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OF THE AIR FORCE**

AIR FORCE MANUAL 17-204

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Cyberspace

**AIR FORCE ON-THE-JOB TRAINING
PRODUCTS FOR CYBER SUPPORT
ENLISTED SPECIALTY TRAINING**

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This manual implements Air Force Policy Directive (AFPD) 17-2, *Cyberspace Operations*, and is consistent with Air Force Instruction (AFI) 36-2651, *Air Force Training Program*. It establishes procedures and assigns responsibilities for developing, distributing, evaluating and using Air Force (AF) training products for cyber support enlisted specialty qualification training. It applies to all Regular Air Force, Air National Guard, Air Force Reserve, and civilian cyber support personnel in a training status or filling a crew position that requires specific certification, training or qualification. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the requestor’s commander for non-tiered compliance items. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer,

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SUMMARY OF CHANGES

This document has been substantially revised from an AFI to an AFMAN and must be completely reviewed. Major changes include revisions to terminology and unit nomenclature, chapter reorganization, timeline additions to **Table 2.1**, addition of several attachments, and updates to **Table A3.1**

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. General. The following paragraphs provide a summary of the objectives, organizational and functional relationships, and responsibilities that form the foundation for the cyber support training environment. Specific guidance, when required, is covered in the functional area of this instruction.

1.2. Deputy Chief of Staff of the Air Force, Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations (AF/A2/6) will:

1.2.1. Formulate strategy and establish policy and guidance on the development of all officers and enlisted personnel in cyber operations and support career fields. **(T-1).**

1.3. Secretary of the Air Force, Office of Information and Deputy Chief Information Officer (SAF/CN) will:

1.3.1. Serves as the Air Force OPR on formulating strategy and establishing policy and guidance on the development of all civilians assigned to the Communications and Information Career Fields. **(T-1).**

1.4. Air Force Career Field Manager (AFCFM). AFCFMs:

1.4.1. Provide overall force development guidance and management operations to the MAJCOMs.

1.4.2. Advocate for funding contract administration and system administration responsibility for self-paced, or Internet-based training and sustainment program requirements.

1.4.3. Maintain and publish the master/standard task group indicators list for communications.

1.4.4. Coordinate on and approve Air Education and Training Command (AETC) developed training products.

1.4.5. Manage qualification training processes and act as the final authority for approving and prioritizing Air Force cyber training products.

1.4.6. Approve low flow course continuation.

1.4.7. Consolidate MAJCOM inputs for improvement of the Training Business Area (TBA) system to prioritize upgrades to that system, approve/publish core training products and official TBA training task documents and be responsible for the overall management of TBA for the cyber support community.

1.4.8. Sponsor Training Advisory Groups will:

1.4.8.1. Coordinate with Headquarters AF/A4 – Logistics, Engineering & Force Protection, A4L – Directorate of Logistics: AF/A4L - Force Force Development–to establish and maintain a TBA configuration control process. Coordinate with MAJCOM Functional Managers and other AFCFMs on designing, implementing and budgeting for TBA capability changes. **(T-1).**

1.4.8.2. Assign a project priority and MAJCOM OPR for new or revised product taskings. As a rule, the MAJCOM that has the largest number of systems or most equity from a mission criticality viewpoint should assume MAJCOM OPR responsibilities. See [Attachment 2](#) “Priorities for Developing Air Force Cyber Training Products”. (T-1).

1.4.8.3. Forward written taskings for all new Air Force Job Qualification Standards (AFJQS)/Air Force Qualification Training Packages (AFQTP) to 81st Training Support Squadron Qualification Flight (81st TRSS/TSQ). See [Attachment 3, Table A3.1](#), “Steps in Publishing Air Force Cyber Support Training Products”. (T-1).

1.4.8.4. Review the monthly report posted on the 81st TRSS/TSQ SharePoint at https://cs2.eis.af.mil/sites/10445/AFKN_Docs/CFETP/3DXXX%20-%20Cyberspace%20Support/3DXXX_CFETP_Section_C_Support_Materials.pdf to reference the status of all products published, in work or awaiting work, start date and expected completion date. (T-1).

