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Cyberspace

**CYBERSPACE DEFENSE ANALYSIS
(CDA) - OPERATIONS AND
PROCEDURES**



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This volume implements Air Combat Command Instruction (ACCI) 17-202 Volume 3, *Cybercrew Operations and Procedures*. It applies to all Air Combat Command (ACC)-assigned or attached CDA units. This publication applies to all military and civilian Air Force (AF) personnel, members of the AF Reserve, 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 publication requires the collection and or maintenance of information protected by the Privacy Act of 1974, as amended; 5 USC § 552a, *Records Maintained on Individuals*; authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the AF 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 the unit level, but all supplements must be routed to the OPR 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

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Chapter 1

GENERAL GUIDANCE

1.1. References. For references, abbreviations, acronyms and terms, see [Attachment 1](#).

1.2. General. This volume, in conjunction with other governing directives, prescribes procedures for operating the CDA weapon system under most circumstances. It is not a substitute for sound judgment or common sense. It directs actions, assigns responsibilities and prescribes procedures for generating and employing AF CDA mission crews. Procedures not specifically addressed may be accomplished if they enhance safe and effective mission accomplishment.

1.3. Deviations. In the case of an urgent requirement or emergency the CDA Crew Mission Supervisor (CDA-CMS) will take appropriate action(s) to ensure safe operations. **(T-3)**.

Chapter 2

OPERATIONAL DISCIPLINES AND CREW POSITIONS

2.1. Operational Disciplines. Crew operations are performed by a CDA Mission Command Crew.

2.1.1. The CDA Mission Command Crew (MCC). The MCC is responsible for oversight and management of the CDA Systems mission ensuring successful execution of operations. It includes the CDA-CMS, Operations Controller (CDA-OC) and Analyst (CDA-A) crew positions.

2.1.1.1. CDA Crew Mission Supervisor (CDA-CMS). The CDA-CMS is responsible for:

2.1.1.1.1. The safe, effective command and control of operations and acts as the focal point of communications for Higher Headquarters (HHQ). **(T-3)**.

2.1.1.1.2. Managing crew resources and safe mission accomplishment. **(T-3)**.

2.1.1.1.3. Welfare of the crew. **(T-3)**.

2.1.1.2. Cyberspace Defense Analysis/Operations Controller (CDA-OC). CDA-OCs conduct mission control for CDA weapon system management and operations. Directs, manages, and provides oversight for missions and cybercrew personnel, as well as enforcing policies and procedures to ensure successful mission accomplishment. Performs quality control on all reports and mission logging, and is also the Crew Lead during a mission. In addition to CDA-A duties, the CDA-OC duties include:

2.1.1.2.1. Managing crew resources and safe mission accomplishment. **(T-3)**.

2.1.1.2.2. Maintaining welfare of the crew. **(T-3)**.

2.1.1.2.3. Ensuring risk management decision matrices are performed prior to mission briefing. **(T-3)**.

2.1.1.2.4. Leading crew mission planning, mission brief, and debrief. **(T-3)**.

2.1.1.2.5. Post mission reporting. **(T-3)**.

2.1.1.2.6. Identify and report system errors to the CDA-CMS. **(T-3)**.

2.1.1.2.7. Make recommendations to modify, add, change or delete keywords and signatures. **(T-3)**.

2.1.1.2.8. Review the Air Force Cyber Command (AFCYBER) Cyberspace Tasking Order (CTO) and Special Instructions (SPINS) for updates. **(T-3)**.

2.1.1.3. Cyberspace Defense Analysis/Analyst (CDA-A). Operates the CDA weapon system, conducting enduring enterprise-wide monitoring, analysis, and reporting to minimize the type and amount of unclassified information supporting global AF Operations (air, space, and cyberspace) available for exploitation. CDA-A duties include:

2.1.1.3.1. Perform Operational Risk Management as part of Sign Go/No-Go. **(T-3)**.

2.1.1.3.2. Read the Crew Information File (CIF). **(T-3)**.

2.1.1.3.3. Process and analyze assigned data alerts from CDA-OC. **(T-3)**.

2.1.1.3.4. Notify CDA-OC with flagged alerts. **(T-3)**.

2.2. Crew Positions. Crew positions are established by experience, policies and procedures set forth in weapon system manuals and other directives. Written parameters must be tempered with mission objectives and mission/task accomplishment in the determination of overall cybercrew performance. Crew members must maintain certification/status IAW ACCI 17-202 Volume 2, *Cybercrew Standardization/Evaluation Program*. **(T-3)**.

2.3. Crew Manning. Mission crew manning may vary by the type of mission; The squadron director of operations (SQ/DO) may tailor crew manning to meet operational requirements. The minimum crew manning is one CDA-A and one CDA-OC. **(T-3)**.

2.4. Unqualified Crewmembers. Unqualified crewmembers will not perform operations, until certified.

2.5. Crew Qualification. Each person assigned as a primary crewmember must be qualified or in training for qualification in that crew position, mission and weapon system. Those crewmembers in a training status will accomplish weapon system operations and/or duties only under the supervision of a qualified instructor. **(T-3)**.

