

AFSC 3D0X3

CYBER SURETY



BASIC



SENIOR



MASTER

**CAREER FIELD EDUCATION
AND TRAINING PLAN**

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CAREER FIELD EDUCATION AND TRAINING PLAN

CYBER SURETY

AFSC 3D0X3

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 Operations Superintendent

 Chief Enlisted Managers (CEM)

 MAJCOM Functional Manager (MFM) for Cyber Operations

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CYBER SURETY AFSC 3D0X3

CAREER FIELD EDUCATION AND TRAINING PLAN

PART I

Preface

1. The changing Command, Control, Communications, Computer, and Intelligence (C4I) and Air and Space Expeditionary Aerospace Forces (AEF) environments require vision, preparation, and attention to ensure people have the right skills and tools to deliver the C4I capabilities and the support required by the war fighter in meeting the Air Force mission of today and the vision of the future. Declining resources, expanding diversity of mission, and ever-changing technologies in the Air Force are impacting the availability of our most valuable resource-- people. These factors will continue to exist in the future, making it essential for the workforce to be effectively and efficiently trained to perform duties within each skill level of an Air Force Specialty (AFS). To meet the challenges of tomorrow, the Air Force must place a greater emphasis on career field training. This Cyber Surety Career Field Education and Training Plan (CFETP) is a comprehensive core training document that identifies life-cycle training/education requirements, support resources, and minimum core task requirements for the 3D0X3 specialty. The plan is a "training road map" for the career field. It provides personnel a clear career path to success and makes career field training identifiable, measurable, and budget defensible.

2. **IMPORTANT:** This CFETP is not a stand-alone document. It must be used in conjunction with the 3DXXX Cyberspace Support (Common Core) CFETP, which outlines tasks and courses shared by other 3D specialties. Together, the 3DXXX and 3D0X3 CFETPs provide comprehensive career field guidance and training for members of the AFSC 3D0X3.

3. The CFETP documents the career field training program and consists of two parts. Management uses both parts in conjunction with Training Business Area (TBA) to plan, manage and control training within the career field. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

3.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies and career field path; Section C associates each level with specialty qualifications (knowledge, education, experience, training and other); Section D indicates resource constraints (e.g., funds, manpower, equipment, facilities); and Section E identifies transition training guide requirements for SSgt through MSgt.

3.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, Training References (TRs) to support training, AETC-conducted training, wartime course and core task and correspondence course requirements. Section B contains the Course Objectives List (COL) and training standards supervisors will use to determine if Airmen satisfied training requirements; Section C identifies available support materials (e.g., Qualification Training Package, which may be developed to support proficiency training); Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; and Section E identifies MAJCOM-unique training requirements supervisors can use to determine

additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

4. Use of the guidance provided in this CFETP provides the foundation for effective and efficient training for individuals in this career field at the appropriate points in their careers. This plan enables the Air Force to train today's work force for tomorrow's jobs.

Abbreviations/Terms Explained

This section provides a common understanding of the terms that apply to the Cyber Surety Career Field and Education Training Plan.

Advanced Training (AT). A formal course of training that leads to a technical or supervisory level of an AFS. Training is for selected Airmen at the advanced level of an AFS.

Air and Space Expeditionary Force (AEF). The AEF is the Air Force's methodology for organizing, training, equipping, and sustaining rapidly responsive air and space forces to meet defense strategy requirements. Through the AEF, consisting of enabler and tempo banded capabilities, the Air Force supports defense strategy requirements using a combination of both permanently assigned and rotational (allocated) forces.

Air and Space Expeditionary Task Force (AETF). The AETF is the Air Force's primary warfighting organization and the means by which we present forces to a Joint Forces Commander (JFC). When established, AETFs will form up under the designated Air Force component headquarters.

Air Education Training Command (AETC). AETC is the Major Command responsible for the recruiting, training and education of Air Force personnel. AETC also provides pre-commissioning, professional military and continuing education.

Air Force Career Field Manager (AFCFM). Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat to ensure that assigned Air Force specialties are trained and utilized to support Air Force mission requirements.

Air Force Enlisted Classification Directory (AFECD). The official directory for all military enlisted classification descriptions, codes, and identifiers. Establishes the occupational structure of the Air Force enlisted force. The occupational structure is flexible to permit enlisted personnel to specialize and develop their skills and abilities while allowing the Air Force to meet changing mission requirements. Individual enlisted personnel have a joint responsibility with commanders and supervisors at all levels to develop their abilities fully consistent with Air Force needs and within the established patterns of specialization.

Air Force Job Qualification Standard (AFJQS). A comprehensive task list that describes a particular job type or duty position. Supervisors use the AFJQS to document task qualification. The tasks on AFJQSs are common to all persons serving in the described duty position.

Air Force Qualification Training Package (AFQTP). An instructional course designed for use at the unit to qualify or aid qualification in a duty position, program, or on a piece of equipment. It may be printed, computer-based, or other audiovisual media.

Air Force Specialty (AFS). A group of positions (with the same title and code) that require common qualifications.

Air Force Tactics, Techniques and Procedures (AFTTP). AFTTPs describe the proper employment of specific Air Force assets, individually or in concert with other assets, to accomplish detailed objectives.

Air University Associate-to-Baccalaureate Cooperative (AU ABC). Allows Airmen to turn a Community College of the Air Force Associates Degree into a Bachelor's Degree from an accredited university. The ABC program has established a partnership with various civilian higher-education institutions to offer four-year degree opportunities via distance learning. The participating schools will accept all of the credits earned by Airmen who have attained a CCAF degree and apply them to a Bachelor's degree related to their Air Force specialty.

Air University/ AFCDA (Air Force Career Development Academy). The result of a reorganization of Air Force Institute for Advanced Distributed Learning (AFIADL); provides access to the Extension Course Institute.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources; and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. CFETPs are officially posted at <http://www.e-publishing.af.mil/>.

Certification. A formal indication of an individual's ability to perform a task to required standards.

Certifying Official. A person assigned by the commander to determine an individual's ability to perform a task to required standards.

Chief Enlisted Manager (CEM) Code. CEM codes identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants who, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are: managing and directing personnel resource activities; interpreting and enforcing policy and applicable directives; establishing control procedures to meet work goals and standards; recommending or initiating actions to improve functional operation efficiency; planning and programming work commitments and schedules; developing plans regarding facilities, supplies, and equipment procurement and maintenance.

Command, Control, Communications, Computer, Intelligence, Surveillance, and Reconnaissance (C4ISR). Integrated systems of doctrine, procedures, organizational structures, personnel, equipment, facilities, and communications designed to support a commander's exercise of command and control through all phases of the operational continuum. C4 systems include base visual information support systems.

Computer Based Training (CBT). A forum for training in which the student learns via a computer terminal. It is an especially effective training tool that allows the students to practice applications while they learn.

Continuation Training. Additional advanced training that exceeds the minimum upgrade training requirements and emphasizes present or future duty assignments.

Core Task. A task AFCFMs identify as a minimum qualification requirement for everyone within an AFSC, regardless of duty position. Core task may be specified for a particular skill level or in general across the AFSC. Guidance for using core task can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication derived from initial/advanced skills Course Training Standard (CTS), identifying the tasks and knowledge requirements and respective standards provided to achieve a 3-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Air Force Training Program*.

Course Training Standard (CTS). A standard developed for all courses not governed by an STS, including specialized training packages and computer-based training courses.

Critical Tasks. Critical Tasks are tasks that require specific training and certification above and beyond other tasks. Tasks may be defined as critical either through AFI, Technical Orders, higher headquarters, or at any level in the unit.

Cross Utilization Training. Training on non-duty AFSC specific tasks.

Cyberspace. A global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

Cyberspace Operations. The employment of cyber capabilities where the primary purpose is to achieve objectives in or through cyberspace. Such operations include computer network operations and activities to operate and defend the DoD Information Network (DoDIN).

Direct Reporting Unit (DRU). Air Force subdivisions directly subordinate to the CSAF. A DRU performs a mission that does not fit into any of the MAJCOMs. A DRU has many of the same administrative and organizational responsibilities as a MAJCOM. An example of a DRU: USAF Academy.

DoD Directive 8570.01 Information Assurance Training, Certification, and Workforce Management. Provides guidance and procedures for the training, certification, and management of the DoD workforce conducting Information Assurance (IA) functions in assigned duty positions.

DoD Information Network (DoDIN). The globally interconnected, end-to-end set of information capabilities, associated processes, and personnel for collecting, processing, storing, disseminating and managing information on demand to warfighters, policy makers, and support personnel. The DoDIN includes all owned and leased communications and computing systems and services, software (including applications), data, security services, and other associated services necessary to achieve Information Superiority. The DoDIN supports all Department of Defense, National Security, and related Intelligence community missions and functions (strategic, operational, tactical, and business), in war and in peace. The DoDIN provides capabilities from all operating locations (bases, posts, camps, stations, facilities, mobile platforms, and deployed sites). The DoDIN provides interfaces to coalition, allied, and non-DOD users and systems.

Duty Position Tasks. The tasks assigned to an individual for the position currently held. These include, as a minimum, all core tasks that correspond to the duty position as directed by the AFCFM or MFM, and tasks assigned by the supervisor.

Education and Training Course Announcement (ETCA). Located at <https://etca.randolph.af.mil>, the ETCA contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses the MAJCOMs or FOAs conduct or manage. The ETCA contains courses the Air Force and reserve forces conduct or administer and serves as a reference for the Air Force, DoD, other military services, government agencies, and security assistance programs.

Emissions Security (EMSEC). Process and procedures to deny interception and exploitation of classified, and in some instances unclassified, information by containing compromising emanations within an inspectable space. Implement measures to protect against compromising emanations according to AFSSI 7700 and associated EMSEC specialized publications.

Enlisted Specialty Training (EST). A mix of formal (technical school) and informal (on-the-job) training to qualify and upgrade Airmen in each skill level of a specialty.

Enterprise. The entire range of communications and networking within garrison and tactical realms to include voice, video, data, imagery and sensor.

Expeditionary Aerospace Force (EAF). The EAF is how the Air Force will organize, train, equip, and sustain itself by creating a mindset and cultural state that embraces the unique characteristics of aerospace power – range, speed, flexibility, precision – to meet the national security challenges.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Field Operating Agency (FOA). FOAs are subdivisions of the Air Force directly subordinate to a headquarters US Air Force functional manager. A FOA performs field activities beyond the scope of any of the MAJCOMs. The activities are specialized or associated with an Air Force-wide mission. An example of a FOA: Air Force Weather Agency.

Field Training. Technical, operator, and other training that either a field training detachment or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

Functional Area Manager (FAM). The FAM is the principal advisor to their respective commander/functional director/DCS on the management and oversight of all personnel and equipment within a specific functional area to support operational planning and execution. Commanders, managers, and supervisors at all levels must ensure the right people are selected to be FAMs based upon knowledge and experience. In order for FAMs to be efficient and effective as well as enable them to respond to time-sensitive planning requirements, commanders, managers, and supervisors must ensure that once selected, FAMs are provided the tools, time, and training required to do their job.

Individual Training Plan (ITP). Use Training Business Area (TBA) to document training. TBA reflects past and current qualifications and is used to determine training requirements. It is intended to be a complete history of past training and current qualifications. Supervisors will ensure all documentation is accurate and comprehensive.

Information Systems (IS). Set of information resources organized for the collection, storage, processing, maintenance, use, sharing, dissemination, disposition, display, or transmission of information.

Initial Skills Training (IST). A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory upgrade training to qualified officers.

Instructional System Development (ISD). A deliberate and orderly (but flexible) process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way to become educated on the knowledge, skills, and abilities essential for successful job performance.

Joint Information Environment (JIE). A secure information environment comprised of shared information technology infrastructure, enterprise services, and a single security architecture, operated and managed per Unified Command Plan using enforceable standards, specifications, and common tactics, techniques, procedures.

Key Management Infrastructure (KMI). Computer hardware, firmware, software, and other equipment and its documentation; facilities that house the equipment and related functions; and companion standards, policies, procedures, and doctrine that form the system that manages and supports the ordering and delivery of cryptographic material and related information products and services to users.

Knowledge Training. Training used to provide a base of knowledge for task performance. It may also be used in lieu of task performance when the training capability does not exist. Learning gained through knowledge rather than hands-on experience.

