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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: SAF/CIO A6
1800 Air Force Pentagon
Washington DC 20330-1800

SUBJECT: Air Force Guidance Memorandum (AFGM) to Air Force Instruction (AFI) 33-154, *Air Force On-The-Job Training Products For Cyberspace Support Enlisted Specialty Training*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes Air Force Instruction 33-154, *Air Force On-The-Job Training Products For Cyberspace Support Enlisted Specialty Training*, 1 May 2013. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. 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).

As a result of the publication of AF Policy Directive (AFPD) 17-2 *Cyberspace Operations*, which supersedes AFPD 33-1, *Cyberspace Support*, dated 9Aug 2012; AFI33-154 is hereby renumbered as AFI17-204. This Memorandum also renumbers AFI33-154; the title and the rest of the content remain unchanged. I hereby direct the Office of Primary Responsibility (OPR) for AFI33-154 to conduct a special review in accordance with AFI33-360 to align its content with AFPD17-2. This will result in a rewrite or rescind action of AFI33-154.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon rescinding or rewrite of AFI33-154, whichever is earlier.

WILLIAM J. BENDER, Lt Gen, USAF
Chief, Information Dominance and
Chief Information Officer

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 33-154

1 MAY 2013



Communications and Information

**AIR FORCE ON-THE-JOB TRAINING
PRODUCTS FOR CYBERSPACE SUPPORT
ENLISTED SPECIALTY TRAINING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction is related to Air Force Policy Directive (AFPD) 33-1 Cyberspace Support and to Air Force Instruction (AFI) 36-2201, *Air Force Training Program*. It establishes procedures and assigns responsibilities for developing, distributing, evaluating and using Air Force training products for qualification training. It applies to all active duty, Air National Guard, Air Force Reserve Command, and civilian Cyberspace Support personnel in a training status or filling a crew position that requires specific certification, training or qualification. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR). 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) maintained in the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

This revision generally updates terminology and unit nomenclature. Also, the content of this AFI was reorganized into chapters. Information on product development timelines has been added and is displayed in Table 2.1. Several attachments have been added to provide templates of documentation required to process training product requests. Attachment 3, Table 3.1 has been

lengthened to include the steps for incorporating training products into Training Business Area (TBA).

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. General. The following paragraphs provide a summary of the objectives, organizational and functional relationships, and responsibilities that form the foundation for the cyberspace support training environment. Specific guidance, when required, is covered in the functional area of this instruction.

1.2. Secretary of the Air Force (SAF), Office of Information Dominance and Chief Information Officer (SAF/CIO A6).

1.2.1. The Secretary of the Air Force, Office of Information Dominance and Chief Information Officer, SAF/CIO A6, is the Air Force OPR on formulating strategy and establishing policy and guidance on the development of all officers, enlisted and civilians in the 17D, 3D, and 1B4 career fields. They do this through the efforts of dedicated cyberspace support professionals which include the Directorate of Policy and Resources, cyberspace support Air Force Career Field Managers, MAJCOMs and associated MAJCOM Functional Managers. **Note:** For this instruction, the term MAJCOM also applies to Numbered Air Forces (NAF), Field Operating Agencies (FOA) and Direct Reporting Units (DRU).

1.3. Air Force Career Field Manager (AFCFM) (AF/A3CF/A6CF). AFCFMs will:

1.3.1. Provide overall force development guidance and management operations to the MAJCOMs.

1.3.2. Advocate for funding contract administration and system administration responsibility for self-paced, web and sustainment program requirements.

1.3.3. Maintain and publish the master/standard Task Group indicators list for communications.

1.3.4. Coordinate on and approve AETC developed training products.

1.3.5. Manage qualification training processes and act as the final authority for approving and prioritizing Air Force Cyber training products.

1.3.6. Approve low flow course continuation.

1.3.7. Consolidate MAJCOM inputs for improvement of the Training Business Area (TBA) system to prioritize upgrades to that system, approve/publish core training products and official TBA training task documents and be responsible for the overall management of TBA for the Cyberspace Support community.

1.3.8. Sponsor Training Advisory Groups (TAG). TAGs will:

1.3.8.1. Coordinate with AF/A4M to establish and maintain a TBA configuration control process. Coordinate with MAJCOM Functional Managers and other AFCFMs on designing, implementing and budgeting for TBA capability changes.

