

**BY ORDER OF THE COMMANDER
914TH AIRLIFT WING**

914TH AIRLIFT WING INSTRUCTION 33-103



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**COMMUNICATIONS AND INFORMATION
PLANNING FORUM**

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This instruction implements AFPD 33-1, *Command, Control, Communications and Computer (C4) Systems* and AFI 33-104, *Base-Level Planning and Implementation*. It provides direction for planning Communications and Information (C&I) systems by establishing a formal planning forum at Niagara Falls Air Reserve Station (NFARS), called the C&I Planning Forum (CIPF). This forum will be chaired by the installation commander. The CIPF meets to discuss current and future issues affecting the C&I infrastructure and various systems it supports and to formalize approval and endorsement of the C&I Systems Blueprint. The forum's purpose is to coordinate planning of the C&I infrastructure with a proactive, centralized, base-wide focus. This instruction applies to all organizations at NFARS using C&I systems, including new systems, changes to existing capabilities, or deletion of functions in a C&I system. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) 847, *Recommendation for Change of Publication*; route the AF 847 from the field through the appropriate functional's chain of command. 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/>.

SUMMARY OF CHANGES

This revision changes office symbol for the Base Civil Engineer (BCE), para. 2.1.7. and changes the Communications & Information Support Group (CISG) from convening semi-annually to annually, para 2.3.

1. General. The Communications Squadron Manager (914CS/SC), as the designated C&I Systems Officer (CSO), is ultimately responsible for overall management of C&I systems. In this capacity, the CSO reports to the installation commander, through the Mission Support Group commander on all C&I related issues. The Communications Squadrons Plans Flight will administer the C&I planning forum upon the direction of the CSO in accordance with Air Force, Air Force Reserve Command (AFRC) and local procedures.

2. Communications and Information Planning Forum (CIPF). The CIPF is composed of senior members of Niagara Falls Air Reserve Station, host and tenant organizations, who control and manage information technology and C&I systems resources to support the mission. The installation commander, through the CIPF, will review C & I Systems Blueprint initiatives and provide formal endorsement as necessary. Through the CIPF, all unit commanders and their staff will ensure appropriate exchange of information through the administrator that enables proper planning of all C&I systems as a result of mission changes, new construction, or any other activity that impacts C&I systems.

2.1. CIPF membership

- 2.1.1. Chair, Installation Commander (914th AW/CC)
- 2.1.2. C&I System Officer, CSO (914th CS/SC)
- 2.1.3. Administrator, 914th Communications Squadron, Plans Flight Chief (914th CS/SCX)
- 2.1.4. Mission Support Group Commander (914th MSG/CC)
- 2.1.5. Maintenance Group Commander (914th MXG/CC)
- 2.1.6. Operations Group Commander (914th OG/CC)
- 2.1.7. Base Civil Engineer (914th MSG/BCE)
- 2.1.8. Base Civil Engineering Planning (914th MSG/CEC)
- 2.1.9. Financial Management (914th AW/FM)
- 2.1.10. Logistics Plans (914th LRS/LGRR)
- 2.1.11. Contracting (914th MSG/LGC)
- 2.1.12. Security Forces (914th MSG/SFS)
- 2.1.13. Airfield Manager (914th SSI/OSA)
- 2.1.14. Others as determined by individual unit or group commanders.

2.2. CIPF Responsibilities:

- 2.2.1. Provide a base wide focus of C&I infrastructure to assist NFARS in its mission to stay current, qualified and ready to fight. This includes computers, networking, telephones, land mobile radios, cellular telephones, air traffic control landing systems, or any other support provided to NFARS and its tenants, by the Communications Squadron.
- 2.2.2. Ensures base users and base leadership are kept abreast of future communication system upgrades impacting future architecture to meet mission directives.

2.2.3. Discuss C&I Systems Blueprint and obtain installation commanders endorsement of the plan including project implementation status, downward directed communication projects and programs, funding issues, civil engineering projects supporting communication initiatives, mission changes and taskings, and other issues as locally determined and or reflected in AFI 33-104, *Base-Level Planning and Implementation*.

2.3. The CIPF will convene annually or as often as necessary to oversee and assess the continued achievement of C4 systems and infrastructure goals. 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 C&I responsibilities.

3. Adopted Forms.

AF 847, *Recommendation for Change of Publication*.

ALLAN L. SWARTZMILLER, Colonel, USAFR
Commander

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

AFPD 33-1, Command, Control, communications and computer (C4) System, 27 June 2006

AFI 33-104, Base-Level Planning and Implementation, 10 May 2001

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

Abbreviations and Acronyms

AF—Air Force

AFRC—Air Force Reserve Command

BCE—Base Civil Engineer

C4—Command, Control, Communications & Computer System

C&I—Communication and Information

CIPF—Communication & Information Planning Forum

CISG—Communication & Information Support Group

CSO—Communication & Information Systems Officer

NFARS—Niagara Falls Air Reserve Station

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Terms

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