

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

**AIR COMBAT COMMAND MANUAL
17-2TNO, VOLUME 3**



24 MAY 2024

Cyberspace Operations

**TELEPHONY NETWORK OPERATIONS
(TNO) – OPERATIONS AND
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements DAFPD 17-2, *Cyberspace Warfare Operations*. This publication prescribes standard operating procedures (SOPs) which shall be used by all Air Force (AF) cybercrews conducting standard cyberspace Telephony Network Operations (TNO) capabilities. This includes utilizing all associated capabilities, owned by the AF or by another entity, that have been authorized for AF use by the appropriate authority. This TNO ACCMAN applies to all Air Combat Command (ACC), AF Reserve (AFR), Air National Guard (ANG), and third party governmental and contract support agencies operating from United States Cyber Command (USCYBERCOM), Joint Mission, and Department of the Air Force (DAF) Offensive Cyberspace Infrastructure as well as crewmembers implementing TNO capabilities. The prescribed requirements for DAF and AF infrastructure and capabilities remain intact unless waived by the 16th Air Force Commander (16 AF/CC), in accordance with (IAW) appropriate provisions contained in memoranda, support agreements and AF contracts. For the purposes of this publication the National Guard Bureau (NGB) is treated as a Major Command (MAJCOM). This publication does not apply to the United States Space Force. ACC, as lead command for cyberspace, will conduct all lead command functions in accordance with DAFMAN 90-161, *Publishing Processes and Procedures*, and subsequent guidance. Vigilance must be taken to protect Personally Identifiable Information (PII) when submitting or sending nominations, applications, or other documents to Department of Defense (DoD) agencies through government internet, software applications, systems, e-mail, postal, faxing or scanning. Refer to the following directives for additional guidance: AFI 33-332, *Air Force Privacy and Civil Liberties Program*, DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*. Forms containing PII require Privacy Act Statements. Ensure all records generated as a result of processes prescribed in this publication

adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication through the appropriate chain of command channels to Air Combat Command Information Warfare Division (ACC/A3/2/6K) using DAF Form 847, *Recommendation for Change of Publication*. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification, approval, and implementation. The authorities to waive wing, group, and unit level requirements in this publication are identified with a Tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See DAFMAN 90-161 for a description of the authorities associated with each Tier number. Waiver authority for non-tiered paragraphs remains with ACC Director of Operations (ACC/A3). The use of any name or mark of a specific company, manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

SUMMARY OF CHANGES

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

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Chapter 1

GENERAL GUIDANCE

1.1. Applicability and Purpose.

1.1.1. This publication applies to all USAF personnel, including ANG and AFR members, serving as TNO crewmembers in support of Combatant Commanders (CCDRS).

1.1.2. This volume, in conjunction with other governing directives, prescribes procedures for operating the family of TNO weapon and mission systems under most circumstances. It is not a substitute for sound judgment or common sense. The Crew Commander (CCC) is ultimately responsible for all TNO systems' safe and effective operations. [**Note:** Keywords and Definitions related to this document can be found under **Attachment 1** of this document.]

1.2. Deviations.

1.2.1. Procedures not explicitly addressed may be accomplished at the CCC's discretion if the procedures enhance the safety or effectiveness of mission accomplishment within Intelligence Gain/Loss (IGL) and Technical Gain/Loss (TGL) constraints directed for the TNO system(s) employed. Refer to 616th Operations Center (616 OC) Special Instructions (SPINS) for procedures to request deviations from established IGL/TGL constraints.

1.2.2. The CCC may deviate from IGL/TGL constraints in the case of an urgent requirement or emergency where the risk to crewmember loss of life, physical disability, or significant damage to equipment or infrastructure is assessed as "more than likely". **(T-2)**

1.3. Waivers. Unless another approval authority is cited, the ACC/A3 is the waiver authority for the operational procedure requirements in this volume. Waivers are valid for a maximum of one year from the effective date unless canceled, or the applicable publication guidance is revised or up to 90 days after the grantor has vacated the position.

1.3.1. All waiver requests must include the following, as applicable:

1.3.1.1. Name, rank, crew position, type of evaluation, expiration date, and applicable portion of the publication (e.g., paragraph, Table).

