

**BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND**

**AIR COMBAT COMMAND INSTRUCTION
17-202, VOLUME 1**



10 SEPTEMBER 2025

Cyberspace Operations

CYBERCREW TRAINING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: ACC/A3/2/6KO

Certified by: ACC/A326K

Supersedes: ACCI17-202V1, 12 January 2021

Pages: 20

This instruction implements Department of the Air Force Policy Directive (DAFPD) 17-2, *Cyber Warfare Operations*. This publication establishes the Ready Cybercrew Program (RCP) that supports AF objectives and provides guidance on how to structure and monitor a cyberspace-training program. This publication applies to all Air Combat Command (ACC), AF Reserve (AFR), Air National Guard (ANG), and third-party governmental and contract support agencies serving as crewmembers in accordance with (IAW) appropriate provisions contained in memoranda, support agreements and AF contracts. This publication does not apply to the United States Space Force. Refer to mission system volumes (e.g., Air Combat Command Manual (ACCMAN) 17-2 [MSV] Volumes) for specific training program requirements unique to individual and crew positions. This publication requires the collection and or maintenance of information protected by 5 United States Code (USC), Section (§) 552a, *Records maintained on individuals* (Privacy Act of 1974), as amended, authorized by Department of the Air Force Instruction (DAFI) 36-2608, *Military Personnel Records System*; Title 37 United States Code, *Pay and Allowances of the Uniformed Services*. System of Records Notice (SORN) F011 AF AFMC B, *Patriot Excalibur (PEX) System Records* applies and is available at <https://pclt.defense.gov/DIRECTORATES/Privacy-and-Civil-Liberties-Directorate/Privacy/SORNsIndex/DOD-Component-Notices/Air-Force-Article-List/>. SORN OPM/GOVT-1, *General Personnel Records*, applies and is available at <https://www.fpc.gov/resources/SORNs/>. Vigilance must be taken to protect Personally Identifiable Information when submitting or sending nominations, applications, or other documents to Department of Defense (DoD) agencies through government internet, software applications, systems, e-mail, postal, faxing or scanning. Refer to Air Force Instruction (AFI) 33-332, *Air Force Privacy and Civil Liberties Program*, for additional guidance. Forms containing

Personally Identifiable Information require Privacy Act Statements. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Submit suggested improvements to this publication on Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*, through unit channels, to ACC Information Warfare Division (ACC/A3/2/6K), at ACCA326K.CyberandNonKineticOperationsDivision@us.af.mil. This publication may be supplemented at any level, but all Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified by a Tier ("T-0, T-2, T-3") number following the compliance statement. Waiver authority for non-tiered paragraphs remains with ACC Director of Operations (ACC/A3). Waiver authority for Tier 3 compliance statements will not be delegated lower than Wing-Director of Operations. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander (CC) for non-tiered compliance items.

SUMMARY OF CHANGES

This edition has been substantially revised to 1) standardize the format and layout across all three volumes for readability; 2) improve the organization of chapters and content within each chapter; 3) clarify waiver authorities; 4) update position descriptions and associated duties; 5) further clarify position qualification standards; 6) update operational requirements and activities; and 7) update organizational and individual roles and responsibilities.

Chapter 1—GENERAL INFORMATION	4
1.1. General.....	4
1.2. ACC Ready Cybercrew Program (RCP) Program Goals.....	4
1.3. Roles and Responsibilities.....	4
Chapter 2—GUIDANCE AND PROCEDURES.	8
2.1. Qualification Training.....	8
2.2. Upgrade.....	9
2.3. Difference Qualification Training.....	9
2.4. Senior Officer Qualification Training.....	9
2.5. Requalification Training (RQT).	10
2.6. Crew Operational Status.....	10
Chapter 3—CONTINUATION TRAINING (CT)	11
3.1. CT.....	11
3.2. Currency.....	11

3.3.	Recurrency Training.	11
3.4.	Proration of Training.	11
3.5.	Additional Training.....	12
3.6.	Individual Training.	12
3.7.	Failure to Complete CT Requirements.	12
Chapter 4—INSTRUCTOR TRAINING AND QUALIFICATION.		13
4.1.	Requirements.	13
4.2.	Unit Instructor Upgrade.	13
Chapter 5—DOCUMENTATION		14
5.1.	Requirements.	14
5.2.	ACC Form 4419, Record of Training.....	14
5.3.	ACC Form 4420, Individual's Record of Duties and Qualifications.	14
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		15
Attachment 2—AIR FORCE PROFICIENCY CODES		20

Chapter 1

GENERAL INFORMATION

1.1. General. This instruction prescribes basic guidance for training ACC crews according to DAFPD 17-2. **Note:** Keywords and Definitions related to this document can be found under **Attachment 1** under *Terms*.