1.3.8.2. Assign a project priority and MAJCOM OPR for new or revised product taskings. As a rule, the MAJCOM that has the largest number of systems or most equity

from a mission criticality viewpoint should assume MAJCOM OPR responsibilities. See Attachment 2 “Priorities for Developing Air Force Cyber Training Products”.

1.3.8.3. Forward written taskings for all new Air Force Job Qualification Standards/Air Force Qualification Training Packages (AFJQS/AFQTP) to 81 TRSS/TSQ (Q-Flight). See Attachment 3, Table 3.1, “Steps in Publishing Air Force Cyber Support Training Products”.

1.3.8.4. Review the bimonthly standup report posted on the 81 TRSS/TSQ (Q-Flight) website to reference the status of all products published, in work or awaiting work, start date and expected completion date of production phases.

1.3.8.5. Include discussions, as required, to prioritize/reprioritize training product development in order to meet changing training demands or suggest modifications in 81 TRSS/TSQ (Q-Flight) processes.

1.4. Major Commands. MAJCOMs implement the following guidance for their cyberspace support communities. Regardless of size and type of organizational structure or activity, the functions and duties outlined in this instruction are the minimum mandatory requirements necessary to ensure effective, quality training of cyberspace support Airmen. MAJCOMs will:

1.4.1. Appoint a member to each TAG.

1.4.2. Identify the need for standardized training products.

1.4.3. Respond to *OPR Request Letter* from 81 TRSS/TSQ (Q-Flight) when requested (see Attachment 6).

1.4.4. Forward product requests with a recommended priority to 81 TRSS/TSQ (Q-Flight) for coordination, prioritization and approval of the AFCFM.

1.4.5. Monitor the training program and consolidate training/certification data from their subordinate units as needed.

1.4.6. When acting as the Lead Command include 81 TRSS/TSQ (Q-Flight) as a training advisor to develop AFJQS/AFQTP in lieu of contractor-developed training.

1.4.7. Identify unique training requirements, and before internally developing training products, coordinate with 81 TRSS/TSQ (Q-Flight) for assistance with Instructional Systems Design (ISD) process tips, lessons learned, format layout, and product development.

1.4.8. Support the development, revision and validation by 81 TRSS/TSQ (Q-Flight) of AFJQS/AFQTPs by:

1.4.8.1. Tasking three organizations to provide subject matter experts (SME) who have a thorough working knowledge of the subject system/process to support the completion of training product validations and revisions.

1.4.8.2. Provide 81 TRSS/TSQ (Q-Flight) with a final copy of all new or revised Technical Orders (T.O.) prior to general publication and distribution to support the compilation of technical references in AFJQS/AFQTPs received from subordinate units.

1.4.8.3. Advise 81 TRSS/TSQ (Q-Flight) of equipment modifications, availability of technical data and changes to T.O.s, or other documentation received from subordinate units that may affect the production of training products.

1.4.8.4. Support the acquisition of digital photo or full motion media by local graphic support personnel to standards established by 81 TRSS/TSQ (Q-Flight).

1.4.8.5. Evaluate the quality and effectiveness of training products when assigned as project OPR by:

- a. Supporting product development.
- b. Performing task analyses.
- c. Conducting product validations.
- d. Appointing a TBA POC to manage the cyberspace support training program.

1.5. 81st Training Support Squadron Qualification Flight (81 TRSS/TSQ (Q-Flight)). 81 TRSS/TSQ (Q-Flight) will:

1.5.1. Develop Air Force Cyber Support training products in accordance with priorities set forth by the AFCFM.

1.5.2. Finalize and post electronic TBA training products when new/revised publications are approved. (E.g. CFETP or AFJQS)

1.5.3. Educate AFCFMs and MAJCOM Functional Managers (MFM) about TBA impacts when developing or revising training materials during the U&TW.

1.5.4. Assist with identifying and solidifying TBA interface solutions (E.g. IT E-Learning, ADLS, MilPDS, etc.).

1.5.5. Ensure the accuracy of new cyberspace support training products, or products that may have undergone major revision. If possible, validation should take place in an actual training environment provided by the product OPR using a sample representative of the target population. If possible, the target audience should include the Air Reserve component (ARC); as draft changes should be coordinated with the ARC prior to final publication.

1.5.6. As needed, solicit cyberspace support community field unit assistance for product validation and development. Refer to Attachment 5 for information request for project memorandum format.

