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SECRETARY OF THE AIR FORCE**

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Supplement**

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Space, Missile, Command, and Control

**GROUND ENVIRONMENT TRAINING AIR
OPERATIONS CENTER (AOC)**

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This Air Force Instruction (AIF) implements guidance in *Air Force Policy Directive (AFDP) 13-1, Theater Air Control System (TACS), AFDP 13-3, Air Force Network Operations (AFNETOPS), AFDP 10-29, Worldwide Aeromedical Evacuation Operations, AFDP 10-3, Air Reserve Component, AFDP 10-7, Information Operations, AFDP 10-12, Space, and AFDP-21, Air Mobility Lead Command*. Headquarters (HQ) United States Air Force (HQ USAF)/A3O-AC is the Office of Primary Responsibility (OPR) for this instruction. Certain lead responsibilities for the Air Operation Center (AOC) Weapon System (WS) management are delegated to major commands (MAJCOMS). HQ Air Combat Command (ACC)/A3C, ACC/A2R, ACC/A2X, ACC/A3I, ACC/STO, ACC/A3A, ACC/A6O, ACC/A3W, Air Force Command and Control Integration Center/Command, Requirements Division (AFC2IC/C2C), HQ Air Mobility Command (AMC)/A3M, HQ United States Air Forces Europe (USAFE)/A3Y, HQ Pacific Air Forces (PACAF)/A3/5/8, HQ Air Force Space Command (AFSPC)/A3T, HQ Air Force Special

Operations Command (AFSOC)/ A3T, HQ Air Force Global Strike Command (AFGSC)/A3/5, HQ National Guard Bureau (NGB)/A3Y, HQ Air Force Reserve Command (AFRC)/A3T, HQ Air Force Material Command (AFMC)/ESC/HSG/CC, HQ USAF Warfare Center (USAFWC) are Offices of Collateral Responsibility (OCR). This document provides guidance to Air Force component AOCs supporting combatant commanders including their aligned Air National Guard (ANG) and Air Force Reserve (AFR) AOC units. This instruction applies to AOC crewmembers as defined in AFI 13-1AOCV3, *AOC Organization and Operational Procedures*, as well as duty positions listed within the various chapters within the volume. This AFI also establishes required training for liaison personnel and augmentees. AOC communications personnel are subordinate to the ACOMS/CC and C-NAF A6 and therefore are not required to comply with this AFI except as follows: 1) All AOC communications personnel, including supply and logistics will follow AFTO 33A-1001 and other guidance provided by MAJCOM A6's and 2) per lead MAJCOM A6, all communications personnel supporting AOC Networks, System Administration, and Communications Focal point operations will attend the AOC formal training unit (FTU) Networks, SYSAD, and Communications courses as appropriate for their positions. Parent MAJCOMs of geographic AOCs and Air Reserve Component (ARC) aligned units may supplement this AFI. Parent MAJCOMs of functional AOCs will supplement this AFI. Supplements will be coordinated through appropriate chain of command to HQ USAF/A3O-AC with information copy to ACC/A3C. HQ USAF/A3O-AC is the waiver authority for this instruction. Unless otherwise noted in this AFI, HQ USAF/A3O-AC delegates waiver authority to AOC parent MAJCOMs. ARC aligned units will coordinate any waivers to this AFI through either NGB/A3Y or AFRC/A3T and obtain approval from AOC parent MAJCOM. ACC/A3C will be notified of all MAJCOM waivers, and forward them to HQ USAF/A3O-AC, to modify this instruction prior to implementation. Send comments and suggested improvements to this instruction on an AF IMT 847, Recommendation for Change of Publication, through appropriate chain of command to AFI OPR HQ USAF/A3O-AC in accordance with (IAW) procedures in AFI 33-360, Publications and forms management and MAJCOM Supplement.

This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this publication are Title 10, United States Code, Section 8013 and Executive Order 9397 (SSN) as amended by Executive Order 13478. Forms affected by the Privacy Act have an appropriate Privacy Act statement. System of records notice F036 AF PC N, *Unit Assigned Personnel Information* applies.

Records Management: 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 the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

(AMC) AFI 13-1AOC Vol 1 is supplemented as follows. This supplement implements and extends the guidance of the AFI within Air Mobility Command (AMC). Together with the 618AOC (TACC) Annual Training Plan provides a complete MAJCOM guidance for Combat Mission Ready training in the TACC. The AFI is published word-for-word without editorial review. It establishes formal training procedures for all personnel (Active, Guard, Reserve, Civilian, and Contractors), temporary or permanent party supporting the 618th Air Operations Center (Tanker Airlift Control Center) or 618 AOC (TACC), henceforth referred to as 618 AOC,

or ‘TACC’. This supplement does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. The 618AOC (TACC) may further supplement this instruction as necessary. The unit must forward one copy of their supplements to this instruction to HQ AMC/A3CG, Scott AFB IL 62225, for a post-publication review. Changes to the procedures in this publication are not authorized without approval of AMC/A3C. The reporting requirements in this AFI are exempt from licensing in accordance with AFI 33-324, paragraph 2.11.10., *The AF Information Collections and Reports Management Program* controlling internal, public, and interagency Air Force information collections. Submit recommendations for improvements and/or changes in writing to AMC/A3CG, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

(AMC) This document has been substantially revised and must be completely reviewed. Major changes include realignment of several AMC training program details with Core Functional Lead Integrator (CFLI) direction; Adds newly implemented Continuation Training events and the ‘Cross-Functional Integration Course’ (CFIC). Changes ‘Mission Ready’ (MR) to ‘Combat Mission Ready’ (CMR); Changes training year from calendar to fiscal year; Adds responsibility descriptions in the training program by position; Adds several previously missing references and acronyms; Includes references to new Annual Training Plan (ATP). With the addition of the new ATP, several details have been removed from the supplement. Incorporates 618AOC OI 13-1 *Ground Environment Training-Air and Space Operations Center* (27 Jan 2012). Adds references to ‘crewmembers’ in the TACC. Where possible, terminology has been simplified.

Chapter 1—POLICY AND CONCEPTS	5
1.1. Introduction	5
Table 1.1. (Added-AMC) Comparison Of Geographic AOC And 618 AOC Unique Positions	7
1.2. General	8
1.3. Responsibilities	9
Chapter 2—AOC TRAINING PROGRAM	20
2.1. Introduction:	20
2.2. Crewmember Training Program	20
2.2. (AMC) 618 AOC Crewmember Training Program	20

Table	2.1.	AOC Exercise Classification	25
Figure	2.1.	Continuation Training Proration Schedule. ARC will use three month = one month for proration.	28
	2.3.	Orientation Training	29
	2.4.	Trainer Program	30
	2.5.	Training Documentation	30
	2.6.	Reportable Items to MAJCOM OPR	31
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION			33
Attachment 1—(AMC) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION			40
Attachment 2—GLOSSARY OF LINKS			44
Attachment 2—(AMC) GLOSSARY OF LINKS			45
Attachment 3—AOC ACADEMIC CT REQUIREMENTS			46
Attachment 4—(Added-AMC) SAMPLE CMR 3-PHASED TRAINING LIFE CYCLE			51

Chapter 1

POLICY AND CONCEPTS

1.1. Introduction

1.1.1. This AFI provides guidance for geographic, functional, and ARC aligned AOC training programs. Guidance for geographic AOCs is applicable to Rapid Augmentation Team (RAT) as established by AF Program Action Directive (PAD) 10-2, Direction to Restructure Command and Control of Component Numbered Air Forces.

1.1.1.1. Chapter 1 lists general training guidance applicable to all AOCs. Specific AOC and ARC aligned AOC units training program requirements are explained in Chapter 2. Due to the nature of their organizational structure and differing processes, functional AOC training program requirements will be addressed in functional MAJCOM/unit supplements.

1.1.1.2. ARC unit CCs will ensure their annual training plans include training to maintain worldwide deploy ability.

1.1.1.3. **(Added-AMC)** This supplement provides training program guidance for all assigned personnel in the 618 AOC (TACC); effected personnel include all Active, Air Reserve Component (ARC), and AF Civilians. Contractor training is accomplished IAW the applicable Performance Work Statement (PWS). It establishes the training policy, management criteria, and administrative practices required for personnel to achieve and maintain Combat Mission Ready (CMR) status.

1.1.2. This AFI outlines AOC training concept, structure and responsibilities.

1.1.2. **(AMC)** 618 AOC Training Program. This Supplement outlines the 618 AOC (TACC) training concept, structure and responsibilities.

1.1.2.1. **(Added-AMC)** Unit level guidance, maintained by the Unit Training Manager (UTM) and AMC/A3CG, includes the 618 AOC (TACC) Annual Training Plan, and Directorate Master Training Plans (MTPs). The MTPs are attachments to the ATP. Additional documents maintained in the Training Program Office will include the Master Task List (MTL), current Career Field Education and Training Plan (CFETP), or Air Force Job Qualification Standard (AFJQS) locally developed AF IMT 797s, *Job Qualification Standard Continuation* (if applicable), milestones for tasks and Career Development Course (CDC) completion. Refer to AFI 36-2201 (Attachment 13) for military training plan requirements and AFI 36-401, *Employee Training and Development*, for civilian training plan requirements.

1.1.2.2. **(Added-AMC)** The Annual Training Plan is developed IAW the sample on the AOC community of practice (CoP) page. Minimum requirements for a directorate MTP will include those mandated by AFI 36-2201 (Attachment 13). The UTM will provide additional requirements for directorate-specific MTPs and ensure that a standard template is used for all directorates. The combination of ATP and MTPs meets the combination of AOC training guidance, and AF Unit Training guidance.

1.1.3. This AFI applies to AOC crewmembers to include specialty teams and also establishes required orientation training for liaison/augmentation personnel.

1.1.3. **(AMC)** This Supplement applies to all AOC crewmembers (the term ‘crewmember’ refers to all personnel assigned to the TACC) to include specialty teams and also establishes required orientation training for liaison/augmentation personnel.

1.1.3.1. AOC crewmembers, to include specialty teams, fill operational mission essential positions in the AOC. These positions are listed in AFI 13-1AOCV3, *AOC Organization and Operational Procedures*. AOC crewmembers may be military, civilian, or contractor personnel and are permanently assigned to active duty or ARC AOC units. Additionally, due to AOC manning constraints and unique theater or functional requirements, AOC units may require locally developed crewmember positions supporting a combatant commander that are not identified in AFI 13-1AOCV3. Unique positions and training associated with these positions will be identified in a unit supplement to this AFI.

1.1.3.2. Liaison/augmentation personnel may represent other weapon systems, components, commands, government agencies, or coalition partners. They are administratively subordinate to their parent organizations while working within the AOC and will receive orientation training from the host AOC. Orientation training specifics are outlined in paragraph 2.3 of this AFI.

1.1.3.3. Augmentees on temporary assignment to a host AOC Commander (AOC/CC) must receive locally developed orientation training by the host AOC.

1.1.3.3.1. **(Added-AMC)** All other groups or organizations with personnel assigned to the 618 AOC, but not directly subordinate to the Commander, are responsible for ensuring their personnel are trained in applicable 618 AOC processes.

1.1.3.4. **(Added-AMC)** The 618 AOC organization is IAW standard MAJCOM HQ hierarchy; Commander, Directors, Division Chiefs, Branch Chiefs, Section Chiefs, and Commander’s Staff. Within each section are the various specialized positions (see [table 1.1](#)). AOC members may be military, civilian, or contractor personnel and are permanently assigned to the TACC, or assigned to ARC units but supporting the TACC on temporary orders. Contractor’s training is IAW the PWS. Training requirements vary by position and are identified in the Annual Training Plan (ATP) and the Directorate Master Training Plans (MTPs).

1.1.3.5. **(Added-AMC)** The 618 AOC members include foreign coalition partners that receive the Global Mobility Air Operations Course (which provides Orientation Training as defined in this AFI). Those coalition members that actively participate in mission planning and execution receive the full AOC member Initial Qualification Training (IQT) and Mission Qualification Training (MQT) for Combat Mission Ready (CMR) status.

1.1.3.6. **(Added-AMC)** All ARC personnel augmenting the 618 AOC receive the full AOC crewmember training (IQT and MQT) for CMR status. ARC personnel supporting 618 AOC on orders longer than 90 days will adhere to active duty training requirements timelines. Individual Mobilization Augmentees (IMAs) assigned to 618 AOC who are not on long-term orders will coordinate with their supervisor and Directorate Training Monitor (DTM) to establish a training timeline. This timeline will ensure IQT is completed NLT 9 months after in-processing and MQT is completed NLT 18 months

after in-processing. IMAs will coordinate with the DTM and Directorate Reserve Coordinator (DRC) for appropriate orders.