1.4.8.5. Include discussions, as required, to prioritize/reprioritize training product development in order to meet changing training demands or suggest modifications in 81st TRSS/TSQ processes.

1.5. Major Commands (MAJCOM). MAJCOMs implement the following guidance for their cyber support communities. Regardless of size and type of organizational structure or activity, the functions and duties outlined in this instruction are the minimum mandatory requirements necessary to ensure effective, quality training of cyber support Airmen. MAJCOMs will:

1.5.1. Appoint a member to each Training Advisory Group. (T-3).

1.5.2. Identify the need for standardized training products.

1.5.3. Respond to *OPR Request Letter* from 81st TRSS/TSQ when requested (see [Attachment 6](#)). (T-3).

1.5.4. Forward product requests with a recommended priority to 81st TRSS/TSQ for coordination, prioritization and approval of the AFCFM.

1.5.5. Monitor the training program and consolidate training/certification data from their subordinate units as needed. (T-3).

1.5.6. Include 81st TRSS/TSQ as a training advisor to develop AFJQS/AFQTP in lieu of contractor-developed training when acting as the Lead Command. (T-3).

1.5.7. Identify unique training requirements, and before internally developing training products, coordinate with 81st TRSS/TSQ for assistance with Instructional Systems Design process tips, lessons learned, format layout, and product development. (T-3).

1.5.8. Support the development, revision and validation by 81st TRSS/TSQ of Air Force Job Qualification Standard (AFJQS)/AFQTPs by:

1.5.8.1. Tasking three organizations to provide Subject matter experts (SME) who have a thorough working knowledge of the subject system/process to support the completion of training product validations and revisions. (T-3).

1.5.8.2. Providing 81st TRSS/TSQ with a final copy of all new or revised technical orders prior to general publication and distribution to support the compilation of technical references in AFJQS/AFQTPs received from subordinate units. (See [Attachment 3](#)). (T-2).

1.5.8.3. Advising 81st TRSS/TSQ of equipment modifications, availability of technical data and changes to TOs, or other documentation received from subordinate units that may affect the production of training products. (T-2).

1.5.8.4. Supporting the acquisition of multimedia products by local graphic support personnel to standards established by 81st TRSS/TSQ.

1.5.8.5. Evaluating the quality and effectiveness of training products when assigned as project OPR by:

1.5.8.5.1. Supporting product development. (T-3).

1.5.8.5.2. Performing task analyses. (T-3).

1.5.8.5.3. Conducting product validations. (T-3).

1.5.8.6. Nominating high performance team (HPT) SMEs for each Air Force Specialty Code (AFSC) to organize, capture and create viable learning resources. (T-2).

1.6. The 81st Training Support Squadron Qualification Flight (81st TRSS/TSQ) will:

1.6.1. Develop Air Force cyber support training products in accordance with priorities set forth by the AFCFM. (T-2).

1.6.2. Assist learning program managers & high performance teams (HPT)s as required to develop and influence cyber training products. Included among them are AETC formal and supplemental courses, 5-, 7- and 9-level upgrade courses. (T-2).

1.6.3. Finalize and post electronic TBA training products upon new or revised publication approval (e.g., Career Field Education and Training Plan (CFETP) or AFJQS). (T-1).

1.6.4. Assist with identifying and solidifying training interface solutions (e.g., TBA, AF Training Record, AF E-Learning, Advanced Distributed Learning Service, Military Personnel Data System, etc.).

1.6.5. Ensure the accuracy of new cyber support training products, or products that may have undergone major revision. (T-2). If possible, validation should take place in an actual training environment provided by the product OPR using a sample representative of the target population. If possible, the target audience should include the Air Reserve Component; as draft changes should be coordinated with the Air Reserve Component prior to final publication.

1.6.6. As needed, solicit cyber support community field unit assistance for product validation and development. Refer to [Attachment 5](#) for information request for project memorandum format.

