA). This includes systems conducting free space radiation activities against terrestrial based surrogate targets (e.g., Terrestrial Based Transponder, satellite uplinks, etc.). AFSPC organizations, when not part of a Combatant Command (COCOM) exercise, will use the CAAP process described in this document to obtain Deputy Secretary of Defense (DEPSECDEF) or Secretary of the Air Force (SECAF) approval for conducting space control negation activities. If the counterspace activity is in support of a COCOM's exercise, the requesting organization will use the appropriate joint process to obtain approval. The Review and Approval Process will be used IAW (S/NF) Chairman, Joint Chiefs of Staff Manual 3122.07, *IJSTO Supplement to Joint Operation Planning and Execution System (JOPES) Volume I (Planning Policies and Procedures)*, Appendix C (*IJSTO Review and Approval Process*).

4.2. Activities Not Requiring CAAPs. The following CONUS AFSPC activities do not require a CAAP: standard satellite communications and command and control of satellites, tests, series of tests, training, experiments, demonstrations, and exercises of a capability which do not radiate into free space (e.g., labs, dummy load, anechoic chambers, etc.), or radiating without the purpose of electronic attack. Additionally, Blue satellite communications program testing, to include system vulnerabilities, tests conducted as part of the acquisition or IOC and FOC phases are not required to submit a CAAP. SMC directed level activities conducted by contractors, with or without government oversight, that are not directed against on-orbit assets, do not require a CAAP. This includes, but not limited to, Zenith tests, antenna characterization testing, etc.

4.3. Submitting CAAP Requests. CAAPs for DT, combined DT/OT, experiments or demonstrations will be submitted to SAF/AQS; OT-only, training or exercise CAAPs will be submitted to HAF/A3SO.

4.4. Activities requiring DTNPs. The following SMC activities require a DTNP: A SMC-led space control negation OCONUS non-live fire developmental test, (e.g., labs, dummy load, anechoic chambers, closed loop, etc.).

4.5. Submitting DTNPs. DTNPs will be submitted by SMC/CC in his or her role as the Program Executive Officer (PEO) for Space or designated representative to SAF/AQ with notification to HQ AFSPC/CC or designated representative.

4.6. Multiple Events. Within a 12 month window, if AFSPC chooses to conduct multiple testing or training events that are linked, or are very similar in nature, it is acceptable and encouraged to submit one comprehensive CAAP or DTNP that covers the multiple events. The timelines for submitting Multiple Event CAAPs and DTNPs are the same as single event CAAPs. Reference section 5.14, CAAP Approval Timelines. HQ AFSPC/A3SC will submit updates to multiple event CAAPs, CTAP, TAPs, and SMC/SYR will submit updates to DTNPs.

4.7. Activities Requiring CTAPs. The Annual CTAP is created and submitted by HQ AFSPC/A3SC through HQ AFSPC/A3 to AFSPC/CC for endorsement by the Secretary of the Air Force on an annual basis. Individual CTAPs for recurring live fire training events are

submitted by the 14 AF to HQ AFSPC/A3SC, who will review for completeness before sending to HQ AFSPC/A3. Once the approval package is complete, HQ AFSPC/A3 will request AFSPC/CC approval for the individual training event.

4.8. Activities Requiring a TAP. TAP packages are submitted for new TTPs to be certified via live fire for training, and must be staffed through HQ USAF and OSD for approval. The TAP consists of a Concept of Operations, detailed description of the new TTPs, and tactics bulletins, if available. TAP packages will be provided to HQ AFSPC/A3SC and be reviewed for completeness prior to seeking HQ AFSPC/A3 endorsement to Air Staff.

4.8.1. Once the DEPSECDEF has approved a new TTP for live fire training and the live fire has been successfully executed, HQ AFSPC/A3 will add the TTP to the standard list of approved training TTPs. Further live fires of the TTP will be approved by the appropriate approval authority for the overall activity.

Chapter 5

COUNTERSPACE ACTIVITY APPROVAL PACKAGES

5.1. Overview. The contents required for a live fire CAAP are listed below and are developed or required by the CAAP sponsor. The tabs listed are required in all CAAPs. An **asterisk (*)** identifies the tabs which may be included in the 3-letter coordination package while marked as “Draft” if not finalized.

5.2. Endorsement Letter. Provides AFSPC endorsement of the activity, signed by the AFSPC/CC or designated representative. The endorsement letter is drafted by HQ AFSPC/A3SC prior to seeking AFSPC/CC endorsement to Air Staff.