1.2. ACC Ready Cybercrew Program (RCP) Program Goals. The ACC RCP ensures all crewmembers obtain and maintain the certification and proficiency required to effectively perform their unit's mission. The objective of the RCP is to develop and maintain a high state of mission readiness for immediate and effective employment across the full range of military operations, while structuring each training mission to achieve optimum training experience.

1.2.1. This instruction applies to crewmembers, defined as individuals who conduct cyberspace operations and are assigned to a specific cyberspace mission system (CMS) and position, including those who are augmenting CMS units. These positions may include, but are not limited to: Operator, Exploitation Analyst, Mission Commander, and similar duty positions. Specific crew positions for a given CMS may be found in the applicable mission system volume. This instruction also applies to members in formal training for immediate assignment to a CMS position.

1.2.2. Personnel who perform cyberspace support or intelligence, surveillance, and reconnaissance (ISR) functions do not fall under the purview of this publication except as it pertains to cyberspace operations-related training. Duty positions in this category includes traditional analyst positions, and traditional operations (ops)-officer positions not serving as mission CCs or crew CCs.

1.2.3. Air Force crews performing appropriate duties on non-US Air Force systems, or on duty with or attached to non-US Air Force units for cyber operations, are required to maintain training records in accordance with the standards established by the non-US Air Force units. For example, units conducting operations on the Joint Cyberspace Access Platform (JCAP) are required to follow United States Cyber Command (USCYBERCOM) standards.

1.3. Roles and Responsibilities.

1.3.1. ACC:

1.3.1.1. Develops and manages, in coordination with affected commands, the appropriate guidance to establish crew training requirements and standards, regardless of mission designation and command of assignment. See AFI 10-217, *Management of Air Force Operational Training and Undergraduate Aircrew Training Systems*, for information on training system management.

1.3.1.2. Hosts annual mission system-specific training conferences to review all programs for currency, applicability, compliance, and effectiveness, and address issues in command-provided guidance documents as appropriate. Attendees should include training representatives from career field managers, user commands, formal schools, Numbered Air Force (NAF) training and Standardization and Evaluation (Stan/Eval) offices, and selected unit representatives. Submit formal training requirements to career field managers for

incorporation in the Utilization and Training Workshop process as defined in Department of the Air Force Manual (DAFMAN) 36-2689, *Training Program*.

1.3.1.3. Determines total force crew training requirements in coordination with using major commands (MAJCOMs) across the Future Years Defense Program (FYDP). Forward requirements annually to ACC/A3/2/6K via the Program Requirements Document (PRD), for validation and inclusion in the Undergraduate and Graduate Program Guidance Letters (PGLs).

1.3.2. All MAJCOMs with assigned crew IAW [paragraph 1.2.1](#) and DAFPD 17-2 will:

1.3.2.1. Maintain oversight of crew training within its chain of command and for attached and gained units.

1.3.2.2. Convene conferences and working groups, as necessary, to review and improve training policies and procedures.

1.3.2.3. Send proposals for amending existing formal school course prerequisites and syllabi or deleting obsolete courses to the command responsible for the applicable training for approval.

1.3.3. All NAFs with assigned crew IAW [paragraph 1.2.1](#) will:

1.3.3.1. Establish a crew training office responsible for the overall management of the crew training program.

1.3.3.2. Maintain oversight of crew training within its chain of command and for attached units and gained units.

1.3.3.3. Convene conferences and working groups, as necessary, to review and improve training policies and procedures.

1.3.3.4. Validate, approve, and provide guidance on the implementation and use of formal operations training Master Training Task Lists (MTTLs). NAFs will coordinate MTTLs with their respective MAJCOM.

1.3.4. Commands conducting training:

1.3.4.1. ACC, as the lead command for cyber, provides formal and operations training for crew as applicable.

1.3.4.2. Maintains quota allocation and management responsibilities.

1.3.4.3. Captures inputs from Air Staff, Air Force Personnel Center (AFPC), user MAJCOMs, and other users in the allocation of training quotas to fulfill maximum total force training requirements within programmed capacity.