1.6.7. Facilitate the temporary duty travel and attendance of the flight chief, director and their designee to all Training Advisory Groups and U&TWs for all AFSCs assigned to 81st TRSS/TSQ to consolidate, revise and update CFETPs and to receive and discuss training taskings. (T-2).

- 1.6.8. Publish all new or revised products on the 81st TRSS/TSQ website. (T-2).
- 1.6.9. Publish a monthly report on the 81st TRSS/TSQ SharePoint at [https://cs2.eis.af.mil/sites/10445/AFKN_Docs/CFETP/3DXXX%20-%20Cyberspace%20Support/3DXXX CFETP Section C Support Materials.pdf](https://cs2.eis.af.mil/sites/10445/AFKN_Docs/CFETP/3DXXX%20-%20Cyberspace%20Support/3DXXX%20CFETP%20Section%20C%20Support%20Materials.pdf) that displays the status of projects in work, awaiting work or published. (T-2).
- 1.6.10. Project fiscal requirements for operational support of the analysis, development, multimedia acquisition, authoring, publication and revision of products tasked to 81st TRSS/TSQ
- 1.6.11. Submit updated training product report for Training Advisory Groups member review 30 days prior to each Training Advisory Group meeting. (T-3).
- 1.6.12. Establish and maintain a customer service and help desk function to facilitate cyber support continuation training products used in the field. (T-3).
- 1.6.13. Establish and maintain internal process training for assigned curriculum developers. (T-3).
- 1.6.14. Establish and maintain an internal cyber support continuation training product development process to develop and deliver standardized cyber support training products to field units. (T-3).
- 1.6.15. Schedule and fund the continuing proficiency training for all 81st TRSS/TSQ personnel through formal schools and internal training programs to insure the timely and reliable delivery of standardized cyber support continuation training products to field units. (T-3).
- 1.6.16. Participate in Department of Defense /Air Force Instructional System Design conferences and working groups as required. (T-2).
- 1.6.17. Evaluate training materials from other government, Department of Defense, or commercial sources to determine their usefulness in developing cyber support training products.
- 1.6.18. Coordinate with AETC technical training centers to obtain formal course materials for the development or revision of Air Force cyber support training products.
- 1.6.19. Schedule and fund the continuing proficiency training for all 81st TRSS/TSQ personnel through formal schools, internal training programs, and attendance to trade and training development conferences to insure the timely and reliable delivery of standardized continuation training products to field units. (T-3).

1.7. High Performance Team (HPT) will:

- 1.7.1. Organize, capture and create viable learning resources including traditional text material, distance learning courses, instructional videos, and simulation programs. (T-3).
- 1.7.2. Assist the Learning Program Manager and 81st TRSS/TSQ in developing Specialty Training Standards for their respective AFSC. (T-3).
- 1.7.3. Assist the Specialty Training Requirements Team to consolidate, revise and update CFETPs and to receive and discuss training taskings. (T-3).

1.7.4. Assist the U&TW to help determine career ladder training requirements.

1.8. Learning Program Manager will:

1.8.1. Develop their assigned AFSC learning programs (LPs)/career development courses (CDCs) from references identified in the CFETP correlating with mandatory knowledge items listed in the Enlisted/Officer Classification Directory. https://www.afpc.af.mil/Portals/70/documents/07_CLASSIFICATION/20191031%20AFECD.pdf?ver=2019-10-02-093958-540. (T-3).

1.8.2. Ensure that LPs/CDCs contain information on basic principles, techniques, and procedures common to their respective AFSC and do not contain information on specific equipment or tasks unless best illustrating a procedure or technique having utility to the entire AFSC. (T-3).

1.8.3. Work with AFCFMs to drive cyber workforce training.

1.8.4. Serve as the chairperson for their respective AFSC's HPT. (T-3).

1.8.5. Attend the Specialty Training Requirements Team to consolidate, revise and update CFETPs and to receive and discuss training taskings. (T-3).

