COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This manual implements Air Combat Command Instruction (ACCI) 17-202, Volume 1, *Cybercrew Training*. It establishes the minimum standards for training and qualifying/certifying personnel for performing crewmember duties on the Air Force (AF) Intranet Control (AFINC) weapon system. This publication applies to all Air Combat Command (ACC) -assigned and attached military and civilian AF personnel, members of the AF Reserve Command (AFRC), Air National Guard (ANG), and contractor support personnel in accordance with (IAW) appropriate provisions contained in memoranda support agreements and AF contracts. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974, as amended, 5 USC § 552a, authorized by Department of Defense Instruction (DoDI) 5400.11, DoD *Privacy and Civil Liberties Programs*. Ensure that all records and processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed IAW the Air Force Records Disposition Schedule, located in the Air Force Records Information Management System. System of Records Notices F036 AF PC C, *Military Personnel Records System*, and OPM/GOVT-1, *General Personnel Records*, apply. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-2, T-3) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360,

Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. **Attachment 1** is for reference and is not mandatory. **Attachment 2** is mandatory.

SUMMARY OF CHANGES

Prescribed forms updated to "none", no content changes have been made.

Chapter 1

GENERAL GUIDANCE REGARDING TRAINING

1.1. Training Objectives.   This manual prescribes basic policy and guidance for training Air Force Intranet Control (AFINC) crewmembers according to ACCI 17-202, Volume 1, *Cybercrew Training*.

1.1.1. The overall objective of the AFINC training program is to develop and maintain a high state of readiness for the immediate and effective employment of AF crewmembers in support of AFINC operations. Mission readiness and effective employment are achieved through the development and mastery of core competencies for AFINC crewmembers.

1.1.2. The secondary objective is to standardize AFINC training requirements into a single source document.

1.2. Abbreviations, Acronyms and Terms. See **Attachment 1**.

1.2.1. For the purposes of this instruction, "certification" denotes a commander's action, whereas qualification denotes a formal evaluation administered by Standardization and Evaluation (Stan/Eval).

1.2.2. Key words explained.

1.2.2.1. "Will" or "shall" indicates a mandatory requirement.

1.2.2.2. "Should" indicates a preferred, but not mandatory, method of accomplishment.

1.2.2.3. "May" indicates an acceptable or suggested means of accomplishment.

1.2.2.4. "Note" indicates operating procedures, techniques, etc., which are considered essential to emphasize.

1.3. Roles and Responsibilities.

1.3.1. ACC will:

1.3.1.1. Establish and standardize total force crewmember training requirements in coordination with the Air Force Reserve (AFR) and the Future Years Defense Program (FYDP) of the National Guard Bureau (NGB). Active Guard Reserve (AGR), which are those Cybercrew in the AFR and/or NGB on active-duty orders for some duration (two-week AT, Temporary Duty (TDY), deployment, etc.), will follow active-duty requirements for training based upon the Cybercrew(s) duty as directed in the orders issued or the command the Cybercrew(s) are being attached to.

1.3.1.2. Manage all training course requirements and training tasks for the AFINC weapon system. See AFI 16-1007, *Management of Air Force Operational Training Systems*, for information on training system management.

1.3.1.3. Host annual and quarter, in-person and/or virtual weapon system-specific training planning team (TPT) conference IAW AFI 16-1007.

1.3.1.4. Publish AFINC Ready Cybercrew Program (RCP) Tasking Memorandum (RTM) each fiscal year (FY).

1.3.2. All United States Air Force (USAF) elements who operate, maintain, sustain, or support AFINC include HQ USAF A6, ACC, 16th Air Force (16 AF), AFRC, ANG, and Air Force Lifecycle Management Center (AFLCMC) are considered MAJCOMs for this manual. All MAJCOMs will:

1.3.2.1. Determine training requirements to fulfill primary (and secondary, if applicable) Designed Operational Capability (DOC) statement missions, as well as meet unit tasking.

1.3.2.2. Review subordinate unit supplemental instructions and training programs annually.

1.3.3. Wings and groups subordinate to MAJCOMs will:

1.3.3.1. Develop programs to ensure training objectives are met. The top training priority should be to train all designated crewmembers to Mission Ready (MR) status. Assist subordinate squadrons in management of training programs, ensure programs meet unit needs and provide necessary staff support. ACC wings/groups will assist NGB unit training programs as required or requested IAW applicable unit support programs, memorandums of agreement or memorandums of understanding. **(T-2).**

1.3.3.2. Develop additional training requirements and/or programs necessary to meet unit mission requirements. Units may include these requirements in local training procedures. **(T-2).**

1.3.4. Squadron Commanders (SQ/CC). The SQ/CC's primary training priority should be to train all designated crewmembers to MR or Basic Mission Capable (BMC) status. **(T-3)** Squadrons will:

1.3.4.1. Maintain training forms and unit certification/qualification training documents for all squadron personnel and personnel attached to the squadron for cyberspace operations. **(T-3).**

1.3.4.2. Maintain the letter of certification (i.e., letter of Xs) summarizing crewmember certifications; this letter will be signed by the Cyber Operations Group (COG)/CC, SQ/CC or SQ/Director of Operations (DO) and may be maintained via electronic storage. **(T-3).**

1.3.4.3. Ensure review of training and evaluation records of newly assigned crewmembers and those completing formal training to determine the training required for them to achieve BMC or MR status and to ensure provisions of this volume are met. **(T-3).**

1.3.4.4. Ensure RCP missions are oriented towards maintaining mission ready proficiency and tactical employment. Provide guidance to ensure only effective RCP missions are logged. **(T-3).**

1.3.4.5. Determine missions and events in which individual MR crewmembers will maintain MR certification/qualification. **(T-3).**

1.3.4.6. Determine missions and events in which individual BMC crewmembers will maintain basic certification/qualification. **(T-3).**

1.3.4.7. Determine how many and which crewmembers will carry special certifications (e.g., mission commander) and qualifications (e.g., instructor). **(T-3).**

1.3.4.8. Assist the wing or group in the development of unit training programs. **(T-3).**

1.3.4.9. Ensure instructors and crewmembers participate only in sorties, missions, events, and tasks for which they are qualified/certified and adequately prepared, trained, proficient, and current. **(T-3).**

1.3.4.10. Identify quality of training, monitor for deficiencies, and advise SQ/CC certifying official(s) of additional training needs. **(T-3).**

1.3.5. Instructors will:

1.3.5.1. Be MR qualified in a crew position. **(T-3).**

1.3.5.2. Be appointed as an instructor, complete instructor certification training and successfully complete an instructor qualification evaluation from Stan/Eval. **(T-3).**

1.3.5.3. Be responsible for monitoring and completing all operational training requirements. **(T-3).**

1.3.5.4. Ensure they participate only in operational activities for which they are qualified/certified, current, and proficient. **(T-3).**

1.3.5.5. Use coordinated and approved lesson plans to ensure standardization and accurate instruction is accomplished for all classroom presentations. Lesson plans are used in conjunction with other training program materials to ensure learning objectives are properly stated and addressed in a logical sequence. **(T-3).**

1.3.5.6. Facilitate procedural and training improvements within Squadron Operations Training, Weapons and Tactics, and Stan/Eval functions.

