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AIR COMBAT COMMAND**

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Cyberspace

**CYBERSPACE DEFENSE ANALYSIS
(CDA) - CYBERCREW TRAINING**



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This volume implements Air Combat Command Instruction (ACCI) 17-202, Volume 1, *Cybercrew Training* and Department of the Air Force Policy Directive (DAFPD) 17-2, *Cyber Warfare Operations*. This publication establishes the minimum Air Force (AF) standards for training and qualifying/certifying personnel for performing crewmember duties on the Cyberspace Defense Analysis (CDA) weapon system. It applies to all Air Combat Command (ACC)-assigned or attached CDA units. This publication applies to all military and civilian AF personnel, members of the AF Reserve Command (AFRC), Air National Guard (ANG) assigned or attached to ACC, and also to contractor support personnel in accordance with appropriate provisions contained in memoranda support agreements and applicable AF contracts. This publication is not applicable to the United States Space Force. This volume requires collecting and maintaining information protected by the Privacy Act of 1974 (5 United States Code (USC) section 552a, *Records Maintained on Individuals*). System of Records Notices F036 AF PC C, Military Personnel Records System, and OPM/GOVT-1, General Personnel Records, apply. When collecting and maintaining information protect it by the Privacy Act of 1974 authorized by 10 USC § 9013, *Secretary of the Air Force*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. 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

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Chapter 1

GENERAL GUIDANCE

1.1. Training Objectives. This instruction prescribes basic policy and guidance for training United States Air Force Cyberspace Defense Analysis (CDA) crewmembers according to Air Combat Command Instruction (ACCI) 17-202 Volume 1, *Cybercrew Training*.

1.1.1. The overall objective of the CDA training program is to develop and maintain a high state of readiness for the immediate and effective employment across a full range of military options. Mission readiness and effective employment are achieved through the development and mastery of core competencies for CDA crewmembers.

1.1.2. The secondary objective is to standardize CDA 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 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. Lead Command. Air Combat Command (ACC) is designated lead command for Cyber. See DAFFPD 17-2 and ACCI 17-202 Volume 1, for Lead Command roles and responsibilities.

1.3.2. MAJCOM 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 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 AFRC 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 as necessary to meet unit mission requirements. Units may include these requirements in local training procedures. **(T-2)**.

1.3.4. Squadrons (SQ). The SQ/Commander's (CC's) top training priority should be to train all designated crewmembers to MR or Basic Mission Capable (BMC). 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)**. The training function will be administered from the unit level with the Chief of Training reporting directly to the Operations Officer. **(T-3)**. Ensure the Chief of Training is certified as MR and as an instructor. The Chief of Training will be certified no later than 90 calendar days (180 days for Air Reserve Component (ARC)) after assumption of the Chief of Training position. **(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 Officer (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 Ready Crew Program (RCP) missions are oriented towards maintaining MR 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 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 utilization of BMC crewmembers. **(T-3)**.

1.3.4.8. Determine how many and which crewmembers will be awarded special certifications (mission commander, etc.) and qualifications (instructor, etc.). **(T-3)**.

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

1.3.4.10. Ensure crewmembers participate only in sorties, missions, events, and tasks for which they are prepared, trained, qualified and certified. **(T-3)**.

1.3.4.11. Ensure quality of training is monitored, identify training deficiencies, and advise SQ/CC and/or certifying official of additional training needs. **(T-3)**.

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

1.3.5. Individual crewmembers will:

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

1.3.5.2. Ensure they participate only in operational activities for which they are prepared, trained, qualified and certified. **(T-3)**.

1.4. Training. Cybercrew training is designed to progress an individual from Initial Qualification Training (IQT), through Mission Qualification Training (MQT), to annual Continuation Training (CT). Additional training requirements to the CDA weapon system include Requalification Training (RT), Upgrade Training, Special Mission Training and Instructor Training.

1.4.1. 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 Numbered Air Force (NAF) mission prioritization. Upon completion of IQT and MQT, crewmembers will have received training in all the basic Fidelis mission-sets of the unit. After completing MQT and an evaluation, crewmembers will then be assigned to a MR or BMC manning position within the unit and maintain the appropriate level of proficiency and currency per the RCP tasking memorandum.

1.4.2. IQT. Training needed to qualify for basic crewmember duties in an assigned crew position for a specific weapon system, without regard for the unit's operational mission. See **Chapter 2**.

1.4.3. 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 or BMC declaration. See **Chapter 3**.

1.4.4. The CT program provides crewmembers with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned certification/qualification level.

1.4.5. RT is designed to provide the training necessary to requalify a crewmember with an expired qualification evaluation or loss of currency exceeding 6 months (See RCP Tasking Memorandum RTM).

1.4.6. MR. 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.

1.4.6.1. 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 will result in regression to BMC. Failure of an MR crewmember to maintain BMC currencies will result in regression to non-MR (NMR) status. MR crewmembers, regressed to BMC, may perform missions and events in which they are certified at the discretion of the SQ/CC.

1.4.7. BMC. 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. BMC status is the minimum level of qualification. 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 MR status to meet operational taskings as specified in the applicable weapon system volumes. **(T-2)**.

1.4.7.1. Assign BMC-coded positions to crewmembers with the primary job of performing wing supervision or staff functions that directly support cyber operations (e.g., SQ/CC, SQ/DO, Ops Center LNOs, SQ Superintendents, First Sergeants, NAF staff, wing staff, executive officers and Operations Support Squadron (OSS) personnel). **(T-3)**.

1.4.7.2. Regular Air Force BMC crewmembers and activated ARC BMC crewmembers must be able to attain MR status and, if required, certification/qualification in 30 days (respectively). **(T-2)**.

1.4.7.3. BMC crewmembers accomplish all mission related training designated by their RTM. **(T-3)**.

1.4.7.4. Current, proficient, and certified/qualified BMC crewmembers may participate in missions as determined by the SQ/CC. **(T-3)**.

1.4.7.5. 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 the supervision required. **(T-3)**.

1.5. Training Concepts and Policies:

1.5.1. Units will design training programs to achieve the highest degree of readiness consistent with safety and resource availability. Training must balance the need for realism against the expected threat, crew capabilities, and safety. This volume provides training guidelines and polices for use with operational procedures specified in applicable operational publications. **(T-3)**.

1.5.2. Design training to achieve mission capability in squadron-tasked roles, maintain proficiency, and enhance mission accomplishment and safety. RCP training missions should emphasize either basic combat skills, or scenarios reflecting procedures and operations based on employment plans, location, current intelligence, and opposition capabilities. Use of procedures and actions applicable to mission scenarios are desired. **(T-3)**.

1.5.3. Unless specifically directed, the SQ/CC determines the level of supervision necessary to accomplish the required training. If the mission objectives include introduction to tasks or instruction to correct previous discrepancies, then an instructor is required. **(T-3)**.

1.6. Experienced Crewmember Requirements. CDA operators are declared experienced on the weapon system when they meet the requirements in [Table 1.1](#) **(T-3)**.

Table 1.1. Experienced Crewmember Requirements.

Position	Declared Experienced (Hours)
CDA Analyst (CDA/A)	100
CDA Operations Controller (CDA/OC)	100 CDA/A plus 100 CDA/OC

1.7. RCP Policy and Management:

1.7.1. The RCP training cycle is aligned with the fiscal year and executed IAW the RTM. Each RCP status (e.g., 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)**.