1.8.6. Attend the Utilization and Training Workshop (U&TW) to help determine career ladder training requirements. (T-3).

1.8.7. Utilize data gathered from Specialty Training Requirements Team and UT&Ws to modernize the CFETP and associated AFJQS/AFQTPs.

Chapter 2

TRAINING PRODUCTS AND RESOURCES

2.1. Introduction. In order to field and train qualified professionals, the Air Force provides various training tools and resources to the field. Included among them are AETC formal and supplemental courses such as the 5-, 7- and 9-level AFSC upgrade standardization within the cyber support community using the CFETP, AFJQSs, MAJCOM JQSs and formal training.

2.2. Types of Training Products. Supervisors use qualification training products to plan and conduct standardized qualification training programs. These training products address valid requirements and ensure logical, organized, and efficient training progression.

2.2.1. 81st TRSS/TSQ publishes and revises AFJQS and AFQTP products for the cyber support community. This function is accomplished using any combination of full-motion video, text, audio and or digitized pictures selected in accordance with Instructional System Design principles. This enables airmen to occupy duty positions or maintain systems or equipment to an AF-established standard. Handbooks may not be used for training purposes and are intended for reference only.

2.2.2. 81st TRSS/TSQ develops the following training:

2.2.2.1. AF Job Qualification Standards (AFJQS). The AFJQS consists of a cover letter and an Air Force Form 797, Job Qualification Standard Continuation/Command (JQS). It may also contain module lessons, knowledge and performance evaluations. An Air Force Form 797 lists tasks requiring training, qualification and certification for a particular job type or duty position.

2.2.2.2. AF Qualification Training Packages (AFQTP). The AFQTP is an instructional training package designed for AF units to qualify, or aid in qualification, on a duty position, program, or equipment item. It may be printed, computer-based, or in other audiovisual media. The AFQTP consists of a cover letter and modules/lessons. The information contained within the modules is used as reference material, therefore, it doesn't include an AF Form 797 or evaluation tools. The AFQTP handbook is utilized as a desktop reference.

2.2.2.3. Interactive Courseware. This package type may contain elements of both AFJQSs and AFQTPs providing informational material/interactive exercises or strictly interactive training. The determination for interactivity can be pre-identified when given the initial tasking or be determined while working on a "new" project or "major" revision.

2.2.2.4. The AF Training products for cyber support can be found on the 81st TRSS/TSQ website.

2.3. Requesting New Training Products.

2.3.1. How to Request Qualification/Continuation Training Product development. Training products are tasked, assigned, prioritized or reprioritized for 81st TRSS/TSQ by the AFCFM. Any member of a cyber support AFSC may suggest the development, of training products in writing to 81st TRSS/TSQ at offlight.customer.service@us.af.mil. Refer to **Attachment 5**, *Requesting Training Products* for requirements. Suggestions for development of

qualification/continuation training products are forwarded for coordination and approval by the members MAJCOM Functional Manager and applicable AFCFM. If approved for development, the suggested training product will be prioritized by the AFCFM and assigned to 81st TRSS/TSQ for development. **(T-1).**

2.3.2. How qualification/continuation training products are prioritized: Qualification/continuation products are prioritized within each AFSC. Package priorities are published on the Chiefs' Report by their priority number. Prioritization/reprioritization may be suggested at any time. However, the appropriate AFCFM is the final authority for the prioritization of qualification/continuation training products. Priority categories are located in [Attachment 2](#).

2.4. Training Resources. Computer based training (CBT), Field Training Detachments, Field Training Units, formal courses and vendor training are available.