1.3.1.2. Specific, detailed justification for waiver.

1.3.1.3. Specific, detailed unit plan of action.

1.4. Manual Changes and Supplements. Procedures for reporting errors, suggesting revisions, supplementing, and recommending corrective actions will be submitted IAW DAFMAN 90-161, Attachment 6, using DAF Form 847. The supplements will not duplicate, alter, amend, or be less restrictive than the provisions of this manual.

Chapter 2

CYBERCREW POSITIONS, ROLES/RESPONSIBILITIES, AND PROCEDURES

2.1. Responsibilities. Individual crewmembers, unit operations, and theater intelligence function jointly share mission planning responsibilities. The CCC is ultimately responsible for all mission planning and tactical aspects, including complying with command guidance. Unit commanders may supplement mission-planning requirements and will ensure an adequate level of mission planning is conducted before each mission.

2.2. Crew Commander (CCC) Responsibilities.

2.2.1. The CCC is responsible for each mission as well as the safe and effective conduct of operations. Crewmembers are accountable to the CCC for the successful accomplishment of all activities. CCC responsibilities and authorities include the following components.

2.2.1.1. Managing crew resources and safe mission accomplishment.

2.2.1.2. Welfare of crewmembers.

2.2.1.3. Ensuring that any portion of the operation affecting the accomplishment of the mission is coordinated with the tasking authority.

2.2.1.4. Ensuring risk management decision matrix is performed when receiving tasking(s).

2.3. Crew Stations. Crewmembers shall be in their seats on the operations floor during the critical checkpoints/phases of execution. Crewmembers will notify the CCC before departing their assigned primary duty station.

2.4. Crew Duties.

2.4.1. Crewmembers are responsible for successful mission completion and safe, effective weapon or mission system use. A crew brief will be accomplished at the start of the crew duty period and before each mission to ensure understanding of all aspects of the assignment(s).

2.5. Crew Positions.

2.5.1. Crew Commander (CCC). Serves as the command authority for TNO crew operations and is responsible for execution and monitoring of all operations and is the unit's focal point for mission tasking from the tasking authority. The CCC is responsible for the review, mission planning, approval, and execution of all operations under their purview.

2.5.2. Operator (CO). The TNO CO is qualified to conduct all TNO missions. Is responsible for the accuracy and timeliness of any task assigned by the CCC, mission building, and for mission monitoring IAW unit best practices.

Chapter 3

MISSION PLANNING

3.1. Mission Planning Guidelines.

3.1.1. Air Force Tactics, Techniques, and Procedures (AFTTP) 3-1 addresses specific mission planning elements. General Planning; AFTTP 3-1.NAS, *Network Attack System (NAS)*, Air Force Cyber Command (AFCYBER) & Joint Forces Headquarters-Cyber (JFHQ-C) *AFCYBER Tactical Mission Planning, Briefing, and Debriefing Guide*; the *Joint Cyber Tactics Manual (JCTM)* and any local crew aids. While not directive, these manuals are authoritative and helpful in ensuring adequate mission planning and employment.

3.1.2. Standard Operating Procedures (SOP). The Squadron Commander (SQ/CC) is the approval authority for squadron standards. Operations Group Commander (OG/CC) may publish and approve group standards. The operations group Standardization and Evaluation (Stan/Eval) office (OGV) will review all standards for compliance with applicable ACCI and ACCMAN 17 series guidance.

3.1.3. Units will accomplish sufficient planning to ensure successful mission accomplishment. Units will maintain facilities where all information and materials required for mission planning are available.

3.1.4. Commanders will ensure that crews have sufficient time and resources to accomplish mission planning and briefing and that non-mission critical activity does not interfere with the time allotted for mission planning and briefing.

3.2. Master Station Log (MSL). The MSL is the unit's official record of events during operations. The purpose is to maintain an accurate and detailed description of all significant events of operations occurring during each sortie. The CCC is responsible for documenting important events/crew actions required for the MSL. As a minimum, the following components are required.