1.3.5.7. Execute unit-level crewmember certifications/training described in this instruction. **(T-3).**

1.3.6. Crewmembers will be responsible for monitoring themselves in preparing for the completion of all training requirements and ensuring participation in operational activities for which they are qualified/certified. **(T-3).**

1.4. Waiver Authority.

1.4.1. With ACC/A6O approval, waiver authority for all requirements of the Ready Cybercrew Program Tasking Memorandum (RTM) is the COG/CC except for lookback (i.e., sortie rate), which resides with 16 AF J3/78. Additional guidance may be provided in the responding waiver approval memo. Unless specifically noted otherwise in the appropriate section, and also with ACC/A6O approval, the COG/CC may adjust individual requirements in **Chapter 4** and **Chapter 5**, on a case-by-case basis, to accommodate variations in crewmember experience and performance. **(T-2).**

1.4.2. Formal School Training and Prerequisites. Any planned exception to a formal course syllabus (or prerequisite) requires a syllabus waiver. Submit waiver request through ACC/A6OO to the waiver authority listed in the course syllabus. If required for units' designated mission, events waived or not accomplished at the formal school will be accomplished in-unit before assigning MR status. **(T-2).**

1.4.3. In-Unit Initial Qualification Training (IQT) Waiver. ACC/A3 is approval/waiver authority for in-unit training to include syllabus and prerequisite waivers. Before approval, review the appropriate syllabus and consider availability of formal instruction and

requirements IAW ACCI 11-251, *ACC Operations Training Development Program*, ACCI 11-252, *ACC Formal Operations Training Publication* Management, and this volume of the ACCMAN 17-2 series. ACC/A6OO will coordinate through the 39th IOS, the Training Support Squadron, for waivers to the unit for in-unit training. **(T-2).**

1.4.3.1. Waivers will be routed through chain of command (e.g., COG, CW, Numbered Air Force (NAF)) to ACC/A6O. **(T-2).**

1.4.3.2. Waivers for all situations will be considered on a case-by-case basis and approval authority remains with ACC/A6O. **(T-2).**

1.4.3.3. Units subordinate to a NAF will forward requests through the NAF/A3T (or equivalent) to ACC/A6O and ACC/A3. **(T-2).**

1.5. Training. Cybercrew training is designed to progress an individual from IQT, through Mission Qualification Training (MQT), to Continuation Training (CT). Additional training requirements to the AFINC weapon system include Requalification Training (RQT), Upgrade Training (UT), Special Mission Training (SMT) and Instructor Training. Refer to **Attachment 1** of this ACCMAN for definitions of the training types.

1.5.1. RCP is the formal CT program that provides the baseline for squadrons to use in developing a realistic training program to meet all DOC statement tasked requirements as well as specific NAF mission prioritization. Upon completion of IQT and MQT, crewmembers will have received training in all the basic mission-sets of the unit. After MQT completion and an evaluation, crewmembers will then be designated as MR or BMC and maintain the appropriate level of proficiency and currency per the RCP tasking memorandum.

1.5.2. MR is a status that denotes a member who has satisfactorily completed IQT and MQT, recurring periodic Stan/Eval evaluation, and maintains currency and proficiency in the command or unit operational mission. MR crewmembers will maintain currencies that affect MR status, accomplish all core designated training (missions and events), and all mission related training requirements consistent with the RTM. Failure to complete required MR training or maintain currencies could result in regression to non-MR (NMR) status unless waived by the approval authority.

1.5.3. BMC is a status that denotes a crewmember who satisfactorily completed IQT, MQT and a Stan/Eval evaluation, and maintains currency and proficiency in the command or unit operational mission. BMC qualified personnel will always perform crew duty with an individual MR qualified in the same duty position. The cybercrew member must be able to attain Mission Ready (MR) status to meet operational taskings as specified in the applicable weapon system volumes. **(T-2).**

1.5.3.1. Crewmembers with the primary duties of performing wing supervision or staff functions that directly support cyber operations (e.g., NAF staff, wing staff, Operations Support Squadron (OSS) personnel) must maintain BMC status as a minimum. **(T-3).**

1.5.3.2. Persons filling a BMC position must be able to attain MR currency status within 30 days (90 days for AFRC/ANG). **(T-3).**

1.5.3.3. BMC crewmembers accomplish all mission related training designated by the RTM and the SQ/CC. **(T-3).**

1.5.3.4. Failure to complete required BMC training will result in regression to non-BMC (N-BMC) status. While N-BMC, SQ/CC will determine missions the crewmembers may perform and supervision required. **(T-3).**

1.6. Training Concepts and Policies.

1.6.1. Units will design training programs to achieve the highest degree of readiness consistent with safety and resource availability, as training must balance the need for realism against the expected threat, crew capabilities, and safety.

1.6.2. Design training to achieve mission capability in squadron-tasked roles, maintain proficiency, and enhance mission accomplishment and safety. **(T-3).**

1.6.2.1. RCP training missions should emphasize either basic combat skills, or scenarios that reflect procedures and operations based on employment plans, location, current intelligence, and opposition capabilities.

1.6.2.2. Use of procedures and actions applicable to mission scenarios are desired, though not mandatory.

1.6.3. Unless specifically directed, the SQ/CC determines the level of supervision necessary to accomplish required training. An instructor is required if mission objectives include introduction of new or modified tasks called Difference Training (DT) (see **paragraph 3.5**), and/or instruction to correct previous discrepancies, called Continuation Training (CT) (see **Chapter 4**). **(T-3).**

1.7. Experienced Crewmember Requirements.

1.7.1. AFINC operators by crew position are declared experienced on the weapon system when they meet the requirements in **Table 1.1** **(T-3).**

1.7.2. To be considered for an instructor of crewmembers by position, AFINC operators must meet the declared minimum hours of training for the AFINC crewmember position of which they will be instructing. **(T-3).**

Table 1.1. Experienced Crewmember Requirements.

Crew Position	Declared Experienced Hours of Training
Router Operator	960
Domain Name Server Operator	960
Boundary Protection Operator	960
AFINC Ops Controller	480
AFINC Crew Commander	480

1.7.3. **Chapter 4** , "Crew Duties, Responsibilities, and Procedures" of ACCMAN 17-2 AFINC Volume 3, *Air Force Intranet Control Operations and Procedures*, explains what each crew position is, their respective duties, responsibilities, and procedures

1.8. RCP Policy and Management.

1.8.1. The RCP training cycle coincides with the fiscal year and is executed IAW the RTM. Each RCP status (i.e., MR or BMC) is defined by a total number of RCP missions, events, and associated currencies as determined by Higher Headquarters (HHQ) guidance and unit commanders. **(T-3).**

1.8.2. Total number of missions and events for MR/BMC is the primary factor for maintaining an individual's CT status. Failure to accomplish all training requirements may lead to an individual's regression by the SQ/CC, IAW HHQ guidance. **(T-3).**

1.8.3. An effective RCP mission requires accomplishing a tactical mission or training mission, completion of the RCP mission/events, scenario White Carding if necessary (**Attachment 2** of this manual), and other pertinent items as determined by the SQ/CC. **(T-3).**

1.8.4. Progression from BMC to MR requires:

1.8.4.1. A lookback at the MR mission rate (see RTM). **(T-3).**

1.8.4.2. Certification/qualification in all core missions and events required at MR. **(T-3).**

1.8.4.3. Confirmation the progressed crewmember can complete the prorated number of mission and event requirements remaining at MR by the end of the training cycle. Refer to Proration of Training, **paragraph 4.9** **(T-3).**

1.8.4.4. Completion of mission-related training, to include a current certification/qualification appropriate for meeting the assigned unit's DOC statement. **(T-3).**

1.8.5. MR and BMC crewmembers will complete the required monthly mission/event rate as detailed in the RTM. If unable, refer to Regression, **paragraph 4.9**. **(T-3).**

1.8.6. End of cycle training requirements are based on the crewmember's experience level, as outlined in **paragraph 1.7**, on the last day of the current training cycle. **(T-3).**

1.9. Training Mission Program Development.

1.9.1. RTM MR or BMC mission and event requirements apply to all MR and BMC crewmembers, as well as those carrying special mission certifications/qualifications (see **Chapter 4**). The standard mission requirements listed in the RTM establish the minimum number of missions per training cycle for MR and BMC levels of training. The RTM takes precedence over this volume and may contain updated requirements, missions, events, or tasks not yet incorporated into this manual. The RTM applies to all AFINC crewmembers. **(T-2).**

1.10. Training Records and Reports.

1.10.1. Units will maintain crewmember records for individual training and evaluations IAW ACCI 17-202, Volume 1; ACCI 17-202, Volume 2, *Cybercrew Standardization/Evaluation Program*; and any supplement to these.