Major Command (MAJCOM). A MAJCOM represents a major Air Force subdivision having a specific portion of the Air Force mission. Each MAJCOM is directly subordinate to HQ USAF. MAJCOMs are interrelated and complementary, providing offensive, defensive, and support elements.

Master Task Listing (MTL). A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or UTC requirements.

Master Training Plan (MTP). Employs a strategy for ensuring the completion of all work center job requirements by using a MTL and provides milestones for task, Career Development Course (CDC) completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and qualification tasks.

Occupational Analysis Report (OAR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFSC.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position) training.

Proficiency Training. Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training. Hands-on, task performance based training designed to qualify Airmen in a specific duty position. This training program occurs both during and after the upgrade training process and is designed to provide skills training required to do the job.

Remanence. The residual representation of data that was previously erased in some way. After an Information Systems (IS) media is “erased,” some physical characteristics of the system may allow reconstruction of data.

Remanence Security (REMSEC). The use of prescribed safeguards and controls to prevent reconstruction or disclosure of sensitive or classified information to persons who do not have the proper clearance or need-to-know for this information.

Resource Constraints. Resource deficiencies (such as money, facilities, time, manpower, and equipment) that preclude desired training from being delivered.

Risk Management Framework (RMF). The selection and specification of security controls for an information system accomplished as part of an organization-wide information security program that involves the management of organizational risk--that is, the risk to the organization or to individuals associated with the operation of an information system. The management of organizational risk is a key element in the organization's information security program and provides an effective framework for selecting the appropriate security controls for an information system--the security controls necessary to protect individuals and the operations and assets of the organization.

Specialized Training Package and COMSEC Qualification Training Package. A composite of lesson plans, test material, instructions, policy, doctrine and procedures necessary to conduct training. These packages are prepared by AETC, validated by CYSS COMSEC policy branch and administered by qualified communications security (COMSEC) maintenance personnel.

Specialty Training Requirements Team (STRT). A meeting chaired by the AFCFM with MAJCOM FMs, AETC Training Managers, Subject Matter Experts (SME) and HQ AETC Occupational Analysis Division (OAD) in attendance. Typically held three months prior to a Utilization and Training Workshop (U&TW) to finalize any CFETP changes or enlisted classification directory descriptions.

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, 7-, or 9-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Standard. An exact value, a physical entity, or an abstract concept established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. It is a fixed quantity or quality.

System Training Plan (STP). A living document that explains what training is needed for a system and how to obtain the training.

Task Module (TM). A group of tasks performed together within an AFS that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

Total Force. All collective components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Advisory Group (TAG). Chaired by the AFCFM and attended by the MAJCOM, selected DRU and FOA functional managers. The TAG sets training goals and priorities, reviews training programs and evaluates emerging training technologies. The group meets, as required, to prioritize training product development.

Training Business Area (TBA). A web-based training application that provides Air Force war fighters with global, real-time visibility into qualifications, certifications and training status of communications professionals. TBA supports base, wing and work center training management activities by automating business processes and capabilities to eliminate paper-based practices. The system centralizes management of training task data, provides user access to CFETPs/JQs and increases security through a single AF Portal log on.

Training Capability. The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, and study reference materials, and so on in determining a unit's training capability.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, TPTs are more intimately involved in training development and the range of issues examined is greater than in the U&TW forum.

Training Requirements Analysis (TRA). A detailed analysis of tasks for a particular AFSC to be included in the training decision process.

Training Setting. The type of forum in which training is provided through a formal resident school, on-the-job, field training, mobile training team, self-study, etc.

Unit Type Code (UTC). A five-character alphanumeric code identifying a specific force package of personnel and/or equipment. The UTC is the means for linking logistics and manpower details within a unit type and is used to communicate force data. The UTC represents a wartime capability designed to fill a valid contingency requirement.

Upgrade Training. Training that leads to the award of a higher skill level.

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or AFS. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum of the AFCFM, MAJCOM Functional Managers, subject matter experts (SME), and AETC training personnel that determines career ladder training requirements.

Wartime Tasks. Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Workflow. A series of steps necessary for the initiation, tracking and delivery of services or outputs with the capability to cut across existing or future organizational boundaries. Furthermore, web-based workflow products allow electronic coordination, staffing, and task management of documents and files. They are relational to an electronic version of the Staff Summary Sheet (SSS) and other AF/DoD forms used for routing/collection of information. Automation provides the capability to suspense and track correspondence through the workflow process and provides action officers and document originators status on their packages. Provides users the capabilities to comply with structured electronic workflow processes and the flexibility to create/develop ad hoc workflow courses of actions. Future use of standardized EIM tools will enhance usability and eliminate legacy methods.

Section A - General Information

1. Purpose of the CFETP. This CFETP, when used in conjunction with the 3DXXX Cyberspace Support CFETP, provides the information necessary for AFCFMs, MAJCOM Functional Managers (MFM), commanders, training managers, supervisors and trainers to plan, develop, manage and conduct an effective and efficient career field training program. The plan outlines the initial skills, upgrade, qualification, advanced and proficiency training those individuals in AFSC 3D0X3 should receive in order to develop and progress throughout their careers. Initial skills training is the AFS specific training an individual receives upon entry into the AF or upon retraining into this specialty for award of the 3-skill level. This training is provided by the 336th Training Squadron (TRS) at Keesler AFB, MS. Upgrade training identifies the mandatory courses, task qualification requirements, Career Development Course (CDC) completion and correspondence courses required for award of the 5-, 7-, or 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some of which are:

- 1.1.** Serves as a management tool to plan, develop, manage, and conduct a career field training program. Also, ensures that established training is provided at the appropriate point in an individual's career.
- 1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends training throughout each phase of an individual's career.
- 1.3.** Lists training courses available in the specialty, identifies sources of the training, and provides the training medium.
- 1.4.** Identifies major resource constraints that impact implementation of the desired career field training program.

2. Use of the CFETP. The CFETP is maintained by the 3D0XX Air Force Career Field Manager (AFCFM), SAF/CIO A6SF. MAJCOM FMs and AETC review the plan annually to ensure currency and accuracy and forward recommended changes to the AFCFM. Using the list of courses in Part II, they determine whether duplicate training exists and take steps to eliminate/prevent duplicate efforts. Career field training managers at all levels use the plan to ensure a comprehensive and cohesive training program is available for each individual in the career ladder.

- 2.1.** AETC training personnel develop/revise formal resident and exportable training based upon requirements established by the users and documented in the STS. They also develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.
- 2.2.** MAJCOM FMs ensure their training programs complement the CFETP mandatory initial skill and upgrade requirements. They also identify the needed AFJQs/AFQTPs to document unique upgrade and continuation training requirements. Requirements are satisfied through OJT,

resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFSC must be included into this plan.

2.3. 81 TRSS/TSQ Qualification Training Flight (Q-Flight) personnel develop training packages (AFJQSs/AFQTPs) based on requests submitted by the MAJCOMs and according to the priorities assigned by the AFCFM.

2.4. Unit level training managers and supervisors manage and control progression through the career field by ensuring individuals complete the mandatory training requirements for upgrade specified in this plan and supplemented by their MAJCOM. The list of courses in Part II is used as a reference for planning continuation or career enhancement training.

2.5. Submit recommended CFETP corrections to the 81 TRSS Q-Flight Customer Service Desk at 81 TRSS/TSQS, 601 D Street, Keesler AFB MS 39534-2235 or call DSN 597-3343. To contact electronically send email to: qflight.customer.service@us.af.mil.

2.6. Submit recommended CFETP additions/deletions through your MAJCOM Functional Manager.

3. Coordination and Approval of the CFETP. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel coordinate on the career field training requirements. The AETC training manager initiates an annual review of this document by AETC and MAJCOM functional managers to ensure the CFETP's currency and accuracy by using the list of courses in Part II to eliminate duplicate training.

Section B - Career Field Progression and Information

4. Specialty Description. This information reflects what is presented in the AFECD.

4.1. Cyber Surety Apprentice/Journeyman/Craftsman (3D033/3D053/3D073) Specialty Summary. Performs risk management framework security determinations of fixed, deployed and mobile information systems (IS) and telecommunications resources to monitor, evaluate and maintain systems, policy and procedures to protect clients, networks, data/voice systems and databases from unauthorized activity. Identifies potential threats and manages resolution of communications security incidents. Enforces national, DoD and Air Force security policies and directives to ensure Confidentiality, Integrity and Availability (CIA) of IS resources. Administers and manages the overall cybersecurity program to include Communications Security (COMSEC), Emissions Security (EMSEC) and Computer Security (COMPUSEC) programs.
Related DoD Occupational Subgroup: 153000.

4.2. Duties and Responsibilities:

4.2.1. Conducts cybersecurity risk management framework assessments; ensures enterprise cybersecurity policies fully support all legal and regulatory requirements and ensures cybersecurity policies are applied in new and existing IS resources. Identifies cybersecurity weaknesses and provides recommendations for improvement. Monitors enterprise cybersecurity policy compliance and provides recommendations for effective implementation of IS security controls.

4.2.2. Evaluates and assists IS risk management activities. Makes periodic evaluation and assistance visits, notes discrepancies, and recommends corrective actions. Audits and enforces the compliance of cybersecurity procedures and investigates security-related incidents to include COMSEC incidents, classified message incidents, classified file incidents, classified data spillage, unauthorized device connections, and unauthorized network access. Develops and manages the cybersecurity program and monitors emerging security technologies and industry best practices while providing guidance to unit level Information Assurance (IA) Officers.

4.2.3. Responsible for cybersecurity risk management of national security systems during all phases of the IS life cycle through Remanence Security (REMSEC).

4.2.4. Integrates risk management framework tools with other IS functions to protect and defend IS resources. Advises cyber systems operations personnel and system administrators on known vulnerabilities and assists in developing mitigation and remediation strategies. Provides CIA by verifying cybersecurity controls are implemented in accordance with DoD and Air Force standards. Analyzes risks and/or vulnerabilities and takes corrective action to mitigate or remove them. Ensures appropriate administrative, physical, and technical safeguards are incorporated into all new and existing IS resources through certification and accreditation and protects IS resources from malicious activity.

4.2.5. Performs COMSEC management duties in accordance with national and DoD directives. Maintains accounting for all required physical and electronic cryptographic material. Issues cryptographic material to units and COMSEC Responsible Officers (CRO). Provides guidance and training to appointed primary/alternate CROs. Conducts inspections to ensure COMSEC material is properly maintained and investigates and reports all COMSEC related incidents.

4.2.6. Performs EMSEC duties in accordance with national and DoD EMSEC standards. Denies unauthorized access to classified, and in some instances, unclassified information via compromising emanations within a controlled space through effective countermeasure application. Ensures all systems and devices comply with national and DoD EMSEC standards. Inspects classified work areas, provides guidelines and training, maintains area certifications, determines countermeasures; advises commanders on vulnerabilities, threats, and risks; and recommends practical courses of action.