1.3.4.4. Approves formal school courses and syllabi in coordination with other commands, program managers and Headquarters Air Force (HAF) as required.

1.3.4.5. Develops, updates, and maintains courseware and training syllabi to support Mission Essential Tasks (METs). Performs task and media analysis associated with crew qualification training per DAFI 36-2670, *Total Force Development*; DAFMAN 36-2689, *Training Program*; AFI 10-217_ACCSUP, *Management of Air Force Operational and*

Undergraduate Aircrew Training Systems; and functions as the approving authority for these courses.

1.3.4.6. Outlines procedures for a Progress Review (PR) to be accomplished when a student fails to progress according to syllabus requirements.

1.3.5. Unit Training Organization:

1.3.5.1. Scope. For the purpose of this instruction, "unit" includes levels of organization under higher headquarters (HHQ) required to establish a training function. Most units are composed of cyber squadrons/detachments (henceforth in this publication, "squadron" will be used synonymously with "detachment").

1.3.5.2. Commander (CC). CCs are responsible for the implementation of the Crew Training Program for their respective unit. The CC will:

1.3.5.2.1. Direct unit level training program execution.

1.3.5.2.2. Provide manpower in support of the unit training function to execute the duties directed by this publication and the applicable ACCMAN 17-2 [MSV] Volume 1, *Cybercrew Training*.

1.3.5.2.3. Designate crew instructors.

1.3.5.3. Operations Training Flight. The operations training flight will be administered and implemented from the unit level with the Chief of Training reporting directly to the Director of Operations. The operations training flight will be led by a Chief of Training.

1.3.5.3.1. Be staffed by at least one instructor per crew position identified in ACCMAN 17-2 [MSV] Volume 3, *Operations and Procedures*. **(T-3)**.

1.3.5.3.2. The Chief of Training and instructors will maintain Mission Ready (MR)/Combat Mission Ready (CMR) status on unit mission system.

1.3.5.3.3. Select instructors from the most suitable, highest qualified and most experienced personnel. Requisites for mission system instructor upgrade will be outlined in the applicable ACCMAN 17-2 [MSV] Volume 1.

1.3.5.3.4. Establish procedures to implement MAJCOM-mandated training software, as required.

1.3.5.3.5. Monitor, track, and notify squadron leadership of all crewmember training requirements until completion.

1.3.5.3.6. Process and maintain approved training records and forms.

1.3.5.3.7. Establish procedures for review and quality control of training documentation.

1.3.5.3.8. Develop and document the instructor-training program, designed to train and certify instructors on how to train crew personnel correctly as part of their role in the Instructional Systems Development (ISD) and Instructor Methodologies Course (IMC) process. Instructor training programs must be reviewed and approved by the appropriate Operations Support Squadron (OSS) or A-staff office prior to

implementation. For units who do not have an OSS or A-staff office, complete approval through the supporting group commander or designated representative.

1.3.5.3.9. On a quarterly basis (at minimum), advise unit leadership on unit crew training status, requisite completion, initial qualification training (IQT)/mission qualification training (MQT) shortfalls, and missed suspenses.

1.3.5.3.10. Create/develop MTTLs for all operational duty positions according to the unit's Designed Operational Capability (DOC) statement for their assigned mission system. Coordinate approval through the NAF to respective MAJCOM.

1.3.5.4. Crewmembers. Each crewmember is responsible for initiating, executing, and completing their individual training requirements.

Chapter 2

GUIDANCE AND PROCEDURES.

2.1. Qualification Training. This section defines crew operational status and specifies minimum training requirements for IQT, MQT, upgrade, difference qualification training, senior officer qualification training, and Requalification Training (RQT).

2.1.1. IQT. Training required to qualify for basic crew duties in an assigned crew position for a specific mission system, regardless of the unit's operational mission as a prerequisite to MQT. Formal training units will comply with this publication; Air Combat Control Instruction (ACCI) 17-202, Volume 2, *Cybercrew Standardization/Evaluation Program*; ACCI 17-202, Volume 3, *Cybercrew Operations and Procedures*, when developing IQT.

2.1.1.1. IQT Prerequisites. Units must ensure each crewmember complies with the appropriate formal course training prerequisites prescribed in the applicable syllabus, before entering qualification training.