1.10.2. Track the following information for all crewmembers and document into the individual training folders (as applicable):

1.10.2.1. Mission-related training (e.g., tactics training, crew resource management training, special mission training). **(T-3).**

1.10.2.2. Requirements and accomplishment of individual sorties, mission types, and events cumulatively for the training cycle. **(T-3).**

1.10.2.3. RCP mission requirements and accomplishment using 1-month and 3-month running totals for lookback commensurate with CT status (MR or BMC) for the crewmember's currency. **(T-3).**

1.10.2.3.1. One-Month Sortie Lookback: Total individual RCP sorties tracked for a 30-day time period. This lookback is used to assess individual progress in achieving the minimum total sorties required for the 12-month training cycle.

1.10.2.3.2. Three-Month Sortie Lookback: Total individual RCP sorties tracked for a 90-day time period. This lookback is used to assess individual progress in achieving the minimum total sorties required for the 12-month training cycle.

1.11. Crewmember Utilization Policy.

1.11.1. The overall objective is for crewmembers to perform mission-related duties. Supervisors may assign crewmember to valid, short-term tasks (e.g., escort officer, operational review board (ORB)), and will weigh the factors involved, such as level of crewmember tasking, proficiency, currency, and experience. For inexperienced crewmember in the first year of their initial operational assignment, supervisors should limit non-crewmember duties to those related to unit mission activities. **(T-3).**

1.11.2. Use evaluators and weapons and tactics personnel as instructors for any phase of training to capitalize on their expertise and experience. **(T-3).**

1.12. Sortie Allocation and Unit Manpower Guidance.

1.12.1. In general, inexperienced crewmembers should receive priority over experienced crewmembers.

1.12.2. Units will provide assigned crewmembers adequate resources to maintain minimum training requirements. The RTM defines the minimum sortie/crew shift requirements for crewmembers per training cycle. **(T-3).**

1.13. Training on Operational Missions. In order to maximize efficient utilization of training resources, units will take maximum advantage of opportunities to conduct training concurrently with operational mission segments, unless specifically prohibited or restricted by weapon system operating procedures, specific theater operations order (OPORD), specific HHQ guidance, and other restrictions as appropriate within ACCMAN 17-2(MDS) Volume 1. **(T-3).**

1.14. In-Unit Training Time Limitations.

1.14.1. Comply with the time limitations in **Table 1.2**. Crewmembers entered in an in-unit training program leading to qualification, requalification, or certification will be dedicated to that training program on a full-time basis (the COG/CC is the waiver authority only after Wing/CC grants by issuing memo). **(T-3).**

1.14.2. Training time start date is the date when the first significant training event (a training event directly contributing to qualification, certification, or upgrade) has begun, or 45-days (90 days for ARC) after being attached or assigned to the unit after completion of the FTU; whichever occurs first. Training time ends with the syllabus completion. **(T-3).**

1.14.3. If member is projected to exceed the training cycle, units will notify the COG/CC (or equivalent) in writing before the crewmember exceeds upgrade training time limits in **Table 1.2**. SQ/CCs may extend listed training times up to 60 days (120 days ARC) provided appropriate justification is documented in the crewmember's training folder. Include training difficulty, unit corrective action to resolve and prevent recurrence, and estimated completion date. **(T-3).**

Table 1.2. In-Unit Training Time Limitations Active Duty (Calendar Days)

Training	Crew Commander	Operations Controller	Router	DNS	Boundary	Notes
Mission Qualification Training	90	90	90	90	90	1,3
Requalification	45	45	45	45	45	1,3
Certification	30	30	30	30	30	1,3
Instructor Upgrade	45	45	45	45	45	1,3
BMC to MR	30	30	30	30	30	1,2,3
Notes:						
1. Training time begins with the first training event.						
2. BMC crewmember must be able to attain MR status and, if required, certification / qualification in 30 days or less for those missions/events that they maintain familiarization only						
3. 180 days for non-full time ARC members						

1.15. Periodic and End-of-Cycle Training Reports.

1.15.1. Refer to RTM for reporting requirements and timelines. **(T-2).**

Chapter 2

INITIAL QUALIFICATION TRAINING

2.1. General.   This chapter outlines AFINC IQT requirements for all crewmembers.

2.2. Formal Training.   AFINC IQT includes training normally FTU formal syllabus courses.

2.3. Local Training.   In circumstances when FTU IQT is not available within 45-days, and an appropriate waiver has been issued IAW **paragraph 1.4** of this manual, local IQT may be performed at the unit IAW the provisions of this chapter and ACCI 17-202, Volume 1. When authorized, local IQT will be conducted using appropriate FTU course syllabi and requirements. When local IQT is authorized, the gaining unit assumes responsibility for providing this training. **(T-2).**

2.3.1. Requests to conduct local IQT will include the following:

2.3.1.1. Justification for the local training in lieu of FTU IQT. **(T-2).**

2.3.1.2. Summary of individual's mission related experience, to include dates, and current MR/BMC status. **(T-2).**

2.3.1.3. Date training will begin and expected completion date. **(T-2).**

2.3.1.4. Requested exceptions to formal course syllabus, with rationale. **(T-2).**

2.4. Mission-Related Training.

2.4.1. If mission related training is an option during IQT, the training may be tailored to a trainee's future unit of assignment from individual instructor's background and experience at that unit. Current and available reference materials, such as AF Tactics, Techniques, and Procedures (AFTTP) 3-1 (AFINC), other applicable AFTTP 3-1s and 3-3s, unit guides, and other available training material and programs, will be used as supporting materials to the maximum extent possible. **(T- 3)**

2.4.2. If in-house IQT is waiver approved, the IQT syllabus and training materials can include mission related subjects appropriate to the unit hosting the in-house IQT. **(T-3)**

2.5. Initial Qualification Training (IQT).

2.5.1. Mission sequence and prerequisites will be IAW the appropriate FTU IQT syllabus. **(T-3).**

2.5.2. Training will be completed within the time specified by the syllabus. Failure to complete within the specified time limit requires notification through channels to COG/CC with crewmember's name, rank, reason for delay, planned actions, and estimated completion date. **(T-2).**

2.5.3. Crewmembers in IQT will train under the supervision of an instructor as annotated in the FTU IQT syllabus until completing the INIT QUAL evaluation. **(T-2).**

2.5.4. FTU IQT syllabus training objectives and tasks are minimum requirements. However, additional training events, based on student proficiency and background, or due to student non-progression is available within the constraints of the formal course syllabus and may be added at SQ/CC discretion.

2.6. IQT for Senior Officers.

2.6.1. All senior officer training (Colonel selects and above) will be conducted at the FTUs unless waived by the ACC/A6. (T-2).