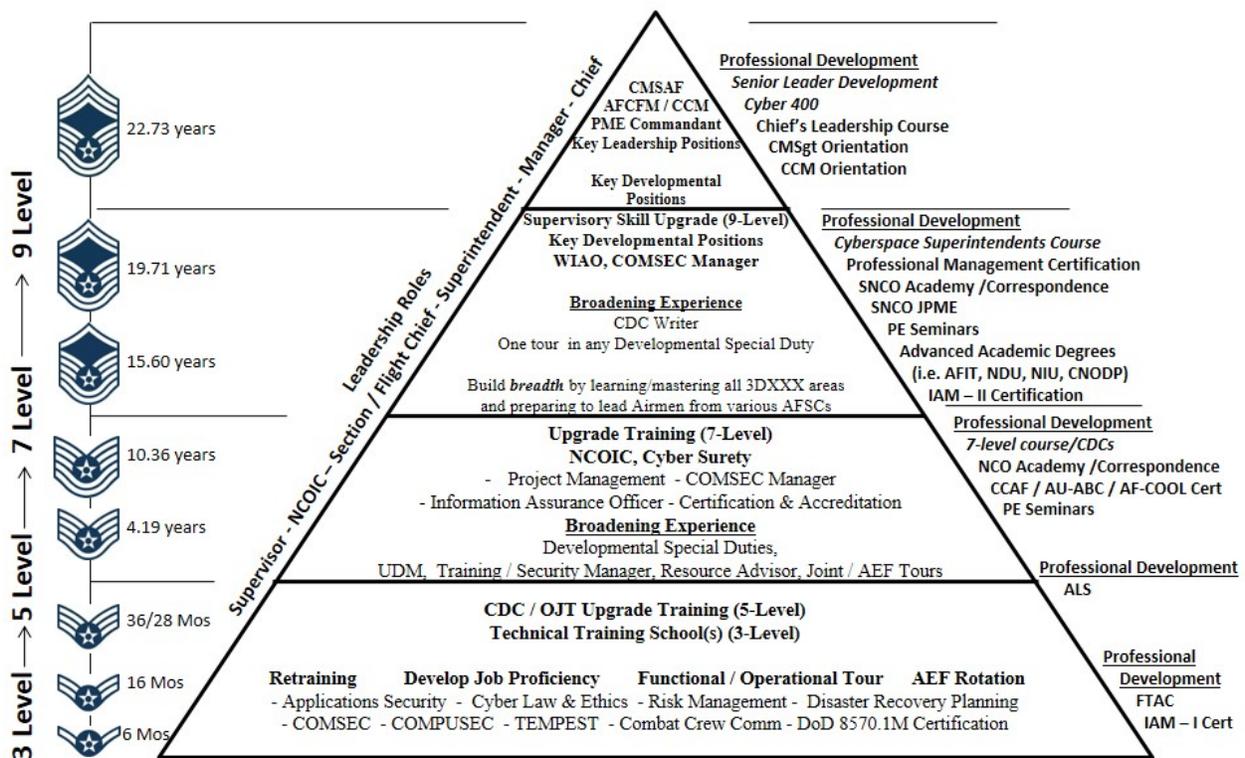
4.2.7. Performs Combat Crew Communications (CCC) functions in support of flying operations. Trains and equips airlift, bomber, early warning, reconnaissance, and tanker aircrews with appropriate COMSEC, Flight Information Publications, Identification, Friend or Foe/Selective Identification Feature publications, Combat Mission Folders, High Frequency, Milstar, Very Low Frequency/Low Frequency, aircrew training, and programming communications equipment.

4.2.8. Responsible for oversight or management of installation Information Assurance awareness programs. Performs or supervises user cybersecurity awareness and training. Promotes cybersecurity awareness through periodic training, visual aids, newsletters, or other dissemination methods in accordance with organizational requirements.

4.2.9. As part of the Cyberspace Support career field family, manages, supervises, and performs planning and implementation activities. Manages implementation and project installation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates base communications systems. Serves as advisor at meetings for facility design, military construction programs and minor construction planning. Evaluates base comprehensive plan and civil engineering projects. Monitors status of base work requests. Performs mission review with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project packages and amendments. Monitors project status and completion actions. Manages and maintains system installation records, files, and indexes. Evaluates contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems.

5. Skills and Career Progression. Adequate training is essential to timely progression of personnel from apprentice to superintendent skill levels and plays an important role in the Air Force's ability to accomplish its mission. Everyone involved in training must do their part to plan, manage, and conduct effective training programs. The guidance provided in this part of the CFETP and the 3D0X3, Cyber Surety Career Path table will ensure individuals receives viable training at appropriate points in their career. The training listed in this plan is specific to the AFSC 3D0X3 and must be used in conjunction with the common core training identified in the 3DXXX CFETP. Mandatory requirements for upgrade training to each skill level are covered in [Section C](#).

3D0X3 Career Path Chart



Note: Average Selection Time in Service (TIS) based on 2014 AF Promotion results. Refer to AFPC Web site for current information.

6. Training Decisions. This CFETP was developed to encapsulate an entire spectrum of training requirements for the Cyber Surety career field, using a building block approach (simple to complex). Included in this spectrum was the strategy of when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

6.1. Proficiency Training. This training is job qualification for an assigned duty position. Additional qualification training becomes necessary when personnel transfer to another duty position, the unit mission changes, a new personnel program comes on board, or any time changes in techniques or procedures occur.

6.1.1. Dashed tasks are available in TBA for individual training plans (ITP) in the event an Airman performs the tasks.

6.1.2. The 81 TRSS/TSQ (Q-Flight) develops AFJQSs/AFQTPs to support tasks relating to Cyber Surety, functions, and duties. Completion of AFJQSs/AFQTPs is mandatory by duty position for personnel in upgrade or qualification training.

6.2. Seven-Level Upgrade Training Requirements: Completion of the E6ACW3DX7X 01AA Cyberspace Career Advancement Course is mandatory.

6.3. Nine-Level Upgrade Training Requirements: Completion of E6ACW3DX9X 00AA Cyberspace Superintendent Course is mandatory.

7. Community College of the Air Force (CCAF) Academic Programs. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity for all enlisted members to obtain an Associate in Applied Science degree. In order to be awarded the degree must be completed before the student separates from the Air Force, retires, or is commissioned as an officer. In addition to its associate's degree program, CCAF offers the following:

7.1. CCAF Instructor Certification. The College offers the CCAF Instructor Certification to instructors teaching full time in a CCAF affiliated school. To qualify, instructors must complete a 3 semester hour Instructor Methodology course, a 12 semester hour Teaching Internship, have one year teaching experience from date of Teaching Internship completion, hold an associate or higher degree, complete at least 1,000 hours of documented practical experience teaching a CCAF course(s), and be recommended by their commander/commandant.

7.2. The Information System Technology (0IYY) program applies to the 3D0X3 career field.

7.2.1. Degree Requirements: Individuals must hold the 5-skill level at the time of program completion.

	Semester hours
Technical Education.....	24
Leadership, Management, and Military Studies	6
Physical Education.....	4
General Education.....	15
Program Electives	15
	Total 64

7.2.2. Technical Education (24 semester hours): A minimum of 12 semester hours of technical core subjects and courses must be applied and the remaining semester hours will be applied from technical core/technical elective subjects and courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject/course must be approved in advance by the technical branch of the CCAF Administrative Center.

7.2.3. Leadership, Management, and Military Studies (LMMS) (6 semester hours): Professional military education (PME) and/or civilian management courses accepted in transfer and/or by testing credit. See CCAF General Catalog for application of civilian management courses.

7.2.4. Physical Education (4 semester hours): Satisfied upon completion of basic military training.

7.2.5. General Education (15 semester hours): Courses must meet the criteria for application of courses to the General Education requirement and be in agreement with the definitions of applicable General Education subjects/courses as outlined in the CCAF General Catalog.

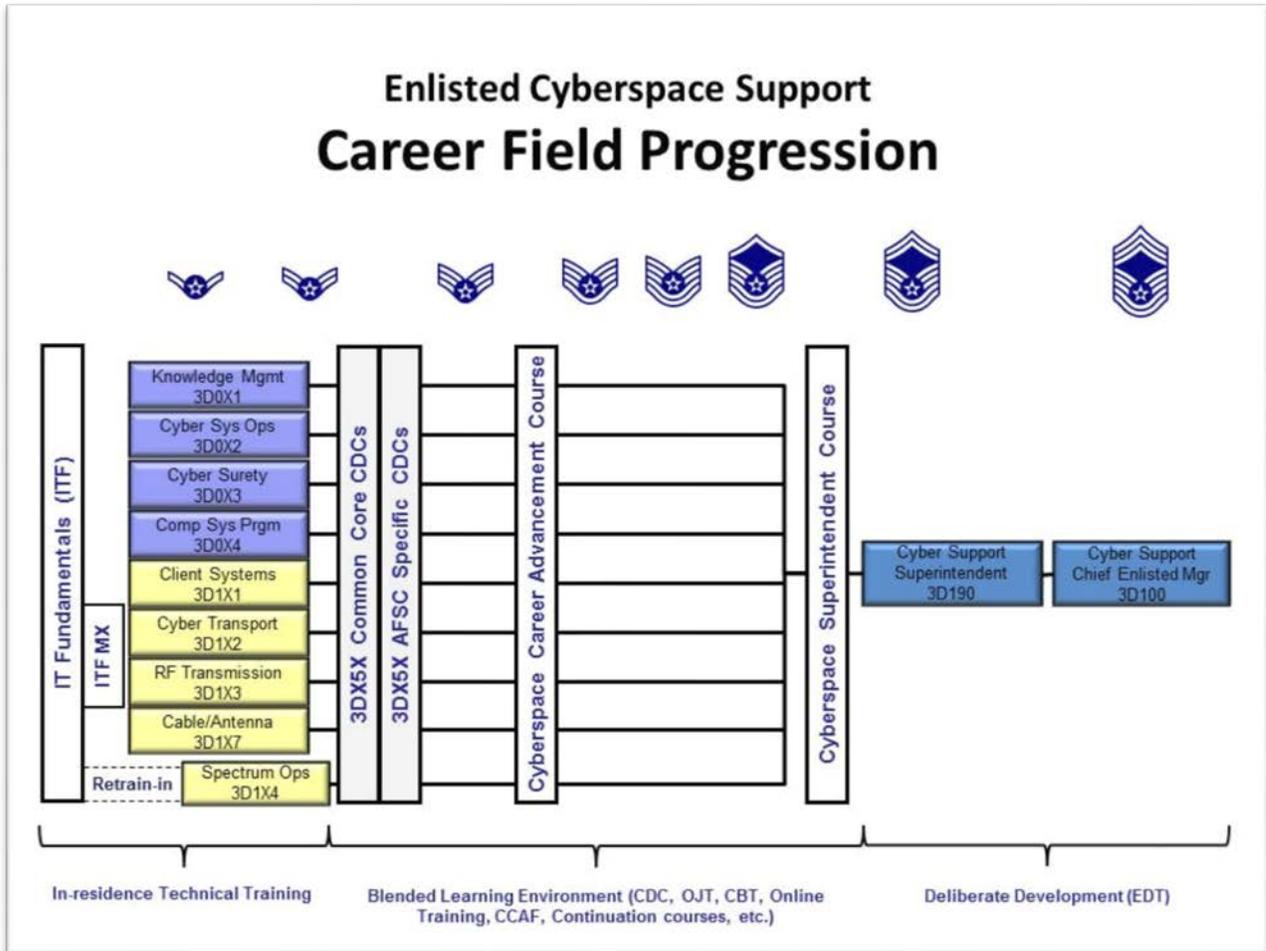
7.2.6. General Education Mobile (GEM): GEM is a partnership between CCAF and civilian academic institutions to offer general education courses to meet CCAF A.A.S. degree requirements. Courses are offered via distance learning, which reduces CCAF educational impact of deployments, PCS and family commitments.

7.2.7. Program Elective (15 semester hours): Courses applying to technical education, LMMS or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through the Defense Language Proficiency Test; maximum 9 Semester Hours of CCAF degree-applicable technical course credit otherwise not applicable to program of enrollment.

7.3. See the current CCAF General Catalog for details regarding the Associates of Applied Science in Information System Technology. The catalog is available at your education office or from <http://www.au.af.mil/au/barnes/ccaf/>.

7.4. Additional off-duty education is highly encouraged, but is a personal choice that is encouraged for all. Individuals desiring to become an AETC instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain CCAF's accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path. The following summarizes career progression and personnel allocations across the career ladder. 3D0XX personnel maintain their individual AFSC identifiers through the rank of MSgt. Upon promotion to SMSgt, 3D0X1/3D0X2/3D0X3/3D0X4 merge to become a 3D090. 3D090's compete for the rank of Chief to become a 3D000.



3D0X3 CYBER SYSTEMS OPERATIONS CAREER PATH

	<i>GRADE REQUIREMENTS</i>			
<i>Education and Training Requirements</i>	<i>Rank</i>	<i>Average Sew-On</i>	<i>Earliest Sew-On</i>	<i>High Year Of Tenure (HYT)</i>
Basic Military Training School (BMTS)				
Apprentice Technical School (3-Skill Level)	Amn	6 months		
Upgrade To Journeyman (5-Skill Level) MANDATORY - Minimum 12 months on-the-job training (OJT). - Minimum 9 months OJT for retrainees. - Complete appropriate CDC. - Specific AFJQSS/AFQTPs for equipment at assigned location by duty position. - Completion of 5-Level Training Track CBTs, if available. - Complete 3DXXX CFETP requirements for 5-Skill Level upgrade. OPTIONAL - AETC Supplemental training courses as determined by MAJCOM.	A1C SrA	16 months 3 years	28 months	8 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months' time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	Trainer - Qualified and certified to perform the task to be trained. - Must attend formal AF Training Course. - Recommended by the supervisor.			

