

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

**AIR COMBAT COMMAND MANUAL  
17-2CSCS, VOLUME 1**



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**Cyberspace Operations**

**CYBERSPACE SECURITY AND  
CONTROL SYSTEM (CSCS) -  
CYBERCREW TRAINING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This manual implements Air Combat Command Instruction (ACCI) 17-202, Volume 1, *Cybercrew Training*. It establishes the minimum Air Combat Command (ACC) standards for training and qualifying/certifying personnel for performing crewmember duties on the Air Force (AF) Cyberspace Security and Control System (CSCS) weapon system. It applies to all ACC-assigned or attached CSCS units. This publication applies to all military and civilian AF personnel, members of AF Reserve Command (AFRC), Air National Guard (ANG) assigned or attached to ACC, and contractor support personnel in accordance with (IAW) appropriate provisions contained in memoranda support agreements and applicable AF contracts. 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 that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. System of Records Notices F036 AF PC C, Military Personnel Records System, <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-c/> and OPM/GOVT-1, General Personnel Records, <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570733/opmgovt-1/> apply. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Training Objectives.** This manual prescribes basic policy and guidance for training Cyberspace Security and Control System (CSCS) crewmembers according to ACC Instruction (ACCI) 17-202, Volume 1, *Cybercrew Training*.

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

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

**1.2. Abbreviations, Acronyms and Terms.** See [Attachment 1](#).

1.2.1. For the purposes of this manual, “certification” denotes a commander’s (CC’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. Responsibilities:**

1.3.1. ACC will:

1.3.1.1. Establish and standardize total force crewmember training requirements in coordination with the National Guard Bureau (NGB) and AF Reserve Command (AFRC) across the Future Years Defense Program (FYDP).

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

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

1.3.1.4. Publish CSCS Ready Cybercrew Program (RCP) Tasking Memorandum (RTM).

1.3.2. Wings and Groups will:

1.3.2.1. Develop programs to ensure training objectives are met. The top training priority should be to train all designated crewmembers to Mission Ready (MR) or Basic Mission Capable (BMC) 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)**.

1.3.2.2. 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)**.

1.3.2.3. The Cyber Operations Group Standardization/Evaluation (COG/OGV) will provide guidance and clarification to ensure standardization of procedures for the CSCS Stan/Eval and Operations Training Programs. The Cyber Operations Group's (COG's) Chief of Stan/Eval is the functional lead for the Group's Stan/Eval and Operations Training programs and will: **(T-3)**.

1.3.2.3.1. Facilitate and consolidate the Mid-Cycle and End of Cycle Training Reports.

1.3.2.3.2. Initiate and facilitate Operations Training meetings with squadron programs.

1.3.2.3.3. Facilitate establishment and updates of baseline training and evaluation standards (i.e., Master Training Task List (MTTL), Task Analysis Worksheets, Eval Profile document).

1.3.2.3.4. Ensure new or modified systems, publications, procedures and processes are integrated and standardized into Operations Training program.

1.3.2.3.5. Provide assistance on compliance issues when standardization is required amongst the group and/or resolution is beyond subordinate units' scope or resources.

1.3.2.3.6. Be the focal point for material updates and facilitate squadron training material updates within the CSCS operational units.

1.3.3. Squadrons (SQ). The SQ/CC will ensure all designated crewmembers are trained to MR or BMC. Squadrons will: **(T-3)**.

1.3.3.1. 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 Director of Operations (DO). The Chief of Training must be certified as MR and Instructor qualified.

1.3.3.2. The Chief of Training will;

1.3.3.2.1. Maintain the letter of certification (i.e., Letter of Xs) summarizing crewmember certifications; this letter will be signed by the SQ/CC, SQ/DO or designated certifying official and may be maintained via electronic storage. **(T-3)**.

1.3.3.2.2. 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)**.

1.3.3.2.3. Determine and advise the certifying official on how many and which crewmembers will carry special certifications, special training and qualifications (e.g., Stan/Eval examiner, operations training instructor, Automated Remediation and Asset Discovery (ARAD) certification). **(T-3)**.

- 1.3.3.2.4. Develop unit training programs IAW COG and Higher Headquarters (HHQ) standards. **(T-3)**.
  - 1.3.3.2.5. Ensure instructors and crewmembers participate only in sorties, missions, events, and tasks for which they are qualified/certified and adequately prepared, trained, proficient and current. **(T-3)**.
  - 1.3.3.2.6. Ensure quality of training is monitored, identify training deficiencies, and advise SQ/CC and/or certifying official of additional training needs. **(T-3)**.
  - 1.3.3.2.7. Attend the COG Stan/Eval Board or send a Training Representative. **(T-3)**.
  - 1.3.3.2.8. Send waiver(s) or instruction(s) pertaining to Operations Training to the COG/OGV for processing and standardization amongst CSCS units. **(T-3)**.
  - 1.3.3.2.9. Participate in the Group's Operations Training meetings, summits, conferences and events. **(T-3)**.
  - 1.3.3.2.10. Have a mechanism in place for documenting training into the mandated software administrative tool approved by the Major Command (MAJCOM) (e.g., Patriot Excalibur (PEX)). **(T-3)**.
  - 1.3.3.2.11. Provide feedback to COG/OGV after newly assigned operators complete Initial Qualification Training (IQT) and Mission Qualification Training (MQT), after completion of special mission training (SMT), supplemental/difference training, and initial cadre complete Type 1 Training. **(T-3)**.
  - 1.3.3.2.12. Ensure Operations Training works with the COG/OGV to ensure the Tactics, Techniques and Procedures (TTP) training/initiatives are standardized, accomplished, documented and reviewed prior to unit Weapons and Tactics presentation to 688 CW/OSK during the Tactics, Intelligence (Intel), Training and Evaluation meetings. **(T-3)**.
  - 1.3.3.2.13. Conduct Annual Instructor Observations to ensure operations training instructors adhere to performing instructional duties. **(T-3)**.
  - 1.3.3.2.14. Administer the instructor certification program and ensure appointed instructors are signed up to attend. **(T-3)**.
  - 1.3.3.2.15. Execute unit-level crewmember certifications/training described in this manual. **(T-3)**.
- 1.3.4. Instructors will:
- 1.3.4.1. Maintain MR status in a qualified crew position for which they are identified to instruct. **(T-3)**.
  - 1.3.4.2. Be appointed as an instructor, complete instructor certification training and receive an instructor qualification evaluation from Stan/Eval. **(T-3)**.
  - 1.3.4.3. Be responsible for monitoring and completing all operational training requirements. **(T-3)**.
  - 1.3.4.4. Ensure they participate only in operational activities for which they are qualified/certified, current, and proficient. **(T-3)**.