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

1.7.3. An effective RCP mission requires accomplishing a tactical mission or training mission, and completion of the RCP mission/events.

1.7.4. Log non-effective sorties when a training sortie is planned and started, but a majority of valid training for that type of mission is not accomplished due to system malfunction, power failures, etc. Non-effective sorties will be logged and reported appropriately. **(T-3)**.

1.7.5. Progression from BMC to MR requires:

1.7.5.1. A 1-month lookback (3 months for ARC) at the MR mission rate. **(T-3)**.

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

1.7.5.3. 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 4.10](#) **(T-3)**.

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

1.7.6. 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)**.

1.7.7. 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)**.

1.8. Training Mission Program Development:

1.8.1. 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 [Attachment 2](#)). 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 [Attachment 2](#). The RTM applies to all CDA crewmembers. **(T-3)**.

1.9. Training Records and Reports:

1.9.1. Units will maintain crewmember records for individual training and evaluations IAW ACCI 17-202 Volume 1; ACCI 17-202 Volume 2, *Cybercrew Standardization/Evaluation*; and any supplements to these publications. **(T-3)**.

1.9.2. Track the following information for all crewmembers (as applicable):

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

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

1.9.2.3. RCP mission requirements and accomplishment using 1-month and 3-month running totals for lookback commensurate with CT status (MR or BMC). **(T-3)**.

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

1.9.2.3.2. 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 and events required for the 12-month training cycle.

1.9.2.3.3. ARC will use 3 and 6 month lookbacks. Utilize loopback to assess individual progress to achieve the Total Sorties (minimum) required for the training cycle. **(T-3)**.

1.10. Crewmember Utilization Policy:

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

1.10.2. Evaluators may be used to instruct any phase of training they are qualified to teach to capitalize on their expertise and experience. If an evaluator is an individual's primary or recommending instructor, the same evaluator shall not administer the associated evaluation. **(T-3)**.

1.11. Sortie Allocation and Unit Manpower Guidance:

1.11.1. In general, inexperienced crewmembers should receive priority over experienced crewmembers. **(T-3)**.

1.11.2. There is no maximum sortie requirement for MR crewmembers. The RTM defines the minimum sortie requirements for crewmembers per training cycle. **(T-3)**.

1.12. Training on Operational Missions. Unless specifically prohibited or restricted by weapon-system operating procedures, specific theater operations order (OPORD), or specific HHQ guidance, the COG/CC exercising operational control may approve upgrade, certification/qualification, or special certification/qualification training on operational missions. In order to maximize efficient utilization of training resources, units will take maximum advantage of opportunities to conduct appropriate CT items that may be conveniently suited to concurrent operational mission segments. **(T-3)**.

1.13. In-Unit Training Time Limitations:

1.13.1. Comply with the time limitations in [Table 1.2](#) **(T-3)**. 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. **(T-3)**.

1.13.2. 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 formal school; whichever occurs first. Training time ends with the syllabus completion. **(T-3)**.

1.13.3. If crewmember 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 (T-3)**. 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. **(T-3)**.

1.13.3.1. 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 (Calendar Days).

Training	Analyst	Operations Controller	Notes
MQT	90	N/A	1
Upgrade Training	N/A	90	1
Requalification	45	45	1
Instructor Upgrade	45	45	1
BMC to MR	30	30	1, 2
Notes:			
1. Training time begins with the first training event. (T-3) .			
2. BMC crewmembers 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. (T-3) .			

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

1.14.1. Wings will submit a training report to 16 AF/A37 every 6 months during the training cycle (on the 15th of Apr and Oct). Units may submit an out of cycle report at any time HHQ assistance is required to prepare for DOC tasking. When preparing all reports, units will use the most current guidance/templates found on the 16 AF/A37 SharePoint Page. **(T-3)**.

1.14.2. Mid-Cycle Reporting. Wings will submit mid-cycle reports for all CDA units to 16 AF/A37 by the 15th day of April covering RCP training from October through March. Include in the report all training requirements waived by the COG/CC.

1.14.2.1. RCP Training Health Slide

1.14.2.2. Commander's Memorandum for Mid-Cycle Report

1.14.3. End-of-Cycle (EOC) Reporting. All wings will submit an end-of-cycle training report to 16 AF/A37 by the 15th day of October. The EOC report covers RCP training for the second half of the training cycle (April through September) with the exception of the Commander's Memorandum which addresses training requirement shortfalls for the entire 12-month period.

1.14.3.1. RCP Training Health Slide

1.14.3.2. Commander's Memorandum for EOC Report

1.14.4. Shortfalls. Shortfalls occur when required mission training tasks are not accomplished due to shortages of equipment, software, etc. Example: unable to accomplish due to a shortage of training simulators. Units must identify shortfalls and document efforts to mitigate them in the semi-annual training report.

1.14.5. Limiting Factors (LIMFACs). LIMFACs are factors, constraints, restrictions, etc. that degrade training effectiveness. Example: unit's ability to accomplish XX is limited due to the lack of ranges. This may include support hardware and software.

1.15. Waiver Authority:

1.15.1. Waiver approval authority is cited ("T-0, T-1, T-2, T-3"), immediately following each compliance statement that direct action at or below a subordinate wing or equivalent, DRU, or FOA. Submit requests for waivers IAW DAFI 33-360. **(T-2).**

1.15.2. Waiver authority for all requirements of the RTM is the COG/CC except for lookback, which resides with 16 AF/A3T. Additional guidance may be provided in the memo. Unless specifically noted otherwise in the appropriate section, 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).**

1.15.3. Formal School Training and Prerequisites. Any planned exception to a formal course syllabus (or prerequisite) requires a syllabus waiver. Submit waiver request through ACC/A600 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).**

1.15.4. In-Unit IQT Waiver. ACC/A60 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. All in-unit training will utilize formal courseware in accordance with ACCI 17-202 Volume 1. ACC/A600 will coordinate with the Formal Training Unit (FTU) to arrange courseware delivery to the unit for in-unit training. **(T-2).**

1.15.5. Units subordinate to a NAF will forward requests through the NAF/A3T (or equivalent) to the ACC/A3 and ACC/A60. **(T-2).**

Chapter 2

INITIAL QUALIFICATION TRAINING

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

2.2. Formal Training. CDA IQT includes training normally conducted during FTU formal syllabus courses.

2.3. Local Training. In circumstances when FTU training is not available within 45 days, 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 from SQ/CC to conduct local IQT will be sent to A6O and include the following:

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

2.3.1.2. Summary of individual's mission related experience, to include dates. (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. Qualification Training. Current and available reference materials, such as Air Force Tactics, Techniques and Procedures (AFTTP) 3-3 series, unit guides, and other available training material and programs, will be used as supporting materials to the maximum extent possible. (T-3).

2.4.1. Mission sequence and prerequisites will be IAW the appropriate FTU course syllabus unless waived IAW ACCI 17-202 Volume 1. (T-3)

2.4.2. Training will be completed within the time specified by the syllabus. Failure to complete within the specified time limit requires notification through channels to ACC/A6O with crewmember's name, rank, reason for delay, planned actions, and estimated completion date. (T-3).

2.4.3. Crewmember in IQT will train under the appropriate supervision directed by the MQT syllabus until completing the QUAL evaluation. (T-3).