5.3. Executive Summary (Tab 1). Summary of the activity to include references to the appropriate tabs that provide details on sensitive issues such as positive control, failure mode analysis and incident reporting, public affairs planning, deconfliction planning, and assessments of threats and risks. Documents within the CAAP should not repeat information from previous tabs unless absolutely necessary. The Executive Summary should be brief and contain the following:

5.3.1. Introduction

5.3.2. System Description

5.3.3. Test Readiness Review Statement

5.3.4. System Mission(s)

5.3.5. Test Overview

5.3.6. Test Control (i.e. Range, etc.)

5.3.7. Scheduled period for the activity (Test Schedule)

5.3.7.1. Operational Concept or Test Methodology, as applicable.

5.3.7.2. Target Information.

5.3.7.3. Location where the activity will take place.

5.3.7.4. Reporting requirements: Statement that OPREP-3 to include Crescent Edge Reporting will be done IAW AFI 10-206, *Operational Reporting*, 6 September 2011 and AFSPC Supplement 10-206, *Operational Reporting*, 1 May 2013. (See Attachment 2)

5.3.7.5. Summary of risk assessments, based on Technical Operations Security (OPSEC) Assessment and the Signal Intelligence (SIGINT) Threat Mitigation Report.

5.3.7.6. Bottom Line of the HQ AFSPC Legal Review opinion.

5.3.7.7. Table listing CAAP documents

5.4. System Overview (Tab 2). The system overview tab will include the following areas.

5.4.1. Overview of the target system.

5.4.2. Overview of weapon system.

5.5. Test/Activity Plan (Tab 3). * Provides a detailed description of the activity and defines the envelope of permissible activity, in order to provide flexibility to respond to unexpected situations without having to gain additional approvals during the limited test/training/exercise window. Actions not included in and deviations from the test activity plan are not authorized. The Test Plan tab can be included in the 3-letter coordination package prior to being finalized, and marked as “Draft.”

5.5.1. The plan will contain the following:

5.5.2. System Safety

5.5.3. Test Support Hardware

5.5.4. Test Resources

5.5.5. Command and Control

5.5.6. Test Facilities

5.5.7. Test Locations

5.5.8. Test Limitations

5.5.9. Cease Buzzer procedures

5.5.10. Live Fire Test Activity and details

5.5.11. TTPs being used during the event.

5.5.12. Test Go/No-Go Criteria

5.5.13. Daily Test Events

5.5.13.1. Daily Briefing

5.5.13.2. Test Setup

5.5.13.3. System Calibration

5.5.13.4. Post Test Debrief

5.5.14. Test Reporting (See Attachment 2)

5.5.14.1. Deficiency Report

5.5.14.2. Situation Report

5.5.14.3. Quick Look Test Briefing

5.5.14.4. Final Test Report

5.6. Mission System Security Plan (MSSP). (Tab 4) An MSSP is required unless the activity is occurring from a garrison location, at which point local standing operating procedures apply. The MSSP provides baseline security instruction/guidance for deploying and employing counterspace systems. Security disciplines to include physical, information, personnel, OPSEC, communications security, computer, training, education and awareness are defined per specific activity. Complexity of disciplines may vary per activity. MSSPs will include the following sections:

5.6.1. Test Locations. Describes the particular physical security and access control requirements for the deployed operations site which houses the system. The plan highlights sites and activities in the immediate vicinity surrounding the operations site that could pose a threat to security.

5.6.1.1. Sensitive Compartmented Information Facility (SCIF) or (Temporary) TSCIF Requirements, Layout, Access

5.6.1.2. Mission Computers

5.6.1.3. System Hardware

5.6.2. Floor/Site. Depicts the floor plan inside the operations site, showing entry points and physical barriers and the anticipated footprint that contains all shelters, antennae, and support equipment.

5.6.3. Public Affairs: Contains a list of possible questions and suggested responses.

5.6.4. Transportation Security. Outlines how unit personnel will travel and the details concerning transport system, support equipment, and classified material.

5.6.5. Emergency Actions. Provide the procedures to be followed by personnel to protect life and property and to restore the test activity in the event of enemy attack, sabotage, or natural disaster. The plan is also designed to establish actions necessary to prevent loss or compromise of classified information in emergency situations. Classified activities should be designed to mitigate observables. Each sensitive capability should identify mission protection measures taken to ensure all observables are addressed. Determine what, if any, observables an adversary could collect during that step or action.