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

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

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

1.3.5. Crewmembers will:

1.3.5.1. Be responsible for monitoring and completing all training requirements.

1.3.5.2. Ensure they participate only in operational activities for which they are qualified/certified, current, and proficient unless crewmember is monitored in supervised status. **(T-3)**.

#### **1.4. Waiver Authority:**

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

1.4.2. IQT waivers:

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

1.4.2.2. In-Unit IQT Waiver. ACC/A6O 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 IAW ACCI 17-202, Volume 1. ACC/A6O will coordinate through the Training Support Squadron and A3 for formal or in-unit training to include syllabus and prerequisite waivers, consistent with ACCI 11-251, *ACC Operations Training and Development* and ACCI 11-252, *ACC Formal Operations Training Publication Management*. **(T-2)**.

1.4.2.3. When a formal training unit does not exist for CSCS IQT, guidance will be provided by ACC/A6O to the CSCS for unique In-Unit IQT situations.

1.4.2.4. Waivers for all situations will be considered on a case-by-case basis and approval authority remains with ACC/A6O. ACC/A3T will be included in coordination for Situational Awareness.

1.4.2.5. Units subordinate to a Numbered Air Force (NAF) will forward requests through the NAF/A3T (or equivalent) to ACC/A6O. **(T-2)**.

**1.5. Training.** Cybercrew training is designed to progress a crewmember from IQT, through MQT, to Continuation Training (CT). Additional training requirements to the CSCS weapon system include Requalification Training (RT), Upgrade Training, SMT and Instructor Training. Refer to ACCI 17-202, Volume 1 for definitions of the training types.

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

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

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

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

1.5.3.2. Persons filling a BMC position must be able to meet MR currency requirements within 30 days (180 days for Air Reserve Component (ARC)). **(T-3)**.

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

1.5.3.4. Failure to complete required BMC training results 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)**.

## **1.6. Training Concepts and Policies:**

1.6.1. Units will design training programs to achieve the highest degree of readiness consistent with safety and resource availability. Training must balance the need for realism against the expected threat, crew capabilities, and safety. Baseline training development stems from the task analysis worksheet, 16 AF approved CSCS MTTL, the Stan/Eval profile document, and collaboration with the COG/OGV for standardization within CSCS. This volume provides

training guidelines and policies for use with operational procedures specified in applicable operational publications. **(T-3)**.

1.6.2. 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/event scenarios are desired. **(T-3)**.

1.6.2.1. All training will be documented and captured on the approved ACC Form 4419, *Record of Training*. Instructors will use the training concept of proficiency ratings when assessing an operators overall understanding for the training. Proficiency Ratings are annotated into the ACC Form 4419 which includes crew coordination, checklist discipline, prioritization, status monitoring, system knowledge and situational awareness.

1.6.2.1.1. Crew Coordination. Effectively coordinated with other crewmembers and/or teams during the evaluation while enabling efficient, well-coordinated actions. Demonstrated knowledge of other crewmembers' duties and responsibilities. Proactively provided direction and/or information to the crew; communicated in a clear and effective manner, actively sought other crewmember opinions and/or ideas, and asked for or provided constructive feedback as necessary.

1.6.2.1.2. Checklist Discipline. The ability to utilize the checklist/guidance in order to perform the mission event, scenario or task. The student is accountable to utilize checklist/guidance, and should apply it in the appropriate sequence as directed. (e.g., Cyber Tasking Order, Crew Aids, Local Job Guides, Technical Order)

1.6.2.1.3. Prioritization. The ability to identify, effectively prioritize and/or efficiently manage tasks based on existing and new information. Used available resources to manage workload and properly accomplish the objective in the normal sequence of events.

1.6.2.1.4. Status Monitoring. The ability to monitor a particular status, act on the status/update and associate the impact of the action.

1.6.2.1.5. System Knowledge. Knowledge of the examinees' ability to not only define the information, but to apply the knowledge to perform the mission, event, scenario or task. Systems and equipment includes network traffic flow, architecture, system component(s)/equipment, limitations, and/or performance characteristics. Correctly identified and located applicable components/equipment and determined operational status of system. Properly configured system components/equipment. Correctly identified and applied proper action(s) for system/equipment malfunctions.

1.6.2.1.6. Situational Awareness. Conducted the training objective/task with a sense of understanding/comprehension and in a timely, efficient manner. Anticipated situations, which would have adversely affected the mission and made appropriate decisions based on available information. Recognized temporary loss of situational awareness in self or others and took appropriate action to regain awareness without detracting from mission accomplishment or jeopardizing safety.