3D0X3 CYBER SYSTEMS OPERATIONS CAREER PATH

3D0X3 CYBER SYSTEMS OPERATIONS CAREER PATH				
	GRADE REQUIREMENTS			
<i>Education and Training Requirements</i>	<i>Rank</i>	<i>Average Sew-On</i>	<i>Earliest Sew-On</i>	<i>High Year Of Tenure (HYT)</i>
<p>Upgrade To Craftsman (7-Skill Level)</p> <p>MANDATORY</p> <ul style="list-style-type: none"> - Minimum rank of SSgt. - 12 months OJT. - 6 months OJT for retrainees. - Completion of the E6ACW3DX7X 01AA Cyberspace Career Advancement Course. - Specific AFJQSS/AFQTPs for equipment at assigned location by duty position. - Completion of 7-Level Training Track CBTs, if available. - Complete 3DXXX CFETP requirements for 7-Skill Level upgrade. <p>OPTIONAL</p> <ul style="list-style-type: none"> - AETC Supplemental training courses as determined by MAJCOM. 	SSgt	4.19 years	3 years	15 Years
	<p>Certifier</p> <ul style="list-style-type: none"> - Must be a SSgt with a 5-skill level or civilian equivalent. - Must attend formal AF Training Course. - Be a person other than the trainer except for AFSCs, duty positions, units, and/or work centers with specialized training standardization and certification requirements. 			

3D0X3 CYBER SYSTEMS OPERATIONS CAREER PATH				
	GRADE REQUIREMENTS			
<i>Education and Training Requirements</i>	<i>Rank</i>	<i>Average Sew-On</i>	<i>Earliest Sew-On</i>	<i>High Year Of Tenure (HYT)</i>
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or MSgt. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only). - ANG/AFRC TSgt or MSgt may attend in-residence or may complete by correspondence course.	TSgt	10.36 years	5 years	20 years
	MSgt	15.60 years	8 years	24 years
USAF Senior NCO Academy (SNCOA) - Must be a MSgt or SMSgt. - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only).				
Upgrade To Superintendent (9-Skill Level) MANDATORY - Minimum rank of SMSgt. - Completion of 9-Level Training Track CBTs, if available. - Specific AFJQSs/AFQTPs for equipment at assigned location by duty position. - Complete 3DXXX CFETP requirements for 9-Skill Level.	SMSgt	19.71 years	11 years	26 years
Chief Enlisted Manager (CEM)	CMSgt	22.73 years	14 years	30 years

NOTE 1: Published sew-on times are Air Force averages for the 3D0X3 AFSC. Refer to the Air Force Personnel Center's myPers website for more career field specific information.

NOTE 2: See Part II, Sections C and D for a list of AFJQSs/AFQTPs and AETC supplemental training.

NOTE 3: All core position tasks must be completed prior to upgrade.

Section C - Skill Level Training Requirements

9. Purpose. The various skill levels in the career field are defined in terms of tasks and knowledge requirements for each skill level in the Cyber Surety field of the Cyber Operations career ladder. They are stated in broad, general terms and establish the standards of performance. Core tasks, knowledge items, and skill requirements for this specialty are identified in the STS, COL, CDCs, AFJQSs/AFQTPs, etc. Completion of the mandatory 3-level skill awarding course, CDCs, and applicable AFJQSs/AFQTPs define the Air Force core tasks for this specialty. **NOTE:** The 3DXXX Cyberspace Support CFETP lists additional skill-level requirements, which are required by all 3DXXX AFSCs.

10. Specialty Qualification Requirements.

10.1. Apprentice (3-Level) Training.

KNOWLEDGE	Computer Security. Communications Security. Emissions Security.
EDUCATION	For entry into this specialty, completion of high school or General Education Development (GED) equivalency is mandatory. Additional education in advanced mathematics, computer science and networking is desirable.
TRAINING	Completion of the E3AQR3D033 00AA, IT Fundamentals Course; E3AQR3D033 01AC, Cyber Surety Course (PDS Code XO1); and E3ABR3D033 00BB, Cyber Surety Security+ Certification Course.
EXPERIENCE	Systems administration and/or software development, testing, and quality assurance is desired.
OTHER	For award and retention of AFSC 3D033, must maintain Air Force Network access according to AFMAN 33-282, <i>Computer Security (COMPUSEC)</i> . Specialty requires routine access to Top Secret material or similar environment. For award and retention of 3D033, successful completion of a Single Scope Background Investigation (SSBI) according to AFI 31-501, <i>Personnel Security Program Management</i> is mandatory. NOTE: Award of the 3-skill level without a completed Single Scope Background Investigation (SSBI) is authorized provided an SSBI has been initiated IAW AFI 31-501.
IMPLEMENTATION	Attendance at the Cyber Surety Course is mandatory for award of the 3-skill level unless waived by the 3D0XX AFCFM.

10.2. Journeyman (5-Level) Training.

KNOWLEDGE	All 3D033 knowledge qualifications apply to the 3D053 requirements: completion of the 3DX5X and 3D053 Career Development Courses.
TRAINING	No mandatory AETC training courses are required for upgrade. Completion of 5-level training track CBTs. Completion of all 5-level requirements outlined in the 3DXXX Cyberspace Support CFETP
EXPERIENCE	Qualification in and possession of AFSC 3D033. Performing IA functions and/or activities such as COMSEC, EMSEC, etc. Completion of all STS core tasks. Completion of applicable AFJQsSs/AFQTPs. Completion of all local tasks assigned for the duty position. Possession of appropriate commercial certification IAW AFMAN 33-285, <i>Information Assurance (IA) Workforce Improvement Program</i> , is required.
OTHER	For award and retention of AFSC 3D053, must maintain Air Force Network access and IA Certification IAW AFMAN 33-282, <i>Computer Security (COMPUSEC)</i> and AFMAN 33-285, <i>Information Assurance (IA) Workforce Improvement Program</i> . Specialty requires routine access to Top Secret material or similar environment. For award and retention of 3D053, successful completion of a SSBI according to AFI 31-501, <i>Personnel Security Program Management</i> is mandatory.
IMPLEMENTATION	Entry into formal journeyman upgrade training is accomplished once individuals are assigned to their first duty station. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified. Use CDCs, CBTs and AFJQsSs/AFQTPs concurrently to obtain the necessary qualification for refresher and cross-utilization training.

10.3. Craftsman (7-Level) Training.

KNOWLEDGE	All 3D053 knowledge qualifications apply to the 3D073 requirements. Computer System Project Management. Computer System Planning.
TRAINING	Completion of the E6ACW3DX7X 01AA Cyberspace Career Advancement Course is mandatory. Completion of 7-level training track CBTs, if available. Completion of all 7-level requirements outlined in the 3DXXX Cyberspace Support CFETP.
EXPERIENCE	Qualification in and possession of AFSC 3D053. Supervising IA functions and/or activities such as COMSEC, EMSEC, etc. Completion of all STS core tasks. Completion of applicable AFJQSs/AFQTPs. Completion of all local tasks assigned for the duty position. Must maintain appropriate commercial certification IAW AFMAN 33-285, <i>Information Assurance (IA) Workforce Improvement Program</i> .
OTHER	For award and retention of AFSC 3D073, must maintain Air Force Network access and IA Certification IAW AFMAN 33-282, <i>Computer Security (COMPUSEC)</i> and AFMAN 33-285, <i>Information Assurance (IA) Workforce Improvement Program</i> . Specialty requires routine access to Top Secret material or similar environment. For award and retention of 3D073, successful completion of a SSBI according to AFI 31-501, <i>Personnel Security Program Management</i> is mandatory.
IMPLEMENTATION	Entry into OJT is initiated when individuals obtain the necessary rank and skill level. Qualification training is initiated anytime an individual is assigned duties for which they are not qualified. Use CDCs and AFJQSs/AFQTPs concurrently to obtain the necessary qualification for refresher and cross-utilization training.

10.4. Superintendent (9-Level) Training. 3D090 skill level requirements are listed in the 3DXXX Cyberspace Support (Common Core) CFETP.

10.5. Training Sources.

10.5.1. AFSC specific training - 336 TRS, Keesler AFB, MS at <https://etca.randolph.af.mil/>.

10.5.2. CDCs for 3DXXX/3D0X3 are available for upgrade purposes through the unit training manager or online at Air University. For individual qualification and cross-utilization training, CDCs are ordered through the unit training office.

10.5.3. AFJQSs/AFQTPs are Air Force publications and are mandatory for use by personnel in upgrade or qualification training. They are developed by the 81 TRSS (Q-Flight), Keesler AFB, MS and may be downloaded from https://cs3.eis.af.mil/sites/20946/AFKN_Docs/Forms/AllItems.aspx. Procedures for requesting development of AFJQSs/AFQTPs are contained in AFI 33-154, *Air Force On-the-Job Training Products for Cyberspace Support Enlisted Specialty Training*. AFJQSs/AFQTPs are listed in Part II, Section C, of this CFETP.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Included are narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training, the resources needed, and actions required to satisfy the training requirements.

12. Apprentice (3-Level) Training. There are no constraints.

13. Journeyman (5-Level) Training. There are no constraints.

14. Craftsman (7-Level) Training. There are no constraints.

15. Superintendent (9-Level) Training. There are no constraints.

Section E - Transition Training Guide

There are currently no transition training requirements. This area is reserved.

PART II

Section A - Specialty Training Standard

- 1. Implementation.** This STS will be used for technical training provided by AETC for the 3-level class E3AQR3D033 01AC beginning 29 July 2015.
- 2. Purpose.** As prescribed in AFI 36-2201, *Air Force Training Program*, and this STS:
 - 2.1.** Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements. **NOTE:** Core tasks are minimum task training requirements for upgrade to the 5-skill level.
 - 2.2.** Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. For initial certification or transcribing documentation, complete the columns in accordance to AFI 36-2201.
 - 2.3.** Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See the Air Force Career Development Academy (AFCDA) CDC/eCDC catalog maintained at https://cs3.eis.af.mil/sites/AE-ED-02-37/AFKN_Docs/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAE%2DED%2D02%2D37%2FAFKN%5FDocs%2Fe%2DCDC%5FCDC%20Catalog for current CDC listings.
 - 2.4.** Qualitative Requirements. Attachment 1 contains the tasks, knowledge, and proficiency levels referenced in paragraph 2. Columns are marked with a proficiency code to indicate subjects taught. An X in the proficiency code column indicates a lack of student man-years and instructor resources. Trainees without prerequisites specified in Education and Training Course Announcement (ETCA) cannot be expected to meet proficiency levels indicated.
 - 2.5.** Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, *Individual Training Record* folder, and used according to AFI 36-2201.
 - 2.6.** Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the Airmen Advancement Division by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the Enlisted Promotion References and Requirements Catalog (EPRRC). Individual responsibilities are listed in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Training Feedback Hotline has been installed for the supervisors' convenience. For a quick response to concerns, call our Training Feedback Hotline at DSN 597-4566, fax us at DSN 597-3790, or e-mail us at 81trg-tget@us.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

WILLIAM J. BENDER, Lieutenant General, USAF
Chief, Information Dominance and
Chief Information Officer

Attachments:

1. Qualitative Requirements
2. Specialty Training Standard (STS) 3D0X3

PREFACE

NOTE 1: Users are responsible for annotating technical references to identify current references pending STS revision. Locate current Air Force publications at:

DOD Issuances and OSD Administrative Instructions at <http://www.dtic.mil/whs/directives/>

Air Force publications at <http://www.e-publishing.af.mil/>.

AFSSIs at <https://cs3.eis.af.mil/sites/OO-SC-CA-11/default.aspx>

(NOTE: Membership to the COMSEC site is limited to COMSEC personnel.)

DISA Circulars and Instructions at <https://www.disa.mil/About/DISA-Issuances>

Technical Orders (TO) at <https://www.my.af.mil/etims/ETIMS/index.jsp>

AF e-Learning at

<https://usafprod.skillport.com/skillportfe/custom/login/usaf/seamlesslogin.action>

NOTE 2: Knowledge and/or performance tasks are defined in the AFJQS. AFJQS items set the standard for qualification and certification and are mandatory for use in conjunction with this STS when applicable to the duty position.