2.1.1.2. Method. Unless otherwise specified in applicable mission system guidance, the primary method of IQT is to attend and complete the appropriate formal training course(s) listed in the Education and Training Course Announcement (ETCA) system under USAF Formal Schools. ETCA may be reached via the Air Force Portal. Completing the appropriate formal course(s) satisfies all IQT requirements.

2.1.1.3. In-Unit IQT. When formal course attendance is not practical or quotas are not available, units will request waivers from the applicable Functional Area Manager (FAM) to conduct in-unit IQT. Units will use formal school courseware, if such courseware exists, as specified in the applicable mission system provided guidance. Accomplish in-unit training IAW applicable formal school courseware and the following guidance:

2.1.1.3.1. Training tasks should be completed in the order specified in the syllabus; however, if mission scheduling or student progress dictates otherwise, the unit CC or designee may change the order.

2.1.1.3.2. Training syllabi establish a maximum time-period between training events. Failure to accomplish training as scheduled requires documentation and corrective action.

2.1.1.3.3. Once approved at the MAJCOM-appropriate level, operations group commander (OG/CC) (or equivalent) may approve IQT requirements completion during operational missions under the supervision of an instructor qualified in the same crew position. Approval may be delegated down to Squadron Commander (SQ/CC). Comply with restrictions in appropriate MAJCOM-provided guidance, mission system volumes, and applicable operation orders (OPORD).

2.1.1.3.4. Crewmembers participating in In-Unit IQT are dedicated to that training, which takes priority over non-training related duties.

2.1.2. MQT. The purpose of MQT is to train and prepare crewmembers in assigned crew positions to perform the command or unit mission. ACCMAN 17-2 [MSV] Volume 1 prescribes minimum training requirements to qualify individuals in unit missions.

2.1.2.1. MQT Prerequisites. Each crewmember must complete all applicable IQT requirements IAW [paragraph 2.1.1](#) before entering MQT.

2.1.2.2. Method. MQT is comprised of training at the unit. Units determine MQT requirements IAW mission system volumes and guidance. Crewmembers participating in MQT are dedicated to that training, which takes priority over non-training related duties.

2.1.2.3. For a single mission system with multiple mission certifications/qualifications available, document the various courses and governing instructions in each applicable ACCMAN 17-2 [MSV] Volume 1.

2.1.2.4. MQT syllabi will establish a maximum time lapse between training events/tasks. Failure to accomplish training as scheduled will require documentation and corrective action.

2.1.2.5. Time Limits. Training time limitations for MQT completion are contained in applicable mission system volumes. The member should begin MQT at the earliest opportunity, but will begin not later than 45 days (90 days for the Air Reserve Component (ARC)) after completing IQT and reporting to the duty station or unit. With SQ/CC approval, MQT requirements may be completed during operational missions under the supervision of an instructor qualified/certified in that position.

2.2. Upgrade.

2.2.1. With SQ/CC approval, upgrade and special certification requirements may be completed during operational missions under the supervision of an instructor qualified/certified in that position. Comply with restrictions in appropriate ACCMAN 17-2 [MSV] Volume 1, MAJCOM directives, and any applicable OPOD.

2.2.2. Upgrade training is given to operators upgrading from their current crew position to a different position within the same mission system. The upgrade position will require additional qualification criteria and must contain all requirements of the initial position. Tasks common to both positions do not require retraining if the knowledge and skills are duplicated. Continuation training (CT) requirements will only be levied against the upgrade position as it is utilized in place of the original position. Upon completion of upgrade training requirements, the operator can perform operations for either the original or upgraded position.

2.3. Difference Qualification Training.

2.3.1. Difference qualification training is required for qualification when there is an upgrade/modification to the mission system the crew is certified/qualified on. When the MAJCOM determines the differences between series are great enough, program manager oversees initial training and deliver systems that meet documented user requirements and improve readiness throughout the lifecycle. This training may be included in IQT/MQT.

2.3.2. Difference qualification training requirements will be established in ACCMAN 17-2 [MSV] Volume 1.

2.4. Senior Officer Qualification Training. Qualification training requirements for senior officers (deputy group commander or higher) will be established in ACCMAN 17-2 [MSV] Volume 1.