5.7. Signals Intelligence Threat Mitigation Report (STMR). (Tab 5)* The STMR is a NSA document that analyzes the SIGINT threat to the activity and recommends actions to mitigate the threat. The CAAP Sponsor will request this product early in the CAAP development process to provide NSA/SAPCO time to analyze the activity and write the document. NSA requires a minimum of two weeks to produce the STMR. The STMR tab can be included in the 3-letter coordination package prior to being finalized, and marked as “Draft.”

5.8. Technical OPSEC Assessment (TOA). (Tab 6)* The TOA is a NASIC document that provides a detailed assessment of the operational security environment surrounding the activity and recommends actions to mitigate the threat. The CAAP Sponsor will request this product early in the CAAP development process to allow NASIC/CVX time to analyze the activity and write the document. NASIC requires a minimum of two weeks to produce the TOA. The TOA tab can be included in the 3-letter coordination package prior to being finalized, and marked as “Draft.”

5.9. Range Control Plan. (Tab 7)* The Range Control Plan is provided by the STTR and provides a comprehensive summary of the support provided by the range for planned live fire signal testing, training, and exercise events. If the STTR is not being used for a live-fire activity, a HQ AFSPC/A3 waiver is required along with the equivalent range document from the supporting range organization. The range control plan will contain processes and procedures for mitigating effects of a counterspace system should the system go outside of approved operating limits. All live training events will be conducted with full range control. The Range Control Plan can be requested directly from the supporting range. If required, the unit may request a

Range Support Memo from the STTR to support initial AFSPC staffing activities. The Range Support Memo is a place holder for the Range Control Plan up to and through 3-ltr coordination.

5.10. Risk Management (RM) Plan (Tab 8)

5.10.1. Overview

5.10.2. System Safeguards

5.10.3. Failure and Potential Failure Modes Analysis

5.10.3.1. Description

5.10.3.2. Effect

5.10.3.3. Risk of Occurrence

5.10.3.4. Preventive Measures

5.10.3.5. Mitigation

5.10.3.6. Reporting Criteria; Crescent Edge, OPREP-3, etc. (See [Attachment 2](#))

5.11. AFSPC Legal Review. (Tab 9)*The CAAP advocate obtains the HQ AFSPC/JA legal review memo. Provides legal opinion as to whether the activity described in the CAAP is consistent with U.S. domestic and international law.

5.12. Additional Documents. Supporting documents may be required to be finalized by the Test Readiness Review (TRR) however, they do not have to be coordinated and approved as part of the approval packages.

5.13. Coordination (Staffing). All CAAP tabs must be in place prior to beginning AFSPC coordination. HQ AFSPC 3-letter staffing timeline does not begin until all documents are in place and ready for coordination.

5.13.1. Draft documents are not authorized during 2-letter coordination. All documents must be final prior to two letter coordination.

5.13.2. The CAAP sponsor is authorized to request the TOA, STMR, Range Support Memo and Legal Review directly from the appropriate agencies. The Test Plan, Technical OPSEC Assessment (TOA), and SIGINT Threat Mitigation Report (STMR) must accompany the request for Legal Review.

5.14. CAAP Approval Timelines.

5.14.1. Sponsors must submit CAAPs IAW established timelines. Expect a day-for-day slip in the staffing process of packages received late. Delays will impact planned execution dates.

5.14.2. Live Fire CAAPs for DEPSECDEF approval will be submitted to HAF NLT 90 days prior to start of the test window. Therefore, the complete CAAP must be received at HQ AFSPC/A3SC NLT 125 days prior to the planned event execution. This allows for:

5.14.2.1. 35 days staffing at HQ AFSPC including 5 days for AFSPC/A3SC review.

5.14.2.2. 30 days for HAF/SAF staffing.

5.14.2.3. 60 days for Office of the Secretary of Defense (OSD) staffing.

Chapter 6

ANNUAL COUNTERSPACE TRAINING ACTIVITY PLAN PACKAGES

6.1. Executive Summary.

- 6.1.1. The Annual CTAP Executive Summary will include:
- 6.1.2. Introduction. Describe the purpose and content of the Annual CTAP.
- 6.1.3. Training Concept of Operations.
- 6.1.4. Risk Management.
- 6.1.5. Counterspace Reporting. (See [Attachment 2](#))

6.2. Planning Order. Issued by 14 AF/CC and is used to initiate planning for live fire training activities.

- 6.2.1. For CTAPs, 14 AF will submit the Planning Order NLT 60 days prior to event execution.

6.3. Key Information. Provide quick reference key information for the planned activity.

6.4. Tactics, Techniques and Procedures (TTPs). List the TTPs approved for use during live fire training. This appendix also includes system quad chart and fact sheet.