1.6.3. Unless specifically directed in HHQ guidance (ACCI 17-202, Volume 1) and/or RTM the SQ/CC determines the level of supervision necessary to accomplish the required training. An instructor is required if mission objectives include introduction to new or modified tasks and/or instruction to correct previous discrepancies. **(T-3)**.

**1.7. Experienced Crewmember Requirements.** A qualified active duty crewmember is experienced once the member has 6 months crew experience (counted from the initial qualification evaluation), completed ½ the annual RTM MTTL proficiency tasks and ½ the annual RTM crew shift currency lookback requirements, and recommended by the SQ/CC. A qualified ARC crewmember who has {12} Unit Training Assemblies (UTAs) of crew experience (counted from the initial qualification evaluation), completed 1/2 the annual RTM MTTL proficiency tasks and 1/2 the annual RTM crew shift currency lookback requirements, and recommended by the SQ/DO or SQ/CC is considered experienced. **(T-3)**.

### **1.8. RCP Guidance and Management:**

1.8.1. The RCP training cycle is aligned with the fiscal year and executed IAW the RTM. Proficiency for each RCP status (i.e., MR or BMC) is defined by a total number of RTM missions; tasks; and associated currencies as determined by HHQ guidance and unit commanders. **(T-3)**.

1.8.2. The total number of RTM missions and events for MR/BMC is the primary factor for maintaining an individual's CT status. Failure to accomplish all training requirements may lead to an individual's regression by the SQ/CC, IAW HHQ guidance.

1.8.3. An effective RTM mission requires accomplishing a tactical mission or training mission, completion of the RTM mission/tasks, and as determined by the SQ/CC. **(T-3)**.

1.8.4. Progression from BMC to MR requires:

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

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

1.8.4.3. Confirmation that 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 4.8**. **(T-3)**.

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

1.8.5. MR and BMC crewmembers will complete the required monthly mission/event requirements. If unable, refer to Regression in **paragraph 4.6**. **(T-3)**.

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

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

**1.10. Training Records and Reports:**

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

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

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

1.10.2.2. Requirements and accomplishment of individual sorties, mission types, training tasks and events cumulatively for the training cycle in the MAJCOM-mandated software (i.e., PEX). **(T-3)**.

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

1.10.2.3.1. One-Month Sortie Lookback: Total individual RCP sorties/crew shifts tracked for a 1-month time period. This lookback is used to assess individual progress in achieving the minimum total sorties/crew shifts required for the 12-month training cycle.

1.10.2.3.2. Three-Month Sortie Lookback: Total individual RCP sorties/crew shifts tracked for a 3-month time period. This lookback is used to assess individual progress in achieving the minimum total sorties/crew shifts required for the 12-month training cycle.

1.10.2.3.3. Air Reserve Component (ARC) will use 4, 8 and 12-month lookbacks. Utilize lookback to assess individual progress to achieve the total sorties/crew shifts (minimum) required for the 12-month training cycle. **(T-3)**.

**1.11. Crewmember Utilization Guidance:**

1.11.1. The overall objective is for crewmembers to perform mission-related duties. Operations Training may assign crewmembers to valid, short-term tasks (e.g., after action review, operational review board (ORB), tracking operational training gaps, documenting positive/negative crew trends) with crew commander coordination, and will 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 and crew commanders should limit non-crew duties to those related to unit mission activities. **(T-3)**.

1.11.2. Use evaluators and weapons and tactics qualified MR personnel as instructors for any phase of training to capitalize on their expertise and experience. If an evaluator is the trainee's primary or recommending instructor, the same evaluator will not administer the associated evaluation. **(T-3)**.

**1.12. Sortie/Crew Shift Allocation and Unit Manpower Guidance:**

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

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

**1.13. Training on Operational Missions.** 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, SMT certification/qualification, or /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)**.

**1.14. In-Unit Training Time Limitations:**

1.14.1. Comply with the time limitations in **Table 1.1**. Crewmembers entered in an in-unit training program leading to qualification, requalification, or certification will be dedicated to that training program on a full-time basis (the COG/CC is the waiver authority).

1.14.2. Training time start date is 30-days (90-days for ARC) after completion of IQT or the date when the first significant training event (a training event directly contributing to qualification, certification, or upgrade) has begun; whichever occurs first. Training time ends with the syllabus completion. **(T-3)**.

1.14.3. If member is projected to exceed the training cycle, units will notify the COG/CC (or equivalent) in writing before the crewmember exceeds upgrade training time limits in **Table 1.1**. SQ/CCs may extend listed training times up to 60 days (180 days ARC) provided appropriate justification is documented in the crewmember's training folder. Include training difficulty, unit corrective action to resolve and prevent recurrence, and estimated completion date. **(T-3)**.

**Table 1.1. In-Unit Training Time Limitations Active Duty (Calendar Days)**

Training	Maximum number of calendar days to complete training	Notes
Mission Qualification Training	90 days	1, 3
Requalification	45 days	1, 3
Mission Certification	30 days	1, 3
Instructor Upgrade	45 days	1, 3
BMC to MR	30 days	1, 2, 3
<b>Notes:</b>		
1. Training time begins the day of the first training event		
2. BMC crewmember must be able to attain MR status and, if required, certification / qualification in 30 days or less for those missions/events in which they maintain familiarization only.		