NOTE 3: All objectives are trained during wartime.

NOTE 4: Track and manage training for TSgts and below and MSgt/SMSGt retrainees using Training Business Area (TBA).

NOTE 5: When an AFJQS is loaded into TBA, AFJQS task numbering will vary from the STS. The numbering scheme is defined by your work center specific master training plan.

NOTE 6: Third person certification is not required for all Cyber Surety personnel. However, members (to include civilians and contractors) assigned to crew positions are still required position certification in accordance with Stan/Eval procedures.

NOTE 7: Senior NCO's in the 3DXXX AFSCs are not required to have an Individual Training Plan (ITP) with the following exceptions: personnel in upgrade training status, or performing equipment maintenance as part of primary duties. Unit Commanders can require Senior NCO's with UTC tasks to have an ITP.

NOTE 8: Task will be taught IAW Security+ Certification CTS.

Qualitative Requirements

<p><i>THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY</i></p> <p>Personal Data – Privacy Act of 1974</p>		
PRINTED NAME OF TRAINEE (<i>Last, First, Middle Initial</i>)	INITIALS (<i>Written</i>)	Last 4 of SSN
PRINTED NAME OF TRAINER AND CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
Explanations		
<p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>(-) This mark is used alone in Proficiency Codes Course columns to show that training is required but not given due to limitations in resources.</p> <p>NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime.</p> <p>(-) When this code is used in the Core & Wartime Tasks Column it indicates that the qualification is a local determination.</p> <p>(5) When this code is used in the Core & Wartime Tasks Column it indicates the CFM has mandated this task as a core 5-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, CDCs, or a combination.</p> <p>(7) When this code is used in the Core & Wartime Tasks Column it indicates the CFM has mandated this task as a core 7-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, CDCs, or a combination.</p>		

CDC Column. The use of proficiency coding indicates the level of knowledge training provided by the CDCs. The CDC column will now identify the subject knowledge level covered in the CDC. Information pertaining to the meaning of the code can be located in the STS coding system table.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
1. CYBER SURETY CAREER FIELD TR: AFH 33-337; AFIs 10-401, 33-100, 33-115 Vols 1 & 3, 33-150; AFI 36-2101; 3D0X3 CFETP; AFECD										
1.1. Structure	-						-	-	-	-
1.2. Read CFETP 3D0X3, Part I	5						-	-	-	-
1.3. Air Force Specialty Code (AFSC) 3D0X3										
1.3.1. Progression within the AFSC	5						-	-	-	-
1.3.2. Duties of the AFSC	5						A	A	-	-
2. SAFETY/ RISK MANAGEMENT (RM) TR: AFIs 90-802, 91-203,										
2.1. Air Force Consolidated Occupational Safety Instructions for AFSC	5						A	A	-	-
2.2. Hazards of the AFSC	5						A	A	-	-
3. UTILIZE PUBLICATIONS AND DIRECTIVES TR: AFIs 33-Series; AF Records Distribution System ; http://www.e-publishing.af.mil/										
3.1. Use Publications when Performing Work	5						-	-	-	-
4. INFORMATION ASSURANCE TECHNICAL (IAT) LEVEL II / INFORMATION ASSURANCE MANAGEMENT (IAM) LEVEL I CERTIFICATION (or higher level certification, see DISA IASE website: http://iase.disa.mil/eta/iawip/)										
4.1. Security+ Certification TR: 3DXXX – CTS E3ATR3DX3X 00AC (See Note 8)	-						-	-	-	-
4.2. Maintain Continuing Education Credits	-						-	-	-	-
5. INFORMATION PROTECTION (IP) OPERATIONS TR: AFH 31-602; AFIs 33-115, 33-138, 33-200, 33-332; AFMAN 33-282; DISAC 300 series; TO 31S5-4-7205-8-1 PKI Fundamentals										
5.1. Identification and Authentication	5						A	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
5.2. Password Policy TR: AFMAN 33-282	5						B	B	-	-
5.3. Examine Malicious Logic Protection Services (e.g. Antivirus, SMTP Relay, MIME Filters)	5						-	-	-	-
5.4. INFOCON TR: AFI 10-710										
5.4.1. Roles and Responsibilities	5						A	A	-	-
5.4.2. Change Procedures	5						A	A	-	-
5.4.3 Defense in-Depth TR: Books 24/7, book: "Computer and Information Security Handbook", Chaps 4, 14, 23, & 33										
5.4.3.1. Tactics, Techniques, and Procedures TR: AFTTP 3-1 Reference										
5.4.3.1.1. Definition	5						A	B	-	-
5.4.3.1.2 Concept	5						A	A	-	-
5.4.3.1.3. Defensive Counter Information (DCI)	5						A	-	-	-
5.4.4. Threats and Vulnerabilities										
5.4.4.1. Internal										
5.4.4.1.1. Insider Threat (Data Theft, Unauthorized Access/Transfer, etc.)	5						A	A	-	-
5.4.4.1.2. Administrator Errors	-						-	A	-	-
5.4.4.1.3. System Failures (Hardware, Software, Environmental, etc.)	-						-	A	-	-
5.4.4.1.4. Internal Mitigation Mechanisms	-						-	A	-	-
5.4.4.2. External										
5.4.4.2.1. Viruses and other Malicious Logic TR: TO 00-33A-1109										
5.4.4.2.1.1. Types of Computer Viruses	5						A	B	-	-
5.4.4.2.1.2. Threats to AF Systems	5						A	B	-	-
5.4.4.2.1.3. Virus Indicators	5						A	B	-	-
5.4.4.2.1.4. Virus Prevention Methods	5						A	B	-	-
5.4.4.3. Identity Theft (Social Engineering, Phishing, etc.)	-						-	B	-	-
5.4.4.4. Hackers (Espionage, Political Activists, Criminals)	-						-	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
5.4.4.5. External Mitigation Mechanisms	-						A	B	-	-
5.4.4.6. Counter-Measures	-						A	B	-	-
5.4.4.7. Threat Advisory Roles and Responsibilities of the US Cyber Command TR: AFI 10-1701	5						A	B	-	-
5.4.5. Vulnerability Assessment Tools (ASIMS, Snort, FRED)										
5.4.5.1. Types	-						-	-	-	-
5.4.5.2. Vulnerability Severity Categories	-						-	A	-	-
5.4.5.3. Vulnerability Severity Compliance	-						-	A	-	-
6. NETWORKED SYSTEMS TR: AFIs 33-112, 33-115; AFMAN 33-152										
6.1. Overview	5						A	A	-	-
6.2. Logon/Logoff	5						-	-	-	-
6.3. Network Operations										
6.3.1. Topologies	-						-	-	-	-
6.3.2. Addressing (e.g. Sub-Netting)	5						-	A	-	-
6.3.3. Transmission Media	5						-	A	-	-
6.3.4. Interface Protocols	5						-	A	-	-
6.3.5. Internet Protocols (IP)										
6.3.5.1. IP Version 4	-						-	-	-	-
6.3.5.2. IP Version 6	-						-	-	-	-
6.3.5.3. Transport Technologies										
6.3.5.3.1. Dual Stack	-						-	-	-	-
6.3.5.3.2. Dual Layer	-						-	-	-	-
6.3.5.3.3. Tunneling	-						-	-	-	-
6.3.5.3.4. Translation	-						-	-	-	-
6.3.5.3.5. Addressing	-						-	-	-	-
6.3.6. Network Installation										
6.3.6.1. Techniques (e.g. CAT 5)	-						-	-	-	-
6.3.6.2. Implement										
6.3.6.2.1. Hardware Patching (e.g. CAT 5)	-						-	-	-	-
6.3.6.2.2. Procedures	-						-	-	-	-
6.3.7. Secure Configuration										