2.5.1. Basic cybercrew qualified (BCQ) crewmembers have completed an evaluation and are qualified to perform basic crew duties on the CDA. BCQ crewmembers may perform primary crew duties on any training sortie and on missions (including unilateral training, joint training and exercises) when receiving Mission Qualification Training (MQT) or evaluations under the supervision of a qualified instructor in their respective crew position. **(T-3)**.

2.5.2. Basic mission capable (BMC) crewmembers may perform primary crew duties on any training mission. BMC crewmembers may perform primary crew duties on any operational mission when teamed with a Mission Ready (MR) crewmember. The unit commander must determine the readiness of each BMC crewmember to perform primary crew duties. **(T-3)**.

2.5.3. MR crewmembers may perform primary crew duties in any position in which they maintain qualification, certification, currency and proficiency. **(T-3)**.

2.5.4. Non-current or unqualified crewmembers may perform crew duties only on designated training or evaluation missions under the supervision of a qualified instructor/evaluator. **(T-3)**.

2.5.4.1. Unless waived by the SQ/CC or DO, unqualified crew members will perform operations with a certified instructor in the same position at all times, until certified. **(T-3)**.

2.5.4.2. The Cyberspace Operations Group Commander (COG/CC), may authorize unqualified personnel to perform duties in non-operator crew positions (e.g., Distinguished Visitor (DV) visits) during execution under direct instructor supervision. This familiarization will only be conducted in permissive environments, and only when mission accomplishment is not impacted. **(T-3)**.

2.6. New/Modified Equipment and/or Capabilities. Crewmembers not qualified and/or certified in the operation of significant new hardware and/or weapon system capabilities will not operate that hardware or perform any duties associated with that weapon system capability(ies) unless under the supervision of a current and qualified instructor. Crewmembers not qualified or certified will work under the supervision of a current and qualified instructor unless otherwise

specified by Major Command (MAJCOM) guidance. Non-current events must be satisfied before the individual is considered certified/qualified (as applicable) to perform those events unsupervised. **(T-3)**.

2.7. Crew Rest/Duty Period/Sortie Duration. Crew rest, crew duty period and crew augmentation will be IAW ACCI 17-202 Volume 3, *Cybercrew Operations and Procedures*, and all applicable guidance with the following additional guidance:

2.7.1. Crew Rest. Commanders will ensure crews are afforded as crew rest, a minimum 12-hour non-duty period before the duty period begins to ensure the crewmember is adequately rested before performing a mission or mission-related duties. Crew rest is free time, and includes time for meals, transportation and 8 hours of uninterrupted rest. Rest is defined as a condition that allows an individual the opportunity to sleep. Each crewmember is individually responsible for ensuring they obtain sufficient rest during crew rest periods. **(T-3)**.

2.7.1.1. Exceptions to the 12-Hour Minimum Crew Rest Period. For continuous operations when basic crew duty periods are greater than 12 but less than 14 hours, subsequent crew rest may be reduced proportionally to a minimum of 10 hours with COG/CC approval. **(T-3)**.

2.7.1.2. Continuous operations mean three or more consecutive sorties of at least 12 hours duration separated by minimum crew rest. **(T-3)**.

2.7.1.3. The crew rest exception shall only be used for contingency/surge operations and not for scheduling conveniences. **(T-3)**.

2.7.2. Duty Period. The normal crew duty period is 8 hours with a maximum of 12 hours which includes planning, briefing and debriefing. **(T-3)**.

2.7.3. Sortie. For planning purposes, the minimum sortie duration is 2 hours for tasked missions. This does not include crew step and/or pre-mission brief, debrief and submitting Mission Reports (MISREP). **(T-3)**.

2.8. Crew Scheduling. Scheduling mission crews will be accomplished IAW crew rest limitations provided in this publication.

2.8.1. Units will attempt to provide all crew members as stable a schedule as possible. **(T-3)**.

2.8.2. Units are responsible to publish, post, and monitor schedules for the crew force and initiate changes to the schedules based on proper tracking of qualifications, certifications, restrictions and other factors required to meet mission objectives. **(T-3)**.

2.8.2.1. Commanders will ensure a crew member on leave or temporary duty is notified if a schedule change places or changes an event on their schedule no later than the first 72 hours of their scheduled return. **(T-3)**.

2.8.2.2. Notifications will be made as soon as practical after the change is official, but not later than 24 hours prior to the scheduled event time. **(T-3)**. Units will ensure that oncoming crewmembers are capable of meeting crew risk management requirements in addition to ensuring that crewmembers are not under the effects of alcohol within 12 hours prior to mission planning/execution. **(T-3)**.

Chapter 3

NORMAL OPERATING PROCEDURES

3.1. Pre-Mission Arrival Times. The CDA-CMS, in coordination with the SQ/DO, may adjust crew report time to meet mission requirements. Crew report times will allow sufficient time to accomplish all pre-mission activities. **(T-3).**

3.2. Pre-Mission Duties. Prior to scheduled mission execution, crew should only be scheduled for duties related to the mission, regardless of duty day. Example: “Crewmember is scheduled for a sortie from 8 am – 12 pm; crewmember duty day is scheduled from 7 am - 3 pm.” Prior to mission execution, crewmember performs pre-mission duties (e.g., planning, briefing). After the mission debrief, crew is released to perform other/additional duties. **(T-3).**