2.4.4. FTU IQT syllabus training objectives and tasks are minimum requirements for IQT. However, additional training events, based on student proficiency and background, may be incorporated into the IQT program with SQ/CC authorization. Additional training due to student non-progression is available within the constraints of the FTU syllabus and may be added at SQ/CC discretion.

2.5. Initial Qualification Training for Senior Officers:

2.5.1. All senior officer training (Colonel selects and above) will be conducted at the FTUs unless waived IAW ACCI 17-202 Volume 1. (T-2).

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

2.5.3. If senior officers are trained at their assigned base, they will be considered in a formal training status for the course duration. Their duties will be delegated to the appropriate Deputy Commanders (CDs) or Vice Commanders (CVs) until training is completed. Waiver authority for this paragraph is ACC/A6 (submitted through ACC/A6O). **(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 SQ/CCs in developing their MQT program, which must adhere to Instructional Systems Development (ISD) principles and have COG/CC approval prior to use. Squadrons must tailor their program for individual crewmembers, based on current qualifications (e.g., United States Air Force Weapons School (USAFWS) graduate, Instructor), certifications (e.g., Stan/Eval), experience, currency, documented performance, and formal training. (T-3). Squadrons may use applicable portions of MQT to create a recertification program for crewmembers that regressed from MR to BMC status. (T-3).

3.1.1. MQT will be completed within 30 calendar days (90 days for ARC) starting from the day after IQT completion or the crewmember's first duty day in the gaining unit if IQT was completed prior to arrival. If the crewmember elects to take leave prior to entering MQT, the timing will begin after leave termination. Training is complete upon SQ/CC certification of MR or BMC status (subsequent to the successful completion of the MQT MSN qualification evaluation). Notify ACC/A6O (through ACC/A6OO) either if training exceeds the 90-day time period or there is a delay beginning MQT (e.g., due to security clearance) that exceeds 30 days (90 days for ARC). (T-3).

3.2. Mission-Related Training:

3.2.1. Units will develop instructions addressing 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. Mission-related training may be tailored to the individual's background and experience or particular local conditions. Current and available reference materials, such as AFTTP 3-3 series, unit guides, and other available training material and programs, will be used as supporting materials. (T-3).

3.2.3. Mission-related training will support the mission and concept of operations of the individual squadron; incorporate appropriate portions of AFTTP 3-3, *Integrated Planning and Employment* and other mission-related documents. (T-3).

3.3. Mission Training:

3.3.1. At SQ/CC discretion, applicable missions (e.g., Active Indicator Monitoring (AIM), Cyberspace Operations Risk Assessment (CORA), Electronic Systems Security Assessment (ESSA)) will be used to build the unit MQT program, which should use profiles typical of squadron missions.

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

3.3.3. Minimum Sortie Requirements. The minimum sorties required in a local MQT program will be IAW the MQT course syllabus (not required if portions of the MQT program are used to recertify crewmembers that regress from MR to BMC). Reference the paragraphs below for further details and recommended sortie flows the SQ/CC may use to develop the unit's MQT program. (T-2).

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

3.3.6. Individual events may be accomplished anytime during MQT, however all events will be accomplished prior to SQ/CC certification of MR or BMC status. **(T-3)**.

3.3.7. Training will be completed within the time specified by the syllabus. Failure to complete within the specified time limit requires notification through channels to the ACC/A6O with crewmember's name, rank, reason for delay, planned actions, and estimated completion date. **(T-3)**.

3.3.8. Crewmembers in MQT will train under the appropriate supervision as annotated in the FTU syllabus and HHQ guidance, ACCI 17-202, Volumes 1-3, until completing the qualification evaluation. **(T-2)**.

3.3.9. FTU syllabus mission objectives and tasks are minimum requirements for MQT. However, additional training events, based on student proficiency and background, may be incorporated into the MQT program with SQ/CC authorization. Additional training due to student non-progression is available within the constraints of the FTU 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 FTU unless waived by the 67 CW/CC. **(T-3)**.

3.4.2. Senior officers must meet course entry prerequisites and will complete all syllabus requirements unless waived by the ACC/A6O. **(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 turned over to appropriate CDs or CVs until training is completed. Waiver authority for this paragraph is the ACC/A6 (submitted through the ACC/A6O). **(T-2)**.

3.5. Difference Training. When Difference Training is required, SQ/DOT will need to update IQT and MQT and provide training to all crewmembers. Training will be documented IAW ACCI 17- 202 Volume 1. Difference Training 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. New training and procedures should be reviewed immediately following the initial training session and updated; then updated a second time by end of the following quarter. **(T-2)**.

Chapter 4

CONTINUATION TRAINING

4.1. General. This chapter establishes the minimum crewmember training requirements to maintain MR or BMC for an assigned training status. The SQ/CC will ensure each crewmember receives sufficient training to maintain individual currency and proficiency. (T-3).

4.2. Crewmember Status. SQ/CCs will assign crewmembers a status using the following criteria:

4.2.1. MR. A crewmember member who satisfactorily completed IQT and MQT, and maintains qualification, certification, currency and proficiency in the command or unit operational mission. The crewmember shall be able to attain full unit mission certification to meet operational tasking within 30 days. (T-2).

4.2.2. NMR. A crewmember that is unqualified, non-current or incomplete in required continuation training, or not certified to perform the unit mission. (T-3).

4.2.3. BMC. A crewmember who satisfactorily completed IQT and MQT, but is not fully-certified to MR status.

4.2.3.1. The crewmember shall be able to attain full unit mission certification to meet operational tasking within 30 days. (T-3).

4.2.3.2. The COG/CC may define a portion of the unit's operational mission and declare an assigned or attached crewmember MR if all training requirements for that part of the operational mission are met. The crewmember does not need to attain full mission certification unless directed by the COG/CC. (T-3).

4.2.4. MR and BMC crewmembers will accomplish and/or maintain RCP requirements, for their respective status, and the appropriate events in the RCP tables in this Instruction and the RTM. (T-3).

4.2.5. Crewmembers will maintain all required certifications to operate on the network or will be subject to decertification if those requirements are not met. (T-3).

4.3. Training Events/Tables. Standardized training events identifiers and descriptions are located in [Attachment 2](#). Units will include unit-specific events to include a description in their local training documentation. (T-3).

4.3.1. Crediting Event Accomplishment. Credit events accomplished on training, operational missions and satisfactory evaluations or certifications toward RCP requirements and establish a due date. Use the date of successful accomplishment for all mission-related training events that were trained during a formal course. Successful completion establishes a new current and qualified reference date for all accomplished events. In all cases, numbers of events successfully accomplished during the evaluation or certification are credited toward the crew position. (T-3).

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

4.3.3. Instructors and evaluators may credit up to 50 percent of their total CT requirements while instructing or evaluating.

4.4. Continuation Training 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. Attached crewmembers are responsible for reporting accomplished training events to their attached unit. (T-3).

4.4.1. Mission-Related Training Events. Crewmembers will comply with requirements of **Table 4.1**. Failure to accomplish events in **Table 4.1** leads to NMR status. (T-2).

4.4.2. Weapons and Tactics Academic Training. Units will establish a weapons and tactics academic training program to satisfy MQT and CT requirements. Training is required during each training cycle. SQ/CCs will provide guidance to unit weapons shops to ensure all crewmembers are informed/reminded of new/current CDA weapons, systems, and mission-specific Tactics, Techniques, and Procedures (TTPs). (T-2).