1.5.7. Facilitate the TDY travel and attendance of the flight chief, director or their designee to all TAG and U&TWs for all Air Force Specialty Codes (AFSC) assigned to 81 TRSS/TSQ (Q-Flight) to consolidate, revise or update CFETPs and to receive and/or discuss training taskings.

1.5.8. Announce all new, revised, or rescinded cyberspace support continuation training products in the monthly Air Force Publishing Bulletin.

1.5.9. Publish all new or revised products on the 81 TRSS/TSQ (Q-Flight) website.

1.5.10. Publish a bimonthly report on the 81 TRSS/TSQ (Q-Flight) website that displays the status of projects in work, awaiting work or published.

1.5.11. Project fiscal requirements for operational support of the analysis, development, graphic media acquisition, authoring, publication and revision of products tasked to 81 TRSS/TSQ (Q-Flight).

1.5.12. Submit updated training product report for TAG member review 30 days prior to each TAG meeting.

- 1.5.13. Establish and maintain a customer service and help desk function to facilitate cyberspace support continuation training products used in the field.
- 1.5.14. Establish and maintain internal process training for assigned curriculum developers.
- 1.5.15. Establish and maintain an internal cyberspace support continuation training product development process in order to develop and deliver standardized cyberspace support continuation training products to field units.
- 1.5.16. Schedule and fund the continuing proficiency training for all 81 TRSS/TSQ (Q-Flight) personnel through formal schools and internal training programs to insure the timely and reliable delivery of standardized cyberspace support continuation training products to field units.
- 1.5.17. Participate in DoD/Air Force ISD conferences and working groups as required.
- 1.5.18. Evaluate training materials from other government, Department of Defense, or commercial sources to determine their usefulness in developing cyber training products.
- 1.5.19. Coordinate with AETC technical training centers to obtain formal course materials for the development or revision of Air Force Cyber Support training products.
- 1.5.20. Schedule and fund the continuing proficiency training for all 81 TRSS/TSQ (Q-Flight) personnel through formal schools and internal training programs to insure the timely and reliable delivery of standardized continuation training products to field units.

Chapter 2

TRAINING PRODUCTS AND RESOURCES

2.1. Introduction. In order to field and train qualified professionals, the Air Force provides various training tools and resources to the field. Included among them are AETC formal and supplemental courses; 5-, 7- and 9-level upgrade standardization within the cyberspace support community using the CFETP, AFJQSs, Command JQSs and formal training.

2.2. Types of Training Products. Supervisors use qualification training products to plan and conduct standardized qualification training programs. These training products address valid requirements and ensure logical, organized, and efficient training progression.

2.2.1. 81 TRSS/TSQ (Q-Flight) publishes and revises AFJQS and AFQTP products for the cyberspace support community. This function is accomplished using any combination of full-motion video, text, audio and or digitized pictures selected in accordance with ISD principles that enable an airmen to occupy duty positions or maintain systems or equipment to an Air Force-established standard. Handbooks may not be used for training purposes and are intended for reference only.

2.2.2. 81st TRSS/TSQ (Q-Flight) develops the following training:

2.2.2.1. Air Force Job Qualification Standards (AFJQS). The AFJQS consists of a cover letter and an AF Form 797, Job Qualification Standard Continuation/Command JQS, as a minimum. It may also contain elements of an Air Force Qualification Training Package. An Air Force Form 797 lists tasks requiring training, qualification and/or certification for a particular job type or duty position.

2.2.2.2. Air Force Qualification Training Packages (AFQTP). An AFQTP is used to train personnel to maintain a piece of equipment, occupy a duty position or to perform a particular task. It contains a cover letter, Skill Training Material, and an optional Diagrams Book. If the AFQTP includes performance evaluations, it is considered part of the AFJQS.

2.2.2.3. Handbooks. A handbook provides information and guidance only. It is designed for use as needed on the job for reference purposes only and may not be used for training purposes.

2.2.2.4. The AF Training products for cyberspace support can be found on the 81 TRSS/TSQ (Q-Flight) website.

2.3. Requesting New Training Products.

2.3.1. How to Request Qualification/Continuation Training Product development. Training products are tasked, assigned, prioritized or reprioritized for 81 TRSS/TSQ (Q-Flight) by the AFCFM. Any member of a cyberspace support AFSC may suggest the development, of training products in writing to 81 TRSS/TSQ (Q-Flight). Suggestions for development of qualification/continuation training products are forwarded for coordination and approval by the AFCFM. If approved for development, the suggested training product will be prioritized by the AFCFM and assigned to 81 TRSS/TSQ (Q-Flight) for development.