3.3. Crew Information File (CIF). Crew members will review CIF for any new or revised information. This review will be conducted before all sorties and documented for record. Delinquent crew members will receive a CIF update from primary crew member counterparts prior to joining an ongoing sortie. **(T-3).** Unit Standardization and Evaluation (Stan/Eval) will ensure accurate CIFs are available for crewmembers. Crewmembers will review CIFs before all missions/events. **(T-3).**

3.4. Go/No-Go. The SQ/CC will implement the Go/No-Go program to ensure individual crew members are current, qualified, and/or adequately supervised to perform operations. Crew members will not operate on the weapon system until the Go/No-Go has been accomplished and verified. **(T-3).**

3.4.1. The CDA-OC is responsible for ensuring their crew accomplishes Go/No-Go verifications for a given Vulnerability (VUL) window. **(T-3).**

3.4.2. The CDA-CMS will verify, document, and validate the Go/No-Go status prior to releasing crew members for any scheduled missions. The CDA-CMS is responsible for ensuring/validating that all weapon system operators have accomplished the Go/No-Go. **(T-3).** Go/No-Go accomplishment will be in the mission pre-brief as an essential briefing item. Records of the Go/No-Go accomplishment and verification will be maintained by the unit for one year in the station log. **(T-3).**

3.4.3. If automated functionality exists to accomplish the Go/No-Go verification, unit operating instructions will include backup procedures to permit Go/No-Go verification when the relevant information system is unavailable. **(T-3).**

3.4.4. The unit Go/No-Go process will verify the following minimum items for all crew members scheduled to perform crew duties:

3.4.4.1. Qualification/certification IAW ACCMAN 17-2CDA Volume 1, *Cyberspace Defense Analysis (CDA) - Cybercrew Training*, and ACCMAN 17-2CDA Volume 2, *Cyberspace Defense Analysis (CDA) - Standardization and Evaluation (STAN/EVAL)*, for the crew position, mission/event, and duties they are scheduled to perform. **Note:** Crewmembers not qualified/certified and in training status will require instructor or evaluator supervision to conduct crew duties. **(T-3).**

3.4.4.2. Individual Risk Assessment. Units will develop procedures to conduct individual assessments to assess their sleep adequacy before assigned shift, their personal stress level,

their health/safety concerns, and their circadian disruption. It is an individual's responsibility when a physical or mental condition exists, affecting themselves or other unit personnel, that may prevent mission accomplishment, cause mission degradation, or endanger personnel safety. **(T-3)**.

3.4.4.3. Ensure currency, IAW Ready Cybercrew Program (RCP) Tasking Memorandum (RTM), and in conjunction with ACCMAN 17-2CDA Volume 1 for the crew position, mission/event, and duties they are scheduled to perform. **Note:** Crewmembers not current in the lookback sorties/crew shifts, within their crew position, will require instructor supervision to conduct crew duties until regaining currency. **(T-3)**.

3.4.4.4. Crew Information File (CIF). Document review by each crewmember of Volume 1, Part B, read file items. **Note:** A review of all volumes will be accomplished prior to an individual receiving their first operational training. Assigned or attached crewmembers on extensive absence from conducting missions (90 days or more) will accomplish a complete review of all volumes prior to operations. **(T-3)**.

3.5. Unit-Developed Checklist/Local Crew Aids.

3.5.1. Locally developed checklists and crew aids shall be used. **(T-3)**.

3.5.2. Locally developed checklists and crew aids will, at a minimum, include the following:

3.5.2.1. Emergency action checklists and communication-out information. **(T-3)**.

3.5.2.2. Other information as deemed necessary by the units. **(T-3)**.

3.5.3. SQ/DO will approve locally developed checklists and crew aids. Unit Stan/Eval, Operations Training and Weapons and Tactics will review prior to SQ/DO approval. **(T-3)**.

3.5.4. Unit Stan/Eval will maintain the list of current and authorized checklists, crew aids and other information as necessary in the CIF library. **(T-3)**.

3.6. Forms and Station Log. The master station log is the unit's official record of events that occurred during operations or training. The log is intended to maintain an accurate and detailed record of all significant events pertaining to operations occurring during each mission. All crew members are accountable for documenting significant events/crew actions required for the master station log. Significant events/crew actions will be included in the mission debriefing. **(T-3)**.

3.6.1. Crew members are responsible for content, accuracy, and timeliness of all inputs to mission-related information management portals/collaborative information sharing environments IAW applicable directives, tasking, and policy. **(T-3)**.

3.7. Required Publications. All crew members will have all equipment and publications required for mission execution. These may be maintained and carried electronically, provided operable viewing and printing capability exists throughout mission execution. Stan/Eval will maintain the list of required publication items in the CIF library. **(T-3)**.

3.8. Operations Check (Ops Check). The CDA-CMS is accountable for and will ensure required Ops Checks are accomplished to ensure safe and effective mission accomplishment(s). **(T-3)**.

3.8.1. CDA-CMS will perform Ops Checks at initial check-in, during times of authentication, and as required during sortie period based on mission triggers and requirements. **(T-3)**.

3.8.2. CDA-OC will, at a minimum, check and verify mission on CTO, review any mission resources/materials for current tasking, and verify any new CIFs are signed by crew. **(T-3)**.

3.9. Vulnerability (VUL) Window. Crews are bounded by the VUL window. Deviations from the assigned VUL window must be coordinated through the CDA-CMS and approved by the tasking authority. **(T-3)**.