6.5. Positive Control Procedures. Provide the positive control procedures that will be used during live fire training.

6.6. Range Control Plan. The Range Control Plan is provided by the STTR and provides a comprehensive summary of the support provided by the range for planned training, and exercise events. The range control plan will contain processes and procedures for mitigating effects of a counterspace system should the system go outside of approved operating limits. All training events will be conducted with full range control. The Range Control Plan can be requested directly from the supporting range.

6.7. Public Affairs Guidance. Provide Public Affairs guidance in support of live fire training for space control.

6.8. Failure Mode Effects Analysis. Identifies the system's potential failure modes and planned mitigation steps in case anomalies arise during the activity. Include a risk level for each hazard and an overall assessment for potential failure. Analysis must include Threat Risk assessment and an operational Risk Management assessment.

6.9. Risk Management. Provide the RM approach that will be used during live-fire training.

6.10. Risk Assessment. Provide the risk assessment approach that will be used during live-fire training.

6.11. Quick Look Report (QLR). 14 AF/CC will release the QLR NLT 3 working days following the completion of a training event. (See [Attachment 2](#))

6.12. After Action Report (AAR). 14 AF/CC will release the AAR NLT 15 calendar days from return to garrison following the completion of a training event. (See [Attachment 2](#))

6.13. Owner-Operator Memo and Agreement. Letters of agreement from the satellite owner/operator to conduct testing of counterspace systems.

6.14. Legal Review. HQ AFSPC/JA will conduct a legal review of the Annual CTAP. HQ AFSPC/JA will revalidate the Annual CTAP legal review prior to every counterspace training event to ensure the training event is consistent with the Annual CTAP. The revalidated legal review will be coordinated with SAF/GCI.

6.15. TOA. The TOA is a NASIC document that provides a detailed assessment of the operational security environment surrounding the activity and recommends actions to mitigate the threat.

6.16. CTAP Approval Timelines.

6.16.1. AFSPC/CC approves an Annual CTAP Package and submits to SECAF for endorsement. HQ AFSPC/A3S must complete the Annual CTAP and provide to AFSPC/CC NLT the beginning of the new Fiscal Year.

6.17. Individual Counterspace Training Activity Package Contents

6.17.1. Planning Order (PLANORD). Detail the timeframe of training operations, units involved, training objectives, concept of operations, as well as specific deployment location. The PLANORD will be issued by 14 AF/CC NLT 60 days prior to start of training event.

6.17.2. Key Information

6.17.3. NASIC Memo revalidating the approved annual TOA. Required NLT 40 days prior to start of training event.

6.17.4. NSA STMR. Required NLT 40 days prior to start of training event.

6.17.5. AFOSI/PJ OL-D Consolidated Risk Assessment. Required NLT 30 days prior to start of training event.

6.17.6. HQ AFSPC/JA revalidation of the Annual CTAP Legal Review. HQ AFSPC/JA will coordinate the revalidation of the annual CTAP legal review with SAF/GCI NLT 30 days prior to the start of the training event.

6.17.7. HQ AFSPC/A3SC will consolidate the required tabs outlined in this section for approval. Once the approval package is complete, HQ AFSPC/A3 will request AFSPC/CC approval for the training event.

Chapter 7

DEVELOPMENTAL TEST NOTIFICATION PACKAGES

7.1. Developmental Test Notification Packages (DTNP) only apply to OCONUS non-live fire events and must be complete prior to beginning SMC/SY coordination. An asterisk (*) identifies the tabs which may be included in the 3-letter coordination package while marked as “Draft” if not finalized. All documents must be final before going to SMC/CC (PEO Space) for review and approval signature.

7.2. Executive Summary (Tab 1). Summary of the activity to include references to the appropriate tabs that provide details on sensitive issues such as positive control, failure mode analysis and incident reporting, public affairs planning, and assessments of threats and risks. The Executive Summary provides a condensed presentation of the material contained in the Test Activity Plan(s) and attachments. Documents within the DTNP often repeat information. The sponsor may eliminate redundancy as appropriate. The Executive Summary should be brief and highlight the areas listed below and contain the following:

- 7.2.1. Introduction
- 7.2.2. System Description
- 7.2.3. TRR Statement
- 7.2.4. System Mission(s)
- 7.2.5. Test Overview
- 7.2.6. Test Control (i.e. Range, etc.)
- 7.2.7. Scheduled period for the activity (Test Schedule)
- 7.2.8. Operational Concept or Test Methodology, as applicable.
- 7.2.9. Target Information.
- 7.2.10. Location where the activity will take place.
- 7.2.11. Reporting requirements: Statement that OPREP-3 to include Crescent Edge Reporting will be done IAW AFI 10-206 and AFSPCI Supplement and HQ AFSPC/A3 Crescent Edge Reporting memo dated 09 Dec 2011. (See [Attachment 2](#))
- 7.2.12. Summary of risk assessments, based on Technical OPSEC Assessment and the SIGINT Threat Mitigation Report.
- 7.2.13. Bottom Line of the HQ AFSPC Legal Review opinion.
- 7.2.14. Table listing DTNP documents

7.3. Test/Activity Plan. (Tab 2)* Provides a detailed description of the activity and defines the envelope of permissible activity parameters, in order to provide flexibility to respond to unexpected situations without having to gain additional approvals during the limited test window. Actions not included in and deviations from the test activity plan are not authorized. The Test Plan tab can be included in the 3-letter coordination package prior to being finalized, and marked as “Draft”.

- 7.3.1. The plan will contain the following:
- 7.3.2. System Safety
- 7.3.3. Test Support Hardware
- 7.3.4. Test Resources
- 7.3.5. Command and Control
- 7.3.6. Test Facilities
- 7.3.7. Test Locations
- 7.3.8. Test Limitations
- 7.3.9. Non-Live Fire Test Activity and details
- 7.3.10. Test Go/No-Go Criteria
- 7.3.11. Daily Test Events
 - 7.3.11.1. Daily Briefing
 - 7.3.11.2. Test Setup
 - 7.3.11.3. System Calibration
 - 7.3.11.4. Post Test Debrief
- 7.3.12. Test Reporting (See [Attachment 2](#))
 - 7.3.12.1. Deficiency Report
 - 7.3.12.2. Situation Report
 - 7.3.12.3. Quick Look Test Briefing
 - 7.3.12.4. Final Test Report

7.4. Mission System Security Plan (MSSP). (Tab 3)* The MSSP provides baseline security instruction/guidance for deploying and employing counterspace systems. Security disciplines to include physical, information, personnel, OPSEC, communications security, computer, training, education and awareness are defined per specific activity. Complexity of disciplines may vary per activity. MSSPs will include the following sections:

- 7.4.1. Test Locations. Describes the particular physical security and access control requirements for the deployed operations site which houses the system. The plan highlights sites and activities in the immediate vicinity surrounding the operations site that could pose a threat to security.
 - 7.4.1.1. SCIF/TSCIF Requirements, layout, Access
 - 7.4.1.2. Mission Computers
 - 7.4.1.3. System Hardware
- 7.4.2. Public Affairs: Contains a list of possible questions and suggested responses.
- 7.4.3. Transportation Security. Outlines how unit personnel will travel and the details concerning transport system, support equipment, and classified material.

7.4.4. Emergency Actions. Provide the procedures to be followed by personnel to protect life and property and to restore the test activity in the event of enemy attack, sabotage, or natural disaster. The plan is also designed to establish actions necessary to prevent loss or compromise of classified information in emergency situations. Classified activities should be designed to mitigate observables. Each sensitive capability should identify mission protection measures taken to ensure all observables are addressed. Determine what, if any, observables an adversary could collect during that step or action.

7.5. AFSPC Legal Review. (Tab 4)* The DNTP advocate obtains the HQ AFSPC/JA legal review memo. The legal review provides legal opinion as to whether the activity described in the DTNP is consistent with U.S. domestic and international law. The legal review tab can be included in the 3-letter coordination package prior to being finalized, and marked as “Draft.”

7.6. DTNP Timelines.

7.6.1. 30 days SAF/AQS review and OSD notification (as required).

Chapter 8

TACTICS, TECHNIQUES, AND PROCEDURES (TTP) APPROVAL PACKAGES (TAP)

8.1. TAP Overview. The tabs listed are required in all TAPs. TAP packages are submitted for new TTPs to be certified for live fire **training**, and must be staffed through HAF and OSD for approval. TTPs associated with real world operations, as identified in AFTTP 3-1, *Tactics, Techniques, and Procedures*, do not follow this process. The TAP consists of a Concept of Operations, detailed description of the new TTPs, and tactics bulletins, if available. Once approved, the TTP will be added to CTAP. An **asterisk (*)** identifies the tabs which may be included in the 3-letter coordination package while marked as “Draft” if not finalized.

8.2. Endorsement Letter. (Tab 1) Provides AFSPC endorsement of the TTP activity, signed by the AFSPC/A3 or designated representative. The endorsement letter is drafted by HQ AFSPC/A3SC prior to seeking AFSPC/A3 endorsement to Air Staff.