2.3.2. How Qualification/Continuation Training Products are prioritized: Qualification/continuation products are prioritized within each AFSC. Package priorities are published on the Chiefs' Report by their priority number. Prioritization/reprioritization may be suggested at any time. However, the appropriate AFCFM is the final authority for the prioritization of qualification/continuation training products. Priority categories are located in Attachment 2.

2.4. Training Resources. Computer Based Training (CBT), Field Training Detachments, Field Training Units, formal courses and vendor training are available.

2.4.1. IT E-Learning. CBTs will be used as a first line training tool in order to meet specific, position related, training requirements as identified in applicable CFETPs, AFJQSs, and AF Form 797s. These CBTs are available on the IT E-Learning system. The IT E-Learning system is a commercial, enterprise-wide system that provides interactive, self-paced, web-based training and reference material directly to users' desktops. This system allows Air Force personnel to obtain up-to-date training on the technology they need to carry out their missions. It supports the Air Force communications and information (cyberspace support) functional community in meeting information technology training requirements. The program is managed by Air Force Space Command, through the IT E-Learning Program Management Office (AFSPC CYSS/DOT). USAF cyberspace support developed CBTs, commercially developed IT CBTs and access to web-based unabridged commercial IT books can be found on the IT E-Learning site which is accessed via AF Portal website IT E-Learning link.

2.4.2. Specialized Training Packages (STP) are type 6 distance learning self-paced training courses prepared by AETC, approved by NSA, and administered by a qualified STP trainer. STPs consist of lesson plans, test materials, instructions for the trainer, instructions for the students, policy, doctrine, and procedures necessary to conduct training. Refer to Attachment 4 for STP enrollment procedures.

2.4.3. Field Training Detachments (FTD). Field training provides hands-on maintenance training at operational locations. Training can include: specific systems and associated support equipment and systems; aircraft/systems; engines; Aerospace Ground Equipment; Theater Deployable Communications equipment; certification training; partial courses; and training sessions. FTDs or Mobile Training Teams are responsible for conducting field training.

2.4.4. Field Training Units (FTU) are locally developed training organizations. These units are developed to address training needs at a local level. An example would be the Savannah FTU located in Savannah, Georgia.

2.5. Developing Training. In order to provide the most current training to Airmen, it is imperative that any required task have a training source. Aside from using locally developed trainers, a MAJCOM can submit information for recommending training that affects all Airmen.

2.5.1. When a need for CBT is identified it is important to ensure the resource is not currently available and the correct channels are notified of the need. Before working to develop a new CBT, contact AFSPC CYSS/DOT to check the existing AF IT E-Learning CBT catalog for CBTs which may meet the training requirement.

2.6. Managing Training Products.

2.6.1. How Qualification/Continuation Training Products are identified.

Products published on 81 TRSS/TSQ (Q-Flight)'s website and in the bimonthly report use an alphanumeric combination assigned by the support element to all AFJQs/AFQTPs. A project number consists of either 10 or 11 characters. For most AFJQs/AFQTPs, the first five characters identify the Air Force Specialty Code (AFSC), the sixth character is a dash, and the last four or five characters (also called the alphanumeric extension) are unique for each project. The AFJQs/AFQTPs applicable to more than one AFSC have a different numbering system. The first five characters show an overall function to which the project applies. For example, projects applicable to more than one 3D maintenance function have 3DXXX as the first five characters followed by a dash and the project alphanumeric extension. Where AFJQs/AFQTPs concerning general training (or training management) for all AFSCs, the first five characters used are XXXXX and the dash and project alphanumeric extension.

2.6.2. How Qualification/Continuation Training Products are developed/revised. Development of an approved new training product or the revision of a previously published product begins when that project is moved from the Awaiting Work section to the In Work section of the bimonthly report. Then the assigned curriculum development team begins work.

2.6.3. Published products are reviewed and/or revised every two years on the anniversary of their publication to determine their necessity, applicability, currency, and accuracy. Special evaluations may occur at any time upon request to correct errors or inconsistencies or when a significant event or action occurs that adversely affects a published training package (for instance, safety or security issues).

2.6.4. How Qualification/Continuation Training Products are validated. All qualification/continuation training products are validated in an actual training environment provided by the product OPR using a sample representative of the target population. If possible the target audience should include the ARC.

