

## AEDC Ops Center Annual Training Plan

## ANNUAL TRAINING PLAN\*

\*Actionable-tasks are bolded and *italicized*.

STS Task/ Subtask	STS Task/Subtask Description	(K)nowledge (P)erformance (B)oth	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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1.4.	Readiness Requirements													
<i>1.4.1.</i>	<i>Deployment Cycles</i>													
<i>1.4.2.</i>	<i>Personal Responsibilities</i>													
1.5.	Force Structure and Command and Control Elements													
<i>1.5.1.</i>	<i>Unit Level Organization</i>	K			X						X			
<i>1.5.2.</i>	<i>Joint C2 Structure</i>													
<i>1.5.3.</i>	<i>Joint C2 Operations</i>													
<i>1.5.4.</i>	<i>Combined Command C2 Structure</i>													
<i>1.5.5.</i>	<i>Air Force C2 Structure</i>	K			X						X			
<i>1.5.6.</i>	<i>Combatant Commands (COCOM)</i>													
<i>1.5.7.</i>	<i>North Atlantic Treaty Organization (NATO)</i>													
<i>1.5.8.</i>	<i>Host Nations</i>													
<i>1.5.9.</i>	<i>Allied Forces</i>													
<i>1.5.10.</i>	<i>Coalition Forces</i>													
<i>1.5.11.</i>	<i>Specialized C2 Elements (SC2E)</i>													
2	Security													
2.1.	Operations Security (OPSEC)													
<i>2.1.1.</i>	<i>OPSEC Process</i>													
<i>2.1.2.</i>	<i>Specific OPSEC vulnerabilities of AEDC Ops Center</i>	K	X						X					

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2.4.5.	<i>Inventory COMSEC Material</i>													
2.4.6.	<i>Destroy COMSEC Material</i>													
2.4.7.	<i>Key Code/Tapes</i>													
2.4.8.	<i>Simple Key Loader</i>													
2.4.9.	<i>Execute COMSEC EAP</i>	<b>B</b>	X	<b>E</b>					X	<b>E</b>				
2.4.10.	<i>Change Safe Combinations</i>													
2.4.11.	<i>Two Person Integrity (TPI)</i>													
2.4.12.	<i>Two Person Control (TPC)</i>													
2.5.	Physical Security													
2.5.1.	<i>Maintain Area Security</i>	<b>K</b>			X						X			
2.5.2.	<i>Explain Priority Designations</i>	<b>K</b>						X						X
2.5.3.	<i>Execute Security Measures/Conditions</i>	<b>B</b>				X	<b>E</b>					X	<b>E</b>	
2.5.4.	<i>Aircraft Hijacking Procedures</i>													
2.5.5.	<i>Perform Entry Control Procedures</i>	<b>B</b>	X	<b>E</b>					X	<b>E</b>				
2.5.6.	<i>Use Entry Authority Lists</i>	<b>B</b>	X	<b>E</b>					X	<b>E</b>				
2.5.7.	<i>Escort Un-cleared Personnel (Visitors)</i>													
2.5.8.	<i>Conduct Security Checks</i>	<b>B</b>		<b>E</b>				X		<b>E</b>				X
2.5.9.	<i>Perform Duress Procedures</i>	<b>B</b>		<b>E</b>				X		<b>E</b>				X

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3.1.10.	<i>Operate Mission Management and Flight Following Systems</i>													
3.1.11.	<i>Milstar Satellite Communications System</i>													
3.1.12.	<i>Strategic Systems (e.g. SACCS, FSR, Agile, etc.)</i>													
3.1.13.	<i>Operate Alert/Notification Systems (e.g. EMNS, etc.)</i>	P				X	E					X	E	
3.1.14.	<i>Security Monitor/Flight-Line Cameras</i>													
3.1.15.	<i>Operate Secondary/Primary Crash Net</i>													
3.1.16.	<i>Operate Miscellaneous CP Equipment (e.g. Scanner, Fax, etc.)</i>	P		E				X		E				X
3.1.17.	<i>Operate Home Station Alert and Warning System</i>													
3.1.18.	<i>Missile Warning Systems</i>													
3.2.	Communication Outages													
3.2.1.	<i>Mass Communication Outage Procedures</i>	B			X		E				X		E	
3.2.2.	<i>C2 System Outage Procedures</i>	B				X	E					X	E	
3.2.3.	<i>Commercial Power Outage Procedures</i>	B				X	E					X	E	
3.2.4.	<i>Emergency Systems/Communications Testing</i>	B			X		E				X		E	
4	CP Core Competencies													
4.1.	Full-Spectrum CP Operations (Basic Duties)													
4.1.1.	<i>Use CP Checklists (QRCs, CBCs, etc.)</i>	P		E	X		E	X		E	X		E	X
4.1.2.	<i>Maintain Events Log</i>	P		E	X		E	X		E	X		E	X