2.6.2. Senior officers must meet course entry prerequisites and will complete all syllabus requirements unless waived IAW ACCI 17-202, Volume 1. **(T-2).**

2.6.3. If senior officers are trained at the base to which they are assigned they will be considered in a formal training status for the duration of the course. Their duties will be delegated to appropriate alternates until training is completed. **(T-2).**

Chapter 3

MISSION QUALIFICATION AND CERTIFICATION TRAINING

3.1. General.   MQT is a unit-developed training program that upgrades IQT-complete crewmembers to BMC or MR status to accomplish the unit DOC statement missions. Guidance in this chapter, which represents the minimum, is provided to assist squadrons in developing their MQT program, which must have SQ/CC approval and meet ISD requirements prior to implementing. Squadrons may tailor their program for individual crewmember, based on current qualifications (e.g., Instructor), certifications (e.g., Mission Commander (MC), Stan/Eval), experience, currency, documented performance, and formal training. Squadrons may use applicable portions of MQT to create a recertification/requalification program for crewmembers that have regressed from MR to BMC status. **(T-3).**

3.1.1. MQT will begin no later than 30 days (90 days for Air Reserve Component) after completing IQT and reporting to the duty station or unit and will be completed within 90 calendar days (180 days for the ARC). **(T-3).**

3.1.2. If the crewmember elects to take leave prior to entering MQT, the timing will begin after leave termination. **(T-3).**

3.1.3. After MQT is complete and documented on an AF Form 4419, Stan/Eval will have 30 days to complete a qualification evaluation starting from the day after MQT completion. See ACCMAN 17-2 AFINC Volume 2, *Standardization/Evaluation Program*, for more detail(s). **(T-3).**

3.1.4. Notify the COG/CC either if training exceeds the 90-day time or there is a delay beginning MQT (e.g., due to security clearance issues or other factors, especially for ARC personnel) that exceeds 30 days (90 days for ARC). **(T-3).**

3.2. Training Development.

3.2.1. Units will develop training materials addressing requirements in **Table 3.1** and other areas pertinent to the mission as determined by the SQ/CC. Training accomplished during IQT may be credited towards this requirement. **(T-3).**

3.2.2. Training materials may be tailored to the individual's background and experience or particular local conditions. Current and available reference materials, such as AFTTP 3-1s and 3-3s, unit guides, and other available training material and programs, will be used. **(T-3).**

Table 3.1. Mission-Related Training Requirements (T-3).

Code	Event	Crew Position	Notes
GTR001	Unit Indoctrination Training	All	1
GTR002	Weapons and Tactics	All	1
GTR003	Risk Management	All	1
GTR004	Cyber Intelligence	All	1
1. Accomplish upon arrival after each permanent change of station (PCS).			

3.2.3. MQT will be built to support the mission and concept of operations of the individual squadron; incorporate appropriate portions of AFTTP 3-1 AFINC, and other mission-related documents. **(T-3).**

3.2.4. MQT will also capture the information/performance tasks not able to be taught in IQT or at the appropriate proficiency level due to lack of IQT resources (e.g., simulator, training environment, geographic requirements). **(T-3).**

3.3. Mission Specific Tasks in an MQT environment.

3.3.1. MQT programs will use the MAJCOM approved Master Training Task List (MTTL) and squadron mission profiles. **(T-3).**

3.3.2. Supervision. A squadron instructor is required for all training missions. **(T-3).**

3.3.3. The minimum sorties required in a local MQT program will be IAW the MQT course syllabus. **(T-3).**

3.3.4. Mission sequence and prerequisites will be IAW the appropriate unit MQT course syllabus (unless waived). **(T-3).**

3.3.5. Mission Objectives and Specific Mission Tasks: local area familiarization, emergency procedures, and other tasks as determined by the unit. **(T-3).**

3.3.6. Individual task MQT events can be accomplished in any order during the MQT process. However, all MQT syllabus events (individual/group) will be accomplished prior to SQ/CC certification of MR or BMC status. **(T-3).**

3.3.7. Mission Types. AFINC mission types are defined in current special instructions (SPINs). Reference standing SPINs for mission type definitions.

3.3.8. Training will be completed within the time specified by the syllabus. Failure to complete training within the specified time limit requires notification through channels to the COG/CC with crewmember's name, rank, reason for delay, planned actions, and estimated completion date. **(T-3).**

3.3.9. Crewmembers in MQT will train under the appropriate supervision as annotated in the syllabus and HHQ guidance, ACCI 17-202, Volumes 1-3 (ACCI 17-202, Volume 3, *Cybercrew Operations and Procedures*) until completing the mission evaluation. **(T-3).**

3.3.10. MQT syllabus mission objectives and tasks are minimum requirements for MQT. However, additional training events, based on student proficiency and background, or due to student non-progression is available within the constraints of the course syllabus and may be added at SQ/CC discretion. **(T-3).**

3.4. MQT for Senior Officers:

3.4.1. All senior officer training (Colonel selects and above) will be conducted at the unit. **(T-2).**

3.4.2. Senior officers must meet course entry prerequisites and will complete all syllabus requirements unless waived IAW ACCI 17-202, Volume 1. **(T-2).**

3.4.3. Senior officers will be considered in a formal training status for the duration of the course. Their duties will be delegated to appropriate alternates until training is completed. **(T-2).**

3.5. Difference Training.

3.5.1. Difference Training as directed by ACC/A6O.Group Stan/Eval will coordinate AFINC standardized efforts and direct Training and Stan/Eval timelines on case-by-case basis, as appropriate with assistance of AFINC Program Managers at Air Force Life Cycle Management Command (AFLCMC). Generally, on an annual basis, ACC and AFLCMC determines the differences that exist between series of components are deemed great enough, initial operator training will be conducted by the program manager (type-1 training), which is integrated into unit training programs, to fill the operator knowledge/performance gap. **(T-2).**

3.5.1.1. Difference Training (DT) does not disqualify members from MR status. However, all untrained members cannot perform tasks associated with the new guidance until trained, unless under the supervision of an instructor/evaluator. **(T-2).**

3.5.1.2. After initial cadre instructors conduct difference training, squadron Stan/Eval will administer Spot Evaluations as determined by Group Stan/Eval. The Spot Evaluations are intended to validate the training, procedures, guidance, and operator comprehension from the DT. **(T-2).**

3.5.1.3. All training will be documented onto the approved MAJCOM forms and held in the individual training folders. **(T-2).**

3.5.1.4. New training materials and procedures should be reviewed immediately following the initial DT session and updated for standardization throughout AFINC; then updated a second time by end of the following quarter. **(T-2).**

3.5.1.5. Group Stan/Eval will lead standardization efforts for development into the appropriate training areas (i.e., AFINC IQT, MQT, Continuation Training (CT)). **(T-2)**

3.5.1.6. If crew members are contract employees, on-site contractor leads and the vendors that provides the contractor labor, are responsible for ensuring their contract employees have had equivalent training to DT and are of similar type of MR status.