2.6.5. Qualification/Continuation Training Product Development Timelines. The chart below provides approximate times, expressed in working days, for development/revision of qualification/continuation training product. Delays due to additional duties, T.O. or developmental information delay, UTC tasking or higher priority projects will affect product delivery.

Table 2.1. Training Product Development Timelines (in working days).

Phase Name	New Project	AFJQS Only	Major Revision	Minor Revision
Project Preparation	5	5	5	5
Preliminary Analysis	31	31	31	2
Task Analysis	9.5	0	9.5	0
Planning	8	25	6	6
Authoring	35	10	35	7
Validation	10	10	10	0
Publication	30	30	30	10
Estimated Project Time	128.5	111	126.5	30

2.6.6. Qualification/Continuation Training Product Revision. Qualification/continuation product revision may be classified as either major or minor depending on the level of work required.

2.6.6.1. Major Revisions. A major revision is accomplished when the package evaluation worksheet identifies the following conditions:

- a. A training reference change that alters subject matter or the AF Form 797.
- b. Safety issues.
- c. New or additional tasks.

2.6.6.2. Minor Revisions. Minor revisions are accomplished to correct typographical errors, update templates, or format changes.

2.6.6.3. Change Pages. Change pages are accomplished to correct errors in AFJQSs found between normal publication dates.

2.7. Funding Training. Every schoolhouse has requirements that are critical to mission accomplishment. To aid units in obtaining funding to meet their training needs, the 81 TRG and 364 TRS will work with the AFCFM to acquire funds needed for training.

MICHAEL J. BASLA, Lt Gen, USAF
Chief of Information Dominance and
Chief Information Officer

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

AFI 33-150, Management of Cyberspace Support Activities
AFI 33-364, Records Disposition - Procedures and Responsibilities
AFI 36-2201, Air Force Training Program
AFMAN 33-363, Management of Records
AFPD 36-26, Total Force Development

Adopted Forms

AF Form 797, Job Qualification Standard Continuation/Command JQS
AF Form 847, Recommendation for Change of Publication
AF Form 1256, Certificate of Training
DD Form 1435, COMSEC Maintenance Training and Experience Record

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning Service
AETC—Air Education and Training Command
AF—Air Force (used for designated forms only)
AFCFM—Air Force Career Field Manager
AFI—Air Force Instruction
AFJQS—Air Force Job Qualification Standard
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFQTP—Air Force Qualification Training Package
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
ARC—Air Reserve Component
CBT—Computer-Based Training
CFETP—Career Field Education and Training Plan
COMSEC—Communications Security
DoD—Department of Defense
DRU—Direct Reporting Unit
ETCA—Education and Training Course Announcements

FOA—Field Operating Agency
FTD—Field Training Detachment
FTU—Field Training Unit
HQ—Headquarters
IMDS—Integrated Maintenance Data System
IQT—Initial Qualification Training
ISD—Instructional System Design
IT—Information Technology
JQS—Job Qualification Standard
MAJCOM—Major Command
MFM—MAJCOM Functional Manager
MiIPDS—Military Personnel Data System
NAF—Numbered Air Force
OJT—On-The-Job Training
OPR—Office of Primary Responsibility
RDS—Records Disposition Schedule
SAF—Secretary of the Air Force
SME—Subject Matter Expert
STP—Specialized Training Package
TAG—Training Advisory Group
TBA—Training Business Area
TDY—Temporary Duty
T.O.—Technical Order
TRG—Training Group
TRS—Training Squadron
UTC—Unit Type Code
U&TW—Utilization and Training Workshop
UTW—Utilization and Training Workshop

Attachment 2

PRIORITIES FOR DEVELOPING AIR FORCE CYBER TRAINING PRODUCTS

A2.1. Use one of the following priority codes when requesting training products for Cyberspace Support systems, equipment or functions:

A2.1.1. **Priority 1 - Mission Essential.** Use if you cannot sustain operations without the requested training product.

A2.1.2. **Priority 2 - Critical Mission Impairment.** Use if system, equipment, functions or operation will be severely restricted without the requested product.

A2.1.3. **Priority 3 - Deficiencies to Mission Support.** Use if failure to support your product request will result in damage to your mission.

A2.1.4. **Priority 4 - Personal Competence Reduced.** Use if lack of this training will result in personnel with less than satisfactory skills or insufficient knowledge to accomplish mission goals.