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4.4.1.1.	<i>Explain OPREP-3 Reporting System</i>	K						X						X
4.4.1.2.	<i>Submit OPREP-3 Synchronous Notification</i>	B		E	X		E	X		E	X		E	X
4.4.1.3.	<i>Submit OPREP-3 Asynchronous Notification (SKIWeb)</i>	B		E	X		E	X		E	X		E	X
4.4.1.4.	<i>Back-up OPREP-3 Notification Transmission Procedures</i>	B			X		E				X		E	
4.4.1.5.	<i>Miscellaneous Reports</i>	B	X	E					X	E				
4.4.2.	Force Readiness Reporting													
4.4.2.1.	Defense Readiness Reporting System (DRRS)													
4.4.2.1.1.	<i>Capability Reporting Assessment (MET/METL Reporting)</i>													
4.4.2.1.2.	<i>Resources and Training System</i>													
4.4.2.1.3.	<i>AEF Reporting Tool (ART) Reporting</i>													
4.5.	Emergency Action Message (EAM) Procedures													
4.5.1.	<i>EAM Formats and Purpose</i>	K	X		X	X		X	X		X	X		X
4.5.2.	<i>Process EAMs</i>	P	X	E	X	X	E	X	X	E	X	X	E	X
4.5.3.	<i>Relay/Transmit Emergency Action Messages</i>	P	X	E	X	X	E	X	X	E	X	X	E	X
4.5.4.	<i>Build EAMs</i>													
4.5.5.	<i>Explain LERTCONs</i>	K	X		X	X		X	X		X	X		X
4.5.6.	<i>Explain LERTCON Modifications</i>	K	X		X	X		X	X		X	X		X

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4.5.7.	<i>Submit LERTCON Status of Action (LSOA) Reports</i>	P	X	E	X	X	E	X	X	E	X	X	E	X
4.5.8.	<i>Sealed Authentication Systems</i>													
4.5.9.	Nuclear Enterprise													
4.5.9.1.	<i>Nuclear Weapons Surety Program</i>													
4.5.9.2.	<i>Nuclear Weapons System</i>													
4.5.9.3.	<i>Nuclear Control Order (NCO) Process</i>													
4.5.9.4.	<i>Nuclear Weapons Personnel Reliability Program (PRP)</i>													
4.6.	Emergency Management (EM)													
4.6.1.	Emergency Response Operations													
4.6.1.1.	<i>Major Program Directives</i>													
4.6.1.2.	<i>National Incident Management System (NIMS)</i>													
4.6.1.3.	<i>Air Force Incident Management System (AFIMS)</i>													
4.6.1.4.	<i>Major Accident Response</i>	B				X	E					X	E	

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<b>5.1.3.</b>	<b>Evaluate Security Programs</b>													
5.2.	CP Training Program Management													
<b>5.2.1.</b>	<b>Develop Unit CP Master Task List</b>													
<b>5.2.2.</b>	<b>Develop Unit CP Annual Training Plan</b>													
<b>5.2.3.</b>	<b>Develop Tests such as Open/Closed Book, General Knowledge, and Two Person Control</b>													
<b>5.2.4.</b>	<b>Develop Performance Evaluation/Training Scripts/Scenario</b>													
<b>5.2.5.</b>	<b>Maintain Controller Certification</b>													
<b>5.2.6.</b>	<b>Administer Scenario Training</b>													
<b>5.2.7.</b>	<b>Decertification Procedures</b>													
5.3.	Supervisor Responsibilities													
<b>5.3.1.</b>	<b>Develop Job Description</b>													
<b>5.3.2.</b>	<b>Schedule Work Assignments and Priorities</b>													
<b>5.3.3.</b>	<b>Establish Work Performance Standards</b>													

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