

**BY ORDER OF THE COMMANDER
AIR FORCE DISTRICT OF
WASHINGTON**

**AIR FORCE DISTRICT OF WASHINGTON
MISSION DIRECTIVE 135**

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**844TH COMMUNICATIONS GROUP AIR
FORCE DISTRICT OF WASHINGTON**

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This mission directive defines the mission of the 844th Communications Group (844 CG), communicates responsibilities of the 844 CG to subordinate organizations and assigned personnel and explains the organizational relationship between the 844 CG, Headquarters Air Force District of Washington (HQ AFDW) and HQ United States Air Force (HAF).

This directive implements Air Force Policy Directive 10-1, *Mission Directives* and Air Force Mission Directive 13, *Air Force District of Washington*, which defines the mission, responsibilities and organizational relationships of HQ AFDW, Joint Base Andrews-Naval Air Facility Washington (JBA-NAFW), Maryland. This Mission Directive does not apply to the Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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* through AFDW/A5X, 1500 W. Perimeter Road, Suite 5370, Joint Base Andrews, MD 20762.

SUMMARY OF CHANGES

This publication is updated to reflect changes in the 844 CG mission and organizational structure. Changes included creation of the Commander's Support Staff (CSS) and termination of the Knowledge Operations Section (CCK). Other organizational changes include the functional alignment of Operations (SCO) and Plans and Resources (SCX) between the 844 CG divisions and two squadrons. Additionally, maintaining meteorological, navigation, and airfield systems is no longer a responsibility of the 844 CG.

1. Mission. The 844 CG provides cyber operations, executive support and contingency response across the Nation's Capital and Worldwide. This includes serving as the Chief Information Officer (CIO) and Chief Technology Officer (CTO) for AFDW. The 844 CG is also the executive agent for the National Military Command Center (NMCC). The 844 CG provides travel communications support to the Secretary of Defense (SECDEF), the Chairman of the Joint Chiefs of Staff (CJCS), the USAF Chief of Staff (CSAF) and other senior leaders. The 844 CG organizes trains, equips and deploys expeditionary combat support forces for Homeland Operations and worldwide Air and Space Expeditionary Forces (AEFs). While in garrison, the 844 CG provides comprehensive communications and information management support to Department of Defense (DoD), HQ USAF, HQ AFDW and subordinate Wings, 89th Airlift Wing (89 AW) and other units at/or supported by JBA-NAFW, Joint Base Anacostia Bolling (JBAB) and the Pentagon. On order, the 844 CG provides support to Joint Task Force-National Capitol Region (JTF-NCR) and to United States Northern Command (NORTHCOM).

2. Command.

2.1. Organization Structure. The 844 CG is structured as an independent group according to AFI 38-101, *Air Force Organization*, and HAF-approved variance to the structure.

2.2. Organization Changes. Requests to change the organizational structure of 844 CG must be made in accordance with AFI 38-101 and coordinated through HQ AFDW/A1.

3. Responsibilities.

3.1. 844 CG Commander (CC):

3.1.1. Reports directly to the Commander of AFDW.

3.1.2. Responsible for organizing, training and equipping 844 CG forces for operations within the NCR and for worldwide deployments.

3.1.3. Provides communications and Information Technology (IT) systems and services for the NMCC, HAF, AFDW and other organizations within the NCR to include travel support to the SECDEF, CJCS, CSAF and when activated, the 320th Air Expeditionary Wing (AEW).

3.2. 844 CG Deputy Commander (CC):

3.2.1. Assists Commander in the performance of duties and responsibilities. In Commander's absence, act as the Commander for matters affecting the 844 CG.

3.2.2. Serves as the Technical Director and CTO for communication and information systems and technology insertion for the 844 CG and AFDW.

3.2.3. Manages 844 CG activities to ensure seamless operations and efficient use of personnel.

3.3. Chief Enlisted Manager (CC):

3.3.1. Serves as the principal advisor to the Commander and staff on matters of health, welfare, morale and the proper utilization of enlisted personnel within the 844 CG.

3.3.2. Provides leadership advice in organizing, equipping and training assigned personnel to most effectively accomplish the mission.

3.3.3. Resolves enlisted issues for subordinate squadrons and group staff.

3.3.4. Serves on the Team Andrews Command Chief Board as an installation partner.

3.4. First Sergeant (CCF):

3.4.1. Educates and communicates with the enlisted force on policies, goals and objectives and ensures support agencies are responsive to the needs of unit personnel.

3.4.2. Provides the commander a mission-ready enlisted force to execute the mission.

3.5. Executive Officer (CC):

3.5.1. Responsible to the Commander for the overall efficient operation of the commander's support staff.

3.5.2. Provides general oversight and guidance on 844 CG administrative matters and exercises tasking authority for all 844 CG organizations and resources.

3.6. Commanders Support Staff (CSS):

3.6.1. Provides information and guidance on collaboration tools, workflow architect, records management, content management, time and attendance, travel, taskings and information access management to the 844 CG leadership.

3.6.2. Manages civilian and military training activities for the 844 CG.

3.7. Operations Division (SCO):

3.7.1. Ensures network operations and cyber surety activities are optimally aligned both internally and with Air Force guidance.