Chapter 4

CONTINUATION TRAINING

4.1. General.   This chapter establishes the minimum crewmember training requirements to maintain MR or BMC status for an assigned training status. Squadron DOT with assistance of Stan/Eval, MQT instructor(s), and crew supervisor(s) will ensure each crewmember receives sufficient training to maintain individual proficiency. **(T-3).**

4.2. Training Events/Tables.   Standardized training events identifiers and descriptions are located in the RTM. Units will include unit-specific events comprising a description in their local training documentation. **(T-3).**

4.2.1. Crediting Training Event Accomplishment. Credit events accomplished on training, operational missions, satisfactory evaluations, and certifications toward RCP requirements. The date of crediting the events will determine the credentialing renewal date. **(T-3).**

4.2.1.1. The training cadre or training vender will determine what the credentialing renewal date is based upon the training type and manufacturing/vender criteria established in a contract prior to the start of training. **(T-3).**

4.2.1.2. Use the date of successful evaluation as the date of accomplishment for all training events that were trained during a formal course, such as IQT, or specific training supporting new equipment not taught at IQT. **(T-3).**

4.2.1.3. RQT events accomplished prior to the evaluation are not credited to specific crew positions. **(T-3).**

4.2.1.4. Events successfully accomplished during the evaluation or certification are credited toward crew position. **(T-3).**

4.2.2. For an unsatisfactory evaluation, do not log CT for those events graded U/Q3 (IAW ACCI 17-202, Volume 2) until re-qualified. **(T-3).**

4.2.3. Instructors and evaluators may credit up to 50 percent of their total CT requirements while instructing or evaluating (see RTM). **(T-3).**

4.3. Continuation Training (CT) Requirements.   Completion and tracking of CT is ultimately the responsibility of the individual crewmember. Crewmembers should actively work with their supervisors, unit schedulers and training offices to ensure accomplishment of their CT requirements and tracking is appropriately annotated. **(T-3).**

4.3.1. Mission-Related Training Events. Crewmembers will comply with the requirements contained in ACCMAN 17-2 AFINC Volume 2 or be considered Non-mission Ready (NMR). **(T-2).**

4.3.1.1. Weapons and Tactics Academic Training. Units will establish a weapons and tactics academic training program to satisfy MQT and CT requirements IAW AFMAN 11-415. Training is required semi-annually during each training cycle. SQ/CCs will provide guidance to unit weapons shops to ensure all crewmember are informed/reminded of new/current AFINC systems, and mission-specific AFTTP. Unit training offices will track completion of tactics training. **(T-2).**

4.3.1.1.1. Academic instructors will be Weapons Instructor Course (WIC) graduates or have attended the applicable academic portion(s) of school IAW ACCI 17-202, Volume 1, paragraph 4.3.1.1.1. **(T-3).**

4.3.1.1.2. Instruction should include (as applicable) but is not limited to:

4.3.1.1.2.1. AFTTP 3-1 & 3-3 series publications, ACCMAN 17-2 AFINC, Volume 3, *Air Force Intranet Control (AFINC) Operations and Procedures,* and other documents pertaining to the execution of the unit's mission. **(T-3).**

4.3.1.1.2.2. Specialized training to support specific weapons, tactics, mission capabilities, rules of engagement (ROE), and other mission related activities. **(T-3).**

4.3.1.2. Risk Management (RM). Crewmembers will participate in RM training once every training cycle. Briefings will include the concepts outlined in AFPAM 90-803, *Risk Management (RM) Guidelines and Tools*. Unit training offices will track RM training. Failure to complete RM training will result in NMR status. **(T-3).**

Table 4.1. AFINC Crewmember CT Requirements (T-3).

Code	Event	Position	Frequency	Notes
GTR002	Weapons & Tactics	ALL	179d	1, 2
GTR003	Risk Management	ALL	365d	1, 2

Notes*:*

1. "d" is the maximum number of days between events.

2. Failure to complete this event within the time prescribed results in NMR status. Crewmembers will not be able to accomplish unsupervised crew duties until the delinquent event is accomplished or waived. **(T-3).**

4.3.2. Mission Training Events. Crewmembers will comply with requirements of the RCP Tasking Memorandum (RTM) for their respective positions. RCP sorties, missions and events are minimum cybercrew requirements to ensure unit training continually meets DOC tasked requirements and may not be reduced except in proration/waiver situations as stipulated within this manual. **(T-3).**

4.3.3. NAF may grant waiver authority to COG/CC's for requirements of the AFINC RTM, and all provisions of **Chapter 4** and **Chapter 5** of this volume. Failure to accomplish events in these ACCMAN chapters may lead to NMR status. **(T-3).**

4.4. Specialized Mission Training. Training in any special skills necessary to carry out the unit's assigned mission that is not required by every crewmember member. Specialized Mission Training consists of upgrade training such as Special Mission Qualification (SMQ), instructor upgrade, etc.

4.4.1. Specialized training is normally accomplished after a crewmember is assigned MR/BMC status and is normally in addition to their MR/BMC requirements except for Mission Commander (MC) training. Unless otherwise specified, crewmembers in MR or BMC positions may hold special mission certifications as long as additional training requirements are accomplished (see **Chapter 5**). **(T-3).**

4.4.2. The SQ/CC will determine which crewmembers will train for and maintain special mission qualifications and certifications. **(T-3).**

4.5. Currencies, Recurrencies and Requalification.

4.5.1. The RTM defines currency requirements for MR and BMC crewmembers. Crewmembers may not instruct, evaluate, or perform any event in which they are not qualified and current unless under instructor supervision. **(T-3).** Currency may be established or updated by:

4.5.1.1. Accomplishing the event as a qualified crewmember provided member's currency has not expired. **(T-3).**

4.5.1.2. Accomplishing the event as a qualified crewmember under supervision of a current instructor. **(T-3).**

4.5.1.3. Events satisfactorily performed on any evaluation may be used to establish or update currency in that event. **(T-3).**

4.5.2. If a crewmember is non-current, thereby requiring recurrency, the mission or events within the proficiency Annual Mission/Event Requirements RTM table may not be performed except for the purpose of regaining currency (see Recurrency Training in ACCI 17-202, Volume 1). Non-current events must be satisfied before the crewmember is considered certified/qualified (as applicable) to perform those events unsupervised. Loss of currency affecting MR status will require regression to BMC (see **paragraph 4.7**); loss of currencies not affecting MR status does not require regression. **(T-3).**

4.6. Loss of Instructor Status and Requalification/Recurrency. Instructors will lose instructor status for the following:

4.6.1. Loss of currency for greater than 180 days. **(T-3).**

4.6.2. Instructors become noncurrent in a mission or event which causes removal from MR or BMC status and the SQ/CC deems that loss of currency is of sufficient importance to require complete decertification (but not a complete loss of qualification). **(T-3).**

4.6.2.1. If the affected crewmember retains instructor qualification IAW ACCI 17-202, Volume 2, recertification will be at the SQ/CC's discretion. **(T-3).**

4.6.2.2. If the SQ/CC does not elect to decertify the individual or if the individual becomes noncurrent in missions or events which do not require removal from MR or BMC status, instructor status may be retained, but the instructor will not instruct that mission or event until the required currency is regained. **(T-3).**

4.6.3. Instructor Lack of Ability. Instructors serve solely at the discretion of the SQ/CC. Instructors should exemplify a higher level of performance and present themselves as reliable and authoritative experts in their respective duty positions. Instructors exhibiting substandard performance should be reviewed for suitability of continued instructor duty. Instructors will be decertified if:

4.6.3.1. Awarded a less than fully qualified grade in any area of the evaluation regardless of overall crew position qualification. **(T-3).**