3.2.1. Tasking Order.

3.2.2. Crew line-up.

3.2.3. Mission Fires.

3.2.4. Crew Information Files (CIFs).

3.2.5. Changes to Mission Materials.

3.2.6. Statuses of the Weapon and Mission Systems.

3.3. Briefings.

3.3.1. CCC is responsible for presenting a briefing to promote safe and effective missions. All crewmembers will attend the mission brief unless they have previously coordinated their absence with the Squadron Director of Operations (SQ/DO).

3.3.2. CCC will plan adequate time to discuss required briefing items depending on the complexity of the missions and operator capabilities. Any article published by ACC, NAF, WG, GP, and squadron standards or AFIs and understood by all participants may be briefed as "standard".

3.3.3. Briefing Guides. The lead briefer will use briefing guides with items that apply to the mission(s). Briefing Guides are in **Attachment 2**. Units may augment these guides as necessary. Mission related items may be briefed in any sequence, provided all minimum requirements listed in this publication and other local directives and guidance are addressed.

3.3.4. Anyone not attending the mission brief will receive, as a minimum, an overview of the mission objectives, their roles and responsibilities, and emergency procedures (EP) upon arriving for duty.

3.3.5. Positional Changeover Brief. The oncoming crew will deliver positional changeover briefings, IAW checklist(s), and applicable directives. CCCs are responsible for explicitly briefing any ongoing missions at the changeover and any missions that will roll into the next crew duty period (12 hours).

Chapter 4

NORMAL OPERATING PROCEDURES.

4.1. Pre-Mission Report Times. In coordination with the DO, the CCC may adjust crew report time to meet mission requirements. IAW ACCI 17-202V3, *Cybercrew Operations and Procedures*, crew report times will allow sufficient time to prepare for duty. If a Mission Planning Cell (MPC) is utilized, then the SQ/DO or MPC Chief (MPCC) will set the report time. **(T-3)**

4.2. Mission Duties. While on duty, CCCs will ensure that conducting operations takes precedence over non-mission related activities and events occurring on the operations floor.

4.3. Go/No-Go. CCCs are responsible for implementing Go/No-Go procedures IAW, the latest version of the 616 OC SPINS, and other local directives and guidance. At a minimum, the unit Go/No-Go process will verify the following items for all crewmembers, instructors, and evaluators who are scheduled to perform crew duties.

4.3.1. Qualification or certification of each scheduled crewmember IAW ACCMAN 17-2TNO, Volume 1, *Telephony Network Operations (TNO) - Cybercrew Training*, and ACCMAN 17-2TNO, Volume 2, *Telephony Network Operations (TNO) - Standardization/Evaluation Program*, for the crew position and missions for which they are scheduled to perform duties. [**Note:** Crewmembers not qualified or certified and those in training status will require instructor or evaluator supervision to conduct crew duties.]

4.3.2. Currency and proficiency of each scheduled crewmember IAW ACCMAN 17-2TNOV1, and Ready Cybercrew Program (RCP) Tasking Memo (RTM) for the crew position and missions they are expected to perform. [**Note:** Crewmembers who are not current in the crew position and mission will require instructor supervision to conduct crew duties until regaining currency.]

4.3.3. Currency of each crewmember on the CIFs review. Crewmembers will read the CIF before being checked-in for crew duties by the CCC in the Mission Management software. [**Note:** Mission Management software tracks and updates the status of new CIFs.]

4.4. Crew Information File (CIF)/Read Files. Crewmembers will review CIFs and Read Files before all missions and update the CIF currency record via Mission Management software. Items in the Read File may include local procedures and policies concerning equipment and personnel generally not found in any other publications.

4.5. Unit-Developed Checklists & Local Crew Aids.

4.5.1. Locally developed checklists and crew aids will be used and will, at a minimum, include the following elements.

4.5.1.1. Emergency action checklists and communication-out information.

4.5.1.2. Position-specific weapon or mission system employment information as deemed necessary by the unit.

4.5.2. Unit Stan/Eval will maintain the listing of current and authorized checklists, crew aids, and other applicable documents.

4.6. Required Equipment/Publications. All crewmembers will have all equipment and publications required for mission execution. Some publications may be maintained and carried electronically provided operable viewing, and printing capability exists throughout mission execution. Unit Stan/Eval will maintain the list of required items unless maintained by WG.