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
6.3.7.1. Workstation	-						A	A	-	-
6.3.7.2. Wireless Technology	-						A	A	-	-
7. COMPUTER SECURITY (COMPUSEC) TR: AFI 33-200 and AFMAN 33-282										
7.1. Access										
7.1.1. Policy and Procedures TR: AFMAN 33-282										
7.1.1.1. User's Requirements	5						A	A	-	-
7.1.2. IT Resources										
7.1.2.1. Foreign Nationals	-						A	A	-	-
7.1.2.2. Volunteers/Non-CAC Eligible Personnel	5						A	A	-	-
7.1.3. Information System (IS)										
7.1.3.1 Hardware Security Compliance	5						B	B	-	-
7.1.3.2. Guard Against Casual Viewing	5						A	A	-	-
7.1.3.3. Guard Data Against Tampering, Theft, and Loss	5						A	A	-	-
7.1.3.4. Audit Principles	5						B	B	-	-
7.1.4. Removable Media Control	5						A	B	-	-
7.1.5. Portable Electronic Device Control	5						A	B	-	-
7.1.6. Wireless Service Control	5						A	B	-	-
7.1.7. Remote Access Security Requirements	5						B	B	-	-
7.1.8 Non-AF Owned Assets										
7.1.8.1. Hardware/Software Contractor Use	-						A	B	-	-
7.1.9. Virtual Private Networks (VPN) Control	5						A	B	-	-
7.1.10. Multi-Function Devices (MFD) Control	5						A	B	-	-
7.1.11. Commercial and Wireless Access ISP Control	5						A	B	-	-
7.2. Information Security Risk Management TR: AFI 33-210										
7.2.1. Overview	5						A	A	-	-
7.2.2. Risk Analysis	-						A	B	-	-
7.2.3. Security, Testing, and Evaluation (ST&E)										
7.2.3.1. Employ Approved Test Tool Software	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
7.2.4. Computer Equipment Requirements TR: AFI 33-115 (V1), para 4.7.13	-						A	-	-	-
7.3. Certification and Accreditation (C&A) TR: AFI 33-210										
7.3.1. DoD C&A Program	5						A	A	-	-
7.3.2. Air Force C&A program (AFCAP)	5						A	A	-	-
7.3.3. Roles and Responsibilities	5						A	A	-	-
7.3.4. Authority to Operate (ATO)/Approval to Connect (ATC) Requirements	5						A	A	-	-
7.3.5. Enterprise Mission Assurance Support Service (eMASS) TR: https://emass-airforce.csd.disa.mil	5						B	B	-	-
7.3.6. Security Controls	5						A	B	-	-
7.3.7. Federal Information Security Management Act (FISMA)	-						A	A	-	-
7.3.8. National IA Glossary TR: CNSSI No. 4009	-						A	A	-	-
7.3.9. Assessments and Authorizations (A&A) TR: DoD 8500 Series; AFI 33-200, 33-210; NIST 800-53, 800-53A; CNSSI 1253, FIPS 200; FISMA; USC 44										
7.3.9.1. Risk Management Framework (RMF) TR: RMF Knowledge Service; DoD 8510.01; NSPs 800-37, 800-53A										
7.3.9.1.1. Overview	5						A	A	-	-
7.3.9.1.2. Lifecycle	5						A	A	-	-
7.3.9.1.3. DoD IT Types										
7.3.9.1.3.1. IT Products	5						A	B	-	-
7.3.9.1.3.2. IT Services	5						A	B	-	-
7.3.9.1.3.3. Platform IT (PIT)	5						A	B	-	-
7.3.9.2. RMF Governance TR: RMF Knowledge Service; DoD 8510.01 Enclosure 4										
7.3.9.2.1. Security Objectives TR: FIPS 199										
7.3.9.2.1.1. Confidentiality	5						A	B	-	-
7.3.9.2.1.2. Integrity	5						A	B	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
7.3.9.2.1.3. Availability	5						A	B	-	-
7.3.9.2.1.4. Authenticity	5						A	B	-	-
7.3.9.2.1.5. Non-repudiation	5						A	B	-	-
7.3.9.2.2. Impact Values TR: FIPS 199	-						-	A	-	-
7.3.9.2.3. Categorization of Information & Information Systems TR: DoDI 8510.01										
7.3.9.2.3.1. Tier 1 Systems	-						-	A	-	-
7.3.9.2.3.2. Tier 2 Systems – Mission/Business	-						-	A	-	-
7.3.9.2.3.3. Tier 3 Systems – IS and PIT	-						-	A	-	-
7.3.9.2.3.4. IS or PIT Cybersecurity Program	-						-	A	-	-
7.3.10. SIPR GiG Interconnection Approval Process System (GIAP) TR: https://giap.disa.smil.mil										
7.3.10.1. Overview	-						-	A	-	-
7.3.10.2. Required RMF Artifacts	-						-	A	-	-
7.3.11. NIPR System/Network Approval Process (SNAP) TR: https://snap.dod.mil/index.do										
7.3.11.1. Overview	-						-	A	-	-
7.3.11.2. Required RMF Artifacts	-						-	A	-	-
7.3.11.3. Control Identifiers & Family Names TR: NIST 800-53; FIPS 199										
7.3.11.3.1. AC - Access Control	-						-	-	-	-
7.3.11.3.2. AT - Awareness & Training	-						-	-	-	-
7.3.11.3.3. AU - Audit & Accountability	-						-	A	-	-
7.3.11.3.4. CA - Security Assessment & Authorization	-						-	A	-	-
7.3.11.3.5. CM - Configuration Management	-						A	A	-	-
7.3.11.3.6. CP - Contingency Planning	-						A	A	-	-
7.3.11.3.7. IA - Identification & Authentication	-						A	B	-	-
7.3.11.3.8. IR - Incident Response	-						A	A	-	-
7.3.11.3.9. MA - Maintenance	-						A	A	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
7.3.11.3.10. MP - Media Protection	-						A	A	-	-
7.3.11.3.11. PE Physical & Environmental Protection	-						A	B	-	-
7.3.11.3.12. PL - Planning	-						A	A	-	-
7.3.11.3.13. PS - Personnel Security	-						A	A	-	-
7.3.11.3.14. RA - Risk Assessment	-						A	B	-	-
7.3.11.3.15. SA - System & Services Acquisition	-						A	A	-	-
7.3.11.3.16. SC - System & Communications Protection	-						A	A	-	-
7.3.11.3.17. SI - System & Information Integrity	-						A	A	-	-
7.3.11.3.18. PM - Program Management	-						A	B	-	-
7.3.11.4. Inheritance	-						-	A	-	-
7.3.11.5. Reciprocity TR: 8510.01, Enclosure 5	-						-	A	-	-
7.3.11.6. Overlays	-						-	A	-	-
7.3.11.7. Continuous Monitoring	-						-	A	-	-
7.3.12. RMF Steps TR: 8510.01 Enclosure 6										
7.3.12.1. Categorize	5						-	A	-	-
7.3.12.2. Select Security Controls	5						-	A	-	-
7.3.12.3. Implement Security Controls	5						-	A	-	-
7.3.12.4. Assess Security Controls	5						-	A	-	-
7.3.12.5. Authorize System	5						-	A	-	-
7.3.12.6. Monitor System Security	5						-	A	-	-
7.3.13. Security Authorization Documentation	5						-	A	-	-
7.3.14. eMASS Operations TR: https://rmfks.osd.mil/rmf/General/eMASS/eMASS_CBT/eMASS_CBT_5.0v2/start.htm										
7.3.14.1. Overview	-						A	B	-	-
7.3.14.2. Authorization Process	-						A	B	-	-
7.3.14.3. Administration	-						A	B	-	-
7.3.14.4. Navigate Dashboard	-						-	-	-	-
7.3.14.5. Manage User Access										
7.3.14.5.1. Add/Remove uses in Package Approval Chain	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
7.3.14.5.2. Add/Remove Users by Control Family	-						-	-	-	-
7.3.14.6. Check Status of Package	-						-	-	-	-
7.3.14.7. IA Controls TR: FIPS 200, NIST 800-53, "The Risk IT Practitioner Guide" (AF E-Learning/Books 24x7)										
7.3.14.7.1. Types of IA Controls										
7.3.14.7.1.1. Technical	-						A	B	-	-
7.3.14.7.1.2. Administrative	-						A	B	-	-
7.3.14.7.1.3. Physical	-						A	B	-	-
7.3.14.7.2. Review IA Control Details	-						-	-	-	-
7.3.14.7.3. Manage Workload Tasks	-						-	-	-	-
7.3.14.8. Receive Inheritance Relationship	-						-	-	-	-
7.3.14.9. Provide Inheritance Relationship	-						-	-	-	-
7.3.14.10. Process Package for C&A Renewal										
7.3.14.10.1. Describe Package Approval Chain	-						-	-	-	-
7.3.14.10.2. Submit Package for Approval	-						-	-	-	-
7.3.14.11. Control Approval Chain process										
7.3.14.11.1. Review IA Control Approval Chain	-						-	-	-	-
7.3.14.11.2. Validate IA Controls	-						-	-	-	-
7.3.14.12. Manage Control Vulnerabilities										
7.3.14.12.1. Run System POAM Report	-						-	-	-	-
7.3.14.12.2. Pull Risk Assessment Survey	-						-	-	-	-
7.3.14.13. List the Contents of Package	-						-	-	-	-
7.4. Network Security										
7.4.1. Port Protocols TR: AFSSI 8551	5						A	A	-	-
7.4.2. Services Program TR: AFSSI 8551	5						A	A	-	-
7.4.3. Consent to Monitoring for Official IT Resources TR: AFI 10-712	5						A	A	-	-
7.5. Incident Reporting TR: TO 00-33A-1109										
7.5.1. Report IT Asset Security Incidents	5						b	b	-	-
7.5.2. Report Network Service Interruption	5						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
7.6. Continuity Planning TR: DoDI 3020.42; AFI 10-208										
7.6.1. Individual Responsibilities	-						A	B	-	-
7.6.2. Types	-						A	B	-	-
7.7. Remanence Security TR: T.O. 00-33B-5008; AFMAN 33-282										
7.7.1. Storage Media										
7.7.1.1. Classified/Sensitive	5						A	A	-	-
7.7.1.2. Classified Storage	5						A	A	-	-
7.7.2. Handling Methods										
7.7.2.1. Clearing	5						A	A	-	-
7.7.2.2. Degaussing	5						A	A	-	-
7.7.2.3. Sanitizing	5						A	A	-	-
7.7.2.4. Destruction	5						A	A	-	-
7.7.2.5. Overwriting	5						A	A	-	-
7.8. Unit COMPUSEC Self Assessments TR: AFMAN 33-282										
7.8.1. Overview	5						A	A	-	-
7.8.2. Roles	5						A	A	-	-
7.8.3. Responsibilities	5						A	A	-	-
7.8.4. Assessment	5						A	A	-	-
7.8.5. Conduct Out Brief	-						-	-	-	-
7.8.6. Complete Report	-						-	-	-	-
7.8.7. Route Report to Commanders	-						-	-	-	-
7.8.8. Conduct Follow-Up Reports	-						-	-	-	-
8. COMMUNICATIONS SECURITY (COMSEC) MANAGEMENT TR: AFIs 33-200, 33-215, 33-230; AFMAN 33-283; , AFKAG-2L; AFSSIs 3000 series and 4000 series; TO 00-20F-2										
8.1. Overview TR: AFIs 10-701; AFMAN 33-283; AFKAG-2L										
8.1.1. Purpose	5						A	A		
8.1.2. Management Terms	5						A	A	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.1.3. COMSEC architecture within the COMSEC chain of command	-						A	-	-	-
8.2. Key Management Infrastructure (KMI)	-						A	-	-	-
8.3. COMSEC Manager TR: AFMAN 33-283										
8.3.1. Requirements	5						A	B	-	-
8.3.2. Duties and Responsibilities	5						A	B	-	-
8.3.3. Accountant Duties and Responsibilities	5						A	B	-	-
8.3.4. Appointment	5						A	B	-	-
8.4. Administration and Management of COMSEC Material TR: AFKAG-2, Chap 2 and 3; AFMAN 33-283										
8.4.1. Information Dissemination Process										
8.4.1.1. Urgent	7						-	-	-	-
8.4.1.2. Doctrinal	7						-	-	-	-
8.4.1.3. Policy	7						-	-	-	-
8.4.1.4. Procedural	7						-	-	-	-
8.4.2. Procedures and Processes										
8.4.2.1. Request COMSEC Material	7						-	-	-	-
8.4.2.2. Issue Material to Users	7						-	A	-	-
8.4.2.3. Record Maintenance and Disposition	7						-	A	-	-
8.4.2.4. Request New Keying System	7						-	B	-	-
8.4.2.5. Request COMSEC Equipment	7						-	B	-	-
8.4.2.6. Request Replacement Material	7						-	B	-	-
8.4.2.7. Request Disposition Instructions for Increase/Surplus Material	7						-	B	-	-
8.4.3. Requirements										
8.4.3.1. Over-the-Counter Service	7						-	A	-	-
8.4.3.2. Minimum On-Hand	7						-	A	-	-
8.4.4. Limitations										
8.4.4.1. Photography	7						-	A	-	-
8.4.4.2. Public Display	7						-	A	-	-
8.4.5. Accounting Legend Codes (ALC)	7						A	A	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.4.6. Use of Account Numbers	7						-	A	-	-
8.4.7. Purpose										
8.4.7.1. Account Information Letter	7						-	A	-	-
8.4.7.2. Notification of Existence of COMSEC Account Letter	7						-	A	-	-
8.4.7.3. Defense Courier Service (DCS) Authorization Record (DCS Form 10)	7						-	A	-	-
8.4.8. In-Place-Date	7						-	A	-	-
8.5. Cryptographic Access Program (CAP) TR: AFMAN 33-283										
8.5.1. Purpose	5						A	A	-	-
8.5.2. Appointment Letter	-						-	-	-	-
8.5.3. Manage CAP	5						-	A	-	-
8.5.4. Semi-Annual Validation	5						-	A	-	-
8.5.5. Eligibility Requirements	5						-	A	-	-
8.5.6. AFCOMSEC Form 9, Cryptographic Access Certificate	5						A	A	-	-
8.5.7. Requirements for TDY Personnel	5						A	A	-	-
8.5.8. Access Withdrawal Methods	5						-	A	-	-
8.5.9. Declination Procedure	5						-	A	-	-
8.6. Physical Security Principles for Handling COMSEC Material TR: AFMAN 33-283										
8.6.1. Authorized Access	5						A	A	-	-
8.6.2. Access Control	5						A	A	-	-
8.6.3. Physical Security Handling Requirements										
8.6.3.1. Cryptographic										
8.6.3.1.1. Equipment	5						A	A	-	-
8.6.3.1.2. Components	5						A	A	-	-
8.6.3.1.3. Keying Material	5						A	A	-	-
8.6.4. Perform COMSEC Material Inventory (AFCOMSEC Form 16)	5						2b	B	-	-
8.6.5. Authorized Annotations on COMSEC Physical Inventory (CPI)	5						A	B	-	-
8.6.6. Access Control Devices Requirements	5						-	A	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.6.7. Safeguard COMSEC Material	5						A	A	-	-
8.6.8. SF Form 701, Activity Security Checklist	5						A	A	-	-
8.6.9. SF Form 702, Security Container Check Sheet	5						A	A	-	-
8.6.10. AFTO Form 36, Maintenance Record for Security Type Equipment	5						A	A	-	-
8.6.11. AF Form 1109, Visitor Register Log	5						A	A	-	-
8.6.12. COMSEC Access List	5						A	A	-	-
8.6.13. Amend COMSEC Publications	-						-	A	-	-
8.7. Destruction of COMSEC Material, Aids and Equipment TR: AFMAN 33-283; AFKAG-2L Chap 3; EKMS 704B (V1)										
8.7.1. Disposition										
8.7.1.1. Material	5						A	A	-	-
8.7.1.2. Request	5						A	A	-	-
8.7.1.3. Destruction Record	5						A	A	-	-
8.7.2. Schedule Routine Destruction	5						A	A	-	-
8.7.3. Routine Destruction Methods										
8.7.3.1. Paper Aids	5						A	A	-	-
8.7.3.2. Non-Paper Aids	5						A	A	-	-
8.7.4. Official Destruction Requirements	5						-	A	-	-
8.7.5. Destruction Record Annotation	5						-	A	-	-
8.7.6. Local COMSEC Management Software (LCMS)										
8.7.6.1. Destruction										
8.7.6.1.1. Physical Key	-						-	-	-	-
8.7.6.1.2. Electronic Key	-						-	-	-	-
8.7.6.1.3. Local										
8.7.6.1.3.1. Originate Report	-						-	-	-	-
8.7.6.1.3.2. Send Report to TIER 1	-						-	-	-	-
8.8. Control of Top Secret (TS) Keying Material TR: AFMAN 33-283										
8.8.1. COMSEC No-Lone Zone Exceptions	7						A	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.8.2. Two Person Integrity (TPI) Handling Procedures	7						A	B	-	-
8.8.3. Storage Requirements										
8.8.3.1. TPI Material	7						A	A	-	-
8.8.3.2. Tactical Situations	7						A	A	-	-
8.8.4. Transportation Requirements for TPI	7						A	A	-	-
8.8.5. Two Person Control (TPC)	7						A	A	-	-
8.9. Transporting COMSEC Material TR: AFKAG-2 Chap 5; AFI 31-401; AFMAN 33-283										
8.9.1. Package Material	7						b	-	-	-
8.9.2. Mark Package for Shipment	7						b	-	-	-
8.9.3. Transfer Material	7						-	-	-	-
8.9.4. Prepare Material for Transportation	7						-	-	-	-
8.9.5. Equipment Transportation	7						A	A	-	-
8.9.6. COMSEC Couriers Responsibilities	7						A	A	-	-
8.10. Emergency Action Plans (EAPS) TR: AFMAN 33-283										
8.10.1. Emergency Protection Planning Procedures										
8.10.1.1. CONUS Locations	5						-	-	-	-
8.10.1.2. OCONUS Locations	5						-	-	-	-
8.10.1.3. Hostile Duty Locations	5						-	-	-	-
8.10.1.4. Basic Contents	5						A	-	-	-
8.10.2. Emergency Destruction										
8.10.2.1. COMSEC Material Priorities	5						A	-	-	-
8.10.2.2. Methods and Extent	5						-	-	-	-
8.10.2.3. Destruction of Material in an Aircraft	5						-	-	-	-
8.10.2.4. Report Precautionary and Total Destruction Procedures	5						-	-	-	-
8.10.3. Purpose of EAP Dry Runs	5						-	-	-	-
8.11. COMSEC Deviations TR: AFMAN 33-283; AFSSI 4212; https://www.my.af.mil/afirms/afirms/afirms/rims.cfm										
8.11.1. Definition										