4.6.3.2. Failure of a qualification. **(T-3).**

4.6.3.3. SQ/CC deems instructor lacks confidence in teaching procedures, techniques, or policy guidance. **(T-3).**

4.6.3.4. Decertified instructors may regain instructor status by correcting applicable deficiency and completing the training and/or evaluation as specified by the SQ/CC. **(T-3).**
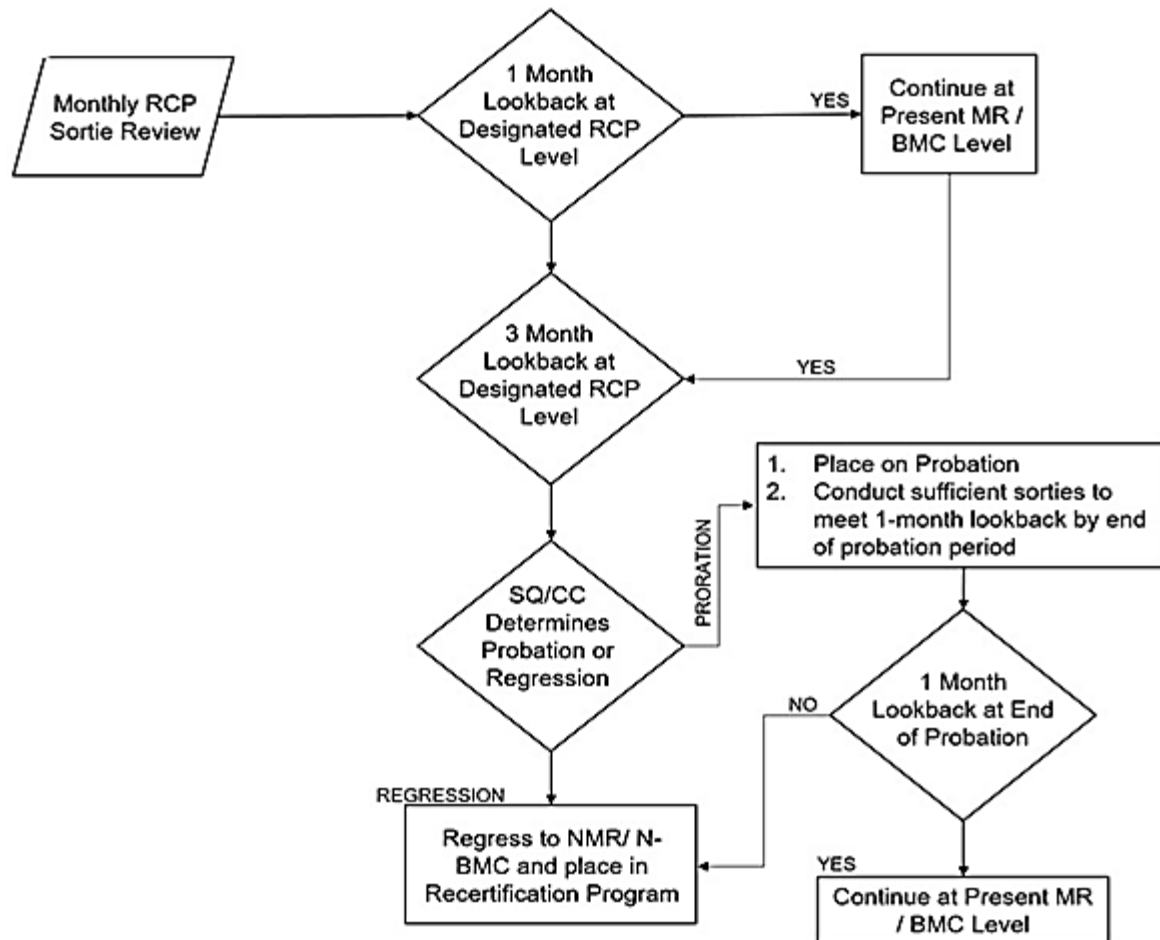
4.7. Regression.

4.7.1. MR or BMC Regression for Failure to Meet Lookback. Only RCP training missions and cyberspace operations sorties may be used for lookback. If the crewmember does not meet lookback requirements throughout the training cycle, SQ/CC can regress the crewmember to NMR/N-BMC, as applicable. **(T-3).**

4.7.1.1. Failure to meet 1-month lookback requires a review of the crewmember's 3-month sortie history. If the 3-month lookback is met, the crewmember may, at SQ/CC discretion, remain in MR or BMC status. Failure to meet the 3-month lookback will result in regression to BMC or NMR/N-BMC, as applicable, or the crewmember may be placed in supervised status at the SQ/CC's discretion. If probation is chosen, the only way to remove a crewmember from probation and preserve the current status is to reestablish a 1-month lookback at the end of the probation period. **(T-3).**

4.7.1.2. Lookback computations begin following certification of MR status. The crewmember must maintain 1-month lookback until a 3-month lookback is possible. In addition, 1-month lookback will start the first full month of MR or BMC status. **(T-3).**

4.7.1.3. ARC replaces 1-month lookback with 4-month lookback and 3-month lookback with 6-month lookback. **(T-3).**

Figure 4.1. Regression Flow Chart

4.7.2. Regression for Failed Evaluations. Crewmembers who fail a periodic evaluation are unqualified and will regress to NMR/N-BMC as applicable. Crewmembers will remain NMR/N-BMC until successfully completing required corrective training, an evaluation if required, and are re-certified by the SQ/CC. **(T-3).**

4.7.3. Failure to Maintain Standards. If a qualified crewmember demonstrates lack of proficiency or knowledge the SQ/CC may elect to regress the individual to NMR/N-BMC as applicable. These crewmembers will remain NMR/N-BMC until successful completion of corrective action as determined by the SQ/CC, an evaluation if required and are re-certified by the SQ/CC. **(T-3).**

4.8. End-of-Cycle Requirements. Crewmembers who fail to complete mission or event requirements by the end of training cycle may require additional training depending on the type and magnitude of the deficiency. Refer to **paragraph 4.9** for proration guidance. In all cases, units will report training shortfalls to the COG/CC. **(T-3).**

4.8.1. Crewmembers failing to meet annual RCP events or minimum total sortie requirements may continue CT at MR or BMC as determined by lookback. The SQ/CC will determine if additional training is required.

4.8.2. Failure to meet specific MR or BMC mission type requirements are listed in ACCMAN 17-2 AFINC Volume 2.

4.8.3. Failure to accomplish missions/events required for Special Mission capabilities or certifications/qualifications will result in loss of that certification/qualification. The SQ/CC will determine recertification requirements. Requalification requirements are IAW ACCI 17-202, Volume 2, applicable HHQ guidance, and ACCMAN 17-2AFINC, Volume 2, *Air Force Intranet Control (AFINC) Standardization/Evaluation Program*. **(T-3).**

4.9. Proration of Training.

4.9.1. Proration of End-of-Cycle Requirements. At the end of the training cycle the SQ/CC may prorate any training requirements precluded by the following events: initial arrival date in squadron, emergency leave, non-mission TDY (e.g., Professional Military Education), exercises, or deployments. Ordinary annual leave will not be considered as non-availability. Other extenuating circumstances, as determined by the SQ/CC, that prevent the crewmember from mission duties for more than 15 consecutive days may be considered as non-availability for proration purposes. The following guidelines apply:

4.9.1.1. Proration will not be used to mask training or planning deficiencies.

4.9.1.2. Proration is based on cumulative days of non-availability for mission duties in the training cycle. Use **Table 4.2** to determine the number of months to be prorated based on each period of cumulative non-mission duty calendar days. **(T-3).**

4.9.1.3. If MQT is re-accomplished, a crewmember's training cycle will start over at a prorated share following completion of MQT. **(T-3).**

4.9.1.4. No requirement may be prorated below one month. Prorated numbers resulting in fractions of less than 0.5 month will be rounded to the next lower whole number (one or greater). **(T-3).**

4.9.1.5. Newly assigned crewmembers achieving MR or BMC status after the 15th of the month are considered to be in CT on the first day of the following month for proration purposes. A prorated share of RCP missions must be completed in CT. **(T-3).**

4.9.1.6. A crewmember's last month on station prior to PCSing may be prorated provided 1 month's proration is not exceeded. Individuals PCSing may be considered MR for reporting purposes during a period of 60 days from date of last mission/sortie, or until loss of MR currency, port call date, or sign in at new duty station, whichever occurs first. **(T-3).**

4.9.1.7. MR crewmembers who attend the USAF Weapons School (USAFWS) in TDY-and-return status may be reported throughout the TDY as MR. Upon return, those crewmembers will accomplish a prorated share of mission and event requirements.