3.7.2. Supports the 744th Communications Squadron (744 CS) and 844th Communications Squadron (844 CS) in their execution of tactical-level operations and issue resolution.

3.7.3. Ensures the stability/reliability of network operations for HAF, AFDW and other 844 CG customers throughout the NCR.

3.7.4. OPR for the 844 CG compliance inspection programs and self-inspection programs.

3.7.5. Directs Cyber Surety and Information Assurance (IA) activities for the 844 CG.

3.7.6. Manages the Unit Anti-Terrorism Program, Operation Security Program, Information Security Program, Industrial Security Program, Physical Security Program and Personnel Security Program.

3.7.7. Oversees the 844 CG Network Operations Center and Help Desk.

3.8. Plans and Resources Division (SCX)

3.8.1. Manages the 844 CG's SCX-PM, SCXA, SCXC, SCXR and SCXX offices.

3.8.2. Centrally manages all requirements and projects for the 844 CG.

3.8.3. Monitors execution, delivers program/project management and resource management services for the 844 CG.

3.8.4. Manages 844 CG requirements processing, engineering, technical integration and implementation activities for the 844 CG.

3.8.5. Provides project management of downward directed and local activities including support for Military Construction and other Civil Engineering related activities.

3.8.6. Responsible for the 844 CG Network Architecture Plan.

3.8.7. Manages all network and system hardware/software configuration management activities for the 844 CG.

3.8.8. Facilitates 844 CG coordination of operational, contingency and support plans.

3.8.9. Serves as the Contracting Officer Representative (COR) for assigned Air Force National Capitol Region (AFNCR) IT Services Contracts.

3.8.10. Oversees IT Systems Development & Life-cycle to include hardware, software, licensing, telecommunications, mobile devices, audiovisual and annual maintenance requirements.

3.8.11. Manages the Engineering Review Board (ERB) and Configuration Control Board (CCB) for the 844 CG.

3.8.12. Facilitates/Chairs the Network Improvement Working Group.

3.8.13. Manages and implements the 844 CG unit deployment process as the unit deployment manager for the 844 CG.

3.8.14. Executes the 844 CG budget through Commander direction.

3.8.15. Processes communications requests for support and coordinate on the development, review, revision and termination of Support Agreements (Memorandum of Agreement (MOAs), Memorandum of Understanding (MOUs), Service Level Agreements (SLAs) and Installation Support Agreements (ISAs)).

3.8.16. Participates in technical and administrative activities to establish Quality Assurance (QA) standards and measures for financial and human resources.

3.8.17. Manages the IT Requirements Process from inception to completion; manages the Requirements Review Board (RRB) and attends the ERB and CCB.

3.8.18. Manages and implements the radio frequency program for AFDW.

3.9. 744 CS:

3.9.1. Operates, maintains and provides technical support for communication and information systems for AFDW and all JBA tenant units.

- 3.9.2. Provides Defense Switched Network telecommunications gateway services for the NCR.
 - 3.9.3. Manages all base-level communication system requirements documents for telecommunication installations and activations (Voice, Data, Computer, etc.), including circuit actions and commercial requirements.
 - 3.9.4. Provides Communications Security (COMSEC) material and support for JBA and JBAB.
 - 3.9.5. Executes radio frequency spectrum management activities at base level.
 - 3.9.6. Manages Communication Systems Information Records for JBAB and JBA, including Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance C4ISR Infrastructure Planning System storage.
- 3.10. Operations Flight (SCO):
- 3.10.1. Ensures all squadron network operations and activities are aligned with the 844 CG Strategic Plan and Concept of Operations (CONOPS).
 - 3.10.2. Integrates with the 844 CG Network Operations Center and 844 CG Help Desk.
 - 3.10.3. Performs JBA Giant Voice System maintenance/repairs.
 - 3.10.4. Provides Public Address Support for JBA and surrounding areas.
 - 3.10.5. Conducts maintenance of motion sensors, closed circuit television surveillance equipment, access control points and the centralized Command and Control center for the 89th Presidential Airlift Group and 11 WG Security Forces.
 - 3.10.6. Provides Long-Haul connectivity for transmission of data, video and voice services to NCR customers and mission partners around the globe.
 - 3.10.7. Provides network management support for systems and circuits within AFNCR domain.
 - 3.10.8. Coordinates maintenance for Defense Information Systems Network Agency (DISA) backbone equipment and provides support for DISA Multi-Function Soft Switch services at JBA.
 - 3.10.9. Maintains JBA Voicemail system.
- 3.11. Special Mission Flight (SCP):
- 3.11.1. Establishes and updates the office of record in AFRIMS, maintains monthly deposition of records and stages records for orderly maintenance of historical data.
 - 3.11.2. Provides file plan assistance/guidance.
 - 3.11.3. Conducts biennial staff assistance visits on organizations within the NCR, to include AFDW and HAF.
 - 3.11.4. Conducts records management courses for Functional Area Records Managers, CORs, and Records Custodians.
 - 3.11.5. Logs, processes and prepares support packages for Freedom of Information Act requests.