4.4.2.1. Academic instructors should be Weapons Instructor Course (WIC) graduates.

4.4.2.2. Instruction should include (as applicable), but is not limited to: (T-3).

4.4.2.2.1. Applicable AFTTP 3-3 series publications, ACCMAN 17-2CDA, Volume 3, *Cyberspace Defense Analysis (CDA) - Operations and Procedures*, and other documents pertaining to the execution of the unit's mission.

4.4.2.2.2. Specialized training to support specific weapons, tactics, mission capabilities, rules of engagement (ROE), and other mission related activities.

4.4.3. CT Certification. CT Certification updates crew members on their squadron's wartime mission. Each MR crew member will participate in a squadron CT certification as a briefer, board member, or participant every 18 months. BMC crew members should participate in a CT Certification to facilitate future upgrade to MR status, at the discretion of the SQ/CC. Crew members who participate on the certification board receive credit for CT Certification. (T-3).

4.4.4. Risk Management (RM). Crew members will participate in RM training once every 18 months. 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 attend RM training will result in NMR status. (T-3).

Table 4.1. CDA Crew Mission-Related CT Requirements.

Code	Event	Position	Frequency	Notes
MRT001	Weapons & Tactics	All	365d	1, 3
MRT002	Risk Management	All	18m	2, 3, 4
<p>Notes:</p> <ol style="list-style-type: none"> 1. "d" is the maximum number of days between events. 2. "m" is the maximum number of months between events. 3. Failure to complete this event within the time prescribed leads to NMR status. Crewmembers will not be able to accomplish unsupervised crew duties until the delinquent event is accomplished or waived. 4. Affects MR status 				

4.4.5. Mission Training Events. Crewmembers will comply with requirements of the RTM for their respective position. Total sorties and events are minimums which ensure training to continually meet all DOC tasked requirements and may not be reduced except in proration/waiver. Unless specifically noted the COG/CC is the waiver authority for all RCP requirements and for all provisions in **Chapter 4** and **Chapter 5** of this volume. Failure to accomplish events in these tables may lead to NMR status. **(T-3)**.

4.5. Specialized Mission Training. Specialized training is normally accomplished after a crewmember is assigned MR or BMC status. 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)**.

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

4.6. Currencies, Proficiency and Requalification.

4.6.1. Currency. 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:

4.6.1.1. Accomplishing the event as a qualified crewmember provided member's currency has not expired.

4.6.1.2. Accomplishing the event as a qualified crewmember under supervision of a current instructor.

4.6.1.3. Satisfactorily performing events on any evaluation.

4.6.2. If a crewmember is non-current, thereby requiring recurrency, that mission or event may not be performed except for the purpose of regaining currency. Non-current events must be satisfied before the crewmember is considered certified/qualified (as applicable) to perform those events unsupervised. Loss of currencies affecting MR status require regression to NMR (see **paragraph 4.9**); loss of currencies not affecting MR status does not require regression. **(T-3)**.

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

4.7.1. Loss of currency for more than 180 days. **(T-3)**.

4.7.2. 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)**.

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

4.7.2.2. 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 status, instructor status may be retained, but the instructor will not instruct that mission or event until the required currency is regained. **(T-3)**.

4.7.3. 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. **(T-3)**. Instructors will be decertified if:

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

4.7.3.2. They fail an evaluation. **(T-3)**.

4.7.3.3. The SQ/CC deems the instructor is substandard, ineffective, or providing incorrect procedures, techniques, or policy guidance. **(T-3)**.

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

4.8. Regression.

4.8.1. MR or BMC Regression for failure to meet lookback. Only RCP training missions and cyberspace operations sorties may be used for lookback. If a crewmember does not meet lookback requirements throughout the training cycle, SQ/CC can regress the crewmember from MR to BMC or NMR. **(T-3)**.

4.8.1.1. 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 probation status for 1 month 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. ARC utilizes 3-month and 6-month lookbacks instead of 1-month and 3-month. **(T-3)**.

4.8.1.2. Lookback computations begin following completion of INITI QUAL. Lookback should be aligned to the CT clock. The crewmember must maintain 1-month lookback until a 3-month lookback is possible. SQ/CCs may apply supervisory rules as described in [paragraph 4.8.1.1](#) if a new MR or BMC crewmember fails to meet currency and proficiency requirements during the 1-month lookback while establishing 3-month lookback. In addition, 1-month lookback will start the first full month of MR or BMC status. **(T-3)**.

4.8.2. Regression for failed evaluations. Crewmembers who fail a periodic evaluation are unqualified and will regress to NMR as applicable. Crewmembers will remain NMR until successfully completing required corrective action(s), re-evaluation, and SQ/CC re-certification. **(T-3)**.

4.8.3. 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 as applicable. These crewmembers will remain NMR until successful completion of corrective action as determined by the SQ/CC, an evaluation if required, and re-certification by the SQ/CC. **(T-3)**.

4.9. 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 4.10](#) for proration guidance. In all cases, units will report training shortfalls to the COG/CC. (T-3).

4.9.1. 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.

4.9.2. Failure to meet specific MR or BMC mission type requirements will result in one of the following:

4.9.2.1. Regression to NMR/N-BMC if the SQ/CC determines the mission type deficiency is significant. To regain MR or BMC, the crewmember will complete all deficient mission types. These missions may also be counted toward the total requirements for the new training cycle. (T-3).

4.9.2.2. Continuation at MR or BMC if total RCP missions and lookback are maintained and the mission type deficiencies are deemed insignificant by the SQ/CC. The SQ/CC will determine if any additional training is required to address shortfalls. (T-3).

4.9.3. 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 17-2CDA, Volume 2, *Cyberspace Defense and Analysis (CDA) - Standardization and Evaluation (STAN/EVAL)*. (T-3).

4.10. Proration of Training.

4.10.1. 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 temporary duty (TDY) (e.g., Professional Military Education (PME)) or exercises, or deployments. Ordinary annual leave will not be considered as non-availability. Other extenuating circumstances, as determined by the SQ/CC, that prevent crewmembers from mission duties for more than 15 consecutive days may be considered as non-availability for proration purposes. (T-3). The following guidelines apply:

4.10.1.1. Proration will not be used to mask training or planning deficiencies. (T-3).

4.10.1.2. 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).

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

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

4.10.1.5. Newly assigned crewmembers achieving MR or BMC 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).

4.10.1.6. A crewmember's last month on station prior to Permanent Change of Station (PCS) 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).

4.10.1.7. Activated Reserve Augmentation Unit (RAU) members will maintain active duty proficiencies and currency requirements prorated for the duration they are on orders. (T-3).

4.11. Operational Missions. The following procedures are intended to provide flexibility in accomplishing the unit's CT program. Sorties conducted in support of operations will be logged and count toward annual RCP requirements for lookback purposes. Operational missions and events may be used to update proficiency/currency requirements if they meet the criteria in **Attachment 2**. (T-3).

4.11.1. 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 two months proration from his training cycle (two months for the 73 cumulative days of non-availability).

Table 4.2. Proration Allowance.

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

4.12. Regaining MR or BMC Status.

4.12.1. 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 4.10**. (T-3).