3.10. Abort/Knock-it-off. The Operations Controller may declare a knock-it-off (training use only) or abort (cease action/event/mission), if necessary.

3.11. Communications and Crew Coordination. Recorded crew communications represent official communications.

3.11.1. Advisory Calls. The operator performing the execution will periodically announce their intentions during the critical checkpoints/phases of operations and when circumstances require deviating from normal procedures. **(T-3)**.

3.11.2. Crews will use brevity codes defined in the SPINS, applicable playbooks, and/or tactical mission planning to the maximum extent possible when conducting missions and making leadership notifications. **(T-3)**.

3.11.3. Communications. Mission execution requires at least one method of communication for all operations. The mission planners are responsible for identifying any deviation from standard communication plan.

3.12. Mission Report (MISREP). The operations controller is responsible for providing timely, accurate, and correctly formatted reports to tasking authority. **(T-3)**.

3.12.1. Tasking authorities, future missions and debriefs rely on accurate MISREPs in a timely manner. **(T-3)**.

3.12.2. A MISREP will be accomplished once the crew has completed a mission or particular phase of the mission IAW guidance/tasking. **(T-3)**.

3.12.3. Each crew member is responsible for providing the appropriate data regarding their mission area for the MISREP. **(T-3)**.

3.12.4. Local procedures/templates may be developed to ensure standardization of reporting.

3.13. Crew Changeover. Crew members from the off-going and on-coming shifts will participate in a crew changeover briefing. At a minimum, the changeover will include a debrief on all completed actions and a current situation report on ongoing activity. **(T-3)**.

3.14. Positional Changeover Brief. Direct crew changeover only applies if crews are performing 24/7 operations. If 24/7 operations are not occurring then the crew changeover briefing will be incorporated into the next day's pre-mission briefing. Crew members from the off-going and on-coming sorties during a multi-sortie day will participate in a crew changeover briefing. At a minimum, the changeover will include all items previously identified for the pre-mission briefing. **(T-3)**.

3.15. Debriefing.

3.15.1. The operations controller/senior crew member will lead a thorough mission debrief for every sortie. **(T-3)**.

3.15.2. Debriefs will cover all aspects of the planning, briefing and execution of every sortie, or event (as needed), IAW local guidance. **(T-3)**.

3.15.3. The operations controller is responsible for assessing crew effectiveness.

3.15.4. Debriefs will be conducted at all levels of execution. **(T-3)**.

3.16. Post Sortie Duties. Crews will document all completed Continuation Training on appropriate training accomplishment reports and submit IAW unit guidance. **(T-3)**.

Chapter 4

MISSION MATERIALS

4.1. Mission Resources. All resources used in the execution of AF CDA operational missions will be current and available to crews before each mission. This includes databases, mission folders, trackers, etc. and operator aids (Standard Operating Procedures, crew aids, etc.)

4.2. Crew Information Files (CIF). The CIF is a library consisting of, at a minimum, a current read file and publications. Crewmembers will review CIF/Crew Bulletin before all missions, and update the CIF currency record with the latest CIF item number, date, and crewmember's initials. **(T-3).**

4.2.1. Electronic signatures or hard copy sign-off may be used on CIFs. **(T-3).**

4.2.2. Crewmembers delinquent in CIF review or joining a mission enroute will review any uncompleted CIF and update their currency record prior to executing the mission. **(T-3).**

4.3. Crew Bulletin (CB). Utilized primarily for crew notification, and included in Step Briefs. Items in the CB may include local procedures and policies concerning equipment and personnel generally not found in any other publications.

4.4. Crew Checklists/Aids. Mission crewmembers will use all required technical orders for their assigned position. All crewmembers will have current hardcopy/softcopy technical orders for mission start-up, recovery and complex, critical, or time-sensitive tasks to be performed by the mission crewmembers. All technical orders for each crew mission position may be consolidated and centrally stored and maintained. **(T-3).**

4.4.1. Unit Standardization/Evaluation (Stan/Eval) will maintain the CIF library, listing current and authorized standard operating procedures, technical orders, crew aids, etc. **(T-3).**

4.4.2. All operators can provide mission material updates and/or inputs to Stan/Eval. For local materials, Stan/Eval will review for possible incorporation into mission materials. **(T-3).**

4.4.3. Mission Databases. The mission database (also known as the CDA database) is the unit's official record of events that occurred during operations. A separate dedicated database is used for training sorties. The purpose of the database is to maintain an accurate and detailed record of all significant events pertaining to operations occurring during each sortie. **(T-3).**

4.4.4. Units will maintain local databases to track and record events. **(T-3).**

4.4.5. The CDA-OC will input pertinent mission data into the mission database and the sortie database, both of which are contained within the CDA database. The CDA-OC will notify the CDA-CMS once mission data is complete. **(T-3).**

4.4.6. The CDA-CMS is responsible for content, accuracy, and timeliness of all inputs to mission-related information management portals/collaborative information sharing environments IAW with applicable directives, tasking, and policy. **(T-3).**

Chapter 5

MISSION PLANNING

5.1. Responsibilities. Individual crews, unit operations and intelligence functions jointly share responsibility for mission planning. The SQ/DO is ultimately responsible for all tactical aspects of mission planning to include complying with command guidance. Unit commanders may supplement mission planning requirements but will ensure an appropriate level of mission planning is conducted prior to each mission. All missions and/or events will be planned, briefed and debriefed. **(T-3).**