2.4.1. AF E-Learning. CBTs will be used as a first line training tool in order to meet specific, position related, training requirements as identified in applicable CFETPs, AFJQSs, and AF Form 797s. These CBTs are available on the AF E-Learning system. The AF E-Learning system is a commercial, enterprise-wide system that provides interactive, self-paced, web-based training and reference material directly to users' desktops. This system allows Air Force personnel to obtain up-to-date training on the technology they need to carry out their missions. It supports the Air Force communications and information (cyber support) functional community in meeting information technology (IT) training requirements. The program is managed by Air Combat Command, through the AF E-Learning Program Management Office (ACC CYSS/CYI). USAF cyber support developed CBTs, commercially developed IT CBTs and access to web-based unabridged commercial IT books can be found on the AF E-Learning site which is accessed via AF Portal website AF E-Learning link. **(T-1).**

2.4.2. Specialized Training Packages (STPs) are distance learning self-paced training courses prepared by AETC, approved by National Security Agency, and administered by a qualified STP trainer. STPs consist of lesson plans, test materials, instructions for the trainer, instructions for the students, policy, doctrine, and procedures necessary to conduct training. Refer to [Attachment 4](#) for STP enrollment procedures.

2.4.3. Field Training Detachments. Field training provides hands-on maintenance training at operational locations. Training can include: specific systems and associated support equipment and systems; aircraft/systems; engines; aerospace ground equipment; theater deployable communications equipment; certification training; partial courses; and training sessions. Field training detachments or mobile training teams are responsible for conducting field training. **(T-1).**

2.4.4. Field training units are locally developed training organizations. These units are developed to address training needs at a local level. An example would be the Savannah Field Training Units located in Savannah, Georgia.

2.5. Developing Training. In order to provide the most current training to Airmen, it is imperative that any required task have a training source. Aside from using locally developed trainers, a MAJCOM can submit information for recommending training that affects all Airmen.

2.5.1. When a need for CBT is identified it is important to ensure the resource is currently available and the correct channels are notified of the need.

2.5.2. Before working to develop a new CBT, contact ACC CYSS/CYI to check the existing AF E-Learning CBT catalog for CBTs which may exist that meet the training requirement.

2.6. Managing Training Products.

2.6.1. How Qualification/Continuation Training Products are identified. Products published on 81st TRSS/TSQ's website use an alphanumeric designation assigned by the support element to all AFJQSs/AFQTPs. A project number consists of either 10 or 11 characters. For most AFJQSs/AFQTPs, the first five characters identify the Air Force Specialty Code (AFSC), the sixth character is a dash, and the last four or five characters (also called the alphanumeric extension) are unique for each project. The AFJQSs/AFQTPs applicable to more than one AFSC have a different numbering system. The first five characters show an overall function to which the project applies. For example, projects applicable to more than one 3D maintenance function have 3DXXX as the first five characters followed by a dash and the project alphanumeric extension. Where AFJQSs/AFQTPs concerning general training (or training management) for all AFSCs, the first five characters used are XXXXX and the dash and project alphanumeric extension.

2.6.2. How Qualification/Continuation Training Products are developed/revised. Development of an approved new training product or the revision of a previously published product begins when that project is moved from the awaiting work section to the in work section of the bimonthly report. Then the assigned curriculum development team begins work.

2.6.3. Published products are reviewed and revised every two years on the anniversary of their publication to determine their necessity, applicability, currency, and accuracy. Special evaluations may occur at any time upon request to correct errors or inconsistencies or when a significant event or action occurs that adversely affects a published training package (e.g., safety, security issues or major Technical Order/AFI changes).

2.6.4. How Qualification/Continuation Training Products are validated. All qualification/continuation training products are validated in an actual training environment provided by the product OPR using a sample representative of the target population. If possible the target audience should include the Air Reserve Component.

2.6.5. Qualification/Continuation Training Product Development Timelines. **Table 2.1** provides approximate baseline times, expressed in calendar days, for development/revision of qualification/continuation training products. Production variables such as: task analysis, media development and module development will extend the development estimate. Delays due to additional duties, technical order or developmental information delay, manning shortfalls, unit type code tasking or higher priority projects will affect product delivery.

Table 2.1. Training Product Development Timelines (in calendar days).

Project / Package Type	797 Only	AFJQS	AFJQS w/ Modules	AFQTP	Interactive Courseware
New	97	126	156	136	182
Major Revision	75	104	134	120	159
Minor Revision	33	33	43	42	52

2.6.6. Qualification/Continuation Training Product Revision. Qualification/continuation product revision may be classified as either major or minor depending on the level of work required.