8.3. Concept of Operations (CONOPS) (Tab 2) The CONOPS will include the following areas.

8.3.1. Description of the target system.

8.3.2. Description of weapon system.

8.3.3. TTPs being used during the event and tactics bulletins (if available).

8.4. AFSPC Legal Review. (Tab 3)* The TAP advocate obtains the HQ AFSPC/JA legal review memo. The legal review provides legal opinion as to whether the activity described in the TAP is consistent with U.S. domestic and international law.

8.5. Range Control Plan. (Tab 4)* Provide a comprehensive summary of the support provided by the Range for planned live fire signal testing, training, and exercise events. If the STTR is not being used for a TTP validation, a HQ AFSPC/A3 waiver is required along with the equivalent range document from the supporting range organization. The range control plan will contain processes and procedures for mitigating effects of a counterspace system should the system go outside of approved operating limits. All live TTP events will be conducted with full Range Control. The Range Control Plan can be requested directly from the supporting range.

8.6. Signals Intelligence Threat Mitigation Report (STMR). (Tab 5)* The STMR is a NSA document that analyzes the SIGINT threat to the activity and recommends actions to mitigate the threat. The TAP sponsor will request this product early in the TAP development process to provide NSA/S3X time to analyze the activity and write the document. NSA requires a minimum of two weeks to produce the STMR. The STMR tab can be included in the 3-letter coordination package prior to being finalized, and marked as “Draft.”

8.7. Technical OPSEC Assessment (TOA). (Tab 6)* The TOA is a NASIC document that provides a detailed assessment of the operational security environment surrounding the activity and recommends actions to mitigate the threat. The TAP sponsor will request this product early in the TAP development process to allow NASIC/SMA time to analyze the activity and write the document. NASIC requires a minimum of two weeks to produce the TOA. The TOA tab can be included in the 3-letter coordination package prior to being finalized, and marked as “Draft.”

8.8. Failure Mode Effects Analysis. Identifies the system's potential failure modes and planned mitigation steps in case anomalies arise during the activity. Include a risk level for each hazard and an overall assessment for potential failure. Analysis must include Threat Risk assessment and an operational Risk Management assessment.

8.9. Risk Management. Provide the RM approach that will be used during TTP live-fire certification.

8.10.1. Risk Assessment. Provide the risk assessment approach that will be used during TTP live-fire certification.

8.10. Coordination (Staffing). All TAP tabs must be in place prior to beginning AFSPC coordination. HQ AFSPC 3-letter staffing timeline does not begin until all documents are in place and ready for coordination.

8.10.1. Draft documents are not authorized during 2-letter coordination. All documents must be final prior to 2-letter coordination. HQ AFSPC/A3SC will ensure the required tabs outlined in **Chapter 8** are in place for submission to HQ AFSPC/A3 for approval.

8.10.2. The TAP sponsor is authorized to request the TOA, STMR, Range Support Memo and Legal Review directly from the appropriate agencies. The Range Control Plan, TOA, and STMR must accompany the request for Legal Review.

8.11. TAP Approval Timelines.

8.11.1. Sponsors must submit TAPs IAW established timelines. Delays will impact planned execution dates. TAPs for DEPSECDEF approval will be submitted to HAF NLT 90 days prior to start of the event window. Therefore, the complete TAP must be received at HQ AFSPC/A3SC NLT 125 days prior to the planned event execution. This allows for:

8.11.1.1. 35 days staffing at HQ AFSPC, including 5 days for HQ AFSPC/A3SC review.

8.11.1.2. 30 days for HAF/SAF staffing.

8.11.1.3. 60 days for Office of the Secretary of Defense (OSD) staffing.

DAVID J. BUCK, Brigadier General, USAF
Director of Air, Space and Cyberspace Operations

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

Chairman, Joint Chiefs of Staff Manual 3122.07, *IJSTO Supplement to Joint Operation Planning and Execution System (JOPES) Volume I (Planning Policies and Procedures), Appendix C (IJSTO Review and Approval Process)*

AFI 10-206, *Operational Reporting*, 6 September 2011

AFI 10-206, AFSPC Supplement, *Operational Reporting*, 1 May 2013

AFSPCI 99-103, *Capabilities-Based Test and Evaluation of Space and Cyberspace Systems*, 29 December 2010

AFSPCHOI 16-10, *Headquarters Air Force Space Command Corporate Process*, 1 March 2007

HQ AFSPC/A3 Crescent Edge Reporting memo dated 9 December 2011

Prescribed Forms

This instruction does not include any prescribed forms.