5.1.1. Mission Planning Cell (MPC). If an MPC is utilized, the unit/DO or MPC Chief (MPCC) will determine the show time. **(T-3).**

5.1.1.1. The Squadron (SQ)/DO will ensure MPC is manned for each tasked mission through Crew Scheduling. **(T-3).**

5.1.1.2. The MPC can be tailored in size, manning, positions and grade to meet mission planning requirements. **(T-3).**

5.2. Mission Planning Guidelines.

5.2.1. Effective mission accomplishment requires thorough mission planning and preparation. Specific mission planning elements are addressed in AF Tactics, Techniques, and Procedures (AFTTP) 3-1.General Planning; AFTTP 3-1.CDA; AF Cyber Command (AFCYBER) and Joint Forces Headquarters-Cyber (JFHQ-C) *AFCYBER Tactical Mission Planning, Briefing and Debriefing Guide*; and any local crew aids. While these manuals are authoritative, they are not directive; however they are useful in ensuring adequate mission planning and employment. Deviations require sound judgment and careful consideration.

5.2.2. Standard Operating Procedures. The SQ/CC, or delegate, is the approval authority for SQ standards. The COG/CC may publish and approve group standards. The COG standardization and evaluation office (OGV) will review all standards for compliance with ACCI 17-202 and ACCMAN 17-2 series guidance. **(T-3).**

5.2.3. Commanders will provide adequate time and facilities for mission planning. Crews will accomplish sufficient planning to ensure successful mission accomplishment. Units will maintain facilities where all information and materials required for mission planning are available. **(T-3).**

5.2.4. Commanders will ensure other activities, (e.g., recurring academic training, training device periods, additional duties), do not interfere with time allotted for mission planning and crew mission briefing. **(T-3).**

5.2.5. The following mission planning areas will be considered prior to execution: Mission, Environment, Enemy, Effects, Capabilities, Plan, Phasing, Contracts, Contingencies (ME3C-[PC] 2). **(T-3).**

5.2.6. The following mission information will be addressed during mission planning: Mission Priorities, Operational and tactical objectives, Measures of performance, Measures of effectiveness, Unit mission description (if applicable), Tasking Order and line number (if applicable), Minimum Crew Construct, Terrain, Communication Plan, Vulnerability/operating

window, Deconfliction plan (if applicable), Abort criteria and contingency plan, Significant Rules (e.g., SPINS, Rules of Engagement), Current weapon system health/status, Threat data/current intelligence, Critical Information List (if applicable), Signature List (provided by signature author), Contact List and Emergency POCs. **(T-3)**.

5.2.7. As a result of this planning, units may create an aid for execution. These should, at a minimum, include: Tasking Order and line number, Crew accountability, Area of Operation/Terrain, Communication plan, Vulnerability/operating window and Deconfliction plan. **(T-3)**.

5.2.8. Sortie. For planning purposes, the minimum sortie duration is 3 hours.

5.2.9. Crisis Mission Planning (CMP). Crisis planning activities are similar to deliberate planning activities, but CMP is based on dynamic operations, active threats and time sensitive real-world conditions. **(T-3)**.

5.2.10. The COG/CC is the approval authority for immediate execution of crisis action /Ad-hoc tasking's utilizing standing AFIN-wide signatures, with crisis planning being conducted concurrently. **(T-3)**.

5.3. Mission Planning Cell (MPC). The MPC, when employed, is responsible for providing mission crews the most current mission execution information derived from multiple agencies. They are responsible for conducting mission-planning activities and to produce, review, brief and disseminate the Pre-Mission Briefing (PMB) and pertinent mission information to the operations crews for execution. All crewmembers must attend the pre-mission brief prior to executing the mission. **(T-3)**.

5.3.1. The Pre-Mission Briefing (PMB). The PMB must be formally presented to the crew force at least one duty day prior to scheduled mission execution. All crewmembers, unless excused by SQ/DO, must attend the pre-mission brief prior to executing the mission. Operators assigned to perform the tasked mission who did not attend the formal PMB must review the brief prior to working the mission. **(T-3)**.

5.4. Mission Planning Cell Chief (MPCC). The MPCC will be appointed by the SQ/DO. The MPCC must be a 5 skill level, unless otherwise designated by SQ/DO. The MPCC will serve as the primary analyst for a single tasked mission and a liaison between sortie crews and supported units or tasking authority. **(T-3)**.

5.4.1. The MPCC must plan adequate time to discuss required briefing items commensurate with the complexity of the mission and operator capabilities, to include:

5.4.1.1. Coordinate with the tasking authority on the SPINS and CTO for the integration of CDA into the cyber employment plan. **(T-3)**.

5.4.1.2. Obtain CTO and "breakout" new mission information pertinent to the unit. **(T-3)**.

5.4.1.3. Review and disseminate current intelligence information. **(T-3)**.

5.4.1.4. Prepare and brief Pre-Mission Briefing. **(T-3)**.

5.4.1.5. Prepare and attend sortie step briefs/debriefs. **(T-3)**.

5.4.1.6. Collect and pass planning "Lessons Learned" to all MPC members and CDA units. **(T-3)**.

5.4.1.7. Nominate and maintain Prioritized Intelligence Requirements and establish and refine associated Essential Elements of Information. **(T-3)**.