4.7. Operations Check (Ops Check). Accomplish sufficient Ops Checks to ensure safe and effective mission accomplishment. Operations Technicians will perform Ops Checks at initial check-in and as required during the sortie period based on mission triggers and requirements.

4.8. Vulnerability/Mission Window. The vulnerability/mission window limits the time crews may execute a given task. A unit may not start a particular mission before the beginning of the window, and the team must terminate mission activities before the end of the window. The CCC will coordinate deviations from the assigned mission window SPINS with 616th Operations Center Combat Operations Division (616 OC/COD) for approval.

4.9. Abort/Knock-it-off. A CCC, Authorized Initiators (specified by SPINS), 616 OC/COD, or other entities as defined in the SPINS, may declare a knock-it off (training use only) or abort (cease action/event/mission).

4.10. Dynamic Targeting. “Ad hoc” or “on-call” tasking can occur. These taskings are initiated by Authorized Initiators (as defined in SPINS) and communicated to the crews IAW the most current published 616 OC SPINS.

4.11. Communications and Crew Coordination. Recorded crew communications are official communications; crews should know they do not expect privacy.

4.11.1. Sterile Ops Floor. Official communications channels will be limited to conversations essential for mission coordination and accomplishment.

4.11.2. Advisory Calls. The operator performing the execution will announce their intentions during the critical checkpoints/phases of operations, as called out in applicable crew/procedural/working aides, and when circumstances require deviating from standard procedures.

4.11.3. Common brevity codes are in the current 616 OC Standing SPINS.

4.11.4. Communications. The communication plan will be employed IAW the current 616 OC Standing SPINS. The CCC is responsible for briefing the communication plan.

4.12. Mission Summary (MISUM). The CCC will provide timely, accurate, and correctly formatted reports to the tasking authority.

4.12.1. A MISUM will be accomplished once the cybercrew has completed the tasking order IAW currently published 616 OC Standing SPINS and locally developed procedures.

4.12.2. The CCC will review the MISUM for accuracy and completeness and will submit it to the tasking authority.

4.12.3. Local procedures and templates may be developed to ensure standardization of reporting.

4.13. Crew Changeover. To validate crew and system readiness, the off-going CCC or CO will conduct a shift change briefing at changeover IAW local procedures. All mission-required duty positions will be present for the briefing.

4.14. Debriefing.

4.14.1. The CCC is responsible for leading the mission debrief. All crewmembers will be present for the debriefing and will provide inputs when necessary.

4.14.2. Debriefs will cover all aspects of the mission (planning, briefing, and execution) and will ensure that all participants receive feedback through the development of Lessons Learned (LL) and Learning Points (LP).

4.14.3. CCC will review all tactical portions of the mission record to assess each crewmember's effectiveness and the cybercrew's overall effectiveness.

4.14.4. The debriefing guide is in [Attachment 3](#).

4.15. Post Mission Duties.

4.15.1. Each crewmember will complete any additional mission-associated tasks assigned by the CCC.

4.15.2. Ops Floor Cleanliness. The CCC will ensure that the ops floor is clean and orderly after the mission is complete. All crewmembers are responsible for removing or stowing their personal and professional items before departing the ops floor. The CCC may delegate this responsibility to the Crew Officer-In-Charge (OIC) or the Crew Non-Commissioned Officer-In-Charge (NCOIC).

Chapter 5

CYBERCREW MANNING, QUALIFICATIONS, AND SCHEDULING

5.1. Crew Manning.

5.1.1. Mission manning may vary by the type of mission; SQ/DO may tailor crew manning to meet operational requirements. Standard crew complements 1x CCC and 2x CO. The minimum crew complement is 1x CCC and 2x CO. To ensure tasked missions stay within crew-risk-management limits during minimum manning, the SQ/CC will ensure the 616 OC is aware, at least 72 hours in advance, of any scheduled crews staffed below the standard crew complement.

5.2. Crew Qualification.

5.2.1. Each primary crewmember will be qualified in their assigned crew position. Crewmembers in training status will accomplish weapon system and mission system operations or positional duties under the direct supervision of a qualified instructor or evaluator.