4.9.1.8. Activated ARC members on orders for 30 consecutive days or greater, will maintain active duty proficiencies and currency requirements prorated for the duration they are on orders. **(T-3).**

4.10. Operational Missions.   The following procedures are intended to provide flexibility in accomplishing the unit's CT program. Sorties conducted during operational missions will be logged. These sorties count toward annual RCP requirements and will be used for lookback

purposes. Operational missions and events may be used to update proficiency/currency requirements if they meet the criteria in the RTM. **(T-3).**

4.10.1. Example: Capt Jones was granted 17 days of emergency leave in January and attended SOS in residence from March through April for 56 consecutive calendar days. The SQ/CC authorized a total of 2 months proration from his training cycle (2 months for the 73 cumulative days of non-availability).

Table 4.2. Proration Allowance (T-3).

CUMULATIVE DAYS OF NON-MISSION ACTIVITY	PRORATION ALLOWED (Months)
0 – 15	0
16 – 45	1
46 – 75	2
76 – 105	3
106 – 135	4
136 – 165	5
166 – 195	6
196 – 225	7
226 – 255	8
256 – 285	9
286 – 315	10
316 – 345	11
Over 345	12

4.11. Regaining MR or BMC Status.

4.11.1. If MR or BMC status is lost due to failure to meet the end of cycle event requirements, re-certification/re-qualification is IAW **paragraph 4.9** of this volume. **(T-3).**

4.11.2. If MR or BMC status is lost due to failure to meet lookback, reference ACCMAN 17-2 AFINC Volume 2. **(T-3).**

Chapter 5

UPGRADE AND SPECIALIZED TRAINING

5.1. General. This chapter outlines duties and responsibilities for units to upgrade, certify, and maintain currency/proficiency for special capabilities, and certifications/qualifications. SQ/CCs may tailor programs for individuals based on previous experience, qualifications, and documented performance. These capabilities and certifications/qualifications are in addition to unit core missions and do not apply to every crewmember assigned or attached to the unit.

5.2. Requirements. Table 1.1 lists the requirements for upgrade and special mission training. Additionally, commanders must ensure each candidate has the ability, judgment, technical expertise, skill, and experience when selecting a crewmember for upgrade or specialized mission training. Prerequisites are waiverable by SQ/CC. **(T-3).**

5.3. Instructor Upgrade. This section establishes the minimum guidelines for instructor upgrade. Minimum instructor upgrade guidelines can be found in ACCI 17-202, Volume 1, Chapter 4.

5.3.1. Instructor Responsibilities. An AF instructor shall be a competent subject matter expert adept in the methodology of instruction. The instructor shall be proficient in evaluating, diagnosing, and critiquing student performance, identifying learning objectives and difficulties, and prescribing and conducting remedial instruction. The instructor must be able to conduct instruction in all training venues (e.g., classroom, training devices, ops floor, mission execution). **(T-3).**

5.3.1.1. Instructor Prerequisites. SQ/CCs will consider ability, judgment, technical expertise, skill, and experience when selecting a crewmember for instructor upgrade. **(T-3).**

5.3.1.2. Instructor minimum requirements. Instructor candidates must be in MR status. Appointed instructors will meet minimum instructor eligibility requirements in **Table 1.1** and will attend an instructor course consisting of training on the Instructional Systems Development (ISD) process (e.g., 688 CW Instructor Certification Course). USAFWS graduates are not required to attend an instructor course and are not required to meet minimum instructor eligibility requirements. **(T-3)**

5.3.1.3. Training. Instructor training will include methodology of instruction, Air Force tasking process, mission planning, and unit mission employment at the minimum (e.g., tasked mission types). **(T-3).**

5.3.1.4. Mission Execution. Instructors teaching this course may receive credit to update their instructor currency. **(T-3).**

5.3.1.5. Testing. Units will develop tests based on the training requirements in ACCI 17-202, Volume 2, this publication, and other relevant guidance. Test will be closed book. To receive credit for this training each instructor candidate must pass the test with a minimum score of 80 percent. Units will develop and maintain an instructor test master question file. **(T-3).**

5.3.1.6. Qualification and Certification. All instructor candidates will demonstrate to an evaluator their ability to instruct and perform selected tasks and items according to

applicable directives. Following successful completion of instructor training and evaluation, the SQ/CC or designated representative will personally interview the candidate and review instructor responsibilities, scope of duties, authority, and philosophy. SQ/CC will certify a new instructor by signing block 15 of AF Form 4419 and placing it in the training folder. **(T-3).**

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Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

5 USC §552a, *Records Maintained on Individuals*, 31 December 1974

ACCI 11-251, *ACC Operations Training Development Program*, 8 January 2019

ACCI 11-252, *ACC Formal Operations Training Publication* Management, 8 May 2020

ACCI 17-202, Volume 1, *Cybercrew Training,* 12 January 2021

ACCI 17-202, Volume 2, *Cybercrew Standardization/Evaluation Program,* 12 January 2021

ACCI 17-202, Volume 3, *Cybercrew Operations and Procedures*, 12 January 2021

ACCMAN 17-2AFINC, Volume 2, *Air Force Intranet Control (AFINC) Standardization/ Evaluation Program*, 18 March 2021

ACCMAN 17-2AFNIC, Volume 3*, Air Force Intranet Control (AFINC) Operations and Procedures*, 18 March 2021

AFMAN 11-415, *Weapons and Tactics Programs*, 13 September 2019

AFI 16-1007, *Management of Air Force Operational Training Systems,* 1 October 2019

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

AFPAM 90-803, *Risk Management (RM) Guidelines and Tools*, 11 February 2013

DAFI 33-360, *Publications and Forms Management,* 1 December 2015

DoDI 5400.11, *DoD Privacy and Civil Liberties Program*, 29 January 2019

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 4419, *Record of Training*

Abbreviations and Acronyms

ACC—Air Combat Command

ACCI—Air Combat Command Instruction

ACCMAN—Air Combat Command Manual

ADO—Assistant Deputy of Operations

AF—Air Force

AFCYBERCOM—Air Force Cyber Command

AFLCMC—Air Force Lifecycle Management Center

AFI—Air Force Instruction

AFINC—Air Force Intranet Control

AFIN—Air Force Information Network

AFMAN—Air Force Manual

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFTTP—Air Force Tactics, Techniques and Procedures

AGR—Active Guard Reserve

ANG—Air National Guard

ARC—Air Reserve Components

AT—Active Duty for Training

BCQ—Basic Cyber Qualified

BMC—Basic Mission Capable

C2—Command & Control

CC—Commander

CD—Deputy Commander

CMR—Combat Mission Ready

CO—Cyberspace Operations

COG—Cyber Operations Group

CT—Continuation Training

CV—Vice Commander

CW—Cyberspace Wing

DAFI—Department of the Air Force Instruction

DNS—Domain Name Service

DO—Director of Operations

DOC—Designed Operational Capability

DoD—Department of Defense

DoDI—Department of Defense Instruction

DOK—Weapons and Tactics Office

DOT—Unit Training Office

FTU—Formal Training Unit

FY—Fiscal Year

FYDP—Future Years Defense Program

HHQ—Higher Headquarters

IAW—In Accordance With

IMS—Integrated Management System

IP—Internet Protocol

IQT—Initial Qualification Training

JRSS—Joint Regional Security Stacks

MAJCOM—Major Command

MQT—Mission Qualification Training

MR—Mission Ready

NAF—Numbered Air Force

N-BMC—Non-Basic Mission Capable

NGB—National Guard Bureau

NIPRNET—Non-secure Internet Protocol Router Network

NMR—Non-Mission Ready

OPORD—Operations Order

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

PCS—Permanent Change of Station

Qual—Qualification

RCP—Ready Cybercrew Program

ROE—Rules of Engagement

RQT—Requalification training

RTM—Ready Cybercrew Program Tasking Memorandum

RTRB—Realistic Training Review Board

SORTS—Status of Resources and Training

SDP—Special Delivery Point

SPINS—Special Instructions

SIPRNET—Secret Internet Protocol Router Network

SQ—Squadron

Stan/Eval—Standardization and Evaluation

TDY—Temporary Duty

TPT—Training Planning Team

USAF—United States Air Force

USAFWS—United States Air Force Weapons School

WG—Wing

WIC—Weapons Instructor Course

Terms

Additional Training—Any training recommended to remedy deficiencies identified during an evaluation that must be completed by a specific due date. This training may include self-study, non-performance based (academic/written) instruction, Continuation Training (CT), simulator or mission. Additional training must include demonstration of satisfactory knowledge or proficiency to an examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