5.5. Signature Development. Signature Development will be conducted by a support element and integrated into mission, planning, research and debrief to develop/refine mission signatures for weapon system employment. **(T-3)**.

5.6. Briefings.

5.6.1. CDA Operations Controller (CDA-OC) is responsible for presenting a logical briefing to promote safe and effective missions IAW local guidance. All crewmembers must attend the mission brief unless previously coordinated with the SQ/DO or designated representative. **(T-3)**.

5.6.2. The CDA-OC will plan adequate time to discuss required briefing items commensurate with the complexity of the mission and operator capabilities. Any item published in MAJCOM, Numbered Air Force, wing, group, SQ standards or AFIs and understood by all participants may be briefed as "standard." **(T-3)**.

5.6.3. Briefings will conclude no later than 30 minutes prior to scheduled sortie. **(T-3)**.

5.6.4. Briefing Guides. Briefing guides will be used by the lead briefer. Units may augment these guides as necessary. Items may be briefed in any sequence, provided all minimum requirements listed in this ACCMAN and other local directives and guidance are addressed. **(T-3)**.

5.6.5. All briefings will include as a minimum:

5.6.5.1. Risk Management (Personal Risk Assessments). **(T-3)**.

5.6.5.2. Mission/Event and crew Go/No-Go status. **(T-3)**.

5.6.5.3. Mission/Event priorities and objectives. **(T-3)**.

5.6.5.4. Crew accountability. **(T-3)**.

5.6.5.5. Rollback, Contingency Plans (Abort Criteria). **(T-3)**.

5.6.5.6. Abort Criteria, Alternate Mission/event, and Contingency Plans. **(T-3)**.

5.6.5.7. Significant rules (e.g., SPINS), Training rules, Rules of Engagement). **(T-3)**.

5.6.5.8. Roles and responsibilities of each crewmember. **(T-3)**.

5.6.5.9. Weapon system and facility status. **(T-3)**.

5.6.5.10. Intel support will brief the intelligence portion, if applicable. **(T-3)**.

5.6.6. Crew members not attending the mission brief will receive, at a minimum, an overview of the mission objectives, their roles and responsibilities, current crew CIF read file and emergency procedures prior to beginning the mission. This briefing will be accomplished by the crew commander. **(T-3)**.

5.6.7. If not briefed, missions/events will not be executed. **(T-3)**.

5.6.8. Positional Changeover Brief. For operational needs, the crew may be required to brief an oncoming crewmember. When required, these will be delivered IAW checklist(s) and applicable directives. **(T-3)**.

5.6.9. Alternate Mission Briefs. Alternate missions will be briefed in case the originally planned and briefed mission is cancelled/aborted. **(T-3)**.

5.6.10. Mission elements may be modified and briefed after start of execution as long as mission safety is not compromised. Mission Commanders will ensure changes are acknowledged by all crewmembers. **(T-3)**.

Chapter 6

MISSION EXECUTION

6.1. General Guidelines. The guidelines in this chapter contain the minimum requirements for mission execution. Units may develop supplemental baseline standards for mission execution. **(T-3).**

6.2. Crew Pre-Mission Preparations. Mission crews will perform, at a minimum, the following tasks prior to mission start:

6.2.1. Pre-Mission Arrival and Check-In. Each crewmember will report for their sortie at the scheduled time, ensuring they have sufficient crew rest. Sortie show time will allow sufficient time to accomplish all pre-mission activities. **(T-3).**

6.2.2. Go/No-Go Validation. Prior to mission launch/start, the CDA-CMS will verify the mission crew is on-station and prepared to execute tasked missions and that individual crewmembers are current, qualified, and/or adequately supervised to perform operations and have reviewed CIF Volume 1, Part B prior to conducting operations. At a minimum, the unit Go/No-Go process will verify the following for all crewmembers, to include instructors and evaluators, scheduled to perform crew duties. **(T-3).**

6.2.3. Qualification/certification of each scheduled crewmember IAW AFI 17-2 CDA Volumes 1 and 2 for the crew position, mission and duties they are scheduled to perform. **Note:** Crewmembers not qualified/certified and in training status will require instructor supervision to conduct crew duties. **(T-3).**

6.2.4. Currency and proficiency of each scheduled crewmember IAW AFI 17-2CDA Volume 1 for the crew position, mission and duties they are scheduled to perform. **Note:** Crewmembers not current in the crew position and/or mission will require instructor supervision to conduct crew duties until regaining currency. **(T-3).**

6.2.5. CIF Review. Crewmembers will review Volume I Part B, Current Read File of CIF, directly pertinent to the safe conduct of operations. Crewmembers will utilize Go No-Go procedures to verify review of the CIF. **(T-3).**

6.2.6. Crew Brief. The CDA-OC will ensure all crewmembers are briefed, at a minimum, on crew requirements and responsibilities, weapon system configurations/changes, CIF items/updates, Go/No-Go status, Tactics, Techniques, and Procedures updates, emergency action procedures, mission/training objectives and any mission changes. **(T-3).**