Adopted Forms

This instruction does not include any adopted forms.

Abbreviations and Acronyms

AAR—After Action Report

AF—Air Force

AFI—Air Force Instruction

AF ISR Agency—Air Force Intelligence, Surveillance and Reconnaissance Agency

AO—Action Officer

AFSPC—Air Force Space Command

AFSPCI—Air Force Space Command Instruction

CAAP—Counterspace Activity Approval Package

CC—Commander

COCOM—Combatant Command

CTAP—Counterspace Training Activity Package

CV—Vice Commander

DEPSECDEF—Deputy Secretary of Defense

DT—Developmental Test

DTNP—Developmental test Notification Plan

EA—Electronic Attack

FOC—Full Operational Capability
HQ—Headquarters
IAW—In accordance with
IOC—Initial Operational Capability
IOT—Initial Operational Test
JFCC Space—Joint Functional Component Commander for Space
JOPES—Joint Operation Planning and Execution System
JSC—Joint Spectrum Center
JSpOC—Joint Space Operations Center
MAJCOM—Major Command
MPP—Mission Protection Plan
MSSP—Mission System Security Plan
NASIC—National Air and Space Intelligence Center
NSA—National Security Agency
OPR—Office of Primary Responsibility
OPSEC—Operations Security
OSD—Office of the Secretary of Defense
OT—Operational Test
PEO—Program Executive Office
QLR—Quick Look Report
RM—Risk Management
ROA—Range Operations Authority
SAF—Office of the Secretary of the Air Force
SCIF—Sensitive Compartmented Information Facility
SECAF—Secretary of the Air Force
SIGINT—Signals Intelligence
STMTR—SIGINT Threat Mitigation Report
STTR—Space Test and Training Range
TSCIF—Temporary Sensitive Compartmented Information Facility
TOA—Technical OPSEC Assessment
TTP—Tactics, Techniques and Procedures
USAF—United States Air Force

Attachment 2

REPORTS

A2.1. Requirements. Test reporting and submission requirements differ among test organizations. All operational test reporting, including Test Start, Test Pause, and Test Stop Messages will be conducted IAW AFSPCI 99-103. The minimum content required in QLR and AAR is described in the following paragraphs (SITREPS that contain the following information may be used in lieu of a QLR). Refer to AFI 10-206 for Crescent Edge, OPREP-3 reporting requirements AFSPC Supplement 10-206, *Operational Reporting*, 1 May 2013, and HQ AFSPC/A3 Crescent Edge Reporting memo 9 Dec 2011.

A2.2. Quick Look Report (QLR) and Operational Test Reporting. Responsible test organizations submit QLRs and OT reports, as applicable and IAW their test and reporting requirements. Purpose is to provide Air Force and OSD senior leaders with a snapshot on the results of those activities where the SECAF was the approval authority. QLRs and OT reports will be forwarded to SAF/AQS (for combined DT and OT) and to HAF/A3SO (for OT only and training). QLRs for DT and OT will be submitted within 15 calendar days of the counterspace activity's completion. QLRs will consist of a briefing containing the information below as applicable. Ensure briefing is classified IAW appropriate security classification guidance.

A2.2.1. Mission Events.

A2.2.2. Dates: dd-dd mmm yyyy

A2.2.3. Counterspace System.

A2.2.4. Primary Units.

A2.2.5. Support Units.

A2.2.6. Location.

A2.2.7. Targets.

A2.2.8. Significant Issues.

A2.3. After Action Report (AAR)/Final Test Report. Lead Developmental Test Organizations submit AARs and Final Test Reports, as applicable and IAW their test and reporting requirements. Purpose is to provide Air Force and OSD senior leaders with feedback on the previous activities that they approved. AAR's for training events will be submitted to HAF/A3SO within 15 calendar days. Final Test Reports for DT and OT events will be submitted to HAF/A3SO and or SAF/AQS as applicable. Organizations will submit their AAR's within 45 days of the event completion and receipt of all data required for analysis. The AAR will consist of a written report containing information listed below. Ensure report is classified IAW appropriate security classification guidance.

A2.3.1. State who, what, when and where.

A2.3.2. State the activity's objectives and describe any not accomplished.

A2.3.3. Describe any security incidents.

A2.3.4. Describe any significant event and any event causing a Cease Buzzer delay.

A2.3.5. List Public Affairs inquiries and the responses.

A2.3.6. List major lessons learned pertinent to the Air Force senior leadership.