Air Force (AF) Intranet Control (AFINC)—The AFINC weapon system is the primary system for AF enterprise-level Network Management and optimized communications for the Air Force Information Network (AFIN) and base gateways. AFINC manages the AF's Internet Protocol (IP) address space allocated to all AF bases; operate and maintain all Service Delivery Point (SDP) routers for Non-secure Internet Protocol Router Network (NIPRNET), and Secret Internet Protocol Router Network (SIPRNET); operate and manage all routers, and all communications circuits that have connectivity to the Air Force Gateways and Joint Regional Security Stacks (JRSS). AFINC provides a vital tactical cyberspace defense capability to block known malicious traffic at the AF perimeter to ensure uninterrupted network integrity, reliability, availability and confidentiality for the warfighter. AFINC is used to manage firewalls, Domain Name Service (DNS), mail relays, gateway proxies, email hygiene, and Integrated Management System (IMS) in support of the gateways.

Attached Personnel—This includes anyone not assigned to the unit but maintaining qualification through that unit. AFRC and ANG augmented personnel are an example of attached personnel.

Air Reserve Component (ARC)—Uniformed personnel who typically conduct weekend drills include the Air Force Reserve (AFR) and Air National Guard (ANG). If ARC personnel are work under long-term orders, based upon position or status could be called Active-Guard-Reserve (AGR).

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

Basic Mission Capable (BMC)—The status of a crewmember who satisfactorily completed IQT, MQT and a full Stan/Eval evaluation, and maintains certification, currency and proficiency in the command or unit operational mission, is BMC. The cybercrew member must be able to attain Mission Ready (MR) status to meet operational taskings as specified in the applicable weapon system volumes. Persons filling a BMC position must be able to meet MR currency requirements within 30 days (90 days for Air Reserve Component).

Certification—Designation of an individual by the certifying official (normally the SQ/CC) as having completed required training and being capable of performing a specific duty.

Combat Mission Ready (CMR)—A cybercrew member who has satisfactorily completed initial and mission qualification training and maintains qualification and proficiency in the command or unit combat mission.

Continuation Training (CT)—Training which provides crew members 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 member maintains a minimum level of proficiency in a given event/task.

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

Differential Training (DT)—Training which provides crew members with the updated or changed procedures not formally given during IQT or MQT for updated equipment or systems tools since the crewmembers had IQT or MQT.

Experienced Crewmember—A crewmember who has met the minimums listed in the RTM, has completed MQT and maintains MR or BMC requirements of this instruction, and who, in the commander's judgment, exhibits a high degree of experience, professionalism, and proficiency to support unit missions.

Inexperienced Crewmember—A crewmember that has not completed the required number of hours to be declared experienced as defined in **Table 1.1**.

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

Instructor—An experienced individual qualified to instruct other individuals in mission area academics and positional duties. Instructors will be qualified appropriately to the level of the training they provide.

Instructor Event—An event logged by an instructor when performing instructor duties during the sortie, or a portion thereof. Instructor qualification required and used for the mission or a mission element. Examples include upgrade sorties, updating lost currencies, etc. Instructors will log this event on evaluation sorties.

Lookback—The total individual RCP sorties/crew shifts that are tracked for a given time period to assess individual progress in achieving the minimum total sorties/crew shifts required for the 12-month training cycle.

Mission—A set of tasks that lead to an objective, to include associated planning, brief, execution, and debrief.

Mission Qualification Training (MQT)—Following IQT, MQT is a formal training program used to qualify crewmember members 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 or BMC declaration.

Mission Ready (MR)—An aircrew member who has satisfactorily completed initial and mission qualification training and maintains qualification and proficiency in the command or unit operational mission.

Proficiency—A measure of how well a task is completed. A crewmember member is considered proficient when they can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

Qualification (QUAL)—Designation of an individual by the unit commander as having completed required training and evaluation and being capable of performing a specific duty.

Ready Cybercrew Program (RCP)—RCP is the formal continuation training (CT) program that provides the baseline for squadrons to use in developing a realistic training program to meet all DOC statement tasked requirements as well as specific NAF mission prioritization. RCP defines the minimum required mix of annual sorties, simulator missions, and training events crew will accomplish to sustain mission readiness. These programs have clearly defined objectives and minimum standards that enhance mission accomplishment and safety. RCP sorties are tracked. In order to be effective, each mission will successfully complete a sufficient number of events applicable to that mission type, as determined by the Squadron Commander. With completion of IQT and MQT, a crewmember is trained in all the basic missions of a specific unit, unless a specific exception is provided in the WS-specific Volume 1. RCP applies to MR and BMC positions.

Ready Cybercrew Program Tasking Memorandum (RTM)—An RTM aligns with the latest Air Forces and Joint Force Headquarters-Department of Defense mission requirements and prioritizes training to meet the Designed Operational Capabilities (DOC). RTM's provide the baseline for commanders to develop realistic training programs to meet all DOC tasked requirements as well as specific unit (Air Forces level) requirements. These programs will have clearly defined objectives and goals that enhance mission accomplishment and safety. RTM's take precedence when there are discrepancies with AFI's.

Sortie—The actions an individual cyberspace weapon system takes to accomplish a mission and/or mission objective(s) within a defined start and stop period.

Special Mission Training—Training in any special skills (e.g., tactics, weapon system capabilities, responsibilities) necessary to carry out the unit's assigned missions that are not required by every crew member. Specialized training is normally accomplished after the crew member is assigned MR or BMC status, and is normally in addition to MR or BMC requirements. This training may require an additional certification and/or qualification event as determined by the SQ/CC.

Squadron Supervisor—May include all or some of the following depending on specific guidance and SQ/CC concurrence: SQ/CC, SQ/DO, ADOs, and Flight CCs.

Supervised Status—The status of a crewmember who must perform missions/sorties under instructor supervision.

Training Level—Assigned to individuals based on the continuation training status (BCQ, BMC, or MR) they are required to maintain.

Training Period—Any training period determined by the wing in which training requirements are performed.

Upgrade Training—Training needed to qualify to a crew position of additional responsibility for a specific weapon system. Also see special mission training.

Attachment 2

WHITE CARD SCENARIOS

A2.1. White-Card scenarios.

A2.1.1. Initiating the White-card Scenario: When you use white-card scenario's, the instructor/evaluator will brief the member on the nature of the scenario, highlighting which actions should be simulated and which should be acted out. Once the member verifies understanding, the instructor/evaluator will hand the member the scenario's *Task Card* while retaining the *Training Scenario – XXX (Instructor Card)*.

A2.1.2. Administering the Scenario. The instructor/evaluator will observe the member's execution of the task listed on the *Task Card*. The instructor/evaluator should look for the member to perform actions listed on the *Instructor Card* and make note of completion or omission (note: all actions might not be taken in the sequence listed on the *Instructor Card*