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.11.1.1. Deviation	7						A	A	-	-
8.11.1.2. Incident	7						A	A	-	-
8.11.1.3. Material Receipt Discrepancy Report	-						-	A	-	-
8.11.2. Types of COMSEC Incidents	7						-	A	-	-
8.11.3. Practices Dangerous to Security (PDS)	7						A	A	-	-
8.11.4. Incident Reporting										
8.11.4.1. COMSEC Deviation/Incident	7						-	A	-	-
8.11.4.2. Tactical Situations	-						-	A	-	-
8.11.5. Safeguarding COMSEC Material Involved in a COMSEC Deviation	-						-	-	-	-
8.11.6. Report Submission Process										
8.11.6.1. Initial Report	-						-	-	-	-
8.11.6.2. Case Number Assignment	-						-	-	-	-
8.11.6.3. Submit an Amplifying Report	-						-	-	-	-
8.11.6.4. Final Report	-						-	-	-	-
8.11.6.5. Incident Evaluation	-						-	-	-	-
8.11.6.6. Case Closure	-						-	-	-	-
8.11.6.7. LCMS										
8.11.6.7.1. Set Material Status to Pending Investigation	-						-	-	-	-
8.11.6.7.2. Clear Marked Item	-						-	-	-	-
8.12. Unit COMSEC Self-Assessments TR: AFI 33-230; AFMAN 33-283										
8.12.1. COMSEC Account Assessment	7						-	A	-	-
8.12.2. Frequency of Wing IA Assessments	7						-	A	-	-
8.12.3. COMSEC Responsible Officer (CRO) Assessment	7						-	A	-	-
8.13. Secure Voice Management TR: AFMAN 33-283; AFKAG-2L, Sec II										
8.13.1. User Representative (UR)/ Alternate UR										
8.13.1.1. Responsibilities for Modern/STE Key	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.13.2. Secure Voice Responsible Officer (SVRO) Responsibilities	-						A	-	-	-
8.13.3. Issuing of Secure Card	-						-	-	-	-
8.13.4. Protection and Management of Secure Cards	-						-	-	-	-
8.13.5. Terminal Keying	5						-	-	-	-
8.13.6. Physical Security Requirements of a Terminal	7						-	-	-	-
8.13.7. Type 1 Terminal COMSEC Incident Reporting	-						-	-	-	-
8.13.8. Department Agency Organization (DAO) Code	-						-	-	-	-
8.13.9. Secure Card Ordering	-						-	-	-	-
8.13.10. Central Office Record (COR) Semi-Annual Inventory	-						-	-	-	-
8.14. Electronic Key Management System (EKMS) Functional Operation TR: SCO UNIX; AFSSI 3031; EKMS 704F (V1)										
8.14.1. EKMS Platform Security Functions										
8.14.1.1. Function of the EKMS Software	-						-	-	-	-
8.14.1.2. Use of the Local Management Device (LMD)	-						-	-	-	-
8.14.1.3. Use of the Key Processor (KP)/KOK-22A	-						-	-	-	-
8.14.1.4. Use of VPN/KG 250 with EKMS	-						-	-	-	-
8.14.1.5. Use of the Tier 3 Device with EKMS	-						-	-	-	-
8.14.2. Security Requirements										
8.14.2.1. LMD Security	-						-	-	-	-
8.14.2.2. KP Security	-						-	-	-	-
8.14.2.3. KP Rekey Procedures	-						-	-	-	-
8.15. UNIX Command TR: UNIX Manuals										
8.15.1. SCO UNIX										
8.15.1.1. Login Procedures	-						-	-	-	-
8.15.1.2. Fundamental Commands for EKMS	-						-	-	-	-
8.15.1.3. Create System Administrator User Account	-						-	-	-	-
8.15.1.4. Delete System Administrator User Account	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.16. LCMS System Administration TR: AFSSI 3031										
8.16.1. Configure TCP/IP to Connect to Central Office Record(COR) Server	-						-	-	-	-
8.16.2. Configure PPP to Connect to Central Office Record(COR) Server	-						-	-	-	-
8.16.3. Review Error Log for Anomalies	-						-	-	-	-
8.16.4. Clear the Error Log	-						-	-	-	-
8.16.5. Lone-Tar										
8.16.5.1. Perform a Tape Full System Backup	-						-	-	-	-
8.16.5.2. Perform a CD_ROM Full System Backup	-						-	-	-	-
8.16.5.3. Perform a Tape Restore	-						-	-	-	-
8.16.5.4. Perform a CD-ROM Restore	-						-	-	-	-
8.17. Archive Data TR: AFSSI 3031										
8.17.1. LCMS Transactions	-						-	-	-	-
8.17.2. Retrieve Data	-						-	-	-	-
8.18. Prepare LCMS for Operation TR: LMD/ KP Operator's Manual Chap 2 & 7										
8.18.1. Log On	-						-	-	-	-
8.18.2. Navigate Desktop	-						-	-	-	-
8.18.3. Perform Manual Account Registration	-						-	-	-	-
8.18.4. Register Operators	-						-	-	-	-
8.18.5. Create Operator Account	-						-	-	-	-
8.18.6. Back Up/Restore Database TR: AFSSI 3031	-						-	-	-	-
8.18.7. Log Off	-						-	-	-	-
8.19. Device Protocols										
8.19.1. Set LCMS Protocol	-						-	-	-	-
8.19.2. Set KP (KOK-22A) Protocol	-						-	-	-	-
8.19.3. Set Direct COMMS Settings (Secure Voice)	-						-	-	-	-
8.20. Site Initialization										
8.20.1. Familiarization	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.20.2. Create Duplicate Re-Initialization Keys and Disposition	-						-	-	-	-
8.20.3. Log On/Log Off the KP	-						-	-	-	-
8.20.4. Shut Down Oracle Server	-						-	-	-	-
8.20.5. Defrag Hard Drive	-						-	-	-	-
8.20.6. Change Directory User Agent (DUA) Database Password of LCMS Account for X.500	-						-	-	-	-
8.20.7. Exchange FIREFLY Credentials with Another Account	-						-	-	-	-
8.20.8. FIREFLY Vector Set Definition	-						-	-	-	-
8.20.9. Register FIREFLY Vector Set	-						-	-	-	-
8.20.10. Register Modern Key In Account	-						-	-	-	-
8.20.11. Load FIREFLY Vector Set	-						-	-	-	-
8.20.12. Upload Common Account Data (CAD) and EKMS Credential via X.400/X.500 Server	-						-	-	-	-
8.20.13. Retrieve a CAD and Credential from Another EKMS ID	-						-	-	-	-
8.20.14. Process CAD and Credentials from Another EKMS ID	-						-	-	-	-
8.21. Alternate COMSEC Manager and Accountant Accounts										
8.21.1. Create CIK Privileges										
8.21.1.1. Alternate COMSEC Manager Operator Account	-						-	-	-	-
8.21.1.2. Operator Account (Accountant)	-						-	-	-	-
8.21.2. Create PIN Number	-						-	-	-	-
8.21.3. Register A Local Element (User Account)	-						-	-	-	-
8.21.4. Register Equipment Types	-						-	-	-	-
8.22. Use LCMS										
8.22.1. Communicating, Accounting, Ordering and Distributing										
8.22.1.1. EKMS										
8.22.1.1.1. Communications Functions	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.22.1.1.2. Prepare Message for Communication between EKMS Elements	-						-	-	-	-
8.22.1.1.3. Wrap Message for Transmission to TIER 1	-						-	-	-	-
8.22.1.1.4. Send Message to TIER 1 via X.400, Direct Comms, Floppy or Hard Copy	-						-	-	-	-
8.22.1.1.5. Connect to X.400 Server	-						-	-	-	-
8.22.1.1.6. Check Electronic Mail	-						-	-	-	-
8.22.1.1.7. Send Electronic Mail	-						-	-	-	-
8.22.1.1.8. Receive Electronic Mail	-						-	-	-	-
8.23. Electronic COMSEC Material Accounting TR: AFKAG-2										
8.23.1. Card Loader User Application Software (CLUAS)	-						-	-	-	-
8.23.2. LCMS and Common User Application Software (CUAS)										
8.23.2.1. Difference	-						-	-	-	-
8.23.3. Oracle Database Description	-						-	-	-	-
8.23.4. Accountable Item Summary Description	-						-	-	-	-
8.24. Use CUAS										
8.24.1. Register CUAS	-						-	-	-	-
8.24.2. Set Up Local Elements (User Accounts)	-						-	-	-	-
8.24.3. Create a Local Element	-						-	-	-	-
8.24.4. Promote/Demote a COMSEC Responsible Officer (CROs) and Alternate CRO (ACROs)	-						-	-	-	-
8.24.5. Add Secure Voice Responsible Officers (SVROs) to CUAS	-						-	-	-	-
8.24.6. Print Local Element Inventories	-						-	-	-	-
8.24.7. Remove a Local Element	-						-	-	-	-
8.24.8. View Contents of Containers	-						-	-	-	-
8.25. Manage Container and Account Packages										
8.25.1. Create an Account Package	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.25.2. Move COMSEC Material from One Container to Another	-						-	-	-	-
8.25.3. Print an Inventory for a Container	-						-	-	-	-
8.25.4. Print Reports of the Contents of a Container	-						-	-	-	-
8.25.5. Remove a Container	-						-	-	-	-
8.26. Manage Requirements Under Element and Summary Tab										
8.26.1. Enter Material into Requirements Area for a Local Element	-						-	-	-	-
8.26.2. Summary Tab										
8.26.2.1. Add Short Titles	-						-	-	-	-
8.26.2.2. View Account Holdings	-						-	-	-	-
8.26.2.3. Manage Effective Dates of Material	-						-	-	-	-
8.26.2.4. Manage Supersession Dates of Material	-						-	-	-	-
8.26.2.5. Assign Effective Dates to an Edition	-						-	-	-	-
8.26.2.6. Register Short Titles	-						-	-	-	-
8.26.3. Receive Physical Material TR: AFKAG-2L; AFMAN 33-283										
8.26.3.1. Send Receipt to COR for Electronic Keys TR: AFKAG-2 Chap 4 para 4.3	-						-	-	-	-
8.26.3.2. Process Transfer Report Initiation (TRI) using LCMS	-						-	-	-	-
8.26.3.3. Receive COMSEC Material into CUAS	-						-	-	-	-
8.27. Use CUAS										
8.27.1. Issue COMSEC Material to Local Element	-						-	-	-	-
8.27.2. Print Transfer Register	-						-	-	-	-
8.27.3. Perform Destruction on Physical Material	-						-	-	-	-
8.27.4. Perform Destruction of a Short Title	-						-	-	-	-
8.27.5. Distribute TrKEK to DTD/SKL	-						-	-	-	-
8.28. Use LCMS										
8.28.1. Generate Traditional Net Key	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.28.2. Electronic Key										
8.28.2.1. Produce	-						-	-	-	-
8.28.2.2. Register	-						-	-	-	-
8.28.3. TrKEK										
8.28.3.1. Register into Local Account	-						-	-	-	-
8.28.3.2. Distribute to DTD/SKL	-						-	-	-	-
8.28.4. Modify Effective Dates	-						-	-	-	-
8.29. Manual Distribution										
8.29.1. Electronic Key										
8.29.1.1. Distribute to an EKMS Element	-						-	-	-	-
8.29.2. Distribute in CUAS	-						-	-	-	-
8.29.3. Physical Key										
8.29.3.1. Distribute to an EKMS Element (Manually)	-						-	-	-	-
8.30. Electronic Key										
8.30.1. Receive from another EKMS Account (BET)	-						-	-	-	-
8.30.2. Transfer to another EKMS Account (BET)	-						-	-	-	-
8.30.3. SKL Operations TR: SKL Reference Guide, AFSSI 3041	-						A	-	-	-
8.30.4. Perform SKL Key Transfer TR: SKL Reference Guide	-						2b	-	-	-
8.31. Transfer COMSEC Material										
8.31.1. Physical										
8.31.1.1. Receive Approval	-						-	-	-	-
8.31.2. Obtain an Article Number	-						-	-	-	-
8.31.3. Send Required Copies of SF 153 with Material	-						-	-	-	-
8.31.4. Fill out DCS Form 1	-						-	-	-	-
8.32. Inventories TR: AFKAG-2L Chap 7										
8.32.1. Perform Semi-Annual Reporting	-						-	-	-	-
8.32.2. Reconcile the Inventory Reconciliation Status (IRST)	-						-	-	-	-
8.32.3. Reconcile Semi-Annual Report	-						-	-	-	-
8.32.4. Generate an Account Inventory Report	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
8.32.5. Generate a Local Element Inventory Report	7						-	-	-	-
8.32.6. Tracer Action Reconciliation	-						-	A	-	-
8.33. Perform KP Changeover Procedures TR: AFSSI 3031; Logistic Support Plan 97-2; KOK-22 Processor	-						-	-	-	-
8.34. Perform KP Re-Initialization Procedures	-						-	-	-	-
9. EMSEC PROGRAM MANAGEMENT TR: AFI 33-200; AFSSI 7000 series, (S); AFMAN 33-214 (V1); Emission Security handbook; CNSSP-300, (S/NF), CNSSI 7000, NSTISSAM/TEMPEST 2-95, CNSSP 17, DISA Wireless STIG										
9.1. Zoning Methodology	5						A	A	-	-
9.2. EMSEC Hardware Radiation Classifications										
9.2.1. IT Equipment	5						-	A	-	-
9.2.2. Communications Equipment	5						-	A	-	-
9.2.3. Cryptographic Equipment	5						-	A	-	-
9.2.4. Inspection Tools	5						-	A	-	-
9.3. Inspection Process										
9.3.1. Emission Security Assessment Coordination	-						A	A	-	-
9.3.2. Review Package for Accuracy	-						2b	b	-	-
9.3.3. Conduct Emission Security Assessment	-						2b	b	-	-
9.3.4. Conduct Counter-Measure Review	-						2b	b	-	-
9.3.5. Verify Specific Counter-Measures	-						b	b	-	-
9.3.6. Prepare Package for CTTA	-						-	b	-	-
9.3.7. Waiver Processing	-						A	-	-	-
9.4. Create Local Policy	-						-	-	-	-
9.5. Coordinate with Civil Engineer on New Construction Projects	-						-	-	-	-
9.6. Protected Distribution System (PDS)										
9.6.1. Identification	-						-	-	-	-
9.6.2. Assess	-						-	-	-	-
9.6.3. Inspection Process	-						-	-	-	-