5.2.2. Combat Mission Ready (CMR) crewmembers may perform primary crew duties in any position in which they maintain qualification or certification, currency, and proficiency.

5.2.3. In supervised status, crewmembers may perform crew duties only under the supervision of a qualified instructor/evaluator. Non-current crewmembers may regain currency after performing crew duties under the supervision of a qualified crewmember.

5.3. New or Modified Equipment and Capabilities.

5.3.1. Crewmembers not qualified or certified in the operation of new or modified equipment, weapon system, or mission system capabilities will only operate that equipment or system under the direct supervision of a qualified instructor or evaluator.

5.4. Crew Rest, Duty Period, and Mission Duration. Crew rest, crew duty period, and crew augmentation will be IAW all applicable guidance with the following additional guidance:

5.4.1. Crew Rest. Crew rest is a minimum 10-hour non-duty period before the duty period begins. This helps to ensure that the crewmember is adequately rested before performing mission-related duties. Crew rest is free time that allows time for meals, transportation, and rest. Rest is defined as a condition enabling an individual to sleep. Each crewmember is responsible for achieving sufficient rest during crew rest periods.

5.4.2. Exceptions to the Crew Rest Period. The SQ/CC may grant exceptions to crew rest for contingency or surge operations but not for scheduling conveniences. No crewmember will be on crew duty for more than 16 continuous hours.

5.4.3. Duty Period. The standard crew duty period is twelve (12) hours. **(T-3)**

5.5. Crew Scheduling. Scheduling crewmembers will be accomplished IAW crew rest limitations provided in this ACCMAN. Units will make every effort to ensure compliance.

5.5.1. Units will attempt to provide all crewmembers with as stable a schedule as possible. A standard rotation for 24/7 crewmembers should be utilized to enhance performance.

5.5.2. Schedulers will publish, post, and monitor schedules for the crew force and initiate changes to the plans based on proper tracking of qualifications, certifications, restrictions, and other factors as required to meet mission objectives.

Chapter 6

LARGE FORCE EMPLOYMENT

6.1. Mission Planning. Individual crewmembers, unit operations, and theater intelligence functions jointly share mission planning responsibilities. The Task Force, Campaign Planners, or Non-Kinetic Duty Officer is ultimately responsible for effectively integrating TNO into theater operations, including complying with command guidance. Effective mission accomplishment requires thorough mission planning and preparation.

6.2. Briefing. The CCC will receive relevant mission employment guidance from the tasking organization to support the tactical plan.

6.3. Debriefing. The CCC will ensure the 616 OC and the tasking organization receives relevant outputs from the crew debrief. The CCC or designated alternate can also attend a mission debrief when required.

6.4. Roles of a Mission Planning Cell (MPC). The tactical situation will likely dictate the organization and roles of the MPC. All or some of the positions may reside in other squadrons.

6.4.1. Mission Planning Cell Chief (MPCC). Proactively leads all aspects of the planning process. Approves detailed timeline based on overall mission-planning time and tasks to be accomplished. Designates personnel to track time (timekeeper), record discussions (scribe), and update master copy of plan/objectives (slide person). If necessary, the MPCC will designate a deputy mission planning cell chief (DMPCC) and package commanders (PC).

6.4.2. Crew Commander (CCC). Responsible for all mission-related forces assigned in the tasking order. The CCC will plan, in conjunction with the Mission Planning Cell Chief (MPCC), coordinate, lead, and debrief the mission. The CCC may delegate aspects of mission planning to create sufficient detail in the allotted timeframe.

6.4.3. Package Commander (PC). The PC is responsible for understanding how the tactical problem set relates to its package. The PC communicates package capacities and limitations, and planning requirements. Additionally, the PC will coordinate across all units capable of employing tasks for the specified package. The PC will also deconflict efforts and dependencies with other PCs. Moreover, the PC will determine how the selected package can mutually support another package. The PC will also provide planning updates to the local unit(s) leadership regarding package employment.

6.4.4. Intelligence, Surveillance, and Reconnaissance (ISR) Lead. Will brief threats to mission success. Will submit and answer ISR-related requests for information (RFIs).