Table 1.1. (Added-AMC) Comparison Of Geographic AOC And 618 AOC Unique Positions

AFI 13-1AOC, V3	618 AOC
Commander AFSC: 11/12/13B	Commander ¹
	Section Commander
	Superintendent
	Administrative Support
	Mobilization Assistant (Reserves)
	ANG Advisor
	First Sergeant
Division Chiefs:	Directorate (Directors)²
Air Mobility	XOB - Mobility Management
ISR	XOC - Command & Control
Combat Plans	XOG - Global Channel Ops
Combat Ops	XON - Mission Support
Strategy	XOO - Current Ops
	XOP - Global Readiness
	XOW - Global Weather
	XOZ - Director of Operations
Team Chiefs, AFSC: 11/12/13/14	Division Chiefs
	Branch Chiefs ³
	Section Chiefs ³
	Flight Chiefs
Crewmembers	Crewmembers / Specialists⁴
Operations Research Analyst	(Planners, DOs, DDOs, Controllers, Logisticians, etc.)
Operational Assessment Analyst	Flight Managers ⁵ , Information Operations Team (IOT) ⁶
Doctrine Strategy Assessor and Weapons and Tactics Assessor	
Subject Matter Expert/Technicians	
NOTE 1: All members of the AOC, including the Commander, Commander's Staff, Directors (and their deputies) must, at a minimum, attend the prescribed Initial Qualification/Orientation course (GMAOC, GMAOF, or GMAOE).	
NOTE 2: Directors may delegate authority regarding training to their Deputy or Mobilization Assistant.	
NOTE 3: TACC Directorates, Divisions, or Branches, have or may have a Deputy position, Superintendent, NCOIC, Trainer, Shift Lead/Shift Chief, Flight Lead, or other titles. Most members occupying these positions qualify as a specialist, the Director will determine if they will accomplish the training requirements of that specialty. Officially, Deputy duty codes are not authorized below Division level.	
NOTE 4: All specialists will attend the courses outlined in the Annual Training Plan and Master Training Plans.	
NOTE 5: Flight Manager training is documented in Training Business Area (TBA) and specified in the Directorate Master Training Plan. FM training includes FAA aircraft dispatcher training and certification, GMAOC and Flight Manager Training IAW AFI11-255, Vol 1.	
NOTE 6: IQT and MQT training for the IOT is documented in the XOOI Division Master Training Plan, which was developed IAW ACC/A3I IO Career Force Education and Training Guide (Jan 2012).	

1.1.4. This AFI directs formal appointment of AOC trainers with a unit developed trainer training program. Guidance on AOC trainer training can be found in paragraph 2.4 of this AFI. Note: AOC crewmember training, as outlined in this AFI, is a separate program from Air Force On-the-Job Training (OJT). OJT is governed by AFI 36-2201 Vol 3, Air Force Training Program On-the-Job Training Administration, and documented on the AF Form

623, On-the-Job Training Record or other AF approved system (for enlisted members only). There is a potential overlap of training requirements and events. Even so, AOC training and career field training documentation are separate programs.

1.1.4.1. **(Added-AMC)** The 618 AOC Commander appoints in writing a primary and alternate Unit Training Manager (UTM). Each Director appoints in writing a primary and alternate Directorate Training Monitor (DTM). **Note:** On-the-Job Training (OJT) is documented IAW the Directorate MTP. Due to the extensive variety of AFSC's, training specific to the 618 AOC will be documented using approved electronic or paper-based training records (addressed in Directorate MTPs).

1.2. General

1.2.1. AOC training: There are two overarching categories of AOC training, crewmember and orientation training. AOC crewmember training consists of Initial Qualification Training (IQT) and Mission Qualification Training (MQT) for all AOC crewmembers qualifying to Combat Mission Ready (CMR). Upon receipt of CMR designation, all AOC CMR crewmembers will then complete Continuation Training (CT) requirements IAW paragraph 2.2.3. Additionally, each unit will conduct orientation training as outlined in paragraph 2.3 of this AFI for augmentees and liaison personnel.

1.2.1.1. **(Added-AMC)** Some positions in the TACC only require Basic Qualification, such as administrative support positions. Most TACC crewmembers are required to accomplish Continuation Training (CT); these requirements are defined in the Directorate MTPs. In the 618 AOC training program, Orientation Training is an integral part of IQT.

1.2.2. All training will be documented (See paragraph 2.5 of this AFI). Units will document IQT and MQT in the AOC learning management system (LMS) utilizing electronic AF Form 4141, *Individuals' Record of Duties and Experience, Ground Environment Personnel*. Functional communities such as Intelligence, Cyber, and Information Operations, may use command directed LMS systems to track IQT, MQT, and CT as long as the system provides equivalent information and is accessible to AOC training management personnel. Continuation training (CT) will be documented on locally developed tracking systems, other (Sharable Content Object Reference Model (SCORM) compliant) electronic storage means, or LMS AF Form 4142, *Individual Annual Training Record*, when developed. Units may maintain manual training folders as backups only. Units will maintain IQT/MQT training documentation on personnel until PCS and forward to next unit if at an AOC. Following award of CMR status, IQT/MQT training documentation and certificates may be maintained in unit developed grade books, or maintained in unit developed training folders. Award of CMR will be documented IAW AFI 13-1AOC, Volume 2, AOC Standards and Evaluation. Additionally, this CMR will be annotated by training personnel on AF Form 4141.

1.2.2.1. **(Added-AMC)** All training will be documented IAW ATP and MTPs. See also para. 2.5.4.

1.2.3. All AOCs and affiliated units will have an annual training plan (ATP). An example can be found on the AOC community of practice (CoP) page (see attachment 2, Glossary of Links for the CoP address).

1.2.3.1. **(Added-AMC)** The 618 AOC publishes a MTP for each respective Directorate, reviewed and approved annually by the Directors.

1.2.4. Any reference to "days" means calendar days. The training year coincides with the fiscal year (FY).

1.2.5. Any reference to Formal Training Unit (FTU), unless stated otherwise, is intended to mean the FTU at Hurlburt Field, FL, operated by the 505th Command and Control Wing (CCW).

1.2.5.1. **(Added-AMC)** The Formal Training Unit (FTU) for 618 AOC is located at Scott AFB, IL, operated by USAF Expeditionary Center (EC), Mobility Operations School (MOS), Det 2.

1.3. Responsibilities

1.3.1. HQ USAF/A3O-AC: Provides oversight of this AFI and maintains air staff advocacy and develops policy for the AOC weapon system (WS).

1.3.2. HQ ACC

1.3.2.1. Serves as lead MAJCOM for the AOC WS.

1.3.2.2. ACC/A3

1.3.2.2.1. ACC/A3C

1.3.2.2.1.1. Coordinates with other OCRs and organizations such as ESC as needed, and provides Combat Air Forces (CAF) AOC training oversight and direction.

1.3.2.2.1.1.1. Reviews and provides ACC/A3 with approval recommendation for the AOC FTU and any advanced AOC courseware content, training tasks, and syllabi.

1.3.2.2.1.1.2. Coordinates with MAJCOMs and other services for class quotas to the AOC FTU and other selected AF and joint formal schools (e.g., Coalition/Joint Senior Service Course [C/JSSC] and the multi-tactical data link (TDL) network (MTN) courses.

1.3.2.2.1.1.3. Develops, coordinates, and approves standardized (master) training task lists (TTLs) for all AOC levels (division, team, and positional). Additionally, develops, coordinates, and approves standardized (master) TTLs for Personnel Recovery Coordination Cell (PRCC), weather specialty team, IO, and other specialty teams in all AOCs. TTLs will be posted to appropriate MAJCOM AOC CoP (see attachment 2, Glossary of Links for CoP addresses.).

1.3.2.2.1.1.4. Establishes general CT training requirements for Geographic AOCs, ARC aligned units and the RAT. Functional AOCs will receive their general CT requirements from their parent MAJCOMs.

1.3.2.2.1.2. Maintains a CoP website hosting current AOC training materials. (See Attachment 2 of this AFI for the CoP address.)

1.3.2.2.1.3. Directs effort to develop/maintain an LMS to support the AOC WS.

1.3.2.2.1.4. Leads distributed mission operations (DMO) development to support

the AOC WS.

1.3.2.2.1.5. Leads development of distance learning content to augment AOC training.

1.3.2.2.1.6. Provides training materials to AOCs, as appropriate.

1.3.2.2.1.7. Coordinates all exercises to include DMO & live, virtual, and constructive (LVC) with AOCs, as appropriate.

1.3.2.2.1.8. Maintains and updates AOC master question file (MQF) in LMS as required.

1.3.2.2.1.9. Collaborates with other MAJCOMs concerning AOC training guidance and resources (e.g. TTLs, training suites, etc.)

1.3.2.2.2. ACC/A3I is an OCR

1.3.2.2.2.1. Develops standardized (master) TTLs, 797s, plan of instruction (POIs) and any training material for the AOC IO Team. This office coordinates through ACC/A3C for release to the field. TTLs will be posted to the ACC/A3I CoP (See Attachment 2 for link).

1.3.2.2.2.2. Provides expert review of 505 CCW courseware content to ACC/A3C.

1.3.2.2.3. ACC/A3W is an OCR

1.3.2.2.3.1. Develops standardized (master) TTLs, 797s, POIs and any training material for the AOC Weather Team. This office coordinates through ACC/A3C for release to the field. TTLs will be posted to the AOC CoP.

1.3.2.2.3.2. Provides expert review of 505 CCW courseware content to ACC/A3C.

1.3.2.2.4. ACC/A3A is an OCR.

1.3.2.2.4.1. Develops standardized (master) TTLs, 797s, POIs and any training material for the AOC Airspace Specialty Team. This office coordinates through ACC/A3C for release to the field. TTLs will be posted to the AOC CoP.

1.3.2.2.4.2. Provides expert review of 505 CCW courseware content to ACC/A3C.

1.3.2.2.5. ACC/STO is an OCR.

1.3.2.2.5.1. Develops standardized (master) TTLs, 797s, POIs and any training material for the AOC STO Team. This office coordinates through ACC/A3C for release to the field. TTLs will be posted to the AOC CoP.

1.3.2.2.5.2. Provides expert review of 505 CCW courseware content to ACC/A3C.

1.3.2.2.6. Provide training materials, guidance and coordinate exercises to subordinate and ARC aligned units.

1.3.2.3. ACC/A2 is an OCR.

- 1.3.2.3.1. ACC/A2X is the OPR for all AOC ISRD policy and guidance issues and for staffing A2 inputs to AFI 13-1AOC volumes and the OPR for the AFI 14-2AOC volumes.
- 1.3.2.3.2. ACC/A2R develops standardized (master) TTLs, 797s, POIs and any training material for the AOC Intelligence, Surveillance and Reconnaissance Division (ISRD) and Senior Intelligence Duty Officer (SIDO) Team. Coordinates through ACC/A3C for release to the field and coordinates expert review of all AOC courseware content to include 505 CCW courses to ACC/A3CT. TTLs will be posted to the ACC/A2R CoP (see attachment 2 for the link).
- 1.3.2.3.3. A2R chairs an annual ISRD training conference to review this instruction and training requirements and programs for intelligence personnel within CAF AOCs. Conference participants will include applicable active and reserve component ISRD representatives.
- 1.3.2.4. ACC/A6O is an OCR and develops standardized training materials and guidance for the AOC communications support teams. A6O provides expert review of 505 CCW courseware content to ACC/A3C.
- 1.3.2.5. AFC2IC/C2C is an OCR and is responsible for coordinating with ESC all type 1 training for fielding of new or upgraded capabilities.
- 1.3.3. USAF Warfare Center (USAFWC)
- 1.3.3.1. 505 CCW
- 1.3.3.1.1. 505th Training Squadron (TRS)
- 1.3.3.1.1.1. Conducts in-residence, FTU courses for AOC personnel on C2 organizations, processes, and systems used to employ air, space, and cyber forces at the operational level of war.
- 1.3.3.1.1.2. Provides initial Tactical Data Link (TDL) and multi-TADIL (Tactical Information Data Link) network (MTN) training to all AF AOC interface control cell (ICC) members.
- 1.3.3.1.1.3. Until formally supported by the ACC/TRSS, the 505 TRS will develop, maintain, update, and submit syllabi and academic lessons to ACC/A3C for approval.
- 1.3.3.1.1.4. Provides ACC/A3CT semi-annual report covering graduation results for each course and a complete list of unit feedback with corrections concerning FTU instruction since last report.
- 1.3.3.1.1.5. The AOC FTU, in coordination with MAJCOM and Air Force Personnel Center (AFPC), annotate the date in LMS and award the appropriate basic special experience identifier (SEI) to AOC IQT course graduates.
- 1.3.3.1.2. 705 TRS
- 1.3.3.1.2.1. Provides advanced, operational-level academics for the AOC weapons system with courses targeted to: staff, division chiefs, commanders, and General Officers as well as support for exercises, experiments and operations.