2.5. Requalification Training (RQT). Academic and positional training required to requalify to MR/CMR status. A crewmember is considered unqualified upon expiration of currency exceeding 6 months or expiration of their qualification evaluation, whichever occurs first. The duration of unqualified time is measured from the date the crewmember became unqualified until the retraining and requalification evaluation is complete. An unqualified crewmember can requalify IAW the following:

2.5.1. Unqualified up to 6 months: Completion of training in all delinquent items (as applicable), additional task coverage as directed by the certifying official (see [paragraph 2.6.4](#)), and a requalification SPOT evaluation IAW ACCI 17-202V2 and ACCMAN 17-2 [MSV] Volume 2.

2.5.2. Unqualified exceeding 6 months: Recompletion of IQT/MQT or appropriate RQT and a requalification evaluation IAW ACCI 17-202V2 and ACCMAN 17- 2 [MSV] Volume 2.

2.6. Crew Operational Status. A crewmember's status may be designated as Basic Cyber Qualified (BCQ), Basic Mission Capable (BMC), or MR/CMR status. (**Note:** IAW ACCMAN 17-2CVA/H, Volume 1, *Cyber Vulnerability Assessment/Hunter - Training*, USCYBERCOM nomenclature of FT [Fully Trained] and FMQ-B/S/M [Fully Mission Qualified – Basic/Senior/Master] will equate to BCQ and CMR respectively for this publication.)

2.6.1. BCQ. A crewmember who satisfactorily completed IQT. The crewmember will have BCQ status only until completion of MQT. BCQ crewmembers will not perform tasked events or missions without instructor supervision.

2.6.2. BMC. A crewmember who satisfactorily completed IQT, MQT, and a full Stan/Eval evaluation is awarded the BMC qualification status. The operator will maintain BMC operator qualification, with reduced lookback and event RCP Tasking Memorandum (RTM) requirements. BMC examples include but are not limited to CC, staff, etc. The BMC crewmember must be able to attain MR/CMR status, to meet operational taskings, as specified in the applicable mission system volumes. (**T-2**) Persons filling a BMC position must be able to meet MR/CMR currency requirements within 30 days (90 days for ARC). Due to the lower proficiency and currency levels, the BMC qualified operator must always perform crew duty with a MR/CMR operator, in the same crew operator position, to ensure operational and mission requirements are met.

2.6.3. MR/CMR. A crewmember who has satisfactorily completed IQT and MQT, Stan/Eval evaluation, and maintains certification, currency and proficiency in the command or unit operational mission is MR/CMR.

2.6.4. Certifying Official's (first operational CC in the member's chain of command, or CC's designated subordinate supervisor) certification as well as certification of completion of unit-designated crew force management requirements is required for a member to obtain BMC/MR/CMR status.

2.6.5. Once a certifying official (or designee) certifies an individual as MR/CMR or BMC, the individual maintains BMC/MR/CMR status based on CT requirements identified in [paragraph 3.1](#).

Chapter 3

CONTINUATION TRAINING (CT)

3.1. CT. Training that provides crewmembers with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned position and at the designated certification/qualification level. This training is identified within the respective MSV and MAJCOM CT such as the RTM.

3.2. Currency. Currency requirements for BMC/MR/CMR crewmembers are identified within the respective mission system volumes.

3.2.1. RCP is the formal continuation-training program that provides the baseline for squadrons to use in developing a realistic training program to meet all tasked requirements. RCP defines the *minimum* required mix of annual missions, simulator missions, and training events crewmembers must accomplish to sustain mission readiness. These programs have clearly defined objectives and minimum standards that enhance mission accomplishment and safety. Specific RCP events/tasks and required frequency for BMC/MR/CMR are located in the applicable ACCMAN 17-2 [MSV] and MAJCOM CT guidance such as an RTM.

3.2.2. RTM. This MAJCOM-issued memorandum provides the baseline for CCs to develop a realistic training program to meet all unit mission directive tasked requirements. These programs will have clearly defined objectives and goals that enhance mission accomplishment and safety. This memorandum takes precedence when there are discrepancies with ACCMAN 17-2 [MSV] Volume 1.

3.3. Recurrency Training. A crewmember is considered not current upon loss of currency as specified in the applicable command provided guidance.

