BY ORDER OF THE COMMANDER
502D AIR BASE WING

JBSA INSTRUCTION 36-2201

1 February 2026

Education and Training

MANDATORY TRAINING REQUIREMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Instruction 36-2201, Air Force Training Program, and establishes mandatory training requirements for all personnel assigned to Joint Base San Antonio. This instruction applies to military members, civilian employees, and contractors as specified.

SUMMARY OF CHANGES

This revision adds new Controlled Unclassified Information (CUI) training requirement, updates Cyber Awareness to continuous/phishing-based model, adds Resiliency training requirement, consolidates EO and diversity training, and establishes the new myTraining Dashboard as the primary tracking system effective 1 April 2026. SAPR training frequency changed from annual to every 18 months for non-supervisors.

CHAPTER 1

PROGRAM OVERVIEW

1.1. Purpose. This instruction establishes minimum mandatory training requirements to ensure all JBSA personnel maintain currency on force protection, safety, legal, and administrative requirements.

1.2. Applicability.

1.2.1. Military: All active duty, Reserve, and Guard personnel assigned or attached to JBSA units.

1.2.2. Civilians: All appropriated fund (APF) and non-appropriated fund (NAF) civilian employees assigned to JBSA organizations.

1.2.3. Contractors: As specified in their contracts and this instruction.

1.3. Training Philosophy. Mandatory training ensures personnel have the knowledge to perform duties safely, legally, and effectively. Training should be completed during duty hours when possible. Training should be relevant, current, and delivered in the most effective format.

1.4. Responsibility Hierarchy.

1.4.1. Individuals are responsible for completing required training by established deadlines.

1.4.2. Supervisors are responsible for ensuring their personnel complete training and discussing training relevance to duties.

1.4.3. Unit Training Managers (UTM) track compliance and report to commanders.

1.4.4. Commanders ensure 100% compliance within their organizations.

CHAPTER 2

ANNUAL TRAINING REQUIREMENTS

2.1. Training Required Annually - All Personnel.

2.1.1. Cyber Awareness (Continuous Learning Model). (CHANGED)

2.1.1.1. Frequency: Continuous (quarterly micro-learning + monthly phishing tests)

2.1.1.2. Who: All military, civilian, and contractor personnel with network access

2.1.1.3. Where: myLearning - auto-enrolled

2.1.1.4. Duration: ~15 minutes quarterly + simulated phishing responses

2.1.1.5. Note: Three failed phishing tests in 12 months requires remedial training

2.1.1.6. Note: Network access suspended after 2nd failed remediation

2.1.2. Antiterrorism (AT) Level I Training.

2.1.2.1. Frequency: Annual

2.1.2.2. Who: All military and civilian personnel; contractors as specified

2.1.2.3. Where: Joint Knowledge Online (JKO) Course: JS-US007-24 (UPDATED course)

2.1.2.4. Duration: Approximately 1.5 hours (CHANGED from 2 hours)

2.1.2.5. Prerequisite: Required before travel to OCONUS locations

2.1.3. Operations Security (OPSEC) Awareness Training.

2.1.3.1. Frequency: Annual

2.1.3.2. Who: All military and civilian personnel

2.1.3.3. Where: myLearning

2.1.3.4. Duration: Approximately 45 minutes

2.1.4. Insider Threat Awareness Training.

2.1.4.1. Frequency: Annual

2.1.4.2. Who: All military, civilian, and contractor personnel

2.1.4.3. Where: STEPP, Course: INT102.26 (UPDATED course number)

2.1.4.4. Duration: Approximately 1 hour

2.1.5. Controlled Unclassified Information (CUI) Training. (NEW)

2.1.5.1. Frequency: Annual

2.1.5.2. Who: All personnel who handle, create, or access CUI

2.1.5.3. Where: myLearning, Course: CUI-101

2.1.5.4. Duration: Approximately 45 minutes

2.1.5.5. Note: Required before access to CUI systems is granted

2.1.6. Suicide Prevention Training.

2.1.6.1. Frequency: Annual

2.1.6.2. Who: All military and civilian personnel

2.1.6.3. Where: Facilitator-led (preferred) or approved online course

2.1.6.4. Duration: Approximately 1 hour

2.1.6.5. Note: At least one session per year must be interactive/discussion-based

2.1.7. Resiliency and Mental Wellness Training. (NEW)

2.1.7.1. Frequency: Annual

2.1.7.2. Who: All military personnel

2.1.7.3. Where: Unit-delivered or Resilience Training Assistant (RTA)

2.1.7.4. Duration: Approximately 1 hour

2.1.7.5. Note: Supplements but does not replace Suicide Prevention training

2.1.8. Sexual Assault Prevention and Response (SAPR) Training.

2.1.8.1. Frequency: Annual for supervisors; every 18 months for non-supervisors

(CHANGED)