For more information see the 705 TRS webpage (attachment 2).

1.3.3.1.2.2. Supports Air University's Combined/Joint Force Air Component Commander (C/JFACC) and School of Advanced Air and Space Studies (SAASS) courses with operational-level academics focused on key AOC processes used in the command of joint and combined air and space combat resources.

1.3.3.1.3. 505 (Operational Support Squadron) OSS:

1.3.3.1.3.1. Provides a Combined Air Operations Center (CAOC) to train USAF, joint, and multi-national warfighters on C2 processes and systems at the operational level of war. Also develops and tests C2 tactics, techniques and procedures for Air Component assets to enhance integration of combat power at the operational and tactical levels.

1.3.3.1.3.2. 505 OSS supports AOC training events which include: RED FLAG, Weapons School Mission Employment (WSME) and VIRTUAL FLAG to include face-to-face debrief capability at the STO (Special Technical Operations) level. Unit supports C2 TTP development, tests, and experiments. Unit provides ISR/EW/IO training to ground forces at National Training Center (NTC) events, Joint Readiness Training Center (JRTC) events and Joint Multinational Readiness Center (JMRC) events.

1.3.3.1.4. Distributed Mission Operations Center (DMOC): DMOC provides high fidelity, artificial theater battlespaces and exercise control to support joint distributed warfighter training, mission rehearsal, and testing across the operational and tactical levels of war. For more information see the 705th Combat Training Squadron (CTS) webpage located through the AF Portal.

1.3.4. HQ USAFE, HQ PACAF, and HQ AFGSC

1.3.4.1. Collaborate with ACC/A3C concerning AOC training guidance and resources.

1.3.4.2. Monitor subordinate unit training and ARC aligned unit training management.

1.3.4.3. Provide training materials, guidance and coordinate exercises to subordinate and ARC aligned units.

1.3.4.4. Coordinate test events and WS upgrades with the system program office (SPO) and subordinate units.

1.3.4.5. Coordinate with ACC/A3CT for class quotas to all AOC formal schools.

1.3.4.6. Establish standard formats for mandatory reporting items as defined in this AFI.

1.3.4.7. Review unit ATPs and approve MQT/CT content.

1.3.5. HQ AMC

1.3.5.1. Coordinates with the 505 CCW, Mobility Operations School (MOS) Det 1/CC at Hurlburt Airfield, FL., and geographic AOC Air Mobility Divisions (AMDs) to develop master Air Mobility Division (AMD) TTLs for geographic AOCs and Air Mobility Operations Squadrons (AMOS). AMC coordinates with ACC/A3C for approval and release to the field. TTLs will be posted to the AMD Training CoP (See attachment 2).

1.3.5.1. **(AMC)** Coordinates with the Mobility Operations School (MOS) Det 2/CC, to develop Training Task Lists (TTLs) for the 618 AOC.

1.3.5.1.1. **(Added-AMC)** Coordinates with the EC MOS Det 2/CC at Scott AFB and the TACC in the development of courseware during Instructional System Design reviews.

1.3.5.2. Coordinates with the 505 CCW, (MOS) Det 1/CC, geographic AOC AMDs, and AMOS units to develop course material for the FTU.

1.3.5.2. **(AMC)** Coordinates with the MOS Det 2, and AOC Subject Matter Expert (SME), to develop course material for the FTU.

1.3.5.3. Coordinates with geographic AOC AMDs and AMOS units to develop AMD MQT and CT training tables. Training tables will be posted to the AMD Training CoP (See attachment 2)

1.3.5.3.1. **(Added-AMC)** Coordinates with TACC to develop IQT, MQT and CT training tables.

1.3.5.4. Coordinates with ACC/A3CT for class quotas to AOC formal schools.

1.3.5.4.1. **(Added-AMC)** Coordinates with the EC and MOS Det 2 for class quotas to formal courses.

1.3.5.5. Provides training oversight and direction of Mobility Air Forces (MAF) 618 AOC (TACC).

1.3.5.5.1. Approves MAF AOC formal course content.

1.3.5.5.1. **(AMC)** With the assistance of the MOS Det 2, and the TACC UTM, draft and publish training policy documents to include this supplement and the TACC Annual Training Plan.

1.3.5.5.2. Develops, coordinates and approves TTLs at all levels for the MAF AOC.

1.3.5.5.3. Establishes general CT requirements for the MAF AOC.

1.3.5.6. Provide training materials, guidance and coordinate exercises to subordinate and ARC aligned units.

1.3.6. HQ AFSPC

1.3.6.1. Assists ACC/A3 and geographic AOCs in the development of a master TTL for their respective Space Support and Cyber specialty teams.

1.3.6.2. Provides expert review of space and cyber related FTU content to ACC/A3C. Coordinates with ACC/A3C for proper maintenance of TTLs.

1.3.6.3. Provides training oversight and direction of 614 AOC.

1.3.6.3.1. Approves 614 AOC formal course content.

1.3.6.3.2. Develops, coordinates, and approves TTLs at all levels for the 614 AOC.

1.3.6.3.3. Establishes general MQT/CT requirements for the 614 AOC.

1.3.6.4. Coordinates with ACC/A3CT for class quotas to AOC formal schools.

1.3.6.5. Provide training materials, guidance and coordinate exercises to subordinate and ARC aligned units.

1.3.7. HQ AFSOC

1.3.7.1. Provides expert review of special operations-related FTU content to ACC/A3C.

1.3.7.2. Provides training oversight and direction of the 623 AOC.

1.3.7.2.1. Approves 623 AOC formal course content (if applicable).

1.3.7.2.2. Develops, coordinates, and approves TTLs at all levels for the 623 AOC.

1.3.7.2.3. Establishes general MQT/CT requirements for the 623 AOC.

1.3.7.3. Coordinates with ACC/A3CT for class quotas to AOC formal schools.

1.3.7.4. Provide training materials, guidance and coordinate exercises to subordinate and ARC aligned units.

1.3.8. HQ AFMC/ESC SPO (ESC/HSG)

1.3.8.1. Coordinates Type-1 (initial system/application fielding or difference) training with HQ AFC2IC/C2C and A3C, MAJCOM OPRs, AOCs training and system manager personnel, and ARC aligned training suite equipped units.

1.3.8.2. Provides Type-1 training to AOCs and ARC aligned training suite-equipped units for new or upgraded AOC systems and applications.

1.3.9. HQ NGB and HQ AFRC

1.3.9.1. Collaborate with ACC/A3C and other supported MAJCOMs concerning AOC training resources, requirements, limitations, and opportunities (formal schools).

1.3.9.2. Obtain resources (money/man-days) for formal AOC training (IQT, MQT, and CT) and exercises.

1.3.10. AOCs and ARC aligned units

1.3.10.1. AOC or ARC Unit Commander

1.3.10.1.1. Establishes and maintains AOC training program IAW higher headquarters (HHQ) guidance.

1.3.10.1.2. Ensures sufficient training between AOC and ARC aligned unit to meet mission requirements is coordinated and synchronized as appropriate. Active duty units will include ARC aligned unit training requirements when developing manpower requirements for all exercises.

1.3.10.1.3. Issues AOC training program guidance.

1.3.10.1.4. Reports AOC training shortfalls and limiting factors (LIMFACS) to HHQ (ARC units will report to parent MAJCOM via AFRCC/NGB).

1.3.10.1.5. Provides training status to HHQ as requested (ARC units will report to parent MAJCOM via AFRCC/NGB).

1.3.10.1.6. Designates a unit AOC Training Manager (TM).

1.3.10.1.6.1. **(Added-AMC)** See Annual Training Plan for a sample UTM appointment letter.

1.3.10.1.7. Designates AOC trainers.

1.3.10.1.8. **(Added-AMC)** Initiate action to correct training and/or program deficiencies.

1.3.10.1.9. **(Added-AMC)** . Ensure assigned personnel are trained to a level that meets established requirements and meets the unit designed operational capability mission statement requirements.

1.3.10.2. AOC TM

1.3.10.2. **(AMC)** 618 AOC Unit Training Manager

1.3.10.2.1. Manages the unit AOC training program, coordinates with ARC aligned units, and serves as the AOC CC's POC for all applicable AOC training items.

1.3.10.2.1. **(AMC)** Serve as the unit UTM, IAW AFI 36-2201, *Air Force Training Program*, paragraph 6.6.1.

1.3.10.2.1.1. Coordinates class slots with the MAJCOM POC for AOC formal training courses.

1.3.10.2.1.2. Provides guidance, assistance, and review of division/team training programs.

1.3.10.2.1.2. **(AMC)** Provides guidance, assistance, and review of Directorate/team training programs and Initiate action to correct training and/or program deficiencies.

1.3.10.2.1.3. Ensures the appropriate AOC SEI is awarded IAW *Officer and Enlisted AFECDD, Air Force Enlisted Classification Directory, Part I, II and AFOCD, Air Force Officer Classification Directory*: The AOC FTU, in coordination with MAJCOM and AFPC, will award the appropriate basic AOC SEI to AOC IQT course graduates.

1.3.10.2.1.4. Ensures full range of AOC training is accomplished and documented IAW this AFI and approved local supplements or operating instructions.

1.3.10.2.1.5. Coordinates Type-1 training with the SPO and the AOC Systems Manager.

1.3.10.2.1.6. **(Added-AMC)** Review and standardize the Annual Training Plan, and Directorate MTPs and provide guidance on content and format.

1.3.10.2.1.7. **(Added-AMC)** Schedule student attendance to the MOS Det 2 courses and prioritize attendees if scheduling conflicts arise.

1.3.10.2.1.8. **(Added-AMC)** Conduct quarterly (as a minimum) training meetings with DTMs

1.3.10.2.1.9. **(Added-AMC)** Provide a quarterly status-of-training briefing to 618 AOC/CC or CCQ, to include ancillary training status for all personnel.

1.3.10.2.2. Produces an ATP (see AOC CoP for example), approved by the AOC/CC, and forwards to the parent MAJCOM OPR. Active duty units will coordinate ATP with ARC aligned units to achieve maximum integrated training while providing flexibility for ARC units to align training with all available opportunities.

1.3.10.2.2. **(AMC)** Assists AMC/A3CG to produce an ATP approved by the AOC/CC.

1.3.10.2.3. Reports AOC training program status, LIMFACs, and recommendations to the commander as directed.

1.3.10.2.3.1. **(Added-AMC)** Provides monthly OJT Roster update to the 618 AOC/CCQ.

1.3.10.2.4. AOC TM should attend and serve as the AOC CC's POC for the ACC led Syllabus Review Conference (SRC).

1.3.10.3. Division/Specialty Team Training Officers/Managers: In coordination with the AOC TM, AOC division/specialty team training officers/managers will manage all aspects of assigned division and team training. These individuals will be appointed by the appropriate division or specialty team chief.

1.3.10.3. **(AMC)** Directorate Training Monitors: In coordination with the AOC UTM, AOC DTMs will manage all aspects of assigned Directorate Crewmember training. These individuals will be appointed by their assigned Director.

1.3.10.3.1. **(Added-AMC)** Provide Directorate inputs to UTM for inclusion in the 618 AOC ATP and Directorate MTPs.

1.3.10.3.2. **(Added-AMC)** Oversee and develop the Directorate MTP to ensure 100 percent task coverage, as well as make certain Directorate training meets mission requirements. Also, ensure the Directorate MTP is reviewed annually and an approval letter is signed by their Director and then forwarded to the UTM.

1.3.10.3.3. **(Added-AMC)** Provide training assistance to unit supervisors/instructors/trainers.