6.5. Mission Go/No-Go Criteria. Proper Go/No-Go criteria identified during mission planning improves decision-making and allows the CCC, PC, and other positions to make rational and timely decisions regarding mission execution.

DAVID G. SHOEMAKER, Major General, USAF
Director of Operations

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

ACCI 17-202V3, *Cybercrew Operations and Procedures*, 12 January 2021

ACCMAN 17-2TNOV1, *Telephony Network Operations (TNO) - Cybercrew Training*, 24 May 2024

ACCMAN 17-2TNOV2, *Telephony Network Operations (TNO) - Standardization/Evaluation Program*, 24 May 2024

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

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

AFTTP 3-1, *Threat Guide Chapter 13*, 11 November 2020

AFTTP 3-1. *General Planning*, 24 August 2015

AFTTP 3-1.NAS, *Network Attack System (NAS)*, 24 August 2015

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

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

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

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

ACCI—Air Combat Command Instruction

ACCMAN—Air Combat Command Manual

AFCYBER—Air Force Cyber Command

AFRC—Air Force Reserve Command

AFTTP—Air Force Tactics, Techniques and Procedures

ANG—Air National Guard

ASD—Average Sortie Duration

BMC—Basic Mission Capable

CC—Commander

CCC—Crew Commander/Cyber Crew Commander

CIF—Crew Information File
CMR—Combat Mission Ready
CO—Operator
COD—Combat Operations Division
CT—Continuation Training
DO—Director of Operations
DoD—Department of Defense
DMPCC—Deputy Mission Planning Cell Chief
EO—Executive Order
EP—Emergency Procedures
IAW—In Accordance With
IGL—Intelligence Gain/Loss
ISR—Intelligence, Surveillance, and Reconnaissance
JCTM—Joint Cyber Tactical Manual
JFHQ-C—Joint Forces Headquarters-Cyber
LL—Lesson Learned
LP—Learning Point
MAJCOM—Major Command
MISUM—Mission Summary
MPC—Mission Planning Cell
MPCC—Mission Planning Cell Chief
MR—Mission Ready
MSL—Master Station Log
NAF—Numbered Air Force
NCOIC—Non-Commissioned Officer in Charge
OG—Operations Group
OGV—Operations Group Standardization and Evaluation
OIC—Officer in Charge
Ops—Operations
Ops Check—Operations Check
PC—Package Commander
PEX—Patriot Excalibur

RCP—Ready Crew Program
RDS—Records Disposition Schedule
RFI—Request for Information
RTM—Ready Crew Program Tasking Message
SOP—Standard Operating Procedures
SORN—System of Records Notice
SPINS—Special Instructions
SQ—Squadron
Stan/Eval—Standardization and Evaluation
TGL—Technical Gain/Loss
TNO—Telephony Network Operations
USAF—United States Air Force
USCYBERCOM—United States Cyber Command

Office Symbols

16th AF/CC—16th Air Force Commander
616th OC/COD—616th Operations Center Combat Operations Division
ACC/A3—Air Combat Command Director of Operations
ACC/A3/2/6KO—ACC Offensive Cyber Operations and Effects Branch

Terms

Authorized Initiator—Individual(s) authorized by Combatant Commanders to execute specific mission(s).

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

Campaign—A series of major related operations to achieve strategic and operational objectives within time and space.

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

Combat Mission Ready (CMR)—A crewmember who has completed IQT and MQT and maintains certification, currency, and command or unit combat mission proficiency.

Compliance Language—Terminology defined as follows:

- **Will**—Indicate a mandatory requirement.

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

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

Crew Commander (CCC)—Serves as the command authority for TNO operations, oversees operations floor personnel, and enforces policies and procedures to ensure successful mission accomplishment.

Crew Information File (CIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Crew Position Indicator (CPI)—Codes are used to manage crew positions to ensure high readiness with available resources.

Crew—The personnel and positions necessary to conduct cyberspace sorties. A TNO crew must comprise the minimum required personnel defined in this document.

Crewmember—Individuals conducting cyberspace operations or computer network exploitation are typically assigned to a specific weapon/mission system.

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

Cyber (adj.)—Of or about the cyberspace environment, capabilities, plans, or operations.