2.6.6.1. Major Revisions. A major revision is accomplished when the package evaluation worksheet identifies the following conditions:

2.6.6.1.1. A training reference change that significantly alters subject matter.

2.6.6.1.2. A training reference change that significantly alters AF Form 797.

2.6.6.1.3. Safety issues.

2.6.6.2. Minor Revisions. Minor revisions are accomplished to correct typographical errors, update templates, format changes, or minor task updates.

2.7. Funding Training. Every schoolhouse has requirements that are critical to mission accomplishment. To aid units in obtaining funding to meet their training needs, the 81st Training Group and 364th Training Squadron will work with the AFCFM to acquire funds needed for training.

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Deputy Chief Information Officer

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

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

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-2651, *Air Force Training Program*, 3 January 2019

AFPD 17-2, *Cyberspace Operations*, 12 April 2016

Prescribed Forms

None

Adopted Forms

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training (LRA)*

DD Form 1435, *COMSEC Maintenance Training and Experience Record*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFCFM—Air Force Career Field Manager

AF—Air Force

AFI—Air Force Instruction

AFCFM—Air Force Career Field Manager

AFMAN—Air Force Manual

AFJQS—Air Force Qualification Training Package

AFQTP—Air Force Qualification Training Package

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

CBT—Computer-Based Training

CDC—Career Development Course

CFETP—Career Field Education and Training Plan

COMSEC—Communications Security

DD—Department of Defense

HPT—High Performance Team

IT—Information Technology

JQS—Job Qualification Standard

LP—Learning Program

MAJCOM—Major Command

OPR—Office of Primary Responsibility

SME—Subject Matter Expert

STP—Specialized Training Package

TBA—Training Business Area

TRSS—Training Support Squadron

U&TW—Utilization and Training Workshop

Terms

High Performance Team (HPT).—Each AFSC's HPT consist of SMEs that are nominated by MAJCOM Functional Managers. They are responsible for innovating force development requirements for Total Force Cyber Airmen. The teams are charged with organizing, capturing, and creating viable learning resources including traditional text material, distance learning courses, instructional videos, and simulation programs. More information can be found on the HPT site found at: <https://cs2.eis.af.mil/sites/12925/hpt/sitepages/home.aspx>.

Learning Program (LP)—Learning Programs/CDCs are published to provide the information necessary to satisfy the career knowledge component of on the job training. These programs/courses are developed from references identified in the CFETP correlating with mandatory knowledge items listed in Enlisted/Officer Classification Directory. Learning Programs/CDCs must contain information on basic principles, techniques, and procedures common to an AFSC. They do not contain information on specific equipment or tasks unless best illustrating a procedure or technique having utility to the entire AFSC. If available, supervisors will use Learning Programs/CDCs to satisfy career knowledge requirements for upgrade training. When Learning Programs/CDCs are not available trainees study the applicable technical references identified by the supervisor and CFETP.

Learning Program Manager.—Formerly known as CDC Writers. Learning Program Managers are responsible for the development of their assigned AFSC. They not only write and update Learning Programs /CDCs, but also work directly with the AFCFMs on several lines of effort to drive cyber workforce training into the next era. They serve as the Chairperson for their AFSC's high performance team (HPT) and use the data gathered during Specialty Training Requirements Team (STRT)s and Utilization and Training Workshop (UT&W) to modernize the CFETP and associated AFJQS/AFQTPs.

Specialty Training Requirements Team (STRT).—A meeting chaired by the AFCFM with MAJCOM Functional Managers, AETC Training Managers, SME and HQ AETC Occupational Analysis Division in attendance. Typically held three months prior to a Utilization and Training Workshop (U&TW) to finalize any CFETP changes or enlisted classification directory descriptions.