1.3.10.3.4. **(Added-AMC)** Monitor and track individual training requirements in coordination with the trainer/supervisor.

1.3.10.3.5. **(Added-AMC)** Document IQT and MQT time extensions and waivers in the individual's training record.

1.3.10.3.6. **(Added-AMC)** Develop MQT and CT requirements for inclusion in the Directorate MTP.

1.3.10.3.7. **(Added-AMC)** DTMs will report individuals not in compliance with any CT requirements that result in N-CMR status to the individual's supervisor and director.

1.3.10.3.8. **(Added-AMC)** Attend periodic training meetings conducted by UTM IAW AFI 36-2201 *Air Force Training Program*, paragraph 6.6.21.

1.3.10.3.9. **(Added-AMC)** Manage/validate ancillary training by using the 618 AOC Training Tracker.

1.3.10.3.10. **(Added-AMC)** Ensure all members of Directorate have their ADLS profile set correctly.

1.3.10.3.11. **(Added-AMC)** Personnel awaiting a final security clearance may attend MOS Det 2 courses with an interim Secret clearance recorded in the Joint Personnel Adjudication System (JPAS), a completed AF IMT 2583 Request for Personnel Security Action, and a signed SF12 Non-disclosure Agreement, on file with the 618 AOC Security Manager.

1.3.10.3.12. **(Added-AMC)** Ensure personnel report for training at MOS Det 2 with a functional Common Access Card (CAC) and Scott AFB e-mail account. Students attending XOP track training are highly encouraged to have an active Joint Operation Planning and Execution System (JOPES) account.

1.3.10.4. **(Added-AMC)** Trainers/Supervisors will:

1.3.10.4.1. **(Added-AMC)** Ensure initial trainee review is accomplished to assess individual training requirements IAW AFI 36-2201, *Air Force Training Program*, paragraph 6.7.1.14.

1.3.10.4.2. **(Added-AMC)** Instructors/Trainers who are only training MQT tasks will not be required to attend the Air Force Training Course (AFTC).

1.3.10.4.3. **(Added-AMC)** Gaining DTMs/supervisors will verify and approve previous certification status and/or coordinate with the UTM to enter the trainee into position-specific training using the appropriate MTL for the assigned duty position.

1.3.10.4.4. **(Added-AMC)** Identify training milestones for the trainee to complete their core tasks.

1.3.10.4.4.1. **(Added-AMC)** AFTC completion.

1.3.10.4.4.2. **(Added-AMC)** DTMs directly involved with enlisted Upgrade Training (UGT), IAW AFI 36-2201, and all other personnel designated by their supervisors to train 618 AOC enlisted personnel in UGT tasks are required to complete the AFTC. The DTM will schedule personnel for the AFTC through the UTM. The AFTC will be taught on an as needed basis.

1.3.10.4.4.3. **(Added-AMC)** Recommends trainee certification, if applicable, to the Director through the DTM.

1.3.10.4.4.4. **(Added-AMC)** The trainer will refer trainees failing to complete MQT to their supervisor for appropriate action.

1.3.10.4.4.5. **(Added-AMC)** Breaks in training will be approved by the supervisor, in coordination with the trainer and DTM and documented in the individual's training record.

1.3.10.5. **(Added-AMC)** Directors will:

1.3.10.5.1. **(Added-AMC)** Appoint DTMs and SMEs in writing. See Annual Training Plan for sample DTM and SME appointment letters.

1.3.10.5.2. **(Added-AMC)** Appoint in writing Instructors/Trainers/Certifiers to train 618 AOC personnel in MQT tasks. See Annual Training Plan for a sample Instructor/Trainer Appointment Letter.

1.3.10.5.3. **(Added-AMC)** Directors may elect not to enter first-term airmen into IQT and/or MQT until other mandated AF training (e.g., First Term Airmen's Center [FTAC]) is completed.

1.3.10.5.4. **(Added-AMC)** Directors may adjust the training time or remove personnel from training due to administrative action or for other appropriate reasons. Personnel attending training and unable to complete the course will be re-enrolled at a later date upon recommendation of the member's director.

1.3.10.5.5. **(Added-AMC)** Ensure newly assigned directorate personnel are scheduled through the 618 AOC UTM to attend the Global Mobility Air & Space Operations Course (GMAOC), Global Mobility Air & Space Operations Familiarization (GMAOF) course, or Global Mobility Air & Space Operations Executive (GMAOE) course, and, when applicable, Global Mobility Air & Space Operations Track (GMAOT) course unless waived by the Director. See Annual Training Plan for sample waiver letter.

1.3.10.5.6. **(Added-AMC)** Establish and maintain the directorate Master Training Plan (MTP), IAW AFI 36-2201 *Air Force Training Program* (Attachment 13). The MTP identifies MQT and CT necessary to provide personnel with the required skills to be CMR in their primary duty positions. MTPs will be reviewed annually. Submit the MTP to UTM for review. The Director will provide an MTP approval letter (See sample in Annual Training Plan).

1.3.10.5.7. **(Added-AMC)** Directorate training programs must include training material for both MQT and CT, if applicable, and should be developed with enough detail to provide personnel with training required to attain and maintain CMR status.

1.3.10.5.8. **(Added-AMC)** Training programs will include detailed job qualification standards, training timelines, assigned instructors and required proficiency levels.

1.3.10.5.9. **(Added-AMC)** Training event documentation will include detailed training events, date started and date completed.

1.3.10.5.10. **(Added-AMC)** Utilize an approved Learning Management System (LMS) to certify in writing or electronically, the member's completion of all applicable qualification training requirements and the ability to perform primary duties as an CMR member.

1.3.10.6. **(Added-AMC)** Newly Assigned Personnel. Newly assigned personnel will attend in-residence IQT at the MOS Det 2 unless waived (see Annual Training Plan Sample Waiver Letter).

1.3.10.6.1. **(Added-AMC)** Gaining DTMs/supervisors will verify and approve previous certification status and/or coordinate with the UTM to enter the trainee into position-specific training using the appropriate MTL for the assigned duty position.

1.3.10.6.2. **(Added-AMC)** Will complete IQT and MQT IAW the Directorate MTP.

1.3.11. **(Added-AMC)** USAF Expeditionary Center (EC)

1.3.11.1. **(Added-AMC)** Mobility Operations Squadron (MOS)

1.3.11.1.1. **(Added-AMC)** MOS Detachment 2 (Det 2)

1.3.11.1.1.1. **(Added-AMC)** Conducts in-residence, FTU courses for AOC personnel on Command and Control (C2) organizations, doctrine, processes, and systems used to employ air, space, and cyber forces at the operational level of war.

1.3.11.1.1.2. **(Added-AMC)** Develop, maintain, update, and submit syllabi and academic lessons to AMC/A3C for approval.

1.3.11.1.1.3. **(Added-AMC)** Provides AMC/A3CG semi-annual report covering graduation results for each course and a complete list of unit feedback with corrections concerning FTU instruction since last report.

1.3.11.1.1.4. **(Added-AMC)** Provides AOC training for Mobility Operations to USAF, joint, and multi-national warfighters on C2 processes and systems at the operational level of war.

1.3.11.1.1.5. **(Added-AMC)** Supports AOC document development applicable to AOC training.

Chapter 2

AOC TRAINING PROGRAM

2.1. Introduction: This chapter provides AOC training requirements with program details for Geographic AOCs and their ARC aligned units. Functional AOCs will abide by this chapter unless otherwise identified in their Unit/MAJCOM supplement, which will take precedence, and no waiver is required.

2.1.1. Crewmember training is a sequential, three-phased program to reach and maintain CMR status. Phases are: IQT, MQT, and CT.

2.1.1. (AMC) Crewmember training is a sequential, three-phased program to reach and maintain CMR status. Phases are: IQT, MQT, and CT (as required). See also Attachment 2 for a sample of the 3-phased training cycle. For members that transfer positions within the AOC, a Difference Training Course is provided, tailored to the individual needs of the students.

2.1.1.1. (Added-AMC) Flight Manager (FM) training includes FAA Aircraft Dispatcher training and certification and a similar but separate CMR training program. FMs will comply with AFI11-255, Volume 1, *Integrated Flight Management Training*, AFI11-255, Volume 2, *Flight Manager Standardization/Evaluation Program*, and AFI 11-255, Volume 3, *Flight Manager Responsibilities and Procedures*. FM training is documented in Training Business Area (TBA), located on the AF Portal. For Flight Managers, the mission qualification training requirements of the AFI11-255 series take precedence over this Supplement.

2.1.2. Orientation training contains portions of the sequential three-phased crewmember training program tailored to the crewmember's individual experience. Orientation training may result in awarding of CMR Status and awarding of a SEI upon training completion.

2.1.2. (AMC) Orientation training is informal and occurs throughout the three-phased training program, tailored to the member's individual experience. Presently, AMC does not award a Special Experience Identifier (SEI) for AOC experience.

2.2. Crewmember Training Program

2.2. (AMC)618 AOC Crewmember Training Program

2.2.1. Initial Qualification Training (IQT):

2.2.1.1. IQT provides the training necessary to qualify AOC crew-members in a generic division/team level position without regard to a specific AOC's mission. Upon completion of IQT, crewmembers attain BQ status and are awarded the appropriate AOC SEI. BQ is the qualification status of an AOC crew member who has satisfactorily completed IQT and is qualified to perform AOC divisional/team duties. The member must meet the minimum academic and performance standards set forth by the AOC weapons system FTU. BQ is not a long-term status nor does it imply position specific expertise; individuals are required to continue training progressing to MQT to improve and attain proficiency on positional duties and tasks related to their unit's mission.

2.2.1.1. (AMC) IQT provides the training necessary to qualify members in a generic Directorate/ Division/ Branch/ Section level position without regard to a specific AOC's mission. The member must meet the minimum academic and performance standards set forth by the FTU. IQT courses at the FTU are; Global Mobility Air Operations Core (GMAOC), Global Mobility Air Operations Familiarization (GMAOF), or the Global Mobility Air Operations Executive (GMAOE), and tailorable Global Mobility Air Operations Track (GMAOT) training courses. The member's assigned position will determine which of the courses will be required. Upon completion of IQT, members become 'Basic Qualified' (BQ). BQ status allows the crewmember to enter MQT.

2.2.1.1.1. AOCs must request a waiver from their MAJCOM OPR for each individual unable to attend FTU. Personnel waived from FTU attendance must complete In-Unit IQT (IUIQT). IUIQT will be accomplished using the FTU course syllabus and materials to the maximum extent possible within unit resources.

2.2.1.1.1.1. (Added-AMC) The 618 AOC must request a waiver from AMC/A3CG for each individual unable to attend FTU. If a new person's arrival doesn't allow them to attend IQT first, an individual may start MQT prior to IQT. However, personnel will not perform their new duties and responsibilities unsupervised until they are CMR. In exceptional cases, a member may be unable to attend GMAO for an extended period of time (no GMAO courses scheduled, operational requirements, etc.) while still completing all other MQT requirements. In these cases, the Director may provisionally certify the member to perform his duties unsupervised as long as all other MQT requirements have been met. Every effort will be made to enroll the member in the first applicable GMAO course (and Track if required) available.

2.2.1.1.2. Not all AOC duty positions are accommodated by FTU in-residence courses (List located on AOC CoP - See Attachment 2). For those that are standard but not taught at the FTU, ACC/A3C or MAJCOM OPR is responsible for development of a MAJCOM approved IQT program. For those non-AFI 13-1AOC, volume 3 crew positions unique to their AOC/CCDR, IQT development is a unit responsibility. For AMD positions not accommodated by the FTU a list is posted on the AMD Training CoP, see Attachment 2.

2.2.1.1.2.1. (Added-AMC) All 618 AOC duty positions require Formal Training Unit (FTU) in-residence courses.

2.2.1.1.3. Attending IQT enroute to the AOC permanent change of station (PCS) location is the preferred method IAW this AFI. AOC TMs must ensure this occurs to the maximum extent possible. If IQT enroute to PCS is not an option, contact the gaining unit MAJCOM POC who will then coordinate with ACC/A3CT.

2.2.1.1.3.1. (Added-AMC) 618 AOC members normally do not attend IQT courses until arriving on station. Temporary duty, leave, appointments, or extended absence will not normally be allowed during attendance in any classes offered at the MOS Det 2 (Scott AFB, IL). Requests for emergency leave will be coordinated with the individual's commander and approved by the MOS Det 2 Commander.