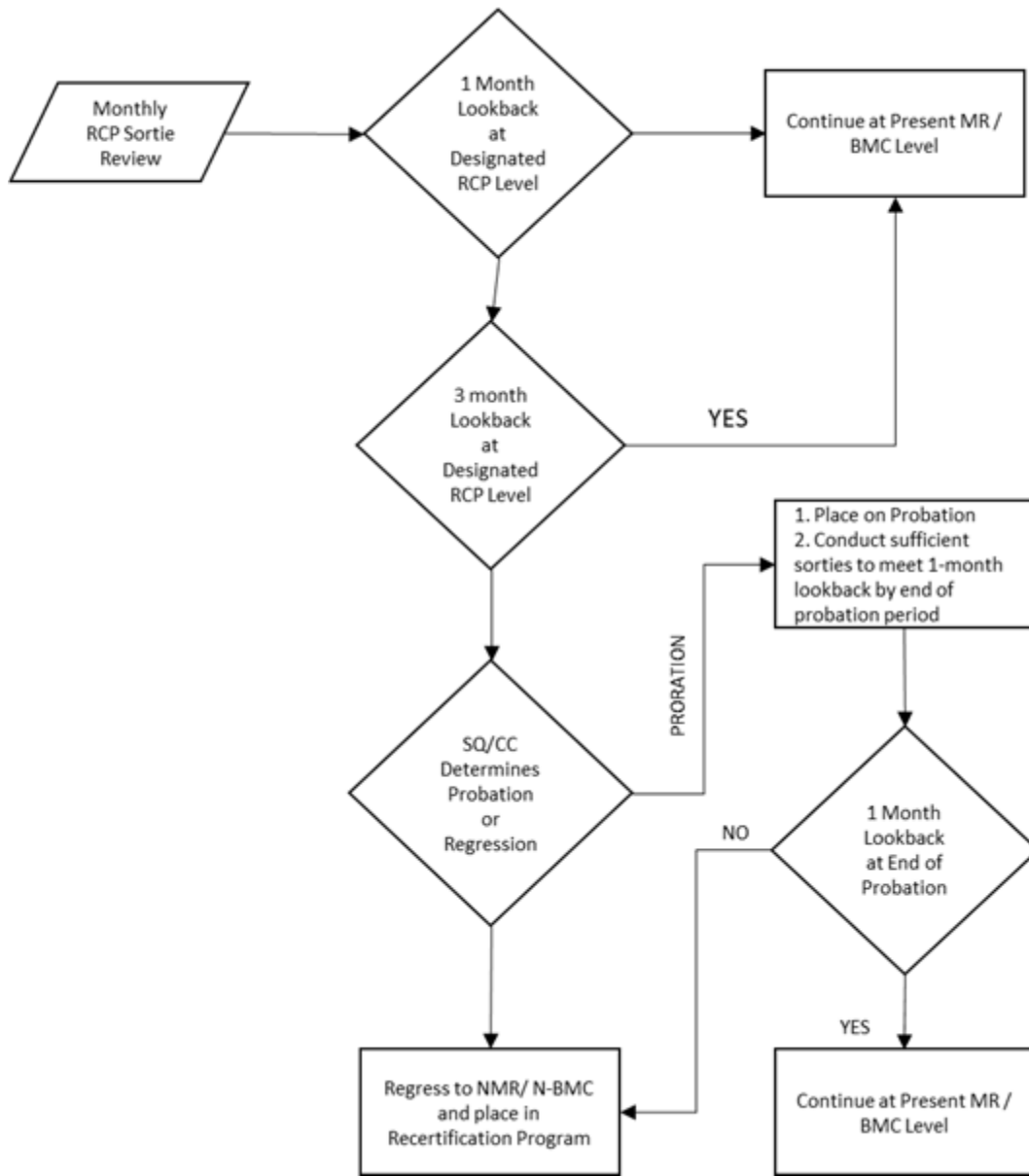
4.12.2. If MR or BMC status is lost due to failure to meet lookback IAW **paragraph 4.10**, the following applies (timing starts from the date the crewmember was removed from MR or BMC status):

4.12.2.1. Up to 90 Days. Complete a SQ/CC approved recertification program (documented in the individual's training folder) to return the crewmember to MR or BMC standards. Upon completion of the recertification program, the MR or BMC crewmember must also meet the subsequent 1-month lookback requirement prior to reclaiming MR or BMC status. The missions and events accomplished during the recertification program may be credited towards their total/type mission and event requirements for the training cycle as well as for their monthly mission requirement. In addition, all RCP event currencies must be regained. The SQ/CC will approve any other additional training prior to MR recertification. **(T-3)**.

4.12.2.2. 91-180 Days. Same as above, plus open/closed book qualification examinations (IAW ACCI 17-202 Volume 2). Open/closed book exams will be documented IAW ACCI 17-202 Volume 2. **(T-3)**.

4.12.2.3. 181 Days and Beyond. Re-accomplish a SQ/CC-directed MQT program to include a formal MSN evaluation IAW ACCI 17-202 Volume 2, applicable HHQ guidance, and ACCMAN 17-2CDA Volume 2. **(T-3)**.

Figure 4.1. Regression Flow Chart



Chapter 5

UPGRADE AND SPECIALIZED MISSION TRAINING

5.1. General. This chapter outlines duties and responsibilities for units to upgrade, certify, and maintain currency/proficiency for special missions 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. Requirements for upgrade and special mission training are listed in [Table 1.2](#) Additionally, commander endorsement is required to ensure each candidate has the ability, judgment, technical expertise, skill and experience when selecting a crewmember for upgrade or specialized mission training. Prerequisites may be waived by SQ/CC. (T-2).

Table 5.1. Minimum Upgrade Training Requirements.

Upgrading From	Upgrading To	Prerequisites	Tasks & Events to Complete Upgrade
CDA Analyst	CDA Controller	Experienced Analyst	Controller task training Controller EVAL IAW ACCMAN 17-2 CDA Volume 2
CDA Analyst	CDA SMQ	Qualified Analyst	SMT, SMQ
CDA Operations Controller	CDA SMQ	Qualified Controller	SMT, SMQ
Any Position	Instructor	Experience minimum. Instructor Training Course	Instructor Qualification SQ/CC certification INSTR Evaluation

5.3. Instructor Upgrade. This section establishes the minimum guidelines for instructor upgrade IAW ACCI 17-202, Volume 2, Chapter 5.

5.3.1. Instructor Responsibilities. An AF instructor shall be a 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, operations (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. For instructor minimum requirements, see [Table 5.2](#). All instructor candidates will be MR in their unit's mission. (T-3).

Table 5.2. Instructor Upgrade Requirements.

Upgrading From	Instructor	Tasks/Events to Complete Upgrade	Notes
CDA Operations Controller	100	Instructor Training Course Instructor Qualification Evaluation SQ/CC certification	See Note 1
CDA Analyst	200	Instructor Training Course Instructor Qualification Evaluation SQ/CC certification	See Note 1
CDA SMQ	200	Instructor Training Course Instructor Qualification Evaluation SQ/CC certification	See Note 1
Notes: 1. Training time begins with the first training event			

5.3.1.3. Training. Instructor training should expand the instructor candidate's weapon-system subject matter expertise. Instructor training will include methodology of instruction and make instructor candidates proficient in evaluating, diagnosing, and critiquing student performance, identifying learning objectives and difficulties, and prescribing and conducting remedial instruction. The instructor candidate must be able to conduct instruction in all training venues (e.g., classroom, training devices, ops floor, mission execution). **(T-3)**.