6.2.7. If not briefed missions/events will not be executed. **(T-3).**

6.2.8. Mission Crew Resource Verification. Each crewmember will perform an inventory of all position mission resources, and notify the CDA-CMS if issues need to be addressed. **(T-3).**

6.2.9. System Status Verification. Prior to mission launch/start, the sortie CDA-OC, in coordination with mission assurance personnel, will verify the operational status of mission equipment, sensors, mission signatures and report status to the CDA-CMS or SQ/DO. **(T-3).**

6.2.10. If any required systems are Non Mission Capable (NMC) or Partially Mission Capable, or are projected to be inoperable, the CDA-CMS or SQ/DO will declare mission delay/cancellation/abort as appropriate. **(T-3).**

6.3. CDA-Cyberspace Mission Supervisor (CDA-CMS). Maintains command and control (C2) of CDA cybercrew operations and provides oversight for personnel conducting mission as well as enforcing policies and procedures to ensure successful mission accomplishment. The CDA-CMS directs/coordinates near real-time responses and timely reporting of operation disclosures in accordance with appropriate guidance. The CDA-CMS is responsible for understanding and executing Emergency Action Procedures, when applicable. CDA-CMS will:

6.3.1. Review and verify AF Cyber Tasking Orders. **(T-3).**

6.3.2. Verify each crewmember's risk management level and sign off crewmembers on the Go/No-Go. **(T-3).**

6.3.3. Conduct the step brief. **(T-3).**

6.3.4. Establish and maintain C2 communications for coordination with external agencies/mission partners. CDA-CMS will report "On/Off Station" for all missions. **(T-3).**

6.3.5. Review and submit all CDA products to include MISREPs. **(T-3).**

6.3.6. Report mission outages (refer to local guidance). **(T-3).**

6.3.7. Coordinates any necessary crewmember changes. **(T-3).**

6.4. Launch/Mission/Abort Delay. Prior to mission start, recommend delay sortie start if the primary sensors or primary mission equipment are, or are projected to be, NMC or a minimum crew manning position(s) cannot be manned at sortie start time. The CDA-CMS will contact the Air Force Cyber Operations Center to inform them of the No-Go status. **(T-3).**

6.5. Contingency Considerations. The SQ/DO may direct the non-support of the sortie or reallocate the mission to another AF CDA mission crew or location if available. **(T-3).**

Chapter 7

POST MISSION

7.1. Mission Assessment. CDA crewmembers will document mission highlights and deficiencies, keep mission statistics, record and archive essential mission data and assess mission performance. They will complete these actions as outlined by locally derived unit publications. **(T-3).**

7.2. Crew Debrief.

7.2.1. Each sortie will be debriefed by the CDA-OC assigned to that sortie. **(T-3).**

7.2.2. All crewmembers will attend the debrief. **(T-3).**

7.2.3. Attendance of specific crewmembers and other personnel (i.e., contractors, logistics support, etc.) should be based upon mission requirements and need-to-know. **(T-3).**

7.2.4. Debriefs will cover all aspects of the mission (planning, briefing and execution) and ensure all participants receive feedback through the development of lessons learned and learning points. **(T-3).**

7.2.5. Crewmembers will not depart the duty area until completion of the debrief and release by the CDA-CMS. **(T-3).**

7.3. Post Mission Duties.

7.3.1. System Readiness. All crewmembers will ensure weapon system is returned to a ready state as defined by unit/DO or CDA-CMS. **(T-3).**

7.3.2. Systems Refresh. All crewmembers will ensure workstations are restarted after each duty day is completed. It is the CDA-OC's responsibility to ensure the sortie workstations are cleaned, sanitized and restarted. **(T-3).**

7.4. Mission Report (MISREP). The CDA-CMS is responsible for receiving and disseminating timely, accurate, and correctly formatted reports IAW tasking authority guidance. **(T-3).**

7.4.1. MISREPs will be completed post-mission and prior to departing. **(T-3).**

7.4.2. The CDA-OC is responsible for providing the appropriate data regarding their mission area(s) for the MISREP and disseminating to the CDA-CMS. **(T-3).**

7.4.3. Local procedures/templates may be developed to ensure standardization of reporting. **(T-3).**

7.5. Product Dissemination. CDA-CMS will be compiled and disseminated IAW local or tasking authority guidance. **(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*

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

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

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

ACCMAN 17-2CDA, Volume 1, *Cyberspace Defense Analysis (CDA) – Cybercrew Training*, 11 May 2021

ACCMAN 17-2CDA, Volume 2, *Cyberspace Defense Analysis (CDA) - Standardization and Evaluation (STAN/EVAL)*, 11 May 2021

AFCYBER & JFHQ-C AFCYBER Tactical Mission Planning, Briefing and Debriefing Guide

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

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

AFTTP 3-1.CDA

AFTTP 3-1.General Planning

DAFI 33-360, *Publications and Forms Management*, 21 October 2020

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

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

AF—Air Force

AFCYBER—Air Force Cyber Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFTTP—Air Force Tactics, Techniques and Procedures