3.3.1. Loss of Currency up to 6 months. A crewmember must demonstrate proficiency with an instructor (or designated supervisor, when specified in the applicable ACCMAN 17-2 [MSV] Volume 1 and/or specified MAJCOM CT guidance such as an RTM) in all delinquent items.

3.3.2. Loss of Currency Exceeding 6 Months. ACCMAN 17-2 [MSV] Volume 1 will establish which currency and proficiency items result in unqualified status requiring requalification and which items do not result in unqualified status allowing recurrency to be regained according to [paragraph 2.5](#) and [paragraph 3.2.1](#).

3.4. Proration of Training.

3.4.1. When determining training requirements, prorate a crewmember not available for cyber duties (for example, Permanent Change of Station (PCS), non-mission Temporary Duty (TDY), or emergency leave).

3.4.2. Proration does not apply to individuals who are available for 15 days or less, who will not incur training requirements. For example, traditional reservists performing a weekend drill would not incur training requirements.

3.4.3. For individuals unavailable for cyber duties for 16 days or more, requirements prorated are in direct proportion to the number of days of non-availability. Do not prorate for non-

availability of 15 days or less. Additional proration guidance may be established in ACCMAN 17-2 [MSV] Volume 1.

3.5. Additional Training. Any training and MTTL items recommended by the Stan/Eval Examiner to remedy deficiencies identified during an evaluation.

3.6. Individual Training. The CC may direct individual training for substandard mission performance or other situations. Tailor individual training to meet the of the individual.

3.7. Failure to Complete CT Requirements.

3.7.1. Declare individuals as non-mission ready (N-MR), non-combat mission ready (N-CMR), or non-basic mission capable (N-BMC) if they fail to complete periodic or CT requirements defined in ACCMAN 17-2 [MSV] Volume 1 and RTM.

3.7.2. Units must ensure individuals who fail to accomplish minimum CT requirements and subsequently lose currency are in a supervised status as specified in this ACCI or mission system volumes.

3.7.3. Units will document decisions to suspend, retain, or downgrade a crewmember's status if the individual fails to meet the standards established by this ACCI, ACCI 17-202V2, or mission system volumes, citing all which apply.

Chapter 4

INSTRUCTOR TRAINING AND QUALIFICATION.

4.1. Requirements. Instructors will complete appropriate training program, and qualification requirements, as specified in the appropriate mission system volumes. **(T-2)** Instructor trainees will be observed and supervised by a qualified instructor. **(T-2)** Instructors will be current and certified in any task they instruct. **(T-2)**

4.2. Unit Instructor Upgrade. Units will develop instructor upgrade syllabi to encompass, at a minimum:

4.2.1. Applicable equipment configuration and scheduling procedures (e.g., simulator and on-line equipment configuration, instruction scenario control procedures).

4.2.2. ISD and IMC process and procedures.

4.2.3. Observance, at a minimum, of one certified instructor conducting academic training, in the simulator, on the ops floor, and/or in the field, as appropriate for the mission system evaluation.

4.2.4. Development, conduct, and administration of classroom training, simulator, ops floor, and field training as appropriate for the mission system.

Chapter 5

DOCUMENTATION

5.1. Requirements. In all instances of documentation, use of electronic forms is authorized, to include use of electronic signatures and wholly electronic Individual Training Folders (ITF). In all instances, computer-generated forms must mirror AF Forms as published on the USAF E-Publishing web site as of the date of their use.

5.1.1. Each block of training is documented and maintained in the crewmember ITF.

5.1.2. Crewmember CT and additional training events are maintained in an ITF. Electronic format ITFs are authorized provided proper security measures, backup capability, and sustainment plans are in place.

5.1.3. Dispose of ITFs and other related material according to the RDS, and AF guidance concerning the protection of Personally Identifiable Information.

5.2. ACC Form 4419, *Record of Training*. Crewmember training events/tasks can be documented on the ACC Form 4419. Software applications capturing the same information are authorized provided they comply with ACCMAN 17-2 [MSV] volumes.

5.3. ACC Form 4420, *Individual's Record of Duties and Qualifications*. The ACC Form 4420 is an index providing pertinent training information extracted from all the ACC Form 4419, memos, assigned duties (e.g., initial cadre, Chief of Training), status of training (e.g., delay of training, supervised status) accomplished by the crewmember. Software applications capturing the same information are authorized provided they comply with ACCMAN 17-2 [MSV] volumes.