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		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
9.6.4. Management Program	-						-	-	-	-
9.6.5. Coordinate with Civil Engineers on PDS Planning and Construction	-						-	-	-	-
10. OPERATING SYSTEMS TR: AF e-Learning Website; Computer Based Training (CBT) Courses for Operating Systems										
10.1. UNIX										
10.1.1. Common Vulnerabilities/Exploits	5						B	B	-	-
10.1.2. Utilize Command Line	-						-	b	-	-
10.1.3. Audit Configuration	-						A	-	-	-
10.1.4. Scripting	-						-	-	-	-
10.1.5. Assigning Privileges										
10.1.5.1. File	-						A	-	-	-
10.1.5.2. User	-						A	-	-	-
10.1.6. Use ASCII text Editor (e.g. VI Editor)	-						-	-	-	-
10.1.7. Shell Types	-						A	-	-	-
10.2. Windows®										
10.2.1. Common Vulnerabilities/Exploits	5						B	B	-	-
10.2.2. Utilize Command Line	-						-	-	-	-
10.2.3. Auditing Configuration	-						A	-	-	-
10.2.4. Scripting	-						-	-	-	-
10.2.5. Assigning Privileges										
10.2.5.1. File	-						A	-	-	-
10.2.5.2. User	-						A	-	-	-
10.3. Mobile OS										
10.3.1. Overview	5						A	B		
10.3.2 Common Vulnerabilities/Exploits	5						A	B		
11. INFORMATION SYSTEMS SECURITY OFFICER (ISSO) TR: AFIs 33-100, 33-200; 33-210, and 10-712										
11.1. System Level										
11.1.1. Definition	5						A	A	-	-
11.2. Organizational										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
11.2.1. Definition	-						A	A	-	-
11.2.2. Develop ISSO Program within Subordinate Wing Organizations	-						-	-	-	-
11.2.3. Train ISSOs for Subordinate Organizations										
11.2.3.1. Manage COMPUSEC Program	-						-	-	-	-
11.2.3.2. Manage EMSEC Program	-						-	-	-	-
11.2.3.3. Manage Organizational TMAP Program	-						-	-	-	-
11.2.3.4. Provide Cybersecurity Guidance to ISSOs	-						-	-	-	-
11.2.3.5. Ensure ISSO Reports Incidents to Wing IA Office	-						-	-	-	-
11.2.3.6. Ensure ISSO Conducts Self-Assessments	-						-	-	-	-
12. COMBAT CREW COMMUNICATIONS TR: AFIs 11-244, 33-201(V2), 11-201, AFSSI 3041; AFLMM-10A; TO 33D7-36-56-1; LMM-32A, Air Force Fact Sheets, Flight Information Handbook										
12.1. Mission										
12.1.1. Overview	-						A	A	-	-
12.1.2. Conventional	-						-	A	-	-
12.1.3. Nuclear	-						-	A	-	-
12.2. Unit Responsibilities	-						-	A	-	-
12.3. Training										
12.3.1. Requirements	-						-	A	-	-
12.3.2. Level 1 Certification	-						-	A	-	-
12.3.3. Level 2 Certification	-						-	A	-	-
12.3.4. Special Experience Identifier	-						-	A	-	-
12.4. Communications Kits										
12.4.1. Requirement	-						-	A	-	-
12.4.2. Construction	-						-	A	-	-
12.4.3. Contents	-						-	A	-	-
12.4.4. Communications Kit Types	-						-	A	-	-
12.5. Flight Information Publications (FLIP)										
12.5.1. Geographical Regions	-						-	A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	OJT	OJT
12.5.2. Documents										
12.5.2.1. Planning	-						-	A	-	-
12.5.2.2. Enroute	-						-	A	-	-
12.5.2.3. Terminal	-						-	A	-	-
12.5.2.4. Flight Information Handbook	-						-	A	-	-
12.5.3. Charts										
12.5.3.1. High Altitude	-						-	A	-	-
12.5.3.2. Low Altitude	-						-	A	-	-
12.5.4. Requirements	-						-	-	-	-
12.5.5. FLIP Management										
12.5.5.1. Order Documents/Maps	-						-	A	-	-
12.5.5.2. Post Changes	-						-	A	-	-
12.5.5.3. Handle Outdated Material	-						-	A	-	-
12.5.5.4. Electronic FLIP	-						-	A	-	-
12.6. Equipment										
12.6.1. Data Management Device	-						-	-	-	-
12.6.2. Dual Modem Upgrade-II	-						-	-	-	-
12.6.3. KOI-18	-						-	-	-	-
12.6.4. Miniature Receive Terminal	-						-	-	-	-
12.6.5. Satellite Phone (Iridium)	-						-	-	-	-
12.6.6. Simple Key Loader	-						-	-	-	-
12.6.7. Time Distribution Subsystem	-						-	-	-	-
12.6.8. Transportable Time Distribution Subsystem	-						-	-	-	-
12.6.9. Time Standard Module	-						-	-	-	-
12.6.10. Transfer Module	-						-	-	-	-
12.6.11. Transfer Module Service Set	-						-	-	-	-
12.6.12. Ultra High Frequency Terminal Set	-						-	-	-	-
12.6.13. Combat Survivor Evader Locator (CSEL) Radio	-						-	-	-	-
12.7. Aircrew Training										
12.7.1. EWO Training	-						-	A	-	-
12.7.2. AF Form 4168, COMSEC Users Training	-						-	A	-	-
12.7.3. Communications Kit Items Training	-						-	A	-	-

Section B - Course Objective List

4. Measurement. Each objective is indicated as follows: W indicates task or subject knowledge, which is measured using a written test, PC indicates required task performance, which is measured with a performance progress check, and PC/W indicates separate measurement of both knowledge and performance elements using a written test and a progress check.

5. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the “2b” proficiency level, which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

Section C - Support Materials

7. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas. The most current products can be found at the 81 TRSS/TSQ webpage and are available for download from the web site at https://cs3.eis.af.mil/sites/20946/AFKN_Docs/Forms/AllItems.aspx. Procedures for requesting product development are found in AFI 33-154.

7.1. Generic AFJQSs/AFQTPs applicable to AFSC 3D0X3:

<u>Publication No.</u>	<u>Pseudo File Code</u>	<u>Publication Title</u>
AFJQS3D0X3-211RB	N/A	Information Assurance Manager
AFJQS3D0X3-211UA	N/A	COMSEC Management
AFQTP3D0X3-200A	N/A	Command, Control, and Communications Protection
AFQTP3D0X3-200L	N/A	Emission Security Handbook
AFQTP3D0X3-207RD	N/A	Digital Telephone Switch Security Procedures
AFQTP3D0X3-211RA	N/A	Information Assurance Manager’s Handbook
AFJQS3DXXX-200TBA	N/A	Training Business Area (TBA) Handbook
AFJQS3DXXX-212D	N/A	Combat Crew Communications

7.2. Generic AF e-Learning CBTs supporting Security+ CE credits

Section D - Training Course Index

8. Purpose. This section of the CFETP identifies training courses available for continuation/ supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database, at <https://www.my.af.mil/etcacourses/>.

9. Air Force In-Residence Courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E3AQR3D033 00AA	IT Fundamentals Basic	Keesler
E3AQR3D033 01AC	Cyber Surety	Keesler
E3ABR3D033 00BB	Cyber Surety Security+ Certification	Keesler

10. Air University A4/A6 Courses.

For a current listing of Air University A4/6 courses at <http://www.au.af.mil/au/catalogs.asp>.

11. Exportable Courses.

For a current list of the available CBT courses refer to *AF e-Learning* at <https://usafprod.skillport.com/> or through the AF Portal at <https://www.my.af.mil/>.

Section E - MAJCOM Unique Requirements

12. There are currently no MAJCOM unique requirements. This area is reserved.