2.2.1.2. Purpose: IQT provides foundational knowledge, skills, and context for follow-on training. IQT provides basic skills to all AOC crewmembers in order for them to work in an AOC, but does not provide theater specifics. Crewmember theater duty requirements will be acquired through unit MQT program.

2.2.1.3. Method: IQT will consist of students taking the advanced distributed learning (ADL) lessons in LMS and an FTU course. AOC crewmembers will attend the FTU in-residence unless otherwise noted on AOC CoP or approved MAJCOM supplement for functional AOCs. Members learning a secondary AOC duty position will be allowed to return to the FTU with MAJCOM OPR and ACC/A3CT coordination and approval.

2.2.1.3. (AMC) Method: IQT will consist of an FTU course. AOC members will attend the FTU in-residence. Members training in a secondary duty position will be allowed to return to the FTU with Director coordination and approval.

2.2.1.3.1. There are only four courses currently approved as “in-lieu-of” courses for prescribed FTU courses: The USAF Weapons School Space Superiority course at Nellis AFB, NV for AOC space personnel; the Advanced Study of Air Mobility (ASAM) course at the USAF Air Expeditionary Center at McGuire AFB, NJ; the SAASS at Maxwell AFB, AL for Strategy Division personnel; and the C/JSSC Course at Hurlburt Field, FL, for Division Chiefs. These courses include AOC and AOC process training which are applicable to the positions these crewmembers normally work. These and any new “in-lieu-of” courses may be found on the AOC CoP.

2.2.1.3.1.1. (Added-AMC) There are no courses currently approved as ‘in-lieu-of’ courses for 618 AOC prescribed FTU courses.

2.2.1.3.2. AOC crewmember positions are mapped to FTU and “in-lieu-of” courses on the AOC CoP.

2.2.1.3.2.1. (Added-AMC) 618 AOC positions are mapped to the MOS Det 2 FTU and are identified in the MTP.

2.2.1.4. Timeline: Crewmembers attending FTU will complete IQT upon graduation. IUIQT will be completed within 120 days from start date for active duty personnel and 18 months for ARC personnel. IUIQT must be started no later than 30 days (180 days for ARC personnel) following date arrived station (DAS). If necessary for mission accomplishment, IUIQT may be completed prior to FTU attendance, but IQT SEI should not be awarded until crewmember attends FTU.

2.2.1.4. (AMC) Timeline: Students will start IQT with the FTU course within 90 days of arriving station. Graduation from FTU completes IQT. When FTU courses for IQT are not available within 90 days, a provisional certification may be awarded until member attends FTU. A provisional certification allows members to conduct assigned duties without direct supervision. This does not preclude the requirement to complete FTU training in order to be certified.

2.2.1.5. Exceptions: Exceptions to the IQT timeline may occur via extension or incomplete result in training. Note: IQT is a onetime event and an individual returning to an AOC assignment after having previously accomplished IQT need not re-accomplish

this phase. They must still complete appropriate training outlined by unit training manager following records review. This is not a waiver and the original IQT completion date remains in effect. Qualification in a new AOC position may require a different IQT or FTU class, in which case IQT may be reaccomplished for the new position. Attendance in new FTU class will require AOC TM request, MAJCOM POC and ACC/A3CT approval.

2.2.1.5.1. *Extension:* AOC/CCs may grant a single 30-day extension (ARC aligned unit commanders may grant 180 days) for completion of IQT. Following the AOC/CC extension, the CC, upon review of the individual's training to date, may request an additional extension from MAJCOM OPR of 30 days. If after the AOC/CC and/or MAJCOM OPR extensions, training is still not complete, the commander has two options: either reenter the individual into training (restart the clock) or drop the individual from AOC training permanently. Both options are mandatory reporting items to the MAJCOM OPR and ACC/A3CT.

2.2.1.5.1. (AMC) For TACC, exceptions to the IQT timeline may occur via extension or incomplete result in training. **Note:** IQT is a one-time event. Individuals returning to the TACC within four years of departure need not reaccomplish IQT. However, they must still complete appropriate training outlined by the DTM following a records review. This is not a waiver and unless repeated, the original IQT completion date remains in effect. Qualification in a new AOC position may require a different IQT or FTU class, in which case IQT may be re-accomplished for the new position. Attendance in a new FTU class will require DTM request and Director approval. Directors are authorized to grant an individual one 30-day training extension per phase for IQT/MQT. The 618 AOC/CC may grant a second 30-day extension.

2.2.1.5.2. *Incomplete:* Students unable to finish an FTU course for other than performance issues (e.g., medical reasons, etc.) may be reentered into a subsequent class with 505 TRS/CC recommendation, unit CC, and ACC/A3CT concurrence.

2.2.1.5.3. *Failure:* FTU IQT failure is a mandatory reporting item by the 505 TRS to the reporting unit, the MAJCOM OPR, and ACC/A3CT. The following gaining unit commander options are available for IQT failure:

2.2.1.5.3. (AMC) *Failure:* The FTU Course Director will report any individual failing to complete training to the Expeditionary Center (EC), 618 AOC UTM, in turn will notify the AMC/A3C for coord with the associated Functional Manager.

2.2.1.5.3.1. Due to extenuating circumstances, return individual to the FTU with 505 TRS/CC recommendations; gaining unit CC, MAJCOM OPR, and ACC/A3CT approval.

2.2.1.5.3.1. (AMC) Under extenuating circumstances the Director may return individual to the FTU with 618 AOC/CC approval.

2.2.1.5.3.2. End training and place individual in a unit non AOC crewmember position. Note: A student who failed an FTU IQT course may not be subsequently enrolled in IUIQT.

2.2.1.5.3.2. (AMC) The Commander may elect to initiate a reassignment action.

2.2.1.5.4. (Added-AMC) Training waivers may be granted for personnel with prior 618 AOC experience on a case-by-case basis. Waiver authority for the GMAOC, GMAOE, GMAOF, and GMAOT courses is the appropriate Director through the 618 AOC UTM.

2.2.2. Mission Qualification Training (MQT)

2.2.2.1. Definition: MQT provides the training necessary to qualify or requalify AOC crewmembers in a specific position to perform the missions assigned to a specific AOC. MQT is a unit responsibility. AOC crewmembers maintain BQ status until they complete MQT. Completion of MQT is a prerequisite for attaining CMR status.

2.2.2.2. Purpose: The purpose of MQT is to prepare a crewmember for attainment of CMR status in a specific AOC duty position.

2.2.2.3. Method: MQT normally involves tailored training with a trainer plus applicable subject matter experts (SMEs), classroom academics, self-study, and practice as necessary. Each AOC will determine the best mix of methods to meet all MQT training needs. ACC/A3C and parent MAJCOMs will manage the development and use of MQT course materials and TTLs. TTLs for AFI 13-1AOCV3 crewmember positions must be approved and standardized by HQ ACC/A3C in coordination with appropriate theater or functional MAJCOM. WS standardized MQT Training 797s; program of instruction, etc., along with execution guidance will be posted to the AOC CoP and considered an extension of this AFI as minimum guidance.

2.2.2.3.1. (Added-AMC) For TACC: MQT normally involves tailored training. The Director will determine the best mix of methods to meet all MQT training needs. AMC/A3C will manage the development and use of MQT course materials and Training Task Lists (TTLs). TTLs for AFI 13-1AOC, V3 AMC Sup positions must be approved and standardized by AMC/A3C. Weapons System (WS) standardized MQT Training 797s; program of instruction, etc., along with execution guidance will be posted to the AMC/A3C SharePoint site and considered an extension of this AFI as minimum guidance.

2.2.2.4. Timeline: MQT must be started NLT 45 days from IQT completion (90 days for ARC personnel). First term airmen will complete the first term airmen course then have 30 days for entry into MQT. In all cases, MQT must be complete within 90 days of start (ARC personnel have 365 days to complete) of MQT.

2.2.2.5. MQT is complete when all training requirements are complete and the individual is released to unit Stan/Eval. A crewmember will achieve CMR status when Stan/Eval has completed its evaluation process and the AOC/CC or designate (not lower than AOC Division Chief level) signs the appropriate paperwork.

2.2.2.5. (AMC) MQT is complete when all training requirements are completed. A member achieves CMR status when certified by the Deputy Director (or higher).

2.2.2.6. Portions may be accomplished before formal entry into MQT; however, MQT may not be completed out of sequence (i.e., prior to IQT complete).

2.2.2.7. MQT may not be waived.

2.2.2.8. Extensions: Extensions to the MQT timeline may occur as follows: The Commander may approve one 30-day extension (180 days for ARC units). Following a unit CC extension, the MAJCOM OPR may grant an additional 30 day (ARC 180 days) extension.

2.2.2.9. *Incomplete/failure to progress*: If training is not complete after Unit/CC and MAJCOM OPR extensions, the CC must remove the individual from training and assign to a non-AOC crewmember position.

2.2.2.9. (AMC) *Incomplete/failure to progress*: If training is not complete after Director and Commander extensions, the individual must be removed from training and assign to a non-qualifying position.

2.2.2.9.1. (Added-AMC) The Commander may elect to initiate a reassignment action.

2.2.2.10. Upon CMR certification it is incumbent on the AOC TM to ensure appropriate SEI code has been changed from the generic non-CMR SEI to the applicable AOC CMR SEI.

2.2.2.10. (AMC) Not Applicable

2.2.3. Continuation Training (CT)

2.2.3.1. Definition: CT provides crewmembers with the volume, frequency, and mix of training necessary to maintain CMR proficiency in their assigned position. CT begins after a crewmember has attained CMR status. Units are responsible for developing an annual CT plan focusing on the units' mission or support for any upcoming major exercises. These plans will be approved by AOC/CC and submitted to appropriate MAJCOM for review and additional guidance. Note: Mandatory AF training generally referred to as ancillary training may not be counted toward CT. ARC units will accomplish standardized academic CT (IAW Attachment 3) over a two-year vice one-year period. Thus, quarterly requirements become semi-annual; semi-annual become annual requirements, and annual requirements become bi-annual for ARC aligned units.

2.2.3.1. (AMC) CT provides TACC crewmembers with the volume, frequency, and mix of training necessary to maintain CMR proficiency in their assigned position. CT begins after a member has attained CMR status. Directorates that have CT are responsible for developing a periodic CT plan focusing on the AOC mission. These plans will be approved by the Director and submitted to AMC/A3CG via the UTM for review and additional guidance.

Table 2.1. AOC Exercise Classification

Exercise Name	Exercise Category
Amalgam	Major
Ardent Sentry	Major
Austere Challenge	Major
Blue Flag	Major
Global Thunder	Major

Key Resolve/Foal Eagle	Major
Talisman Sabre	Major
Terminal Fury	Major
Vigilant Shield	Major
Ulchi Freedom Guardian	Major
Angel Thunder	Minor
Atlantic Strike	Minor
Green Flag	Minor
Maple Flag	Minor
Northern Edge	Minor
Panamax	Minor
Red Flag	Minor
Virtual Flag	Minor
Unified Endeavor	Minor

Note: The above table is not all inclusive but does contain most exercises AOC units participate in. Any question on exercise classification should be directed to MAJCOM OPR or ACC/A3CT.

2.2.3.2. Content: AOCs have common CT requirements levied by MAJCOM OPR; however, each is expected to add unique CT requirements to their ATP. General CT requirement table is at Attachment 3. AOCs have general CT requirements in the following six primary and one AOC/CC categories.

2.2.3.2. (AMC) CT for the 618 AOC (TACC) will include:

2.2.3.2.1. Doctrine

2.2.3.2.1. (AMC) Doctrine

2.2.3.2.2. Joint force and AOC authoritative documents

2.2.3.2.2. (AMC) Joint Force, and Mobility Air Forces (MAF) authoritative documents

2.2.3.2.3. AOC systems

2.2.3.2.3. (AMC) TACC integrated mission management

2.2.3.2.4. Intelligence Preparation of the Operating Environment (IPOE)

2.2.3.2.4. (AMC) MAF systems familiarity

2.2.3.2.5. Process/positional training

2.2.3.2.5. (AMC) Process/positional training (as required by MTPs)

2.2.3.2.6. Exercise participation

2.2.3.2.6. (AMC) Exercise participation when assigned

2.2.3.2.7. Unit CC/Division Chief assigned requirements

2.2.3.3. Purpose: CT accomplishes two purposes: maintaining AOC positional qualification (CMR status) and expanding operational level knowledge and C2 skills. CT

is the AOC/CC's and Division Chiefs' tool to ensure that AOC crewmembers are prepared to support CCDR, JFACC, and AADC as required at all times. Crewmembers qualified in more than one position must meet CT requirements for each position. Dual qualified crewmembers with like CT requirements that are the same for each position only need to perform the specific CT requirement for 1 position.