2.1.8.2. Who: All military personnel; civilian supervisors

2.1.8.3. Where: Facilitator-led required for military; online acceptable for civilians

2.1.8.4. Duration: Approximately 1.5 hours

2.1.9. Equal Opportunity and Diversity Training. (CONSOLIDATED)

2.1.9.1. Frequency: Annual

2.1.9.2. Who: All military and civilian personnel

2.1.9.3. Where: myLearning or unit-provided training

2.1.9.4. Duration: Approximately 1.5 hours (includes former separate EO training)

2.1.9.5. Content: EEO principles, diversity awareness, harassment prevention

2.1.10. Personally Identifiable Information (PII) Training.

2.1.10.1. Frequency: Annual

2.1.10.2. Who: All personnel with access to PII

2.1.10.3. Where: myLearning

2.1.10.4. Duration: Approximately 30 minutes

2.1.11. Records Management Training.

2.1.11.1. Frequency: Every 2 years (CHANGED from annual)

2.1.11.2. Who: All military and civilian personnel

2.1.11.3. Where: myLearning

2.1.11.4. Duration: Approximately 30 minutes

2.2. Additional Annual Training - As Applicable.

2.2.1. Safety Training.

2.2.1.1. General safety: Annual for all personnel

2.2.1.2. Job-specific safety: Per supervisor and safety office requirements

2.2.1.3. Motorcycle safety: Required for riders; renewal per AFI 91-207

2.2.2. First Aid/CPR/AED.

2.2.2.1. Frequency: Every 2 years

2.2.2.2. Who: Personnel designated as unit responders

2.2.2.3. Where: Coordinated through unit safety or medical personnel

2.2.3. Physical Security Training.

2.2.3.1. Frequency: Annual

2.2.3.2. Who: Personnel with access to controlled areas or classified information

2.2.3.3. Where: Unit Security Manager provides training

CHAPTER 3

ONE-TIME TRAINING REQUIREMENTS

3.1. New Personnel (Within 60 Days of Arrival). (CHANGED from 90 days)

3.1.1. Newcomers Orientation.

3.1.1.1. Who: All newly assigned military and civilian personnel

3.1.1.2. Where: Base Newcomers Brief (scheduled through MPF)

3.1.1.3. Duration: Approximately 4 hours

3.1.1.4. Includes: Base policies, services, points of contact

3.1.2. Unit Orientation.

3.1.2.1. Who: All newly assigned personnel

3.1.2.2. Where: Unit Training Manager coordinates

3.1.2.3. Includes: Unit-specific policies, duty requirements, safety briefing

3.1.2.4. Must be documented on AF Form 797 or unit equivalent. (NEW)

3.1.3. Information Protection Training.

3.1.3.1. Who: All personnel handling classified information

3.1.3.2. Where: Unit Security Manager

3.1.3.3. Prerequisite: Before access to classified information is granted

3.1.4. CUI Awareness (if applicable). (NEW)

3.1.4.1. Who: Personnel who will handle CUI

3.1.4.2. Where: myLearning

3.1.4.3. Prerequisite: Before access to CUI is granted

3.2. Position-Based One-Time Training.

3.2.1. Supervisor Training.

3.2.1.1. Who: All military and civilian supervisors (within 6 months of assignment)

3.2.1.2. Where: Civilian: DCPDS Supervisor Training; Military: ALS or PME

3.2.1.3. Topics: Performance management, leave/time management, discipline

3.2.1.4. Refresher: Every 3 years

3.2.2. Government Purchase Card (GPC) Training.

3.2.2.1. Who: All GPC cardholders and approving officials

3.2.2.2. Where: Contracting office or online through DAU

3.2.2.3. Prerequisite: Before card is issued

3.2.2.4. Refresher: Every 3 years

3.2.3. Unit Training Manager (UTM) Course.

3.2.3.1. Who: Personnel appointed as UTMs

3.2.3.2. Where: myLearning or Force Development Flight

3.2.3.3. Duration: Approximately 8 hours

3.2.3.4. Prerequisite: Within 30 days of appointment

3.2.4. Unit Security Manager Training. (NEW)

3.2.4.1. Who: Personnel appointed as primary or alternate security managers

3.2.4.2. Where: 502 SFS/S5I

3.2.4.3. Duration: Approximately 4 hours

3.2.4.4. Prerequisite: Within 45 days of appointment

CHAPTER 4

SUPERVISOR-SPECIFIC REQUIREMENTS

4.1. Required Supervisor Training.

4.1.1. Civilian Supervisors - Within 12 months of supervisory appointment:

4.1.1.1. DoD Civilian Personnel Management Course (40 hours)

4.1.1.2. EEO for Supervisors

4.1.1.3. Merit System Principles and Prohibited Personnel Practices

4.1.1.4. Labor Relations for Supervisors (if supervising bargaining unit employees)

4.1.1.5. CUI for Supervisors (NEW)

4.1.2. Military Supervisors:

4.1.2.1. Applicable PME (ALS, NCOA, etc.)

4.1.2.2. Unit orientation on evaluation, recognition, and discipline processes

4.1.2.3. Suicide Prevention Gatekeeper Training (recommended)

4.1.2.4. Resiliency Training for Leaders (NEW - required within 6 months)

4.2. Supervisor Responsibilities for Subordinate Training.