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

1.15.1. CSCS units will submit their training reports to group Stan/Eval. **(T-3)**.

1.15.2. Group Stan/Eval will consolidate and prepare for COG/CC briefing and submission up to the Wing. **(T-3)**.

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

## Chapter 2

### INITIAL QUALIFICATION TRAINING (IQT)

**2.1. General.** This chapter outlines CSCS IQT requirements for all crewmembers.

**2.2. Formal Training.** CSCS IQT includes training normally conducted during Formal Training Unit (FTU) formal syllabus courses.

**2.3. Local Training.** In circumstances when FTU IQT is not available within a reasonable time period, and an appropriate waiver has been issued IAW [paragraph 1.4.1](#) of this publication and ACCI 17-202, Volume 1, paragraph 2.1.1.2, In-Unit IQT may be performed at the unit IAW the provisions of this chapter and ACCI 17-202, Volume 1. When authorized, In-Unit IQT will be conducted using appropriate FTU course syllabi and requirements. When In-Unit IQT is authorized, the gaining unit assumes responsibility for providing this training. **(T-2).**

2.3.1. Requests to conduct In-Unit IQT will follow requirements found in ACCI 17-202, Volume 1, paragraph 2.1.1.2 and the following:

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

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

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

2.3.1.4. Requested exceptions to FTU IQT syllabus, with rationale. **(T-2).**

#### **2.4. Initial Qualification Training:**

2.4.1. Mission sequence and prerequisites will be IAW the appropriate FTU IQT syllabus (unless waived). **(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 COG/CC with crewmember's name, rank, reason for delay, planned actions, and estimated completion date. **(T-2).**

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

#### **2.5. IQT for Senior Officers:**

2.5.1. All senior officer training (Colonel selects and above) will be conducted at the FTUs unless waived by the ACC Formal Training Unit Wing Commander (67 CW/CC). **(T-3).**

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 alternates until training is completed. **(T-2).**

## Chapter 3

### MISSION QUALIFICATION AND CERTIFICATION TRAINING (MQT)

#### 3.1. General MQT.

3.1.1. 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 have COG/CC approval prior to use. Squadrons may further 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. Squadrons may use applicable portions of MQT to create a recertification/requalification program for crewmembers that regressed from MR to BMC status. **(T-3).**

3.1.2. MQT will be completed within 90 calendar days (180 days for ARC) starting from the day after IQT completion or the crewmember's first duty day in the gaining unit. If the crewmember elects to take leave prior to entering MQT, the timing will begin after leave termination. Notify COG/OGV via memo 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 training materials addressing areas pertinent to the mission as determined by the SQ/CC and IAW [Table 3.1](#) and [Attachment 2](#). 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 Air Force Tactics, Techniques and Procedures (AFTTP) 3- 1.CSCS, other applicable AFTTP 3-1s and 3-3s, unit guides, and other available training material and programs, will be used as supporting materials to the maximum extent possible. **(T-3).**

**Table 3.1. Mission-Related Training Requirements.**

Code	Event	Crew Position	Notes
GTR001	Unit Indoctrination	All	1
GTR002	Weapons and Tactics	All	1
GTR003	Risk Management	All	1, 2
GTR004	Cyber Intel Training	All	1
<b>Notes:</b>			
1. Accomplish upon arrival after each permanent change of station. See Attachment 2 for event description.			
2. Previously qualified crewmembers transferring between units need to re-accomplish this event if they have lost currency or as determined by the SQ/CC.			

3.2.3. Mission-related training will support the mission and concept of operations of the individual squadron; incorporate appropriate portions of AFTTP 3-1.CSCS and other mission-related documents. **(T-3)**.

### **3.3. Mission Training.**

3.3.1. At SQ/CC discretion, applicable training will be added to build the unit MQT program. MQT programs will use the NAF approved MTTL and profiles typical of the CSCS weapon system and/or squadron missions.

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

3.3.3. The minimum training hours required in a local MQT program will be IAW the MQT course syllabus (not required if portions of the MQT program are used to requalify crewmembers that regressed from MR to BMC). **(T-3)**.

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

3.3.5. Mission Objectives: Be familiar with local area requirements and procedures. Specific Tasks will include: local area familiarization, emergency procedures, other tasks determined by the unit and CSCS standardized tasks incorporated into the approved MQT syllabus. **(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 COG/CC 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 of a qualified instructor as annotated in the syllabus until completing the qualification evaluation. **(T-3)**.

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

### **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 ACC Formal Training Unit Wing Commander (67 CW/CC). **(T-3)**.

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

### **3.5. Difference Training.**

3.5.1. Difference Training is typically accomplished after Type 1 Training is completed and/or directed by ACC/A6O. Group Stan/Eval will coordinate CSCS standardized efforts and direct Training and Stan/Eval timelines on case-by-case basis, as appropriate. With significant

hardware, software or procedural changes that impact unit mission requirements, difference training will be given to the crew force to provide immediate training and to fill the operator knowledge/performance gap. **(T-2)**.

3.5.1.1. 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. **(T-2)**.

3.5.1.2. Once difference training is developed initial cadre instructors will train all instructors, then the crew force and document as Supplemental Training. After initial cadre instructors conduct difference training, squadron Stan/Eval will administer Spot Evaluations as determined by Group Stan/Eval. The Spot Evaluations are intended to validate the training, procedures, guidance and operator comprehension from the difference training. **(T-2)**.

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

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

3.5.1.5. Group Stan/Eval will lead standardization efforts for development into the appropriate training areas (i.e., CSCS IQT, MQT, CT) and will coordinate with ACC staff.