2.2.3.3. **(AMC) Purpose:** CT accomplishes two purposes; maintaining positional qualification (CMR status) and expanding operational level knowledge and C2 skills. CT is the Commanders and Directors tool to ensure that members are prepared to support the Global Mobility mission as required at all times. Members qualified in more than one position (dual qualified) must meet CT requirements for each position. Dual qualified members with like CT requirements that are the same for each position only need to perform the specific CT requirement for one position.

2.2.3.4. **Method:** CT may consist of any combination of mass academics, e-learning, directed self-study, systems training, positional refresher training, or exercises.

2.2.3.4. **(AMC) TACC crewmember CT training methods.** Crewmembers will accomplish CT by participate in mass academics, e-learning, directed self-study, systems training, positional refresher training, or exercises. In addition, a one-time FTU seminar [Cross-Functional Integration Course (CFIC)] is directed for all crewmembers between 9 and 12 months following their initial award of CMR. All CMR crewmembers will complete Directorate CT with a focus on those items listed in para. 2.2.3.2. (above).

2.2.3.5. **Timeline:** CT requirements begin the first duty day of the following month after the individual is designated CMR. Requirement completion timeframes can be found in Attachment 3 and unit ATPs. CT requirements specific to functional AOCs will be addressed in their Unit/MAJCOM supplement. CT may be prorated but is normally not waived. Waivers will be evaluated on a case by case basis and approved by MAJCOM OPR. ARC units will accomplish CT training over a two-year vice one-year period.

2.2.3.5.1. **(Added-AMC) Timeline for TACC:** CT requirements begin the first duty day after the individual is designated CMR. Requirement completion timeframes can be found in the MTP.

2.2.3.6. **Proration:** Units may prorate CT requirements based on initial CMR date, TDYs, deployments, or periods of non-AOC duty (e.g., honor guard, medical leave). Unit must ensure training is adjusted to account for time assigned (PCS or TDY) to contingencies (See Figure 2.1.)

2.2.3.6.1. **(Added-AMC) Proration:** The TACC may prorate CT requirements based on initial CMR date, TDYs, deployments, or periods of non-AOC duty (e.g., honor guard, medical leave). Directorates must ensure training is adjusted to account for time deferred by PCS, TDY, contingency support, etc. MQT and CT are separate activities, but while in Mission Qualification Training, Directorate driven CT activity may be accomplished to document specific skills.

Figure 2.1. Continuation Training Proration Schedule. ARC will use three month = one month for proration.

CT Periods	CT requirement is prorated if crewmember is unavailable for training (reasons stated above) for more than (or equal to) the following number of days*:											
Monthly (M)	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
	20	20	20	20	20	20	20	20	20	20	20	20
Quarterly (Q)	1st Qtr			2 nd Qtr			3 rd Qtr			4 th Qtr		
	60			60			60			60		
Semi-Annual (S)	1 st Half						2 nd Half					
	150						150					
Annual (A)	Year											
	330											
Note: CT periods are tied to calendar. Crewmember non-availability days need not be contiguous to prorate from CT.												

Examples:

(1) Capt Smith becomes CMR on Apr 20.

- Monthly CT for Oct thru Apr are waived;
- Quarterly CT for 1st, and 2nd quarters are waived,
- Semi-Annual CT for the 1st half is waived; For ARC 18 month training is waived.

(2) A1C Jones becomes CMR on Sep 21.

- Monthly CT would start on 1 Oct the beginning of the CT period for all.
- Annual CT is waived and New Year begins 1 Oct.

2.2.3.7. *Failure to meet CT requirements:* Failure to meet CT requirements results in regression to non-CMR (N-CMR) status. AOC/CCs may allow up to a 30-day grace period for the accomplishment of CT requirements. ARC-aligned unit commanders may allow up to a 180-day grace period.

2.2.3.7. (AMC) Failure to meet TACC CT requirements results in regression to non-CMR (N-CMR) status. The Director may allow up to a 30-day grace period for the accomplishment of CT requirements, or 180-day grace period for ARC personnel.

2.2.3.7.1. N-CMR crewmembers may not perform AOC duties unless supervised by a CMR crewmember.

2.2.3.7.2. To regain CMR status, a crewmember must accomplish the delinquent CT. The individual's training records must reflect both the regression to N-CMR and the reacquisition of CMR status.

2.2.3.7.3. Failure to regain CMR within 6 months (18 months for ARC) results in regression to unqualified status (UQ).

2.2.3.7.3. (AMC) Failure to regain TACC CMR within 6 months (18 months for ARC) results in regression to BQ status. If a member fails to complete CT

requirements that result in N-CMR status, the N-CMR member must, at a minimum, be observed/supervised by a qualified/MR member of the same duty position until CT requirements are accomplished. Document observed duties in the member's training record. If the N-CMR member cannot reestablish MR status for the duty position, the commander will take appropriate action IAW AFI 36-2101. Extensions and waivers for training requirements are addressed in paragraphs 1.5. and 1.6. respectively.

2.3. Orientation Training

2.3.1. All AOCs must provide orientation training for TDY AOC crewmembers, specialty team members, liaisons, and augmentees to aid their integration. This training will be tailored and based on expected duties, previous experience, and AOC knowledge. The gaining AOC is responsible to both develop content and present the training. Note: A CMR rating in any AFI 13-1AOCV3 position is transferrable among the Geographic AOCs in the same CMR duty position upon completion of unit theater familiarization training.

2.3.1.1. **(Added-AMC)** The TACC provides orientation training for all members, permanent or TDY, regardless of support duration.

2.3.2. Orientation training is a menu of training modules consisting of any combination of e-learning lessons, briefings, or directed self-study. This menu is designed by the AOC TM, tailored to the individual, and approved by AOC/CC or Division Chief if delegated by CC.

2.3.2. **(AMC)** Orientation training is a series of training events consisting of any combination of e-learning lessons, briefings, guided tours, or directed self-study. This menu is designed by the DTM, tailored to the individual, and approved by the Director.

2.3.2.1. Orientation training is appropriate for CMR AOC crewmembers temporarily assigned to another AOC. If the AOC crewmember performs duties in his or her CMR position, theater/mission familiarization should be all that is required.

2.3.2.1.1. **(Added-AMC)** The TACC CMR rating is a MAF Functional rating only. The rating is applicable to crewmembers supporting the TACC, an AMC stage or other temporary MAF C2 operation requiring their specialty/skills. Temporary duty or reassignment to a geographic AOC will require the appropriate geographic AOC training.

2.3.2.1.2. **(Added-AMC)** Orientation training is appropriate for TACC CMR members temporarily assigned to another MAF AOC (PACAF, USAFE). Specific training requirements will be defined by the gaining AOC.

2.3.2.2. Augmentees from various mission design series (MDS) or other government agencies (OGA) may need AOC orientation and other training.

2.3.2.3. Each AOC will present an orientation training program from which individual items are chosen as appropriate and may include the following subject areas:

2.3.2.3.1. AOC fundamentals

2.3.2.3.2. Unit mission or theater orientation

2.3.2.3.3. Chain of command

2.3.2.3.4. Applicable planning and execution documents

2.3.2.3.5. Augmentee positional responsibilities

2.3.3. This training is in addition to mandatory AF training (e.g., information assurance [IA] training).

2.3.4. **(Added-AMC)** Multi-Qualification. Personnel who are CMR in multiple positions must complete appropriate positional qualification requirements for each position. If an additional position is closely related to another in terms of job knowledge and requirements, it is not necessary to retrain the individual on these requirements. Assign all applicable positional MTLs to the individual and make an appropriate entry in the individual's training record, to reflect all qualifications. Qualification time limitations apply IAW the positional MTPs. Planner's Difference Track Courses are designed and tailored to the needs of individuals who are qualified in one specialty and re-assigned to another.

2.4. Trainer Program

2.4.1. The AOC weapons system is not similar to other weapons systems in that active duty personnel are normally assigned for only one tour. Therefore, the AOC WS does not have a formal program to develop and certify trainers for a career. AOC personnel selected to perform as trainers are considered by AOC leadership as highly proficient in division and team processes or a particular AOC WS application. They will complete local AOC trainer program requirements below and are not required to complete any formal USAF trainer/instructor program in order to be considered an AOC trainer.

2.4.2. AOC crew position trainers must be approved by the AOC or ARC aligned unit commander or commander designated division/team chiefs, and must be CMR in their current AOC crew position. Note: AOCs may elect to use a SME for certain elements of their training programs (e.g., theater/mission familiarization training, systems and applications, or designated processes). SMEs will not fill the role of duty position trainer but rather augment training given by the designated trainer.

2.4.2.1. **(Added-AMC)** TACC trainers must be approved by the Director, and must be CMR in their current position.

2.4.3. AOC crew position trainers will receive the following training from the unit TM:

2.4.3.1. Unit training administrative practices to include filling out unit training documentation

2.4.3.2. Trainer responsibilities

2.4.3.3. Positional training techniques

2.4.3.4. Briefing/Debriefing techniques

2.5. Training Documentation

2.5.1. AOC crewmember documentation: Units must maintain a permanent training record in LMS which contains the following milestones: DAS, training start dates, IQT and MQT training dates, IQT graduation/completion date, MQT training completion date, CMR award date, N-CMR events, deployment dates and associated orientation training, and any other significant training dates. ARC aligned units will maintain their own records in LMS.

2.5.1.1. **(Added-AMC)** The TACC maintains a permanent training record in a Learning Management System (LMS) and paper based records. The UTMs, DTMs, and supervisors will document training and maintain a permanent training record for unit personnel. Training specific to 618 AOC will be documented using approved electronic or paper-based training records.

2.5.2. Orientation documentation: The content of the orientation training provided must be documented.

2.5.3. Annual Training Plan (ATP): All AOCs, and ARC aligned units, will develop an annual training plan which should include the following elements:

2.5.3. **(AMC)** The TACC Annual Training Plan (ATP) is reviewed annually by the TACC Training Advisory Board. The ATP is appended by the Directorate MTPs. MTPs are updated annually and approved by the applicable Director.

2.5.3.1. AOC crewmember positions (those AFI 13-1AOC Vol 3 positions either manned or expected to be filled with a requirement to train).