ANG—Air National Guard

BCQ—Basic Cybercrew Qualified
BMC—Basic Mission Capable
C2—Command and Control
CB—Crew Bulletin
CC—Commander
CDA—Cyberspace Defense Analysis
CDA-A—Cyberspace Defense Analysis/Analyst
CDA-CMS—Cyberspace Defense Analysis-Crew Mission Supervisor
CDA-OC—Cyberspace Defense Analysis/Operations Controller
CIF—Crew Information File
CMP—Crisis Mission Planning
CMS—Cyber Mission Supervisor
COG/CC—Cyberspace Operations Group Commander
CTO—Cyber Tasking Order
DAFI—Department of the Air Force Instruction
DO—Director of Operations
DoD—Department of Defense
DoDI—Department of Defense Instruction
DV—Distinguished Visitor
DVMS—Deployed Voice Monitoring System
HHQ—Higher Headquarters
HQ—Headquarters
IAW—In Accordance With
JFHQ-C—Joint Forces Headquarters-Cyber
MAJCOM—Major Command
MCC—Mission Command Crew
MISREP—Mission Reports
MPC—Mission Planning Cell
MPCC—Mission Planning Cell Chief
MQT—Mission Qualification Training
MR—Mission Ready
NMC—Non Mission Capable

OG—Operations Group

OGV—Operations Group and Evaluation Office

OPR—Office of Primary Responsibility

Ops Check—Operations Check

PA—Privacy Act of 1974

PMB—Pre-Mission Briefing

RCP—Ready Cybercrew Program

RF—Radio Frequency

RTM—Ready Cybercrew Program (RCP) Tasking Memorandum

SPINS—Special Instructions

SQ—Squadron

SQ/DO—Squadron Director of Operations

Stan/Eval—Standardization and Evaluation

VUL—Vulnerability

Terms

Basic Cybercrew Qualification (BCQ)—A cybercrew member who satisfactorily completed IQT and passed their initial Stan/Eval evaluation. The crewmember will carry BCQ only until completion of MQT. BCQ crewmembers will not perform RCP-tasked events or sorties without instructor crewmembers.

Basic Mission Capable (BMC)—The status of CDA mission crewmembers who satisfactorily completed MQT, are qualified in the unit mission, but do not maintain MR status.

Basic Mission Capable (BMC)—The status of a crewmember who satisfactorily completed IQT and MQT to perform the unit's basic operational missions, but does not maintain MR/CMR proficiency. Crewmember accomplishes training required to remain familiarized in all and may be qualified and proficient in some of the primary missions of their weapon system BMC requirements. These crewmembers may also maintain special mission qualification.

Certification—Designation of an individual by the certifying official as having completed required training and/or evaluation and being capable of performing a specific duty.

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.

Crew—The total complement of crewmembers required to operate a mission system and complete an assigned mission.

Crew Commander—Responsible for AFINC crew operations and provides command oversight for operations floor personnel. Enforces compliance with policies and procedures to ensure successful mission accomplishment.

Crew Information File (CIF)—Files used to inform mission crewmembers on items of interest pertaining to the system and/or personnel. This includes items such as changes in operating procedures, safety warnings, deployment procedures, software changes, etc.

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

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

Deviation—Performing action(s) not in compliance with current procedures, directives, or regulations. Performing action(s) not in compliance due to unusual or extenuating circumstances is not considered a deviation. In some cases, momentary deviations may be acceptable; however, cumulative deviations will be considered in determining the overall qualification level.

Event—An item that occurs or is encountered that initiates a process requiring a set of tasks to be accomplished. Multiple events may be completed and logged during a sortie (be it operational sortie or a training sortie) unless specifically excluded elsewhere in this instruction.

Host—based Security (HBS)—Operates the CDA host-based cyberspace alert capability through enduring alert on NIPRNet and SIPRNet to nominate targets for further action.

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.

Mission—Missions are operations conducted with an intended purpose. Missions are conducted by a unit and/or units with relevant capability and preponderance of capacity. The base mechanism used to achieve mission objectives are sorties. Missions may require multiple sorties from multiple units to accomplish the mission objectives.

Mission Qualification Training (MQT)—Training needed to qualify mission crewmembers to perform their specific squadron (SQ) mission in an assigned position. This training is a prerequisite for MR or BMC status.

Mission Ready (MR)—The status of CDA mission crewmembers who satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by this document.

Operations Controller (OC)—The individual who serves as the command authority for CDA crew operations and provides command oversight for operations floor personnel as well as enforcing policies and procedures to ensure successful mission accomplishment.

Qualification—Designation of an individual by the SQ/CC as having completed required training and evaluation and being capable of performing a specific duty.

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

Target—The adversary, purposeful malicious actor code, or processes residing in blue or gray terrain. Targets include, but are not limited to, processes, code, credentials, storage, and the countering of adversary tactics, techniques and procedures designed to establish persistent access and C2.

Task—A clearly defined action or activity specifically assigned to an individual or organization that must be accomplished as it is imposed by an appropriate authority.

Terrain—The cyberspace area of operations where a force package is directed to conduct a sortie. Terrain is defined as Internet Protocol (IP) address, domain, or transport space within the DoDIN or AF enclave (commonly referred to as "blue" space), or commercial, contractor-owned mission partner-owned ("grey" space) host, server, and network devices that enable C2, communication, sensing, and access capabilities.

Vulnerability (VUL) Window—This is a window of opportunity and direction for a tactical commander to conduct operations. A VUL Window is bounded (start by/finish by) to give a tactical commander the authorized and timing suspense available to plan and prosecute mission. Deviations from the assigned VUL Window must be approved by the tasking authority.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.