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

Cyberspace—A global domain within the information environment consisting of the interdependent network of information technology infrastructures and resident data, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

Cyberspace Crew Commander (CCC)—Serves as the command authority for TNO crew operations and is responsible for execution and monitoring of all operations and is the unit's focal point for mission tasking from the tasking authority. The CCC is responsible for the review, approval, and execution of all operations under their purview.

Cyberspace Operations Technician (OT)—Responsible for efficiently operating the weapon/mission system and correcting system configurations based on tasked operations—only crewmember authorized to troubleshoot system errors or resolve system deficiencies.

Cyberspace Operator (CO)—Qualified to execute any TNO mission. Is responsible for the accuracy and timeliness of any mission assigned by the CCC and for mission monitoring IAW unit best practices.

Deviation—Not following current procedures, directives, or regulations. Acting (s) out of sequence 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 an operational or training sortie) unless expressly excluded elsewhere in this instruction.

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

Mission—Missions are operations conducted with an intended purpose. Missions are performed by a unit or units with relevant capability and preponderance of capacity. Each line in the published tasking order and ad hoc or "on-call" tasking is considered a TNO mission. The 616 OC Standing SPINS outline mission-specific planning/tasking information.

Knock-it-off—Used during training scenarios by an authoritative command and control entity to immediately direct a cybercrew to cease a specific action, event, or mission.

Mission Ready—A crewmember who has satisfactorily completed IQT and MQT and maintains certification, currency, and proficiency in the command or unit operational mission.

Mission Window—This is a window of opportunity and direction for a tactical commander to conduct operations. A Mission Window is bounded (start by/finish by) to give a tactical commander the authorized and suspense timing to plan and prosecute a mission. The tasking authority will approve deviations from the assigned Mission Window.

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

Ready Cybercrew Program (RCP)—RCP is the formal continuation training (CT) program that provides the baseline for squadrons to develop a realistic training program to meet all DOC statement task requirements and specific NAF mission prioritization. RCP defines the minimum required mix of annual sorties, simulator missions, and training events that crewmembers must accomplish to sustain mission readiness. These programs have clearly defined objectives and minimum standards that enhance mission accomplishment and safety. RCP sorties are tracked. To be effective, each mission must complete a sufficient number of events applicable to that mission type, as determined by the squadron commander. With the completion of IQT and MQT, a crewmember is trained in all the fundamental missions of a specific unit unless a particular exception is provided in the weapon/mission system-specific 17-2, Volume 1.

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

Target—The adversary.

Task—A clearly defined action or activity assigned explicitly to an individual or organization must be done as an appropriate authority imposes it.

Upgrade Training—Training needed to qualify for a crew position of additional responsibility for a specific weapon/mission system (e.g., special mission qualifications).

Weapon/mission 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.

Attachment 2

BRIEFING TEMPLATE

A2.1. Example Briefing Layout: This attachment provides guidance and consideration for developing unit briefing guides. Additional guidance and information can be found in the AFTTP 3-1. *General Planning*, AFTTP 3-1.NAS, *AFCYBER & JFHQ-C AFCYBER Tactical Mission Planning, Briefing and Debriefing Guide*, and others. These manuals are authoritative, not directive, and should be considered when developing unit-specific guides. **Note:** This layout can be used for multiple briefs; however, the focus areas and emphasis items will differ as the audiences differ.

A2.1.1. Timehack

A2.1.2. Objectives

A2.1.3. Tasks to Meet Objectives

A2.1.4. Assessment Plan

A2.1.5. Timeline

A2.1.6. Resource Assignments

A2.1.7. Constraints/Restraints

A2.1.8. Assumptions/Contingencies

A2.1.9. Comm Plan/C2 Plan

A2.1.10. Admin

A2.1.11. Questions/Comments

Attachment 3**DEBRIEFING TEMPLATE****A3.1. Debrief Presentation Format:**

- A3.1.1. Reconstruction
- A3.1.2. Assess Mission Accomplishment
- A3.1.3. Debrief Focal Points
- A3.1.4. Root Cause Analysis
- A3.1.5. Lessons Learned/Learning Points