4.2.1. Review training status of subordinates bi-weekly. (CHANGED from monthly)

4.2.2. Allow duty time for training completion.

4.2.3. Address overdue training within 7 days of discovery. (CHANGED from 14 days)

4.2.4. Document chronic non-compliance in performance records.

4.2.5. Discuss training content and application to duties during feedback sessions. (NEW)

CHAPTER 5

SPECIALIZED TRAINING

5.1. Deployment Training.

5.1.1. Pre-Deployment Training. Required before deployment; includes:

5.1.1.1. Combatant Command-specific threat briefing

5.1.1.2. Law of Armed Conflict (if not current)

5.1.1.3. Code of Conduct

5.1.1.4. Survival, Evasion, Resistance, Escape (SERE) as applicable

5.1.2. Post-Deployment Training. PDHA/PDHRA as required.

5.2. Security Training.

5.2.1. Initial Security Training. Required before access to classified information.

5.2.2. Annual Security Refresher. Required for all cleared personnel.

5.2.3. Foreign Travel Briefing. Required before travel to foreign countries.

5.2.4. Courier Training. Required before transporting classified materials.

5.2.5. Derivative Classification Training. Required for personnel who derivatively classify information (every 2 years). (NEW)

5.3. Safety Training.

5.3.1. Job Safety Training (JST). Required for high-risk positions; documented on AF Form 55 or equivalent.

5.3.2. Respiratory Protection Training. Annual for personnel required to wear respirators.

5.3.3. Hearing Conservation. Annual for personnel in high-noise environments.

5.3.4. Hazard Communication (HAZCOM). Annual for personnel working with chemicals.

CHAPTER 6

TRACKING AND COMPLIANCE

6.1. Training Tracking Systems.

6.1.1. myTraining Dashboard. Primary system for tracking all training effective 1 April 2026. (NEW)

6.1.1.1. Consolidates data from myLearning, JKO, STEPP, and unit records.

6.1.1.2. Provides individual training transcript and due date alerts.

6.1.1.3. Enables supervisor visibility of subordinate training status.

6.1.2. myLearning. Primary system for completing Air Force online training.

6.1.3. MICT (Management Internal Control Toolset). Used for unit compliance tracking.

6.1.4. Note: JBSA Training Dashboard (legacy) will be retired 30 June 2026.

6.2. Documentation.

6.2.1. Training completion certificates should be uploaded to myTraining Dashboard.

6.2.2. Unit Training Managers maintain records per AFI 36-2201.

6.2.3. Individuals should maintain personal copies of training records.

6.3. Compliance Reporting.

6.3.1. UTMs report training status to commanders bi-weekly. (CHANGED from monthly)

6.3.2. Compliance is briefed at Group staff meetings monthly. (CHANGED from quarterly)

6.3.3. Units below 95% compliance must brief corrective actions.

6.3.4. Commander's Dashboard provides real-time visibility of unit compliance. (NEW)

6.4. Non-Compliance Consequences.

6.4.1. Network access suspension (Cyber Awareness failures).

6.4.2. Removal from deployment availability (pre-deployment requirements).

6.4.3. Notation in performance documentation.

6.4.4. For civilians: May affect performance appraisals.

6.4.5. For military: May affect evaluations and promotion recommendations.

6.4.6. Access revocation for specific systems (CUI, classified) if related training is overdue. (NEW)

CHAPTER 7

TRAINING RESOURCES

7.1. Primary Training Platforms.

7.1.1. myLearning: https://lms-jets.cce.af.mil

7.1.2. myTraining Dashboard: https://mytraining.af.mil (NEW)

7.1.3. Joint Knowledge Online (JKO): https://jko.jten.mil

7.1.4. STEPP: https://stepp.dsca.mil

7.1.5. AETC Learning Services: https://www.aetc.af.mil

7.2. JBSA Training Contacts.

7.2.1. 502 FSS Force Development Flight: (210) 671-2394 / DSN 473-2394

7.2.2. Education Office: (210) 671-2895

7.2.3. myLearning Help Desk: 1-800-522-0102

7.2.4. myTraining Dashboard Help: training.help@jbsa.af.mil (NEW)

7.3. Common Training Issues.

7.3.1. Cannot access myLearning: Contact base Help Desk or clear browser cache.

7.3.2. Training not showing complete: Allow 24-48 hours for system update; save certificate as backup; upload to myTraining Dashboard.

7.3.3. JKO access issues: Ensure CAC certificates are current.

7.3.4. Phishing test failures: Contact Cyber Awareness office for remediation scheduling.

JENNIFER M. ADAMS, Colonel, USAF

Commander, 502d Force Support Squadron

Attachment 1: Annual Training Quick Reference Card

Attachment 2: New Personnel Training Checklist (60-Day)

Attachment 3: Supervisor Training Checklist

Attachment 4: Training System URLs and Contacts

Attachment 5: myTraining Dashboard User Guide