## Chapter 4

### CONTINUATION TRAINING (CT)

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

**4.2. Training Events/Tables.** Standardized training event 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).**

4.2.1. Crediting Event Accomplishment. Credit events accomplished on training, operational missions and satisfactory evaluations or certifications toward RCP requirements and establish a due date. A successful evaluation establishes a new current and qualified reference date for all accomplished events. For IQT or RT, the numbers of events accomplished prior to the evaluation are not credited to any crew position. In all cases, numbers of events successfully accomplished during the evaluation or certification are credited toward the crew position. **(T-3).**

4.2.2. 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).**

4.2.3. Instructors and evaluators may credit up to 50 percent of their total CT requirements while instructing or evaluating (see RTM). **(T-2).**

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

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

4.3.1.1. Weapons and Tactics Academic Training. Units will establish a weapons and tactics academic training program to satisfy MQT and CT requirements IAW AFMAN 11-415, *Weapons and Tactics Programs*. Training is required semi-annually during each training cycle. SQ/CCs will provide guidance to unit weapons shops to ensure all crewmembers are informed/reminded of all CSCS weapon system and mission-specific TTPs. Unit training offices will track completion of tactics training. Failure to attend tactics training will result in NMR status. If Weapons and Tactics is unable to meet the Weapons Instructor Course (WIC) requirements, Weapons and Tactics members will meet instructor requirements and be INSTR qualified. **(T-2).**

4.3.1.1.1. Academic instructors should be WIC graduates or have attended the applicable academic portion(s) of school, if possible. **(T-3).**

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

4.3.1.1.2.1. Applicable AFTTP 3-1 and 3-3 series publications, ACCMAN 17-2CSCS, Volume 3, *Cyberspace Security and Control System (CSCS) Operations*

*Procedures*, and other documents pertaining to the execution of the unit mission.

4.3.1.1.2.2. AFTTP 3-1 and 3-3 series publications, ACCMAN 17-2CSCS, Volume 3 and other documents pertaining to the execution of the unit mission. Specialized training to support specific weapons, tactics, mission capabilities, rules of engagement (ROE), and other mission related activities.

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

4.3.1.3. Cyber Intel Training. Units and/or 688 OSS/IN will establish an intelligence training program to satisfy MQT and CT requirements. Training will be developed with assistance from and approved by the 688 CW Senior Intelligence Officer. Training is required annually during the training cycle. Training will be IAW AFI 14-1020, *Intelligence Mission Qualification and Readiness* and ACCMAN 14-402, *Unit-Level Intelligence Mission and Responsibilities* requirements.

4.3.1.3.1. Instructors will be members from the unit's Director of Operational Training (DOT) section, where available, and qualified to perform External Intelligence Training (EIT). If no organic intelligence section exists and/or no members are qualified to perform EIT, then intelligence training will be conducted by 688 OSS/IN.

4.3.1.3.2. Instruction should include, but is not limited to:

4.3.1.3.2.1. Fundamentals of intelligence

4.3.1.3.2.2. Threat knowledge

4.3.1.3.2.3. Collection and reporting requirements.

**Table 4.1. CSCS Cybercrew Mission-Related CT Requirements.**

Code	Event	Position	Frequency	Notes
GTR002	Weapons & Tactics	All	179d	1, 2
GTR003	Risk Management	All	365d	1, 2
GTR004	Cyber Intel Training	All	365d	1
<b>Notes:</b>				
1. "d" is the maximum number of days between events.				
2. 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. <b>(T-3)</b> .				

4.3.2. Training Mission/Events/Tasks. Crewmembers will comply with requirements of the RTM for their respective crew position. Total sorties/ crew shifts, missions, events and tasks 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)**.

#### 4.4. Currency, Recurrency and Requalification.

4.4.1. The RTM defines currency requirements for MR and BMC crewmembers and is considered part of the RTM lookback sorties/crew shifts. Crewmembers will not instruct, evaluate or perform any mission, event or task in which they are not qualified and current unless under instructor supervision. **(T-3)**. Currency may be established or updated by:

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

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

4.4.1.3. Satisfactorily performing events on any evaluation. **(T-3)**.

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

**4.5. Loss of Instructor Status and Requalification/Recurrency.** Instructors may lose instructor status for the following:

4.5.1. Loss of currency (not performing lookback sortie/crew shifts) for greater than 180 days. **(T-3)**.

4.5.2. The instructor becomes noncurrent and is not proficient 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. **(T-3)**.

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

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

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

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

4.5.3.2. Failure of a qualification resulting in a Qualification Level 3 (Q3). **(T-3)**.

4.5.3.3. SQ/CC and/or SQ/DO deems instructor is substandard, ineffective, or providing incorrect procedures, techniques, or policy guidance. **(T-3)**.

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

#### 4.6. Regression

4.6.1. MR or BMC Regression for Failure to Meet Lookback. If the crewmember does not meet lookback requirements throughout the training cycle, SQ/CC can regress the crewmember NMR/N-BMC, as applicable. **(T-3)**.

4.6.1.1. Failure to meet 1-month lookback requires a review of the crewmember's 3-month sortie history. If the 3-month lookback is met, the crewmember may, at SQ/CC discretion, remain in MR or BMC status. Failure to meet the 3-month lookback will result in regression to BMC or NMR/N-BMC, as applicable, or the crewmember may be placed in supervised status at the SQ/CC's discretion. If probation is chosen, the only way to remove a crewmember from probation and preserve the current status is to reestablish a 1-month lookback at the end of the probation period. ARC utilizes 4 and 8-month lookback instead of 1-month and 3-month. **(T-3)**.

4.6.1.2. Lookback computations begin following completion of INIT 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 4.7 and subparagraphs** 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)**.