5.3.1.4. Mission Execution. Instructor candidates will conduct a CDA mission via established planning and briefing, execution, and debriefing, (PBED) procedures through timely, accurate, and relevant integration, evaluation, and analysis of all available data, information, and intelligence. **(T-3)**.

5.3.1.4.1. Locate mission essential information from previously executed mission and determine relevancy to current mission. **(T-3)**.

5.3.1.4.2. Collect communications data and monitor/exploit raw communications data/activity and report IAW essential elements of information (EEI) for the area of interest. **(T-3)**.

5.3.1.4.3. Maintain situational awareness of ongoing activity and account for all collected target(s)/activity during mission execution. **(T-3)**.

5.3.1.4.4. Utilize applicable checklists as required. **(T-3)**.

5.3.1.5. Testing. Units will develop tests based on the training requirements in ACCI 17-202 Volume 1, HHQ Supplements, this publication, and other relevant guidance. The test will be closed book and consist of a minimum of 25 questions. 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. Instructor evaluations will be conducted IAW ACCI 17-202 Volume 2 and ACCMAN 17-2 CDA Volume 2. **(T-2)**. The student is qualified to perform instructor duties after meeting all the criteria above, completing training, and a successful initial instructor evaluation.

5.4. Difference Training.

5.4.1. Difference Training (DT) is required for qualified and certified crewmembers when a new feature, variation, capability or procedure is initially introduced into the CDA weapon system, when an existing feature is introduced to a field site, or upon PCS or TDY to a new/different field site. **(T-3)**.

5.4.1.1. Initial Introduction into CDA weapon system.

5.4.1.1.1. When a new feature, variation, capability or procedure is initially introduced to the weapon system, it requires new certification for each applicable crew position. The SQ/CC will identify, and COG/CC will approve the initial cadre, which is responsible to develop initial training materials. **(T-2)**. Units will use these training materials to conduct difference training and award certifications to all applicable crew positions for successful mission execution. **(T-3)**.

5.4.1.2. Existing Feature Introduced to a field site Location.

5.4.1.2.1. DT is required when an existing feature, variation, capability or procedure is introduced to a field site that didn't have it previously. That location will identify an initial cadre that will obtain training and training materials from a designated site operating with that feature. **(T-3)**.

5.4.1.3. PCS/TDY to another field site.

5.4.1.3.1. Local area procedures for each field site may be different, and emergency area procedures for each field site will be different. When a qualified crewmember operates at another field site, that individual will require locally created DT prior to performing mission duties. Initial cadre is not necessary for this difference training type. **(T-3)**.

5.4.2. DT may be incorporated into qualification and/or certification standards, as appropriate. **(T-3)**.

5.4.3. Difference Training Timelines. Personnel that enter DT must accomplish the training within 60 calendar days (90 days for MAJCOM-gained AFRC and ANG units) from the date entered into training. **(T-3)**.

5.4.4. Difference Training Documentation. All DT will be documented. **(T-3)**.

MARK H. SLOCUM, Maj Gen, USAF
Director of Operations

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

5 USC § 552a, *Records Maintained on Individuals*

10 USC § 9013, *Secretary of the Air Force*

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

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

AFTTP 3-3, *Integrated Planning and Employment*, 3 April 2020

DAFI 33-360, *Publications and Forms Management*, 21 October 1 December 2015

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

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Prescribed Forms

None

Adopted Forms

AF 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

AFI—Air Force Instruction

AFIN—Air Force Information Network

AFMAN—Air Force Manual

AFPDP—Air Force Policy Document

AFRC—Air Force Reserve Command

AFTTP—Air Force Tactics, Techniques and Procedures

AIM—Active Indicator Monitoring

ANG—Air National Guard

Apps—Applications

ARC—Air Reserve Components

BCQ—Basic Cyberspace Qualified

BMC—Basic Mission Capable

C2—Command & Control

CC—Commander

CD—Deputy Commander

CDA—Cyberspace Defense Analysis

CDA/A—CDA Analyst

CDA/OC—CDA Operations Controller

CMI—Classified Message Incident

COG—Cyberspace Operations Group

CORA—Cyberspace Operations Risk Assessment

CT—Continuation Training

CV—Vice Commander

DAFI—Department of the Air Force Instruction

DAFPD—Department of the Air Force Policy Directive

DO—Director of Operations

DOC—Designed Operational Capability

DoD—Department of Defense

DoDI—DoD Instruction

DOK—Chief of Weapons and Tactics

DT—Difference Training

DVMS—Deployable Voice Monitoring System

EI—Essential Elements of Information

EOC—End-of-Cycle

ESSA—Electronic Systems Security Assessment

EXP—Experienced

FLT—Flight

FM—Frequency Modulation
FTU—Formal Training Unit
FYDP—Future Years Defense Program
HF—High Frequency
HHQ—Higher Headquarters
IbC—Internet-based Capabilities
IAW—In Accordance With
IDA—Information Damage Assessment
INEXP—Inexperienced
IPA—Information Protection Alerts
IPAE—Information Protection Alert Event
IQT—Initial Qualification Training
IRE—Immediate Report Event
ISD—Instructional Systems Development
LIMFAC—Limiting Factor
MAJCOM—Major Command
MISREP—Mission Report
MQT—Mission Qualification Training
MR—Mission Ready
MS—Mission Supervisor
NAF—Numbered Air Force
N-BMC—Non-Basic Mission Capable
NGB—National Guard Bureau
NMR—Non-Mission Ready
NVR—Network Vulnerability Report
NVRE—Network Vulnerability Report Event
OPE—OPREP-3 Event
OPORD—Operations Order
OPR—Office of Primary Responsibility
OPREP—Operations Report
Ops—Operations
OPSEC—Operations Security

ORB—Operational Review Board
OSS—Operations Support Squadron
PBED—Planning, Briefing, Execution, and Debriefing
PME—Professional Military Education
PCS—Permanent Change of Station
PII—Personally Identifiable Information
PIIE—Personal Identifying Information Event
PPIE—Personal Privacy Information Event
RAU—Reserve Augmentation Unit
RCP—Ready Cybercrew Program
RF—Radio Frequency
RM—Risk Management
ROE—Rules of Engagement
RT—Requalification Training
RTM—RCP Tasking Memorandum
RTRB—Realistic Training Review Board
SMQ—Special Mission Qualification
SHF—Super High Frequency
SNS—Social Network Sites
SQ—Squadron
STAN/EVAL—Standardization and Evaluation
TDY—Temporary Duty
TMAP—Telecommunications Monitoring and Assessment Program
TPT—Training Planning Team
TRP—Training Review Panel
TTP—Tactics, Techniques, and Procedures
UHF—Ultra High Frequency
URE—Unique Report Event
USAF—United States Air Force
USAFWS—United States Air Force Weapons School
USC—United States Code
VHF—Very High Frequency

WIC—Weapons Instructor Course

WS—Weapon System

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, CTD, or simulator. Additional training must include demonstration of satisfactory knowledge or proficiency to examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

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

Basic Cyberspace Qualified (BCQ)—A crewmember who satisfactorily completed IQT. The crewmember will carry BCQ only until completion of MQT. BCQ crewmembers will not perform RCP-tasks events or sorties without instructor crewmembers.

Basic Mission Capable (BMC)—A crewmember who satisfactorily completed IQT and MQT, but is not in fully-certified MR status. The crewmember must be able to attain MR status to meet operational taskings as specified in the applicable instructional supplements. This status is primarily for individuals in units that perform weapon system-specific operational support functions (i.e., formal training units, operational test and tactics development). BMC requirements will be identified in the appropriate weapon system guidance.