2.5.3.2. Unique AOC positions mapped against IQT options (FTU, ADL, or IUIQT).

2.5.3.3. Additional CT training requirements (in addition to Attachment 3).

2.5.3.4. Event or methodology used to accomplish training, i.e. part task trainer, Exercise Key Resolve, etc.

2.5.3.5. Mission execution, mission planning, or academic event from attachment 3 or MAJCOM requirements.

2.5.4. Unit Training Documentation (Electronically in LMS)

2.5.4.1. Position Training Form (Example ACC Form 206, AETC Form 186)

2.5.4.2. Position 797/TTL

2.5.4.3. AF Forms 4141 and 4142

2.5.4.4. Any other unit, to include trainer training as well as MAJCOM directed training documentation.

2.6. Reportable Items to MAJCOM OPR

2.6.1. IQT timeline exceeded (including extensions). Report action taken. Will be reported quarterly, (E-mail memo)

2.6.2. IQT failure. Report action taken. Will be reported when failure occurs, (E-mail memo)

2.6.3. MQT timeline exceeded (including extensions). Action taken, Reported quarterly. (E-mail memo)

2.6.4. MQT failure to progress. Report action taken. Will be reported quarterly, (E-mail memo)

2.6.5. Training LIMFACS and shortfalls to include CT: Reported Quarterly. (E-mail Memo)

BRETT T. WILLIAMS, Major General, USAF
Director of Operations
DCS, Operations, Plans, & Requirements

(AMC)

ROBERT H. VANHOOSE, Col, USAF
Chief, C2/Expeditionary Operations Division

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations and Acronyms

505 CCW—505th Command and Control Wing

505 OSS—505th Operational Support Squadron

505 TRS—505th Training Squadron

705 CTS—705th Combat Training Squadron

705 TRS—705th Training Squadron

ACC—Air Combat Command

ACC/A2—ACC Intelligence Directorate

ACC/A3—ACC Directorate of Operations

ACC/A3A—ACC Airspace, Ranges, and Airfield Operations Division

ACC/A3O—ACC/A3 Operations Division

ACC/A3C—ACC/A3 Command and Control, Intelligence, Surveillance and Reconnaissance (C2ISR) Operations Division

ACC/A3CT—ACC/A3C C-NAF Training Branch. OPR for Geographic AOC training

ACC/A6—ACC Directorate of Communications

AFC2IC/C2C—Air Force C2 Integration Center AOC Requirements Division

ACO—Airspace Control Order

ADL—advanced distributed learning

AFGSC—Air Force Global Strike Command

AFI—Air Force instruction

AFMC—Air Force Materiel Command

AFNETOPS—Air Force Network Operations

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRC/A3T—AFRC Directorate of Air, Space, & Information Operations, Training & Tactics Division

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSOC/A3T—AFSOC Operations Directorate, Training & Tactics Division

AFSPC—Air Force Space Command

AFSPC/A3C—AFSPC Space Situational Awareness and Command and Control (SSA & C2) Operations Directorate

AFTTP—Air Force tactics, techniques, and procedures

AMC—Air Mobility Command

AMC/A3M—AMC Expeditionary Mobility Operations Division (formerly AMC/A31)

AMCT—air mobility control team

AMD—Air Mobility Division
AOC—Air Operations Center
AOD—air operations directive
ARC—air reserve components
ATO—Air Tasking Order
ATP—annual training plan
BQ—Basic Qualification
C2—command and control
CAF—Combat Air Forces
CAS—close air support
CC—commander
CGRS—common ground relay station
CIB—current intelligence briefing
CMR—Combat Mission Ready
C-NAF—Component Numbered Air Force
CONPLAN—contingency plan
CoP—community of practice
C/JSSC—Coalition/Joint Senior Service Course
CT—continuation training
DAS—date arrived station
DMO—distributed mission operations
DMOC—Distributed Mission Operations Center
ESC—Electronic Systems Center
ETCA—Education & Training Course Announcements (<https://etca.randolph.af.mil/default1.asp>)
FTAC—First Term Airmen Center
FTU—formal training unit
HHQ—higher headquarters
HQ—headquarters
HQ USAF/A30—AC—Headquarters USAF, Director of Operations, C2 Employment and Force Development Division
IA—information assurance
IAW—in accordance with
IUIQT—in-unit initial qualification training

IO—information operations
IPOE—intelligence preparation of the operational environment
IQT—initial qualification training
ISRD—Intelligence, Surveillance, and Reconnaissance Division
IWPC—information warfare planning capability
JAOP—joint air operations plan
JSpOC—Joint Space Operations Center
JSSC—Joint Senior Service Course
LIMFAC—limiting factor
LMS—Learning Management System
LVC—live, virtual, and constructive training systems
MAF—Mobility Air Forces
MAJCOM—major command
MAJIC—Multi-TDL Advanced Joint Interoperability Course
MISO—Military Information Support Operations
MQE—mission qualification examination
MQF—master question file
MQT—mission qualification training
N-CMR—Non-Combat Mission Ready
NEO—non-combatant evacuation operations
NGB—National Guard Bureau
OCR—office of collateral responsibility
OGA—other government agency
OJT—on-the-job training
OPLAN—operation plan
OPR—office of primary responsibility
PACAF—Pacific Air Forces
PACAF/A3/5/8—PACAF Operations, Plans, Requirements & Programs Directorate
PCS—permanent change of station
PED—processing, evaluation, dissemination
POC—point of contact
POI—Plan of Instruction

PRCC—Personnel Recovery Coordination Cell
RAT—Rapid Augmentation Team
RPA—remotely piloted aircraft
ROE—rules of engagement
RQE—Requalification Examination
SAASS—School of Advanced Air and Space Studies
SEI—special experience identifier
SME—subject matter expert
SPINS—special instructions
SPO—system program office
STAN/EVAL—standardization and evaluation
TACC—Tanker Airlift Control Center, the 618 AOC (TACC)
TACS—theater air control system
TAGS—theater air ground system
TDL—tactical data link
TDY—temporary duty assignment
TM—training manager
TRS—training squadron
TRSS—training support squadron
TTL—training task list
TTP—tactics, techniques, and procedures
USAFE—United States Air Forces in Europe
USAFE/A3Y—USAFE Air Operations Command and Control Division
USAFWC—USAF Warfare Center
WS—weapons system

Terms

Ancillary Training—Training that contributes to mission accomplishment, but is separate from Air Force Specialty or occupational series training (further defined on the ETCA website, <https://etca.randolph.af.mil/default1.asp>). Ancillary training does not constitute AOC training.

AOC Type—Refers to AOC categorization as either Geographic or Functional (see Geographic and Functional AOC definitions). AOC training instructions applicable to all AOC types are located in Chapter 1. AOC training instructions specific to Geographic AOCs are located in Chapter 2. AOC training instructions for the Functional AOCs are located in subsequent chapters as outlined in the Table of Contents. While Chapter 1 is applicable to all AOCs,

subsequent chapters may be more restrictive but not less than Chapter 1. Note: the term "CAF" AOCs refers to Geographic AOCs plus the 608th.

Augmentee—Personnel filling AOC positions on a temporary, short-term basis (i.e. TDY to exercises or contingencies). Augmentees require tailored orientation training, and may require positional training. Augmentee AOC training is the responsibility of the gaining AOC.

Basic Qualification (BQ)— An AOC crewmember who has completed IQT but not completed MQT. They are able to perform basic AOC positional activities for which they have been trained.

Certification—Designation of an AOC crewmember-trainee by the AOC/CC, as having successfully completed MQT (including positional review, debrief, and any directed additional training), and requisite mission qualification examination (MQE). Certification may result in CMR status. Certification also applies to AOC crewmember upgrade to trainer.

Combat Mission Ready (CMR)— The qualification status of an AOC crewmember who successfully completes IQT and MQT training requirements, passes initial and mission qualification testing (if applicable) and has been certified by the commander or designated representative.

Currency— AFI does not mandate currency with respect to accomplishment of CT requirements. There is no measure of time between required CT events (e.g. Push an ATO every 45 days). Thus, if AOCs elect to impose currency requirements, they should be designed to ensure the average crewmember maintains a minimum level of proficiency in a given duty or task. Currency differs from CT periods and requirements per this AFI, in that currency refers to periods of time linked directly to events (such as a pilot having to perform a landing within 30 days of his last accomplished landing). CT periods refer to timeframes during which a set number of events must be accomplished.

Functional AOC— One of the two AOC Types, along with Geographic. Functional AOCs have function-specific missions which are worldwide in scope, in support of a Functional Combatant Command. They include 608th (Global Strike), 614th (Space), 618th (Mobility), and 623rd (Special Ops).

Geographic AOC— One of the two AOC Types, along with Functional. Geographic AOCs have broad-ranging missions which are constrained in scope to a geographic Area of Responsibility, in support of a Geographic Unified (or Sub-unified) Combatant Command. They include 601st, 603rd, 607th, 609th, 611th, 612th, 613th and 617th.

Liaison Officer (LNO)—Allied nation, sister service, other government agencies, or unique major weapons system/mission representative working for their own respective commander but providing planning/tasking expertise and coordination capability in support of the AOC. AOCs will provide and document orientation training to LNOs to facilitate integration.

Non-Combat Mission Ready (N-CMR)— The qualification status of an individual who, having achieved CMR status, regresses due to failure to accomplish mandatory CT requirements. See respective AOC type chapter for consequence and repair of N-CMR status. See definition of Unqualified for distinction from N-CMR.

Requalification Training—Tailored training for formerly-CMR AOC crewmembers that have become unqualified for any reason. Objective is return to CMR status. Completion will be

followed by positional re-evaluation and accomplishment of recurring qualification examination (RQE). AOC TMs will coordinate with applicable division/team training personnel and if necessary, Stan/Eval, to identify performance deficiencies and create appropriate requalification training plans. Requalification training plans require AOC/CC approval.

Trainer—CMR AOC crewmember, authorized via AOC trainer upgrade program and AOC/CC certification, to conduct AOC crewmember training. Trainers may also be contractors who were previously qualified and hired for subject matter expertise. Further guidance in 2.4 of this AFI.

Training Task List (TTL)—Documentation of total training tasks developed for a prime mission system and its respective mission. It includes the entire spectrum of tasks in each functional area requiring training. The TTL provides the training task baseline for all acquisition, modification, support, management, and funding actions through comparison with predecessor or future prime mission systems (AFI 36-2251, Management of Air Force Training Systems). MAJCOMs with their respective AOCs develop AOC TTLs. AOC Training TTLs will be approved by HQ USAF/A3O. All CAF MQT TTLs for AFI 13-1AOCV3 listed duty positions must be standardized through ACC/A3C. TTLs will be posted to the AOC CoP.

Type 1 Training—Contract training by civilian industrial institutions, supporting initial cadres of trainers and operators the Air Force requires for new or modified AOC systems (often referred to as "train the trainer"). The AOC TM will coordinate this training with AFMC/ESC, specifically the SPO (ESC/HSGB). Type 1 Training should be documented as such in accordance with pertinent AOC Type chapter of this AFI.

Unqualified (UQ)—Previously CMR AOC crewmembers whose CMR status has lapsed due to any of the following reasons: N-CMR in excess of six mos, PCS/PCA out of AOC crewmember assignment, or AOC/CC-directed. See Requalification Training. Note, AOC crewmember-trainees in IQT are not "unqualified," they are "not qualified." In addition, those in MQT status are not UQ rather BQ.

Attachment 1 (AMC)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-255 Vol 1, *Integrated Flight Management Training*, 2 May 2007
 AFI 11-255 Vol 2, *Integrated Flight Management Evaluation Criteria*, 22 Mar 2013
 AFI 11-255 Vol 3, *Integrated Flight Management Responsibilities and Procedures*, 8 Mar 2012
 AFI 13-1AOCV1, *Ground Environment Training Air Operations Center*, 7 Dec 2011
 AFI 13-1AOCV3, *Operational Procedures—Air and Space Operations Center*, 1 Aug 2005
 AFI 33-124, *The AF Information Collections and Reports Management Program*, 6 Mar 2013
 AFI 33-360, *Publications and Forms Management*, 18 May 2006
 AFI 36-2201, *Air Force Training Program*, 15 Sep 2010
 AFI 36-401, *Employee Training and Development, for civilian training plan requirements.*
 TACC OI 10-1, *TACC Operations*, 9 May 2013

Forms Adopted

AF Form 623
 AF IMT 623A, *On-The-Job Training Record-Continuation Sheet*
 AF IMT 797, *Job Qualification Standard Continuation/Command JQS*
 AF IMT 1098, *Special Task Certification and Recurring Training*
 AF IMT 2583, *Request for Personnel Security Action*

Abbreviations and Acronyms

618 AOC (TACC), or 618 AOC—618th Air Operations Center
ADLS—Advanced Distributed Learning System
AFJQS—Air Force Job Qualification Standard
AFTC—Air Force Trainer’s Course
AFRIMS—Air Force Records Information Management System
AMC/A3C—AMC C2/Expeditionary Operations Division (formerly AMC/A3M)
AMC—Air Mobility Command
CDC—Career Development Course
CFETP—Career Field Education and Training Plan
CFIC—Cross-Functional Integration Course
CMR—Combat Mission Ready

DAS—Date Arrived Station
DTM—Directorate Training Monitor
EC—US Air Force Expeditionary Center
FM—Flight Manager
FTU—Formal Training Unit
GMAOC—Global Mobility Air Operations Core
GMAOE—Global Mobility Air Operations Executive
GMAOF—Global Mobility Air Operations Familiarization
GMAOT—Global Mobility Air Operations Track
IMA—Individual Mobilization Augmentee
IQT—Initial Qualification Training
MAF—Mobility Air Forces
MOS—Mobility Operations School
MTP—Master Training Plan
PWS—Performance Work Statement
RDS—Records Disposition Schedule
SRC—Syllabus Review Conference
TBA—Training Business Area
TP—Training Plan
UGT—Upgrade Training
UTM—Unit Training Monitor

Terms

AMC C2 Course — Designed to provide fundamentals of AMC C2, Mission Management, OPREP-3 Reporting, C2 Systems and the practical application of C2 concepts. This course is designed for AFSC 1C3XX assigned to AMC and is taught by the USAF Expeditionary Center, Mobility Operations School (MOS) Det 2 at Scott AFB.