Specialty Training Standard.—An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, 7-, or 9- skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Utilization and Training Workshop (U&TW).—A forum of the AFCFM, MAJCOM Functional Managers, SMEs, and AETC training personnel that determines career ladder training requirements.

Attachment 2

PRIORITIES FOR DEVELOPING AIR FORCE CYBER TRAINING PRODUCTS

A2.1. Use one of the following priority codes when requesting training products for cyber support systems, equipment or functions:

A2.1.1. **Priority 1 - Mission Essential.** Use if you cannot sustain operations without the requested training product.

A2.1.2. **Priority 2 - Critical Mission Impairment.** Use if system, equipment, functions or operation will be severely restricted without the requested product.

A2.1.3. **Priority 3 - Deficiencies to Mission Support.** Use if failure to support your product request will result in damage to your mission.

A2.1.4. **Priority 4 - Personal Competence Reduced.** Use if lack of this training will result in personnel with less than satisfactory skills or insufficient knowledge to accomplish mission goals.

A2.2. Use one of the following priority codes: When checking training products for cyber support systems, equipment or functions:

A2.2.1. **Priority PUB - Published.** Published packages remain on the Chiefs' Report until the next scheduled meeting of a TAG. Newly published products are also announced by e-mail to all 81st TRSS/TSQ customers.

A2.2.2. **Priority XXX – Unprioritized.** Work on unprioritized packages may be superseded by any prioritized package awaiting work.

Attachment 3

STEPS IN PUBLISHING AFJQS/AFQTPS AND REQUESTING FUNDS FOR CYBER SUPPORT SCHOOLHOUSES

Table A3.1. Steps in Publishing AFJQS/AFQTPs.

A	B	C	D	E	F	G	H
Step	Required Action	AFCFM	TAG	MAJCOM Functional Managers	81 st TRSS/TSQ (Q-Flight)	OPR (Assigned by AFCFM)	HPTs/Learning Program Managers/SMEs
1	Identify requirements for new or revised AFJQS/AFQTP	X	X	X	X		X
2	Establish development priority	X	X				
3	Provide timely answers to Q-Flight requests for developmental information (See Note)					X	X
4	Develop tentative AFJQS/AFQTP				X		

5	Review and coordinate tentative AFJQS/AFQTP			X	X		X
6	Prepare final AFJQS/AFQTP				X		
7	Approve final AFJQS/AFQTP and if applicable, sign AF673	X					
8	Enter tasks and upload final Portal Document Format (PDF) to U&TW				X		
9	Publish in TBA and on Q-Flight SharePoint	X			X		
10	Review AFJQSs/AFQTs biennially				X		

Note: Failure to respond in a timely manner to requests for information regarding the development of new products or the review/revision of published products will cause a work stoppage.

Attachment 4

SPECIALIZED TRAINING PACKAGE (STP) ENROLLMENT

A4.1. AETC announces STPs as they become available through: The on-line Education and Training Course Announcements webpage at <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>.

A4.2. STP courses: Can be requested via the STP email box at: 338trs.stp@us.af.mil.

A4.3. For each STP request: The commander or commander's representative (for example, Unit Training Manager or Maintenance Training Manager) provides an official memorandum with the following information:

A4.3.1. Course Number requested e.g., E6AZS3D152 01MA. See <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx> for course list.

A4.3.2. Course title requested, e.g. Communications Security COMSEC Awareness Training

A4.3.3. Availability of a qualified STP trainer.

A4.3.4. Availability of equipment, maintenance key material, and technical manuals.

A4.3.5. Certification that all trainees meet the AFSC prerequisites.

A4.3.6. Point of contact with voice and FAX phone numbers.

A4.3.7. Mailing address for the unit and the trainer.

A4.4. Each STP includes: Training objectives on COMSEC doctrine, policy, and procedures and includes information on security threat awareness of protective technology.

A4.5. Each STP includes: Specific controls and administrative procedures.

A4.5.1. Record STP training completion on Department of Defense (DD) Form 1435, *COMSEC Maintenance Training and Experience Record*, or in Automated Training Management System after verification of successful completion (receipt of Air Force Form 1256, *Certificate of Training*).

