

BY ORDER OF THE COMMANDER  
502D AIR BASE WING  
JBSA INSTRUCTION 36-2201

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Education and Training

MANDATORY TRAINING REQUIREMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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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 consolidates training requirements previously published in multiple directives, adds new Insider Threat training requirement, updates Cyber Awareness training frequency, clarifies supervisor training requirements, and establishes the JBSA Training Dashboard as the official tracking system.

## 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.

**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.

**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 Challenge.**

**2.1.1.1.** Frequency: Annual (within 365 days of last completion)

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

**2.1.1.3.** Where: myLearning (<https://lms-jets.cce.af.mil>) or STEPP

**2.1.1.4.** Duration: Approximately 1 hour

**2.1.1.5.** Note: Network access may be suspended for non-compliance

**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-US007-14

**2.1.2.4.** Duration: Approximately 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: STEPP or myLearning

**2.1.3.4.** Duration: Approximately 45 minutes

**2.1.4.** Insider Threat Awareness Training (NEW).

**2.1.4.1.** Frequency: Annual

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

**2.1.4.3.** Where: STEPP, Course: INT101.16

**2.1.4.4.** Duration: Approximately 1 hour

**2.1.4.5.** Note: New requirement effective 1 October 2025

**2.1.5.** Suicide Prevention Training.

**2.1.5.1.** Frequency: Annual

**2.1.5.2.** Who: All military and civilian personnel

**2.1.5.3.** Where: Commander-directed training or approved online course

**2.1.5.4.** Duration: Approximately 1 hour

**2.1.5.5.** Note: Interactive/discussion-based training preferred

**2.1.6.** Sexual Assault Prevention and Response (SAPR) Training.

**2.1.6.1.** Frequency: Annual

**2.1.6.2.** Who: All military personnel; civilian supervisors

**2.1.6.3.** Where: Facilitator-led or online (myLearning)

**2.1.6.4.** Duration: Approximately 1.5 hours

**2.1.6.5.** Note: Military members must attend facilitator-led training when available

**2.1.7.** Equal Opportunity (EO) Training.

**2.1.7.1.** Frequency: Annual

**2.1.7.2.** Who: All military and civilian personnel

**2.1.7.3.** Where: myLearning or unit-provided training

**2.1.7.4.** Duration: Approximately 1 hour

**2.1.8.** Personally Identifiable Information (PII) Training.

**2.1.8.1.** Frequency: Annual

**2.1.8.2.** Who: All personnel with access to PII

**2.1.8.3.** Where: myLearning

**2.1.8.4.** Duration: Approximately 30 minutes

**2.1.9.** Records Management Training.

**2.1.9.1.** Frequency: Annual

**2.1.9.2.** Who: All military and civilian personnel

**2.1.9.3.** Where: myLearning

**2.1.9.4.** 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 90 Days of Arrival).

**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

**3.1.3.** 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

**3.2.** 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

## **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)

**4.1.2.** 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)

**4.2.** Supervisor Responsibilities for Subordinate Training.

**4.2.1.** Review training status of subordinates monthly.

**4.2.2.** Allow duty time for training completion.

**4.2.3.** Address overdue training within 14 days of discovery.

**4.2.4.** Document chronic non-compliance in performance records.

## **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.

**5.3. 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.** myLearning. Primary system for Air Force online training.

**6.1.2.** MICT (Management Internal Control Toolset). Used for tracking compliance.

**6.1.3.** JBSA Training Dashboard. Local system compiling data from multiple sources.

**6.1.4.** Commanders may use additional tracking methods as needed.

**6.2. Documentation.**

**6.2.1.** Training completion certificates should be saved electronically.

**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 monthly.

**6.3.2.** Compliance is briefed at Group staff meetings quarterly.

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

**6.4. Non-Compliance Consequences.**

**6.4.1.** Network access suspension (Cyber Awareness).

**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.

## **CHAPTER 7**

### **TRAINING RESOURCES**

#### **7.1. Primary Training Platforms.**

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

**7.1.2.** Joint Knowledge Online (JKO): <https://jko.jten.mil>

**7.1.3.** STEPP: <https://stepp.dsca.mil>

**7.1.4.** 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

#### **7.3. 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.

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

JENNIFER M. ADAMS, Colonel, USAF

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Attachment 1: Annual Training Quick Reference Card

Attachment 2: New Personnel Training Checklist (90-Day)

Attachment 3: Supervisor Training Checklist

Attachment 4: Training System URLs and Contacts