

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

**30TH SPACE WING INSPECTION
CHECKLIST 33-1**

25 AUGUST 2009



Communications and Information

**TELEPHONE CONTROL OFFICERS
(WING/GROUP/SQUADRON/UNIT)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This checklist reflects the 30 SCS Telephone Control Officer (TCO) requirements to prepare for and conduct unit self-inspections. This checklist complements AFSPC Inspection Checklist 33-5 *Base Level Communications/Switched Voice Systems Management* and implements guidance found in AFI 33-111, *Voice Systems Management*. Effective unit self-inspections serve as the foundation for commanders to ensure compliance with governing directives. This checklist applies to all military, civilian and contractor organizations utilizing the DOD switched voice system on Vandenberg AFB. Refer recommended changes and questions about this checklist to 30 SCS/CCX, 867 Washington Ave, Suite 207, VAFB CA 93437 using AF Form 847, *Recommendation for Change of Publications*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afrims/afrims/rims.cfm>

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment.

2. This publication establishes a baseline guide to be used by units during their self-inspection process. Units produce their own stand-alone checklists as needed to supplement an effective

and thorough review of the unit program. Use the attached checklist as a guide only. See [Attachment 1](#).

DAVID J. BUCK, Colonel, USAF
Commander

Attachment 1

TELEPHONE CONTROL OFFICERS (TCOS) (WING/GROUP/SQUADRON/UNIT)

Table A1.1. Checklist.

SECTION 1: TELEPHONE CONTROL OFFICERS (TCO)s			
MISSION STATEMENT: To evaluate the installation's and assigned unit's compliance with voice system requirements.			
NOTE: All references are from AFI 33-111, <i>Voice Systems Management</i> , unless otherwise noted.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the unit commander or corporate program manager appoint primary and alternate TCOs? (Para 10.1.)			
1.1.2. Does the TCO authorize and control long distance toll charges? (Para 10.1.)			
1.1.3. Does the TCO perform and submit an annual inventory of installed voice system equipment, items, and services to 30 SCS? (Para 10.2.4.)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Does the TCO review and submit subscriber's voice information service requests for installation, removal, modification, and relocation of telephone services? (Para 10.2.2.)			
1.2.2. Has the TCO established a unit education program and distributed customer education materials from the base CSO as required? (Para 10.2.5.)			
1.2.3. Does the TCO provide 30 SCS an updated appointment letter upon PCS of former TCO or appointment of new TCO? (Para 10.2.6.)			