Attachment 3

HQ USAF ROLES AND RESPONSIBILITIES

A3.1. Introduction. The information in this attachment is not intended to be directive, but is included for informational purposes only. Reference HQ USAF guidance for policy regarding the roles and responsibilities of the below agencies. Space control negation activities are often sensitive and technically complex, and therefore require detailed planning and a technical focus. The Air Force senior leadership expects their staffs to thoroughly review the CAAPs for consistency, completeness and to highlight potential areas of risk. It is advantageous for the HQ USAF's organizations to be involved in certain aspects of AFSPC's internal approval process so that potential areas of risk can be identified and resolved early in the CAAP, CTAP, DNTP and TAP approval processes. The following organizations are critical to a successful review, analysis, and presentation to the Air Force senior leadership.

A3.2. OSD(P). Reviews and coordinates all CAAPs for OSD.

A3.3. HAF/A3SO. Responsible for reviewing and coordinating OT and Training CAAPs. HAF/A3SO will review all CAAPs for completeness and consistency before submitting for HQ USAF coordination. When DEPSECDEF approval is required and upon DEPSECDEF approval, HQ USAF/A3S will sign the Authority to Proceed letter and forward it to HQ AFSPC/A3SC along with the SAF/AAZ risk assessment.

A3.4. SAF/AQSC. Responsible for reviewing and coordinating the DT, and combined DT/OT CAAPs. Directly responsible to USECAF for ensuring all DT and OT verified capabilities are tested in a manner that are safe and minimizes security risks. SAF/AQSC will review all CAAPs for completeness and consistency before submitting them for HQ USAF coordination. When DEPSECDEF approval is required, SAF/AQSC will ensure HQ USAF coordination is complete in 30 calendar days to allow for a 60 calendar day review at OSD prior to the scheduled test start date. Upon receipt of the DEPSECDEF or SECAF approved CAAP, SAF/AQSC will be responsible for ensuring an "Authority to Proceed" letter is forwarded to HQ AFSPC/A3SC along with SAF/AAZ Risk Assessment.

A3.5. SAF/USI. Reviews the CAAP to ensure consistency with policy guidance and advises USECAF/SECAF on policy issues and concerns.

A3.6. SAF/AAZ. Reviews the entire CAAP, paying particular attention to the TOA and STMR, and writes a comprehensive Risk Assessment, addressing both the activity's risks as well as risks to Air Force and DoD space control equities. The Risk Assessment is critical to the CAAP Review Process. The CAAP will not be forwarded to HQ USAF for 2-letter review without the Risk Assessment. Once the SECAF approves the CAAP, it is submitted through SAF/AAZ to OSD/SAPCO. Once the DEPSECDEF approves the CAAP, SAF/AAZ notifies the activity OPR, either SAF/AQSC or HAF/A3SO, and the OPR will forward the Authority to Proceed letter to HQ AFSPC/A3SC.

A3.7. SAF/GCI. Review the CAAP with a focus on legal assessment. It is not necessary for SAF/GCI to write a legal assessment, unless there is a disagreement with AFSPC's legal assessment, which is part of the CAAP.

A3.8. AF/A2Z. Review the CAAP to ensure the timely and accurate completion of the TOA, STMR.

Attachment 4**LIVE FIRE COUNTERSPACE ACTIVITY APPROVAL PACKAGE (CAAP) BRIEFING
SLIDE REQUIREMENTS**

- A4.1. Title Slide.**
- A4.2. Purpose.**
- A4.3. Activity Objectives.**
- A4.4. System Overview.**
- A4.5. Activity Specifics (when, where, who, what, why, and expected results).**
- A4.6. Organizational Overview of all participants.**
- A4.7. Risk Assessments and mitigation.**
- A4.8. Path toward Initial Operational Capability (IOC) (if required).**
- A4.9. Steps required to achieve Full Operational Capability (FOC) (if required).**
- A4.10. Way Ahead.**
- A4.11. Go/No-Go Matrix.**

Attachment 5
DISTRIBUTION LISTING

Figure A5.1. Distribution Listing

DISTRIBUTION
HQ AFSPC/A2/A3/A4/A5/A8/SE/FM/JA
SMC/CC/CV/SY
USAFWC/CC
14 AF/CC
21 SW/CC
21 OG/CC
50 SW/CC
AFRL/CC
AFOTEC/CC
NASIC CV/CVX NSA/SAPCO Joint Spectrum Center
AF ISR Agency/ZQ/ZQP
cc:
HAF/A3SO
SAF/AQSC/AAZ