A2.1.5. **Priority PUB - Published.** Published packages remain on the Chiefs' Report until the next scheduled meeting of a TAG. Newly published products are also announced by e-mail to all 81st TRS/TSQ (Q-Flight) customers.

A2.1.6. **Priority XXX – Unprioritized.** Work on unprioritized packages may be superseded by any prioritized package awaiting work.

Attachment 3

**STEPS IN PUBLISHING AFJQS/AFQTPS AND REQUESTING FUNDS FOR
CYBERSPACE SUPPORT SCHOOLHOUSES**

Table A3.1. Steps in Publishing AFJQS/AFQTPs.

A	B	C	D	E	F	G	H
Step	Required Action	AFCFM	TAG	MAJCOM Functional Managers	81 TRSS/ TSQ (Q-Flight)	OPR (Assigned by AFCFM)	SME
1	Identify requirements for new or revised AFJQS/ AFQTP	X	X	X			
2	Establish development priority	X	X				
3	Develop tentative AFJQS				X		
4.	Review and coordinate tentative AFJQS			X	X		X
5	Develop draft AFQTP				X		
6.	Review and coordinate draft AFQTP			X	X		X
7	Prepare final AFJQS/ AFQTP				X		

A	B	C	D	E	F	G	H
Step	Required Action	AFCFM	TAG	MAJCOM Functional Managers	81 TRSS/ TSQ (Q-Flight)	OPR (Assigned by AFCFM)	SME
8	Approve final AFJQS/ AFQTP and complete AFI 36-2201 requirements for AFJQSs	X					
9	Review AFJQSs biennially				X		
10	Send final PDF to TBA PMO for upload to UTW				X		
11	CFM and CFA review and approve AFJQS/ AFQTP in UTW	X					
12	Send approval to TBA PMO to publish in TBA	X					
13	Provide timely answers to Q-Flight requests for developmental information (See Note)					X	X

Note: Failure to respond in a timely manner to requests for information regarding the development of new products or the review/revision of published products will cause a work stoppage.

Attachment 4

SPECIALIZED TRAINING PACKAGE (STP) ENROLLMENT

A4.1. AETC announces STPs as they become available through the on-line Education and Training Course Announcements (ETCA) webpage at <https://etca.randolph.af.mil/>.

A4.2. STP courses can be requested via the STP email box at: 338trs.stp@us.af.mil.

A4.3. For each STP request, the commander or commander's representative (for example, Unit Training Manager or Maintenance Training Manager) provides an official memorandum with the following information:

A4.3.1. Course Number requested. (E.g. E6AZS3D152 01MA). See <https://etca.randolph.af.mil/> for course list.

A4.3.2. Course title requested. (E.g. COMSEC Awareness Training)

A4.3.3. Availability of a qualified STP trainer.

A4.3.4. Availability of equipment, maintenance key material, and technical manuals.

A4.3.5. Certification that all trainees meet the AFSC prerequisites.

A4.3.6. Point of contact with voice and FAX phone numbers.

A4.3.7. Mailing address for the unit and the trainer.

A4.4. Each STP includes training objectives on COMSEC doctrine, policy, and procedures and includes information on security threat awareness of protective technology.

A4.5. Each STP includes specific controls and administrative procedures.

A4.5.1. Record STP training completion on DD Form 1435 or in Automated Training Management System after verification of successful completion (receipt of AF Form 1256).

A4.6. AFSC course prerequisites: Current STP course information can be found on the ETCA site at <https://etca.randolph.af.mil/>. 81 TRSS/TSQ (Q-Flight) lists current AFJQS and AFQTP products on its website under the respective AFSC at <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=20946>.

A4.6.1. Cyberspace support STPs are limited to those who have an operational need to be certified. AFSC prerequisites to order STPs are 3DXXX or civilian equivalent. Other AFSCs will be considered on a case by case basis.

A4.7. Contractor personnel: Employees of companies or corporations under contract to the Air Force, other armed forces, or other government agencies who require Air Force training must submit requests through the AF Unit Training Manager. Requirement for AF-provided training must be specified in the contract.