BRIAN S. LAIDLAW, Brigadier General, USAF
Director of Operations

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

37 USC, *Pay and Allowances of the Uniformed Services*

5 USC § 552a, *Records maintained on individuals* (Privacy Act of 1974)

ACCI 17-202V2, *Cybercrew Standardization/Evaluation Program*, 10 September 2025

ACCI 17-202V3, *Cybercrew Operations and Procedures*, 10 September 2025

ACCMAN 17-2 CVA/HV1, *Cyber Vulnerability Assessment/Hunter – Training*, 28 October 2024

AFI 10-217, *Management of Air Force Operational Training and Undergraduate Aircrew Training Systems*, 22 December 2023

AFI 10-217_ACCSUP, *Management of Air Force Operational and Undergraduate Aircrew Training Systems*, 8 May 2025

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

DAFI 36-2608, *Military Personnel Records System*, 16 April 2021

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFMAN 36-2689, *Training Program*, 31 March 2023

DAFPD 17-2, *Cyber Warfare Operations*, 27 October 2020

DoD Dictionary of Military and Associated Terms, Current version

JP 3-12, *Joint Cyberspace Operations*, 19 December 2022

Prescribed Forms

ACC Form 4419, *Record of Training*

ACC Form 4420, *Individual's Record of Duties and Qualifications*

Adopted Forms

ACC Form 4418, *Certificate of Cybercrew Qualification*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

ACCI—Air Combat Command Instruction

ACCMAN—Air Combat Command Manual

AF—Air Force

AFPC—Air Force Personnel Center
AFR—Air Force Reserve
ANG—Air National Guard
ARC—Air Reserve Component (AFR and ANG)
BCQ—Basic Cyber Qualified
BMC—Basic Mission Capable
CC—Commander
CMR—Combat Mission Ready
CRE—Course Resource Estimate
CT—Continuation Training
CTS—Course Training Standard
CMS—Cyberspace Mission System
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Directive
DOC—Designed Operational Capability
ETCA—Education and Training Course Announcement
FAM—Functional Area Manage
FYDP—Future Years Defense Program
HAF—Headquarters Air Force
HHQ—Higher Headquarters
IAW—In Accordance With
IMC—Instructor Methodologies Course
IQT—Initial Qualification Training
ISD—Instructional Systems Development
ISR—Intelligence, Surveillance, and Reconnaissance
ITF—Individual Training Folder
JCAP—Joint Cyberspace Access Platform
JP—Joint Publication
MAJCOM—Major Command
MET—Mission Essential Task
MQT—Mission Qualification Training

MR—Mission Ready
MSV—Mission System Volumes
MTTL—Master Training Task List
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
N-MR—Non-Mission Ready
NAF—Numbered Air Force
OG/CC—Operations Group Commander
OPORD—Operations Orders
OPR—Office of Primary Responsibility
OPS—Operations
OSS—Operations Support Squadron
PCS—Permanent Change of Station
PGL—Program Guidance Letter
PR—Progress Review
PRD—Program Requirements Document
RCP—Ready Cybercrew Program
RQT—Requalification Training
RTM—RCP Tasking Memorandum
SORN—System of Records Notice
SQ/CC—Squadron Commander
Stan/Eval—Standardization and Evaluation
TDY—Temporary Duty
USAF—United States Air Force
USCYBERCOM—United States Cyber Command

Office Symbols

ACC/A3—ACC Director of Operations
ACC/A3/2/6K—Information Warfare Division
ACC/A3T—ACC Flight Operations Division

Terms

Basic Cyber Qualified (BCQ)—A crewmember who satisfactorily completed IQT. The crewmember will have BCQ status only until completion of MQT. BCQ crewmembers will not perform tasked events or missions without instructor supervision.

Basic Mission Capable (BMC)—A crewmember who satisfactorily completed IQT, MQT, and a full Stan/Eval evaluation is awarded the BMC qualification status. The operator will maintain BMC operator qualification, with reduced lookback and event RTM requirements. BMC examples include but are not limited to CC, staff, etc. The BMC crewmember must be able to attain MR/CMR status, to meet operational taskings, as specified in the applicable mission system volumes. Persons filling a BMC position must be able to meet MR/CMR currency requirements within 30 days (90 days for ARC). Due to the lower proficiency and currency levels, the BMC qualified operator must always perform crew duty with a MR/CMR operator, in the same crew operator position, to ensure operational and mission requirements are met.