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.

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 specific event.

Cyberspace Defense Analysis—Analyst (CDA/A) - This position's responsibilities include: process assigned data (Calls, Emails, IbC, and CORA); analyze data and assess impact to AF/DoD operations; notify the CDA/OC with flagged items, questions, concerns; identify and promptly report Classified Message Incidents (CMI)s and serious crimes and emergency situations; Information Protection Alerts (IPAs), immediate reports, Personally Identifiable Information (PII) Breach Reports, Network Vulnerability Reports (NVR), Summary Reports, Transcripts, CORA; develop pre- and post-mission briefings; create/modify Fidelis keyword searches; install Deployable Voice Monitoring System (DVMS) and Fidelis Scout; operate Fidelis, DVMS, and Fidelis Scout; and identify and report all system errors to the CDA/OC.

Cyberspace Defense Analysis—Operations Controller (CDA/OC) - In addition to the CDA/A responsibilities listed below, this position's responsibilities include: task each crewmember with Calls, Email/IbC, or Cyberspace Operational Risk Assessment (CORA) data to analyze; task or create mission brief or out-brief; manage frontline folder and determine if data meets reporting

criteria; task or write Telephone Monitoring and CORA reports; task or create/modify Fidelis keyword searches; task or create phone line list; assist CDA/As with research, report write-ups, and identified disclosures; quality check analyst reports; monitor CDA/As for flagged items, questions, and concerns; notify the Mission Supervisor (MS) when reports are ready for final review; finalize and submit reports to the MD; purge alerts when authorized by the, MD; identify manning shortages and elevate to the MD; identify mission system problems/concerns and elevate to the MD; and immediately notify the MD of any emergency situations, serious crimes, or CMI.

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

Experienced Crewmember (EXP)—Management term describing crewmembers who meet the requirement as dictated per within the weapon system specific volumes.

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

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

Mission Supervisor (MS)—In addition to the CDA/A and CDA/OC responsibilities, this position's responsibilities include: mitigate crew personnel shortages as identified by the CDA/OCs; monitor CDA/OCs for questions, concerns, accountability, etc.; review and disseminate CDA reports and incidents; and review and distribute the Mission Reports (MISREPs). This position does not require a separate certification.

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 or BMC declaration.

Mission Ready (MR)—The status of a crewmember who satisfactorily completed IQT, MQT, and maintains certification, currency and proficiency in the command or unit operational mission.

Proficiency—A measure of how well a task is completed. A crewmember 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 Weapon System (WS)-specific Volume 1. RCP applies to MR and BMC positions.

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 Qualification (SMQ)—Training in any special skills (e.g., tactics, weapon system capabilities, responsibilities) necessary to perform the unit's assigned missions that are not required by every crewmember. SMQ is normally accomplished after the crewmember is assigned MR or BMC status, and is normally in addition to MR or BMC requirements.

Squadron Supervisor—May include all or some of the following depending on specific guidance and SQ/CC concurrence: SQ/CC, SQ/DO, ADOs, and FLT/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 (basic cyberspace qualification, BMC, or MR) they are required to maintain.

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

Attachment 2

GLOSSARY OF MISSION, SORTIE AND EVENT DEFINITIONS

A2.1. Mission and Sortie Definitions:

A2.1.1. CDA Primary Missions.

A2.1.1.1. **ESSA Mission:** The monitoring, collection, and analysis of information content transmitted across DoD electronic communication systems. ESSA products help evaluate an organization's Operations Security (OPSEC) posture and determine the amount and type of information available to adversary collection entities. (Formerly the Telecommunications Monitoring and Assessment Program (TMAP)). Protects information pertaining to Air Force, DoD and government operations, capabilities, and resources. ESSA missions identify and report disclosed information that could be used to compromise missions, gain access to sensitive capabilities, and deny knowledge of critical resources. ESSA utilizes the following tools: telephony, e-mail, IbC, and radio frequency (RF). Authority is derived from DoDI 8560.01, *Communications Security (COMSEC) Monitoring*.

A2.1.1.1.1. Telephony Communications: The monitoring and assessment of AF unclassified voice networks which if exploited by adversaries, can negatively impact AF operations.

A2.1.1.1.2. E-mail Communications: The monitoring and assessment of unclassified AF email traffic entering or exiting the Air Force Information Network (AFIN) which if exploited by adversaries, can negatively impact AF operations.

A2.1.1.1.3. IbC: (Internet Based Capabilities): The monitoring and assessment of unencrypted SMTP and HTTP communications that either enter or leave the AF Gateway architecture. **Note:** CDA units only "monitor" the web sessions that transverse the AFIN and not the IbC sites themselves. IbCs include collaborative tools such as social networking sites (SNS), social media, user-generated content, social software, e-mail, instant messaging, and discussion forums (e.g., YouTubeTM, Facebook[©], Twitter, Inc., Google, Inc., Applications (Apps).)

A2.1.1.1.4. Radio Frequency (RF) Communications: The monitoring and assessment of AF communications within the Very High Frequency (VHF), Ultra High Frequency (UHF), Frequency Modulation (FM), High Frequency (HF), and Super High Frequency (SHF) frequency bands (e.g., mobile phones, land mobile radios, wireless local area networks) which if exploited by adversaries, can negatively impact AF operations.

A2.1.1.2. **AIM Mission:** Identifies activities that potentially expose AF networks, systems and personnel to increased risk as a result of the action or inaction of an authorized user who discloses AF system credentials, accounts, exploitable network configuration information or PII. Protects the Air Force, DoD and government networks. AIM missions identify and report disclosed information that could be used to gain authorized access to compromise AF networks and devices. AIM tools include, but are not limited to e-mail and IbC.

A2.1.1.2.1. Telephony Communications: The monitoring and assessment of AF unclassified voice networks which if exploited by adversaries, can negatively impact AF operations.

A2.1.1.2.2. E-mail Communications: The monitoring and assessment of unclassified AF email traffic entering or exiting the AFIN which if exploited by adversaries, can negatively impact AF operations.

A2.1.1.2.3. IbC: (Internet Based Capabilities): The monitoring and assessment of unencrypted SMTP and HTTP communications that either enter or leave the AF Gateway architecture. **Note:** CDA units only “monitor” the web sessions that transverse the AFIN and not the IbC sites themselves. IbCs include collaborative tools such as SNS, social media, user-generated content, social software, e-mail, instant messaging, and discussion forums (e.g., YouTube™, Facebook©, Twitter, Inc., Google, Inc., Applications (Apps).)

A2.1.1.2.4. Radio Frequency (RF) Communications: The monitoring and assessment of AF communications within the VHF, UHF, FM, HF, and SHF frequency bands (e.g., mobile phones, land mobile radios, wireless local area networks) which if exploited by adversaries, can negatively impact AF operations.

A2.1.1.2.5. Web Risk Assessment: The assessment of information posted on AF unclassified, owned, leased, or operated public and private web sites in order to minimize exploitation of AF information by adversaries that can negatively impact AF operations.

