

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
33-112**



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Communications and Information

***CYBERSPACE AND INFORMATION
PLANNING FORUM***

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This instruction implements Technical Manual TO 00-33A-1001, *General Cyberspace Support Activities Management Procedures and Practice Requirements*, AFPD 33-1, *Cyberspace Support*, and AFI 33-150, *Management of Cyberspace Support Activities*. It provides direction for planning cyberspace systems by establishing the Westover periodic formal planning forum, called the Cyberspace Infrastructure Planning Forum (CIPF), chaired by the installation commander. The CIPF meets to discuss current and future issues affecting the cyberspace infrastructure and various systems it supports and to formalize approval of the Cyberspace Systems Blueprint. The forum's purpose is to coordinate planning of the cyberspace infrastructure with a proactive, centralized, base-wide focus. This instruction applies to all organizations at Westover Air Reserve Base using cyberspace systems, including new systems, changes to existing capabilities, or deletion of functions in a cyberspace system. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 CS/SC, 800 Eagle Drive, Box 29, Westover ARB, MA 01022-1842.

SUMMARY OF CHANGES

The term cyberspace replaced communication and information (C&I) throughout the document. AFI 33-104, *Base Level Planning and Implementation* was replaced by AFI 33-150, *Management of Cyberspace Support Activities*. Technical Manual TO 00-33A-1001, *General Cyberspace Support Activities Management Procedures and Practice Requirements* was added as a reference document. The requirement to convene the CIPF was changed to from semiannually to annually or as often as necessary.

1. General. The Communications Squadron Manager (439 CS/SC), as the designated Cyberspace Systems Officer (CSO), is ultimately responsible for overall management of cyberspace systems. In this capacity, the CSO reports to the installation commander, through the Mission Support Group commander on all cyberspace related issues. The Communications Squadrons Plans and Resources Flight will administer the cyberspace planning forum upon the direction of the CSO in accordance with Air Force, AFRC and local procedures.

2. Communications and Information Planning Forum (CIPF). The CIPF is composed of representatives of the operations, support, logistics, medical, intelligence and communications and information communities. The Plans and Resources Flight will work closely with the Cyberspace Systems Integrator Tier 3 (CSI-3) to keep base blueprint accurate and up to date. This process is critical in documenting each Air Force base's existing and targeted communications and information systems, plans for modernization, and provides a vehicle for implementation. It covers the existing infrastructure baseline, on-going programs and projects, short and long-range planned systems, and identifies requirements and estimated resources required. The installation commander, through the CIPF, will review Cyberspace Systems Blueprint initiatives and provide formal approval as necessary.

2.1. CIPF membership:

- 2.1.1. Chair, Installation Commander (439 AW/CC).
- 2.1.2. Vice Chair, special assistant to the Installation Commander (439 AW/CV).
- 2.1.3. C&I System Officer, CSO.
- 2.1.4. Administrator, Plans and Resources Flight Chief (439 CS/SCX).
- 2.1.5. Mission Support Group Commander (439 MSG/CC).
- 2.1.6. Maintenance Group Commander (439 MXG/CC).
- 2.1.7. Operations Group Commander (439 OG/CC).
- 2.1.8. Base Civil Engineer (439 MSG/CE).
- 2.1.9. Base Civil Engineering Planning (439 MSG/CEC).
- 2.1.10. Financial Management (439 AW/FM).
- 2.1.11. Logistics Plans (439 LRS/LGRR).
- 2.1.12. Contracting (439 CONF/LGC).
- 2.1.13. Security Forces (439 SFS/SFF).
- 2.1.14. Airfield Manager (439 OSS/OSA).

2.1.15. Others as determined by individual unit or group commanders.

2.2. CIPF responsibilities:

2.2.1. The forum's purpose is to make sure a proactive, centralized, wing-wide focus is available to coordinate planning of the cyberspace infrastructure. Discussion items may include, but are not limited to: the Cyberspace and Information Systems Blueprint; project implementation status; downward directed communications and information systems and programs; funding issues; civil engineer projects (those in support of communications projects and those that require communications); mission changes and taskings; long-range infrastructure planning and prioritization; interoperability issues; the CSI; contracts and agreements affecting cyberspace systems; base-level cyberspace systems policy; manpower, personnel and training associated with cyberspace systems, and base customer interests.

2.2.2. Ensures base users and base leadership are kept abreast of future cyberspace system upgrades impacting future architecture to meet mission directives.

2.3. The CIPF will convene annually or as often as necessary to discuss current and future issues affecting the wing's cyberspace infrastructure and various systems it supports. Meetings may be called by the chair or CSO as needed. The CIPF may task external working groups to provide additional information in order to make a decision or complete a tasking related to the cyberspace infrastructure requirements.

ALBERT V. LUPENSKI, Brig Gen, USAFR
Commander

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

AFPD 33-1, *Cyberspace Support*, 9 Aug 2012

AFI 33-150, *Management of Cyberspace Support Activities*, 30 Nov 2011

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

Technical Manual TO 00-33A-1001, *General Cyberspace Support Activities Management Procedures and Practice Requirements*, 1 May 2015

Adopted Form

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009