4.6.1.3. ARC replaces 1-month lookback with 4-month lookback and 3-month lookback with 8-month lookback. **(T-3)**.

4.6.2. Regression for Failed Evaluations. Crewmembers who fail a periodic evaluation are unqualified and will regress to NMR/N-BMC as applicable. Crewmembers will remain NMR/N-BMC until successfully completing required corrective training action(s), requalification-evaluation and with SQ/CC signature on the approved forms. **(T-3)**.

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

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

4.7.1. Crewmembers failing to meet annual RTM missions/events may continue CT at MR or BMC status as determined by lookback. The SQ/CC will determine if additional training is required.

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

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

4.7.2.2. Continuation at MR or BMC status if total RTM missions and lookback are maintained and the mission/event type deficiencies are deemed insignificant by the SQ/CC. The SQ/CC will determine if any additional individual training is required to address shortfall. **(T-3)**.

4.7.3. Failure to accomplish missions/events required for SMT/qualifications (SMT/Q) will result in loss of that qualification. The SQ/CC will determine requalification requirements. Requalification requirements are IAW ACCI 17- 202, Volume 2, applicable HHQ guidance, and ACCMAN 17-2CSCS, Volume 2, *Cyberspace Security and Control System (CSCS) Standardization and Evaluations*. **(T-3)**.

#### **4.8. Proration of Training.**

4.8.1. 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), exercises, or deployments. Ordinary annual leave will not be considered as non-availability. Other extenuating circumstances, as determined by the SQ/CC, that prevent the crewmember from mission duties for more than 15 consecutive days may be considered as non-availability for proration purposes. **(T-3)**. The following guidelines apply:

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

4.8.1.2. 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)**.

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

4.8.1.4. No requirement may be prorated below one month. Prorated numbers resulting in fractions of less than 0.5 month will be rounded to the next lower whole number (1.0 or greater). **(T-3)**.

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

4.8.1.6. A crewmember's last month on station prior to a permanent change of station (PCS) assignment 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/event, or until loss of MR currency, port call date, or sign in at new duty station, whichever occurs first.

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

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

**4.9. Operational Missions.** The following procedures are intended to provide flexibility in accomplishing the unit's CT program. Sorties/crew shifts conducted during operational missions will be logged. These sorties/crew shifts count toward annual RTM requirements and will be used for lookback purposes. Operational missions and events may be used to update proficiency requirements if they meet the criteria identified in the RTM. **(T-3)**.

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

**Table 4.2. Proration Allowance.**

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

#### **4.10. Regaining MR or BMC Status.**

4.10.1. If MR or BMC status is lost due to failure to meet the end of cycle mission/event requirements, or lost due to failure to meet lookback IAW the RTM, the crew member will receive training and a requalification evaluation. Timing starts from the date the crewmember lost MR or BMC status. **(T-3)**.

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

## Chapter 5

### UPGRADE AND SPECIALIZED TRAINING

**5.1. General.** This chapter outlines duties and responsibilities for units to upgrade, certify, conduct SMT and maintain currency/proficiency for special capabilities, and certifications/qualifications. Group Stan/Eval will facilitate efforts to standardize training involving upgrades, certifications, SMT and Special Mission Qualifications (SMQ). 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. **(T-3)**.

**5.1.1. Upgrade Training.** Upgrade training is given to personnel upgrading from their current crew position to a new or additional position within the unit. Individuals are not eligible to complete upgrade training unless they have completed all training and are qualified MR or BMC in another crew position.

**5.1.2. Certification Training.** Procedure, under the training function, used to document competency in a particular mission, event, and/or task. This is a one-time training (with no CT or evaluation requirements) requirement where instructors will perform training, and conclude with an exam depending on proficiency (written and/or performance exam). This is not interchangeable with “qualification”. Certification Training is approved by ACC/A6 and the Plan of Instruction/Syllabus is approved by OG/CC or Certifying Official.

**5.1.2.1. ARAD Certification.** Instructors are to follow the ARAD Certification Plan of Instruction/Syllabus. The operators will meet the following minimum pre-requisite requirements: Experienced Mission Ready qualified operator and completed ARAD access requirements.

**5.1.2.2. Group Policy Administration (GPA) Certification.** Instructors are to follow the GPA Plan of Instruction/Syllabus. The operators will meet the following minimum pre-requisite requirements: Experienced Mission Ready qualified Directory Service Operator (DSO), 6 months minimum as qualified DSO and appointed by SQ/CC.

**5.1.3. Special Mission Training (SMT).** 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 SMT as long as additional training requirements are accomplished and approved by COG/CC. (See [Chapter 4](#)) **(T-3)**. The SQ/CC will determine which crewmembers will train for and maintain SMQs and training.

**5.2. Requirements.** Commanders must ensure each candidate has the ability, judgment, technical expertise, skill, and experience when selecting a crewmember for upgrade, certification or specialized mission training.

**5.3. Instructor Upgrade.** This section establishes the minimum guidelines for instructor upgrade.

**5.3.1. Instructor Responsibilities.** An instructor shall be a competent subject matter expert adept in the methodology of instruction. The instructor shall be proficient in assessing, diagnosing, and critiquing student performance, identifying learning objectives and difficulties, and prescribing and conducting remedial instruction. The instructor must be able

to conduct instruction in all training venues (e.g., classroom, training devices, ops floor, mission execution). **(T-3)**.

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

5.3.1.2. Instructor minimum requirements. All CSCS instructor candidates must currently be in MR status. USAFWS graduates are instructor qualified. All appointed instructors will be experienced operators and attend an Instructor Certification Course. **(T-2)**.