A2.1.1.3. **CORA Mission:** The analysis of compromised data from adversary exfiltration or friendly transmission outside of U.S. Government control, with the objective of determining the associated impact to Air Force operations and technology resulting from the data loss. CORA applies OPSEC principles and processes in the conduct of responsive and systematic analysis of the content of compromised data leaving the AFIN. While there are other similar capabilities analyzing compromised computers and networks, they are focused on methods, techniques, system vulnerability identification, and the identification or attribution of an adversary. CORA is a contributor to the overall Information Damage Assessment (IDA) process. It is focused on the nature and content of the compromised information itself, and the potential impact of its loss within the final IDA product. CORA capabilities assist information owners in determining the operational risk and impact of compromised information. Mitigates the effects of lost Air Force, DOD and government operations, capabilities, and resources. When conducting CORA missions CDA units are not monitoring or collecting any information from the AFIN. CORA is focused on the nature and content of the compromised information itself, and the potential impact of its loss within the final IDA product. CORA capabilities assist information owners in determining the operational risk and impact of compromised information. CORA utilizes the following tools: e-mail, IbC and Data at Rest. Authority is derived from AFI 17-201, *Command and Control (C2) for Cyberspace Operations*.

A2.2. CDA Sortie and Event Definitions.

A2.2.1. If more than one primary/secondary/instructor/evaluator is on crew, each may obtain basic sortie credit if they actively participate in required pre-mission and post-mission procedures as described above.

A2.2.2. **ESSA/AIM/CORA Sortie.** Operational mission actions or training scenario profiles that relate to the unit's DOC statement requirements. Logged when performing real world ESSA, AIM or CORA. Credit this sortie for training or exercise missions when planned, briefed, executed, and debriefed to realistically simulate a typical operations mission. All training sorties will include a training scenario. ESSA/AIM/CORA sorties may be logged on actual real world operations missions or in a simulated environment that includes the standard crew configuration at minimum, appropriate pre-mission planning, all pre-mission preparations and briefings, and post-mission procedures. ESSA/AIM/CORA sorties require a minimum 1 MISREP in the operations controller duty position or while instructing/evaluating. An alert processing action and disclosure is required (all crew positions). Primary/instructor/evaluator time must be logged if performing the duties of instructor or evaluator. Missions designated to test weapon system capability/equipment may be logged as an ESSA/AIM/CORA sortie at the discretion of the SQ/DO.

A2.2.2.1. ESSA/AIM/CORA sorties may be accomplished either on the live system or in a simulator environment and must include (as a minimum) both and CDA/A and COC positions. A minimum of one hour of primary/instructor/evaluator time must be logged if performing the duties of instructor or evaluator. Sorties require system initialization with minimum status necessary for the crew to complete the pre-mission checklists. Minimum crew requirement may be waived by SQ/DO.

A2.2.2.2. Training sorties should be designed to realistically train for the unit's operational mission, and will incorporate crew coordination between crewmembers, communication procedures, and system employment. Training sorties will be utilized when real world situations are not practical. Training sorties can include (but are not limited to) new procedures, new hardware and software, proficiency events, and primary missions.

A2.2.2.3. Commander Option. Sortie allocated by the unit commander to support individual training requirements and unit training objectives. BMC operators may log a Commander Option Mission for any type of mission listed in the "Missions required" table of the RTM.

A2.2.2.4. Instructor Sortie. Special qualification (see ACCI 17-202 Volume 2). Sortie where the crewmember acted in an instructional capacity and valid operations training was secondary to execution of instructor duties.

A2.2.2.5. Non-effective Sortie. A sortie planned and launched as a training mission, test mission, Basic Skills sortie, or collateral sortie that, due to some circumstance (maintenance, etc.), fails to accomplish a sufficient number of planned events.

A2.2.3. **RCP Events.** RCP sorties are used for tracking proficiency. Log an RCP event only when the event is accomplished.

A2.2.3.1. Network Vulnerability Report Event (NVRE). Credit when executed IAW local unit SOPs-can be baseline, topology, or credentials. Applies to both the analyst and controller.

A2.2.3.2. Personal Privacy Information Event (PPIE). Credit when executed IAW local unit SOPs. Applies to both the analyst and controller.

A2.2.3.3. Personal Identifying Information Event (PIIE). Credit when executed IAW local unit SOPs. Applies to both the analyst and controller.

A2.2.3.4. Information Protection Alert Event (IPAE). Credit when executed IAW local unit SOPs. Applies to both the analyst and controller.

A2.2.3.5. Immediate Report Event (IRE). Credit when executed IAW local unit SOPs. Applies to both the analyst and controller.

A2.2.3.6. Unique Report Event (URE). Credit when executed IAW local unit SOPs. Applies to both the analyst and controller.

A2.2.3.7. OPREP-3 Event (OPE). Credit when executed IAW local unit SOPs. Applies to both the analyst and controller.

A2.3. Mission-Related Training. Mission-related training is training required of all crewmembers as part of their CT program. Where conflict exists between this guidance and the RTM, the RTM takes precedence. Training accomplished during IQT/MQT may be credited toward CT requirements for the training cycle in which it was accomplished.

A2.3.1. MRT001 Weapons and Tactics Training

A2.3.1.1. Purpose: Provide the crewmember with the information necessary for effective and successful execution of the unit's assigned mission.

A2.3.1.2. Description: MRT001 will be administered using courseware developed by the unit. The course will be based on AFTTP 3-3 series publications, ACCMAN 17-2CDA, Volume 3 as well as other documents relevant to the execution of the unit's mission.

A2.3.1.3. OPR: Unit/Chief of Weapons and Tactics (DOK)

A2.3.1.4. Course Developer: Unit/DOK

A2.3.1.5. Training Media: Lecture & Test

A2.3.1.6. Instructor Requirements: Academic instructors should be DOK or DOK assigned tactician.

A2.3.1.7. Additional Information: Instructors teaching MRT001 may receive credit for their MRT001 requirement.

A2.3.2. MRT002 Risk Management (RM) Training.

A2.3.2.1. Purpose: Provide crewmembers with unit RM training according to AF Pamphlet 90-803, *Risk Management (RM) Guidelines and Tools*, other RM resources, and MAJCOM Supplements.

A2.3.2.2. Description: MRT002 will be administered using unit developed courseware. RM training introduces the common core RM subjects to provide crewmembers the information necessary to enhance mission effectiveness. Training should create a cultural mindset in which every crewmember is trained and motivated to manage risk and integrates RM into mission and activity planning processes ensuring decisions are based upon a risk assessment of the operation/activity. RM training will be tailored to meet the unique

mission needs and operational requirements of each organization and to the personnel within the organization.

A2.3.2.3. OPR: Unit/DOK

A2.3.2.4. Course Developer: Unit/DOK

A2.3.2.5. Training Method: Lecture

A2.3.2.6. Additional Information: RM instructors teaching MRT002 may receive credit for their MRT002 requirement.

Attachment 3**TRAINING POLICY**

A3.1. Training System/Station Not Capable of Operations. If a system/station is not capable of operations, the chief operations training, or staff instructor should either cancel the training sortie or devise an alternate course of action.

A3.2. Training/Evaluation Briefings. Before all training/evaluation missions, Crew Leads or instructors/flight examiners will brief their crews on the following additional items:

A3.2.1. Training/Evaluation requirements. Instructors/evaluators (for each crew position) will outline requirements and objectives for each trainee or examinee.

A3.2.2. Planned training profiles and seat changes.

A3.3. Debriefing. Review and evaluate overall training performed. Each trainee or crewmember should thoroughly understand the training accomplished. Ensure all training is documented.