Attachment 5

INFORMATION REQUEST FOR PROJECT MEMORANDUM

<<Edit information in double brackets. This letter is e-mailed to the MAJCOM from the OPR.>>

<<Insert Current Date>>

MEMORANDUM FOR << MAJCOM OPR >>

<<ATTENTION: XXX XXX (delete if not needed)>>

FROM: 81 TRSS/TSQ

601 D Street

Keesler AFB MS 39534-2229

SUBJECT: Information Request for Project <<project number and title>>

1. Request the following information in accordance with AFI 36-2233.
 - a. The number of systems/units in the field and the number of locations currently in use.
 - b. The number and AFSC of personnel who operate, maintain, and install this system/are assigned to these units. Please list all applicable AFSCs and percentage for each if known.
 - c. The expected life cycle of this system.
 - d. Any known or pending modifications or replacements affecting this system/training package.
 - e. The number of MAJCOMs affected by this system/training package. Please list applicable commands.
 - f. Any specific areas or information that you want the developer to address during analysis phase development.
 - g. Any electronic or printed material that the developer may use to enrich training.
 - h. A definition on how this differs from the unit level JQS already in existence and what is to be included in this JQS.
 - i. Request you identify three Subject Matter Experts (SME) in support of this project. Identify SMEs by name, rank, unit, base assigned, and DSN number. SMEs must be qualified to maintain the <<project title>> at the force level and possess an in-depth knowledge of the subject equipment.
2. Your inputs will assist us in developing high quality training material for this system. To help us meet our milestone dates, please provide the requested information by <<dd mmm yy>> to <<Rank Name>>, <<insert DSN phone number, insert e-mail address>> and courtesy copy (cc) the SMEs' unit commanders.

<<Insert Signature Block>>

Attachment 6**OPR REQUEST LETTER**

<<Edit information in double brackets. This letter is e-mailed from the OPR to MAJCOM.>>

<<Insert Current Date>>

MEMORANDUM FOR <<MAJCOM OPR>>

ATTENTION: <<MFM NAME>>

FROM: 81 TRSS/TSQ

601 D Street

Keesler AFB MS 39534-2229

SUBJECT: Subject Matter Expert (SME) Request for <<AFJQS/AFQTP>> <<project number and name>>

1. In accordance with AFI 36-2233 request you identify three Subject Matter Experts (SME) in support of this project to assist us in developing high quality training material. Identify SMEs by name, rank, unit, base assigned, and DSN number. SMEs must be qualified to operate, maintain, or install the <<insert project name>> at the force level. In addition, they must possess an in-depth knowledge of the duty position. If possible, select SMEs not scheduled for extended TDY, deployment, or other duties that would affect their ability to carry out this tasking.
2. To help us meet our development milestone dates, please provide the requested information by <<dd mmm yy>> to <<insert CD rank and name>>, <<insert CD DSN phone number>>, <<insert CD email address>> and courtesy copy (cc) the SMEs' unit commanders.

<<Insert Signature Block>>

Attachment 7**FORMAT FOR REQUESTING TRAINING PRODUCTS**

<<Edit information in double brackets. This letter is sent from the requester to 81 TRSS/TSQ (Q-Flight)>>

(MAJCOM Letterhead

<<Insert Current Date>>

MEMORANDUM FOR: 81 TRSS/TSQ

FROM: <<Insert Three Line Address>>

SUBJECT: Training Product Development Request for (System/Equipment/Function)

1. Request a training product be developed for subject (system/equipment/function). The following information supports this request:

a. MAJCOM OPR and Item Manager. (Provide names, addresses, phone numbers, and e-mail addresses).

b. This (system/equipment/function) supports the (name) mission.

c. Subject Matter Experts (SME) and Item Managers. (Provide names, addresses, phone numbers, and e-mail addresses of at least three SMEs.)

d. There are (number of) (systems/equipment) in the field at (number of) locations.

e. Number and AFSC of personnel who operate, maintain, and install this system, equipment, or function.

f. The expected life cycle of this (system/equipment) is (years)(unknown).

g. List any known or pending modifications or replacements affecting this system, equipment, or function.

h. State the operation/maintenance concept of this (system/equipment).

i. Identify any formal training available, either through commercial or formal DOD schools. (List schools and contacts, if available.)

j. The technical data for this (system/equipment/function) is (available/preliminary/not available).

k. This (system/equipment/function) affects the following MAJCOMs: (List applicable commands)

1. Request priority (1) (2) (3) (4) (see attachment 1) for the following reasons: (List reasons)

2. Include any specific areas or information that you want the developer to address during the analysis phase of development. Provide the developer with any pertinent feedback received from divisions or field units. Be as specific as possible when defining the scope of the project.

<<Insert Signature Block>>