5.3.1.3. Training. Instructor training will include methodology of instruction, Air Force tasking process, mission planning, and unit mission employment at the minimum, and requirements identified in ACCI 17-202, Volume 1, paragraph 4.1.1 (e.g., tasked mission types). **(T-3)**.

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

5.3.1.5. Qualification and Certification. All instructor candidates will demonstrate to an evaluator their ability to instruct and perform selected tasks and items according to applicable directives. Following successful completion of instructor training and evaluation, the SQ/CC or designated representative will personally interview the candidate and review instructor responsibilities, scope of duties, authority, and philosophy. **(T-3)**. SQ/CC will certify a new instructor by placing a letter of certification in the training folder and indicate qualifications on a Letter of Certification and certifying the ACC Form 4418, *Certificate of Cybercrew Qualification* for the INST EVAL. **(T-2)**.

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Director of Operations

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

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

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

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

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

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***Prescribed Forms***

None

***Adopted Forms***

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ACC Form 4419, *Record of Training*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**688 OSS/IN**—688 Operations Support Squadron Intelligence Flight

**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  
**AFPAM**—Air Force Pamphlet  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**AFTTP**—Air Force Tactics, Techniques and Procedures  
**ANG**—Air National Guard  
**ARAD**—Automated Remediation and Asset Discovery  
**ARC**—Air Reserve Components  
**BCQ**—Basic Cyber Qualified  
**BMC**—Basic Mission Capable  
**C2**—Command & Control  
**CC**—Commander  
**CD**—Deputy Commander  
**COG**—Cyber Operations Group  
**COG/OGV**—Cyber Operations Group Standardization/Evaluation  
**CRM**—Crew Risk Management  
**CSCS**—Cyberspace Security and Control System  
**CSCS—BPO**—CSCS Boundary Protection Operator  
**CSCS—CC**—CSCS Crew Commander  
**CSCS—CPO**—CSCS Client End Point Protection Operator  
**CSCS—DSO**—CSCS Directory Services Operator  
**CSCS—IFO**—CSCS Infrastructure Operator  
**CSCS—NMO**—CSCS Network Management Operator  
**CSCS—OC**—CSCS Operations Controller  
**CSCS—SVO**—CSCS Storage and Virtualization Operator  
**CSCS—VAO**—CSCS Vulnerability Assessment Operator  
**CSCS—VMO**—CSCS Vulnerability Management Operator

**CSCS—VRO**—CSCS Vulnerability Remediation Operator

**CT**—Continuation Training

**CV**—Vice Commander

**CW**—Cyberspace Wing

**DAFI**—Department of the Air Force Instruction

**DO**—Director of Operations

**DOC**—Designed Operational Capability

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**DOK**—Weapons and Tactics

**DOT**—Director of Operational Training

**DSO**—Directory Service Operator

**EIT**—External Intelligence Training

**FTU**—Formal Training Unit

**FYDP**—Future Years Defense Program

**GPA**—Group Policy Administration

**HHQ**—Higher Headquarters

**IAW**—In Accordance With

**INIT**—Initial

**INST EVAL**—Instructor Evaluation

**Intel**—Intelligence

**IP**—Internet Protocol

**IQT**—Initial Qualification Training

**LIMFAC**—Limiting Factor

**MAJCOM**—Major Command

**MTTL**—Master Training Task List

**MQT**—Mission Qualification Training

**MR**—Mission Ready

**MSN**—Mission

**NAF**—Numbered Air Force

**N-BMC**—Non-Basic Mission Capable

**NGB**—National Guard Bureau

**NMR**—Non-Mission Ready  
**OPORD**—Operations Order  
**OPR**—Office of Primary Responsibility  
**OSS**—Operations Support Squadron  
**PCS**—Permanent Change of Station  
**PEX**—Patriot Excalibur  
**QUAL**—Qualification  
**RCP**—Ready Cybercrew Program  
**RDS**—Records Disposition Schedule  
**RFI**—Request for Information  
**RM**—Risk Management  
**ROE**—Rules of Engagement  
**RT**—Requalification training  
**RTM**—RCP Tasking Memorandum  
**SMT**—Special Mission Training  
**SMT/Q**—Special Mission training/qualifications  
**SOS**—Squadron Officers School  
**SQ**—Squadron  
**SQ/CC**—Squadron Commander  
**Stan/Eval**—Standardization and Evaluation  
**TAW**—Task Analysis Worksheet  
**TDY**—Temporary Duty  
**TPT**—Training Planning Team  
**TTP**—Tactics, Techniques and Procedures  
**ULI**—Unit Level Intelligence  
**USAF**—United States Air Force  
**USAFWS**—United States Air Force Weapons School  
**USC**—United States Code  
**UTA**—Unit Training Assembly  
**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. Additional individual training will be conducted when recommended either by instructor and/or directed by the commander due to substandard operational performance or situations. This training may include self-study, Crew Training Device, 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. Additional Training will be documented as Individual Training in the approved Training forms.

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

**Basic Cyber Qualified (BCQ)**—A cybercrew member who satisfactorily completed IQT and passed their initial eval administered by standardization/evaluation. The crewmember will have BCQ status only until completion of MQT. BCQ crewmembers will not perform RCP-tasks events or sorties without instructor supervision.

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

**Certification**—Designation of an individual by the certifying official (normally the SQ/CC) as having completed required training and/or evaluation 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/task.

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

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

**Inexperienced Crewmember**—A member who has not fulfilled requirements in **Table 1.1** and is typically within their first year of MR/BMC qualification.

**Initial Qualification Training (IQT)**—Weapon system-specific training designed to 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.