Certification—Procedure used to document competency in a particular task as determined by a certifying official. Not interchangeable with "qualification", which requires ACC Form 4418 documentation.

Combat Mission Ready (CMR)/Mission Ready (CMR/MR)—A crewmember who has satisfactorily completed IQT, MQT, completed a full Stan/Eval evaluation and maintains certification, currency, and proficiency in the command or unit combat mission.

Compliance Language—Terminology defined as follows:

- 1) Will—Indicate a mandatory requirement.
- 2) Should—Indicates a preferred, but not mandatory, method of accomplishment.
- 3) May—Indicates acceptable or suggested means of accomplishment.
- 4) Normally—Indicates under normal or usual conditions, as a rule.
- 5) **Note:**—Indicates operations procedures, techniques, etc., considered essential to emphasize.

Continuation Training (CT)—Training which provides crewmembers with the volume, frequency, and mix of training necessary to maintain currency and proficiency in the assigned qualification level.

Currency—A measure of how frequently and/or recently a task is completed. Currency requirements should ensure the average crewmember maintains a minimum level of proficiency in a given event/task.

Crewmembers—A member who conducts operations is typically assigned to a specific mission system and is not the crew commander.

Cyberspace—A global domain within the information environment consisting of the interdependent network of information technology infrastructures and resident data, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers. (*DoD Dictionary of Military and Associated Terms*)

Cyberspace Operations—The employment of cyberspace capabilities where the primary purpose is to achieve objectives in or through cyberspace. (JP 3-12)

Cyberspace Support—Foundational, continuous or responsive operations in order to ensure information integrity and availability in, through, or from Air Force-controlled infrastructure and its interconnected analog and digital portion of the battlespace. (DAFPD 17-2)

Initial Qualification Training (IQT)—Mission system-specific training designed to address system specific and/or positional specific training leading to declaration of BCQ as a prerequisite to MQT.

Instructional System Development (ISD)—ISD is a deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures that personnel are taught in a cost-efficient way the knowledge, skills, and attitudes essential for successful job performance.

Instructor—An experienced crewmember qualified to instruct other crewmembers in mission area academics and positional duties.

Master Training Task List (MTTL)—Documentation of total training tasks developed for a prime mission system and its respective mission. It includes the entire spectrum of required training tasks. The MTTL provides the training task baseline for all acquisition, modification, support, management, and funding actions through comparison with predecessor or future prime mission systems. MTTLs establish a training requirements baseline and are necessary for Course Training Standard (CTS), Course Resource Estimate (CRE), and Course Training Plan development. See AFI 10-217.

Mission Qualification Training (MQT)—Following IQT, MQT is a formal training program used to qualify crewmembers in assigned crew positions to perform the unit mission. This training is required to achieve a basic level of competence in unit's primary tasked missions and is a prerequisite for MR/CMR or BMC declaration.

Non-Combat Mission Ready (N-CMR)—A crewmember that is non-current in the unit or command combat mission.

Proficiency—Demonstrates the ability to perform a task to the training and evaluation standards.

Qualification Evaluation—Qualifies a crewmember to perform the duties of a particular crew position in the specified mission system. Requires ACC Form 4418 documentation.

Requalification Training (RQT)—Academic and positional training required to requalify to MR/CMR status.

Supervised Status—The status of a crewmember who must perform mission under the supervision of either an instructor or a designated supervisor (as specified in the applicable ACCMAN 17-2 [MSV] Volume 1) qualified in that specific crew position. The examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable ACCMAN 17-2 [MSV] Volume 1, or as determined by the SQ/CC.

Task—An independent unit of work carefully selected to reflect mission needs. Tasks are parent to subtasks.

Time Periods—The following definitions are provided for interpretation of timing requirements specified in this instruction: (a) Day—Unless otherwise specified, "day" means calendar days. When "work-days" are specified, count only duty days. Do not count scheduled unit "down" days as a duty day. (b) Month—The term "month" means calendar months, not 30-day periods.

Attachment 2

AIR FORCE PROFICIENCY CODES

Figure A2.1. Air Force Proficiency Codes.

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 part. (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 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. (COMPLETE 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		
*	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. (Examples: b and 1b)	
**	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.	
X	This mark is used alone in course columns to show that training is required but not given due to limitations in resources.	