Annual Training Plan (ATP) — The Annual Training Plan is the overarching document for AOC Weapon System training. This document is required by AFI 13-1AOC, Vol 1, capturing minimum training requirements to become Combat Mission Ready (CMR) Crewmembers, and is augmented by detailed Directorate Master Training Plans (MTPs).

Basic Qualification (BQ) — A 618 AOC member who has completed IQT but not completed MQT. BQ individuals are able to perform basic positional activities for which they have been trained.

Certification — Designation of Combat Mission Ready of a member-trainee by the Director, as having successfully completed MQT.

Combat Mission Ready (CMR) — CMR is the status required for 618 AOC personnel to perform unsupervised, the primary duties tasked to their assigned directorate. To attain CMR status, an individual must complete IQT, Directorate MQT for the member's primary duty position, and be deemed or certified CMR by the Director.

Continuation Training (CT) — CT, where applicable, provides personnel with the volume, frequency, and mix of training necessary to maintain CMR status in their assigned position. CT begins after personnel have attained CMR status. CT can be prorated by the Director for partial-year adjustments or approved absences.

Crewmember — This term represents all assigned to the 618 AOC.

Cross-Functional Integration Course (CFIC) — A one-time Continuation Training seminar which occurs 9-12 months after certification as CMR. This course is a refresher of Doctrine, TACC operations, and integrated mission management. Students learn cross-directorate processes by class participation in a scenario driven exercise.

Currency — Applies to Continuation Training. Currency differs from CT periods and requirements per this AFI, in that currency refers to periods of time linked directly to events (such as a pilot having to perform a landing within 30 days of his last accomplished landing). CT periods refer to timeframes during which a set number of events must be accomplished.

Initial Qualification Training (IQT) — IQT consists of both core (GMAOC, GMAOF, GMAOE) and specified track (GMAOT) training, providing members with the knowledge and skills necessary to perform basic duties within the 618 AOC. Core training introduces newly assigned personnel to the 618 AOC mission and provides basic division or team-level skills without regard to specific 618 AOC directorates. Track training is more in-depth and applies to specific 618 AOC directorates. Not all AOC positions have an associated GMAOT course. NOTE: IQT completion gives members Basic Qualified/Non-Combat Mission Ready Status.

Mission Qualification Training (MQT) — MQT provides the training necessary to qualify personnel in a specific position to perform the missions assigned to 618 AOC. MQT is a directorate responsibility and gives members Combat Mission Ready Status. Personnel who have completed IQT, or have IQT waived, are automatically entered into MQT on the next duty day.

Non-Combat Mission Ready (N-CMR) — 618 AOC personnel will be N-CMR for failing to complete CT IAW the MTP or when the Director directs N-CMR status due to performance/participation concerns. Delinquent/requalification training must be accomplished before a member can perform unsupervised primary duties.

Requalification Training — Tailored training for formerly CMR members that have become unqualified for any reason. Objective is return to CMR status. Completion will be followed by positional re-evaluation and accomplishment of Recurring Qualification Examination (RQE). TMs will coordinate with applicable Directorate training or evaluator personnel, to identify performance deficiencies and create appropriate requalification training plans. Re-qualification training plans require Commander approval.

Specialist — Member, or specialist

Trainer — CMR member, authorized via trainer upgrade program and Directors written certification, to conduct member MQT or CT training. Trainers may also be contractors who were previously qualified and hired for subject matter expertise.

Unqualified (UQ) — Previously CMR members whose CMR status has lapsed due to any of the following reasons: N-CMR in excess of six months, PCS/PCA out of the AOC assignment, or Commander directed. See Requalification Training. **Note:** member-trainees in IQT are not "unqualified," they are "not qualified". In addition, those in MQT status are not UQ rather BQ.

Attachment 2**GLOSSARY OF LINKS**

Air Operations Center Community of Practice (AOC CoP) via the AF Portal: POC ACC/A3C:
<https://www.my.af.mil/afknprod/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-OP-AC-09-2&Filter=OO-OP-AC-09>

Expeditionary Mobility Operations CoP (provides a link to AMD Training CoP): POC
AMC/A3M: <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=22855>

Plateau Learning Management System (LMS): POC ACC/A3CG (aoclms@langley.af.mil)

LMS Administrator Login: <http://www.accdl2.net/plateau/admin/login.jsp>

LMS Student Login: <http://www.accdl2.net/plateau/user/login.jsp>

Link to MQFs, login as student, select “Catalog” tab, select “Master Question File” in Subject
Area Menu: POC for MQFs is ACC/ A3C

Air Force Joint Exercise Coordination Team (AJECT): POC ACC/A3JE:

<https://www.my.af.mil/afknprod/ASPs/docman/DOCMain.asp?Tab=0&FolderID=AC-OP-01-06-1&Filter=AC-OP-01-06>

Joint Multi-TDL School (JMTS), Joint Interoperability Division (FORSCOM): POC

ACC/A3CJat: <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=1292293&channelPageId=-1717014&parentCategoryId=-1943875>

505th CCW webpage: <https://505ccw.hurlburt.af.mil/>

505 TRS IQT webpage: <https://505ccw.hurlburt.af.mil/505trg/index.html>

705 TRS Portal Page: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13374A0FB5E044080020E329A9>

ACC Tactical Data Link Operations and Management Organization (TDLOMO): POC A3CJ

<https://www.my.af.mil/gcss-af/USAF/ep/browse.do?categoryId=p6925EC158E3A0FB5E044080020E329A9&channelPageId=s6925EC1344700FB5E044080020E329A9>

ACC ISR Training CoP: <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-IN-AC-54>

Information Operations Training Planning Team CoP:

<https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-OP-AC-23>

Attachment 2 (AMC)
GLOSSARY OF LINKS

NOTE: Sites on AFKN are transitioning to new locations. New site URLs are not available if not captured here and user must contact the OPR.

Air Operations Center Community of Practice (AOC CoP)
<https://cs3.eis.af.mil/sites/OO-OP-AC-09/default.aspx>

AMC/A3C SharePoint site
<https://eim.amc.af.mil/org/a3/A3C/default.aspx>

Expeditionary Mobility Operations CoP (provides a link to AMD Training CoP): POC AMC/A3M:
<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=22855>

Plateau Learning Management System (LMS): POC ACC/A3CG (aoclms@langley.af.mil)
LMS Student Login: <https://www.acc-dl.net>

Air Force Joint Exercise Coordination Team (AJECT): POC ACC/A3JE:
<https://www.my.af.mil/afknprod/ASPs/docman/DOCMain.asp?Tab=0&FolderID=AC-OP-01-06-1&Filter=AC-OP-01-06>

Joint Multi-TDL School (JMTS), Joint Interoperability Division (FORSCOM): POC ACC/A3CJ at:
<https://intelshare.intelink.gov/my.policy>

505th CCW webpage: <https://505ccw.hurlburt.af.mil/>

505 TRS IQT webpage: <https://505ccw.hurlburt.af.mil/505trg/index.html>

705 TRS Portal Page: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13374A0FB5E044080020E329A9>

ACC Tactical Data Link Operations and Management Organization (TDLOMO): POC A3CJ
<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1344700FB5E044080020E329A9>

ACC ISR Training CoP: <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-IN-AC-54>

Information Operations Training Planning Team CoP:
<https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-OP-AC-23>

Attachment 3

AOC ACADEMIC CT REQUIREMENTS

Major Area	Suggested Topic areas	Requirement	Comments	Guidance
Doctrine		Annual	Doctrine component is intended to provide background knowledge to support internal team, division, and AOC processes, as well as enhancing understanding of Joint and Combined operational level principles.	AOC division chief will determine doctrine documents and areas division and teams will cover for CT. Topics can come from suggested list or as determined by CCDR Mission
	Operational Procedures			
	Joint Operations and Planning			
	Counter Air and Missile Threats			
	Interdiction			
	Joint Targeting			
	Fire Support			
	Close Air Support			
	Information Operations			
	Electronic Warfare			
	MISO			
	Military Deception			
	Air Mobility Operations			
	Personnel Recovery			

	Airspace Control			
	RPA			
	Dynamic Targeting			
	Kill Box			
	CGRS			
	COIN			
	NEO			
	Counterdrug Ops			
	Interagency Coordination			
	Humanitarian Assistance			
	Threat Reference and counter Tactics			
	Command Relationships and Chain of Command			
Theater Guidance		Semi - Annual	Assumption that these documents are current and in execution. "On-the-shelf" documents may be added as an individual AOC option with an annual/familiarization level	AOC division chief will determine documents and areas division and teams will cover for CT. Topics can come from suggested list or as determined by COCOM Mission
	THEATER OPLANS/CONPLAN			
	THEATER AOD			
	THEATER JAOP			
	THEATER ROE			

	THEATER SPINS			
	Air Defense Plan and Architecture			
	Theater Communications Architecture			
	Theater Data Link Architecture			
Intelligence		Quarterly	Covers wide range of Topics and should be pertinent to theater Mission	AOC division chief will determine documents and areas division and teams will cover for CT.
	Current Intelligence Brief			
	Friendly OB			
	Enemy OB			
	A-A Threats			
	A-G Threats			
	Missile Threats			
	General Threat OB			
To Systems/ Application		Quarterly	Covers wide range of Topics and should be pertinent to AOC baseline standard applications and theater Mission	AOC team chiefs will determine tools teams will cover for CT.
	Web-Page/Sharepoint		ATO/ACO, Messaging	
	Collaboration Tools		Chat, DCO, Communicator	
	Planning Tools		MAAPTK, AR TK, TAP, WEBAD, IWPC	
	Execution Tools		ESTAT, FSTAT, JADOCS, Falcon View	
	Communication		ACCES Net, STE, VOIP, Radios	

	Tools			
	Battlespace Awareness & Data Link Tools		C2PC, ADSI, JRE, JSS, GCCS, Etc	
	Air Mobility Tools		GDSS, ETC	
	Personnel Recovery Tools		Combat Tracker, Blue force tracker, CSEL, PRMS	
	Intel Analysis Tools		GCCS- I3, MIDB MGMT, OB Tool	
	Targeting Tools		CGS/TAW, ETC	
	Space		PDSM	
	Ballistic Missile Defense Tools		C2BMC or similar tool	
AOC Processes		Quarterly	<p>Process & positional training requirements may be met with a combination of academics, application and process training.</p> <p>STO training is only required for positions with the appropriate access. Standard processes in AFI 13-1 Vol 3 will be covered as a minimum.</p>	<p>Division and Team chiefs will determine process to be covered based upon upcoming missions. Use AFI13-1 AOCV3 and AFTTP 3-3AOC.</p>
	ATO Cycle			
	Division and Team			
	Liaison Integration			
	STO			
	JFACC Intent			
	AOD Development			
	IO Integration			
	CYBER Integration			
	COA Development			
	Assessment			

	RFI			
	Targeting			
	Weaponneering			
	PED			
	MAAP			
	Architecture development			
	ATO development, change, and Release			
	ACO Development Change			
	SPINS development Change			
	Dynamic Target			
	Tanker support			
	Air Defense			

Note: Requirements for active duty AOC personnel are over a one year period. Requirements for ARC personnel are over a two year period. Thus annual for ARC equals two years, quarterly equals semi-annually.

Attachment 4 (Added-AMC)

SAMPLE CMR 3-PHASED TRAINING LIFE CYCLE

A4.1. (AMC) Initial training assessment (upon arrival)

A4.1.1. (AMC) Ancillary training review

A4.1.2. (AMC) Prior 618 AOC experience

A4.1.3. (AMC) Assign Trainer/Certifier

A4.2. (AMC) Place into IQT (upon arrival)

A4.2.1. (AMC) MOS Det 2 training completion (90 days)

A4.3. (AMC) Place in MQT the next duty day after finishing IQT

A4.4. (AMC) Start MQT

A4.4.1. (AMC) Per established MTP for each Directorate

A4.5. (AMC) Complete MQT per MTP

A4.6. (AMC) Director certifies CMR

A4.6.1. (AMC) If applicable, place in CT (next duty day)

A4.7. (AMC) CT Requirements (recurring – varies per MTP)

A4.7.1. (AMC) Per established MTP for each Directorate

A4.8. (AMC) Recurring Training Requirements

A4.8.1. (AMC) Per established MTP for each Directorate