**Master Training Task List (MTTL)**—The MTTL is the baseline tool used to develop training materials, which will be validated through Stan/Eval evaluation. The MTTL is a list of tasks which identifies task descriptions, task standard level (criticalities), crew positions and proficiency codes commensurate with each crew position.

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

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

**Mission Ready (MR)**—A cybercrew member who has satisfactorily completed IQT and MQT, Stan/Eval evaluation, and maintains certification, currency and proficiency in the command or unit operational mission is MR.

**Operations Crew Personnel**—Individuals who operate one or more components of the CSCS Weapon System executing operations as tasked by the Crew Commander to support friendly forces and accomplish mission objectives in assigned terrains as outlined in assigned mission plans.

**Proficiency**—A measure of how well a mission, event or 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 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 Training (SMT)**—Training in any special skills (e.g., tactics, weapon system capabilities, responsibilities) necessary to carry out the unit's assigned missions that are not

required by every crew member. Specialized training is normally accomplished after the crew member is assigned MR or BMC status, and is normally in addition to MR or BMC requirements.

**Supervised Status**—The status of a crew member who must perform the mission under the supervision of an instructor.

**Task Analysis Worksheet (TAW)**—A worksheet created to detail and analyze a task for training material development which involves identifying the criterion main and enabling objectives (knowledge, skills ability/attitude), evaluation requirements, equipment and other information.

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

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

**Upgrade Training**—Training needed to qualify to a crew position of additional responsibility for a specific weapon system. Also see **Special Mission Training**.

## Attachment 2

### GLOSSARY OF MISSION, SORTIE AND EVENT DEFINITIONS

**A2.1. Mission and Sortie Definitions:** See 616th Operations Center portal for latest information.

**A2.2. Mission, Sortie and Event Identifiers and Descriptions:**

A2.2.1. 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.

A2.2.1.1. GTR001 Unit Indoctrination Training (CSCS Fundamentals).

A2.2.1.1.1. Purpose: Each newly assigned crewmember will complete CSCS Fundamentals, a unit indoctrination program, prior to performing unsupervised primary crew duties. This is one-time training after a permanent change of station/assignment.

A2.2.1.1.2. Description: This training is required for all newly assigned and attached crewmembers. The unit will publish specific requirements. This training will prepare crewmembers for the unit's operational mission. The training will familiarize them with local procedures, facility/support agencies; introduce any unit/mission unique procedures, and other information as determined by the SQ/CC. Familiarization will be to standards established in the unit conducting the training.

A2.2.1.1.3. OPR: Unit/DOT

A2.2.1.1.4. Course Developer: Unit/DOT

A2.2.1.1.5. Training Media: Lecture

A2.2.1.1.6. Additional Information: Document Unit Indoctrination Training in the individual's Training IQF for assigned and attached personnel.

A2.2.1.2. GTR002 Weapons and Tactics Training.

A2.2.1.2.1. Purpose: To provide the crewmember with the information necessary for effective and successful execution of the unit's assigned mission.

A2.2.1.2.2. Description: GTR002 will be administered using courseware developed by the unit. The course will be based on information found in at a minimum AFTTP 3-1.CSCS, AFTTP 3-1. *General Planning*, and AFTTP 3-1.,*Threat Guide*; ACCMAN 17-2CSCS, Volume 3; as well as other documents relevant to the execution of the unit's mission (e.g. AFTTP 3-1.,*ACD / AFINC / CVA/Hunter*, AFTTP 3-1/3-3., *AOC*)

A2.2.1.2.3. OPR: Unit/Weapons and Tactics (DOK)

A2.2.1.2.4. Course Developer: Unit/DOK

A2.2.1.2.5. Training Media: Lecture

A2.2.1.2.6. Instructor Requirements: Academic instructors should be WIC graduates or will meet instructor requirements and be INSTR qualified.

A2.2.1.2.7. Additional Information: Instructors teaching GTR002 may receive credit for their GTR002 requirement.

A2.2.1.3. GTR003 Crew Risk Management (CRM) Training.

A2.2.1.3.1. Purpose: Provide crewmembers with unit CRM training according to AFPAM 90-803, Risk Management (RM) Guidelines and Tools, other RM resources, and MAJCOM Supplements.

A2.2.1.3.2. Description: GTR003 will be administered using unit developed courseware. CRM training introduces the common core CRM subjects to provide crewmembers with 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 CRM into the Go/No-Go process, mission and activity planning process ensuring decisions are based upon risk assessment of the operation/activity. CRM training will be tailored to meet the unique mission needs and operational requirements of each organization and to the personnel within the organization.

A2.2.1.3.3. OPR: Unit

A2.2.1.3.4. Course Developer: Unit

A2.2.1.3.5. Training Media: Lecture

A2.2.1.3.6. Additional Information: CRM instructors teaching GTR003 may receive credit for their GTR003 requirement.

A2.2.1.4. GTR004 Cyber Intel Training.

A2.2.1.4.1. Purpose: Provide cyber operators fundamentals of intelligence, threat knowledge, and collection and reporting requirements. Enhance operator understanding of cyber threats with a direct impact on mission success.

A2.2.1.4.2. Description: GTR004 will be administered using courseware developed by unit level intelligence and/or 688 OSS/IN. The course will educate operators on what the intelligence function can provide to support mission practices, the Request for Information (RFI) process, and advanced persistent threat training. See AFI 14-1020 and ACCMAN 14-402 for further guidance.

A2.2.1.4.3. OPR: Unit level intelligence (ULI) and/or 688 OSS/IN.

A2.2.1.4.4. Course Developer: ULI and/or 688 OSS/IN.

A2.2.1.4.5. Training Media: Presentation and/or Lecture.