A4.6. Current STP course: Prerequisite information can be found on the Education and Training Course Announcements site at <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx> or CYSS/CYI at <https://cs2.eis.af.mil/sites/11439/CYI/CYSS%20CYI%20Mission%20Readiness%20Training/SitePages/Home.aspx>. The 81st TRSS/TSQ lists current AFJQS and AFQTP products on its website under the respective AFSC at <https://cs2.eis.af.mil/sites/10445/default.aspx>. Cyber support STPs are limited to those who have an operational need to be certified. AFSC prerequisites to order STPs are 3DXXX or civilian equivalent. Other AFSCs will be considered on a case by case basis.

A4.7. Contractor personnel: Employees of companies or corporations under contract to the Air Force, other armed forces, or other government agencies who require Air Force training, can submit requests through the AF Unit Training Manager. AF-provided training requirements may be incorporated in specified contracts.

Attachment 5

REQUESTING TRAINING PRODUCTS

Figure A5.1. Requesting Training Products.

(Edit information in brackets []s. This letter is sent from the requester to 81st TRSS/TSQ)

TO: qflight.customer.service@us.af.mil

SUBJECT: Training Product Development Request for [System/Equipment/Function]

1. Request a training product be developed for subject [system/equipment/function]. The following information supports this request:

- a. MAJCOM OPR and Item Manager. [Provide names, addresses, phone numbers, and e-mail addresses].
- b. This [system/equipment/function] supports the [name] mission.
- c. SME and Item Managers. [Provide names, addresses, phone numbers, and e-mail addresses of at least three SMEs.]
- d. There are [number of] [systems/equipment] in the field at [number of] locations.
- e. Number and AFSC of personnel who operate, maintain, and install this system, equipment, or function.
- f. The expected life cycle of this [system/equipment] is [years][unknown].
- g. List any known or pending modifications or replacements affecting this system, equipment, or function.
- h. State the operation/maintenance concept of this [system/equipment].
- i. Identify any formal training available, either through commercial or formal Department of Defense schools. [List schools and contacts, if available.]
- j. The technical data for this [system/equipment/function] is [available/preliminary/not available].
- k. Any specific areas or information that you want the developer to address during analysis phase development.
- l. Any electronic or printed material that the developer may use to enrich training.
- m. This [system/equipment/function] affects the following MAJCOMs: [List applicable commands].
1. Request priority (1) (2) (3) (4) (see **Attachment 2**) for the following reasons: [List reasons]
2. Include any specific areas or information that you want the developer to address during the analysis phase of development. Provide the developer with any pertinent feedback received from divisions or field units. Be as specific as possible when defining the scope of the project.

Attachment 6
OPR REQUEST LETTER

Figure A6.1. OPR Request Letter.

(Edit information in brackets []. This letter is e-mailed from the OPR to MAJCOM.)
[Insert Current Date]

MEMORANDUM FOR [MAJCOM OPR]

ATTENTION: [MFM NAME]

FROM: 81st TRSS/TSQ
601 D Street
Keesler AFB MS 39534-2229

SUBJECT: Subject Matter Expert (SME) Request for [AFJQS/AFQTP][project number and name]

1. In accordance with AFI 17-204, *Air Force On-the-Job Training Products for Cyber-Space Support Enlisted Specialty Training*, request you identify three SMEs in support of this project to assist us in developing high quality training material. Identify SMEs by name, rank, unit, base assigned, and DSN number. SMEs must be qualified to operate, maintain, or install the [insert project name] at the force level. In addition, they must possess an in-depth knowledge of the duty position. If possible, select SMEs not scheduled for extended TDY, deployment, or other duties that would affect their ability to carry out this tasking.

2. To help us meet our development milestone dates, please provide the requested information by [dd mmm yy] to [insert CD rank and name], [insert CD DSN phone number], [insert CD email address] and courtesy copy (cc) the SMEs' unit commanders.
[Insert Signature Block]