

**BY ORDER OF THE COMMANDER
911TH AIRLIFT WING**

911TH AIRLIFT WING INSTRUCTION 33-103



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Communications and Information

**LAND MOBILE RADIO (LMR) SYSTEMS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 33-1, *Information Resources Management*. It establishes procedures and responsibilities for use, control and proper documentation of the Land Mobile Radio Systems (LMR) and Citizens Band Radio (CB) and applies to all users of LMR's and Citizens Band Radios under the jurisdiction of the 911 Airlift Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 directly to the 911 MSG/SC at Pittsburgh IAP ARS, Pennsylvania. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (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-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Paragraph 1, 2, 3, 2.4.1, 2.4.3, 2.4.4, 2.4.6, 2.4.7, 2.4.10.1, 2.4.12, 3.1, 3.2 have been rewritten. Paragraph 2.4.10.2 was deleted, and the remaining paragraphs were renumbered.

1. General. The LMR System consists of the Aircraft Maintenance Expediter Net - 4, Base Security Nets - 1 & 2, Santa Barbara Applied Research (SBAR) and Base Civil Engineer Net - 3, Public Affairs Net - 6, the Commander's/Emergency Management Net - 5 and participation in the County Fire Department Net. To ensure maximum efficiency of the system and effective maintenance support, provisions of this instruction must be adhered to without deviation.

2. Responsibilities. The net manager has operational control of a particular LMR network. Within the 911 AW this responsibility is assigned to the Chief of Security Forces, Deputy Commander for Maintenance, Base Civil Engineer, Emergency Management Office, and Public Affairs Officer. Custodial responsibilities rest with the LMR equipment custodian within each organization (user organization focal point)

2.1. Installation commander will:

2.1.1. Ensure that only the minimum number of LMRs are issued to satisfy valid requirements.

2.1.2. Control and allocate LMRs including spares.

2.1.3. Ensure the total number of LMRs on the installation is within the appropriate TA authorizations.

2.2. Communications will:

2.2.1. Approve and disapprove requests for LMR equipment.

2.2.2. Process LMR requests.

2.3. Base Communications will maintain equipment authorizations and accountability documents using the Air Force Inventory Management System (AIM) according to Air Force Instruction (AFI) 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*.

2.4. Using organizations focal points will:

2.4.1. Verify all LMR equipment is needed, being used, all excess equipment, options, and accessories are turned in promptly to the installation LMR ECO.

2.4.2. Prepare requests for equipment.

2.4.3. Report in writing all lost or damaged LMR equipment to the installation LMR ECO and the communications manager. Prepare reports of survey or cash collection vouchers in accordance with Air Force Manual (AFMAN) 23-220, *Report of Survey for Air Force Property*.

2.4.4. Ensure all LMR equipment is on the equipment authorization inventory data records. Report in writing all unrecorded authorization inventory data records. Report in writing all unrecorded or unauthorized equipment to installation LMR ECO and the communications manager. Take a physical inventory of all LMRs within the organization annually.

2.4.5. Monitor the age of the batteries and ensure enough batteries are kept on hand for the LMR equipment. Provide antennas, cable harness and brackets for mobile installations. These items can be obtained through normal supply channels.

2.4.6. Report all inoperative and malfunctioning equipment to 911 MSG/SC or communications manager. Upon validation of a bona fide maintenance requirement by 911 MSG/SC, use the unit Government Purchase Card (GPC) for any maintenance. The following information must be included in the report of all inoperative and malfunctioning equipment.

- 2.4.6.1. Serial number.
- 2.4.6.2. Type (mobile, base station, portable, etc.).
- 2.4.6.3. Net (Security Forces, Commanders Net, etc.).
- 2.4.7. Ensure all fixed equipment is made available for maintenance and deliver all portable equipment requiring maintenance to 911 MSG/SC.
- 2.4.8. Request frequencies through the base frequency manager (base communications manager).
- 2.4.9. Conduct customer education programs for all users in the organizations, using the "Land Mobile Radio Customer Guide" provided by the LMR manager (Base Communications Manager).
- 2.4.10. Notify the LMR manager or representative immediately of any changes in LMR equipment inventory and service. Forward a copy of the following forms to 911 MSG/SC.
 - 2.4.10.1. AF Form 3215, **IT/NSS Requirements Document**.
 - 2.4.10.2. Manufacturer's product performance report card.
- 2.4.11. Perform operational checks of all LMR equipment returned from maintenance.
- 2.4.12. Initiate LMR replacement action for equipment, when necessary, in accordance with procedures using AF Form 3215.
- 2.5. Base communications manager or representative will:
 - 2.5.1. Manage LMRs for the base commander.
 - 2.5.2. Prepare a base directive on LMR Management as necessary.
 - 2.5.3. Review requests for LMR assets.
 - 2.5.4. Obtain frequencies according to AFI 33-118, *Electromagnetic Spectrum Management*.
 - 2.5.5. Supplement the MAJCOM provided customer education package and provide it to the organizational focal points.

3. Replacement. The replacement of existing LMR equipment will be undertaken only when justified by an analysis of the condition of the equipment. Consideration must be given to the cost of repair, frequency of failures, deterioration of service and availability of parts. The using organization focal point will document the above and forward the information to base communications.

- 3.1. Each LMR asset will be issued by the ECO to the using agency. The asset will appear on the responsible agency's AIM Account. Acknowledgment of the AIM Inventory Listing indicates possession and also constitutes the requirement for an annual inventory.
- 3.2. A physical inventory will be conducted by the using agency. Documentation of the inventory will be retained. The using agency will furnish a copy of the inventory to the base communications manager not later than five working days after completion. Discovery of

any losses or theft will be reported immediately to the base equipment control officer in accordance with applicable directives.

3.3. Each LMR asset will be accounted for by serial number. Records will indicate the unit, serial number; vehicle and building room number as applicable.

4. Citizens Band Radio (CB). Citizens band radio is a citizen service and is not to be used to conduct official government business. The use of citizens band radios by Air Force personnel in the conduct of official Air Force business is not authorized except for limited security forces operations.

5. Adopted Form.

AF Form 3215, *IT/NSS Requirements Document*

AF Form 847, *Recommendation for Change of Publication*

GORDON H. ELWELL, JR., Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Policy Directive (AFPD) 33-1, *Information Resources Management*, 27 June 2006

Air Force Manual (AFMAN) 33-363, *Management of Records*, 1 March 2008

Air Force Instruction (AFI) 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*, 9 January 2002

AFI 33-118, *Electromagnetic Spectrum Management*, 18 July 2005

Air Force Manual (AFMAN) 23-220, *Report of Survey for Air Force Property*, 1 July 1996