3.11.6. Edits publications IAW AFI 33-360 before final approval/submission for publication and forms biennial pubs review for accuracy and compliance.

3.11.7. Performs Official Mail Center activities for JBA and accepts/processes official mail from US Postal Center for base distribution.

3.11.8. Performs Enterprise Information Management support via JBA Task Management Tool and Evaluation management functions.

3.12. Plans and Resources Flight (SCX):

3.12.1. Manages activities related to base-level Command, Control, Communications and Computers (C4) systems planning.

3.12.2. Provides planning and implementation support, including strategic planning, requirements, architectures, integration and analysis.

3.12.3. Provides SLAs and contract execution/management support along with inputs to the 844 CG on MOAs/MOUs.

3.12.4. Manages all COMSEC operational accounts on JBA. Receives, stores, issues and accounts for authenticators and COMSEC materials.

3.12.5. Serves as the Commercial Communications liaison between Government and commercial telecommunication vendors validating billing and reimbursable expenses.

3.12.6. Operates, maintains and provides technical support for communication and information systems for AFDW and all JBA tenant units.

3.13. 844 CS:

3.13.1. Operates and maintains communications and information systems while providing technical and systems support at the Pentagon for HAF and other Air Force organizations.

3.13.2. Manages all HAF communication system requirements in accordance with 844 CG policy and guidance.

3.13.3. Provides program management for the North Star network.

3.13.4. Executes executive agent responsibilities for the NMCC and provides facility engineering and maintenance to include primary/back-up power, heating, ventilation/air-conditioning, plumbing and electrical support.

3.13.5. Manages all COMSEC operational accounts for the Pentagon and HAF.

3.13.6. Provides continuous command, control, communications and computer support to the SECDEF, CJCS, CSAF and other senior officials during local and worldwide travel.

3.14. Operations Flight (SCO):

3.14.1. Ensures all squadron network operations and activities are aligned with the 844 CG Strategic Plan and CONOPS.

3.14.2. Integrates with the 844 CG Network Operations Center and the 844 Help Desk.

- 3.14.3. Provides oversight and Assistant Contracting Officer Representatives (ACORs) activities for IT contracted services for HAF, Pentagon and other designated sites as required.
 - 3.14.4. Provides QA and ACOR activities for all contracted services within the NMCC.
 - 3.14.5. Monitors and supports all 68 NMCC North Atlantic Treaty Organization Command, Coordination and Communication (NC3) Systems.
 - 3.14.6. Ensures timely development and processing of all IT requirements, to include implementation of associated solutions.
 - 3.14.7. Provides Global Command and Control System program management and HAF security officer duties.
 - 3.14.8. Executes executive agent responsibilities for the NMCC.
 - 3.14.9. Provides IT and NC3 support to Site-R.
 - 3.14.10. Ensures communications and IT support services for HAF.
 - 3.14.11. Performs all system administration duties.
- 3.15. Special Mission Flight (SCP):
- 3.15.1. Provides mobile communication equipment and network support to SECDEF, DEPSECDEF, CJCS and CSAF special aircraft missions at various CONUS/OCONUS locations.
 - 3.15.2. Provides unsecure/secure voice, video and data connectivity to CJCS and CSAF aircraft during airborne missions.
 - 3.15.3. Conducts post-deployment checks on all systems upon return.
 - 3.15.4. Completes host nation coordination including Passport/Visa requests, Embassy coordination communications requirements and Expeditor/Exemption for people and equipment.
- 3.16. Plans and Resources Flight (SCX):
- 3.16.1. Manages C4 systems planning for HAF leadership within the Pentagon.
 - 3.16.2. Provides strategic planning, requirements analysis and integration support.
 - 3.16.3. Supports HAF IT Management Board planning initiatives and coordinates architecture direction and application of standards with Army IT Agency service providers.
 - 3.16.4. Provides SLA, MOA, MOU, and contract management support.
 - 3.16.5. Performs COMSEC inspections and maintains user account information for senior Air Force leadership.
 - 3.16.6. Monitors executive support contract services.
 - 3.16.7. Operates and maintains communications and IT systems while providing technical and systems HAF support at the Pentagon and other Air Force organizations as directed.

4. Organizational Relationships.

4.1. Command Relationships:

4.1.1. The 844 CG reports directly to HQ AFDW in accordance with AFI 38-101.

4.1.2. Commander. The 844 CG Commander exercises G-series order authority over the 844 CG and subordinate units in accordance with AFI 38-101.

4.1.3. Subordinate Units. The 744 CS and 844 CS report directly to the 844 CG.

DARRYL W. BURKE, Major General, USAF
Commander, Air Force District of Washington

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

AFDD 10-1, *Mission Directives*, 21 June 2002

AFMD 13, *Air Force District of Washington*, 13 July 2011

AFI 38-101, *Air Force Organization*, 1 March 2008

DoDD 8570.01, *Information Assurance Training, Certification, and Workforce Management*, 15 August 2004, *Certified Current as of 23 April 2007*

DoDD 8570.01-M, *Information Assurance Workforce Improvement Program Incorporating Change 3*, 24 January 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACOR—Assistant Contracting Officers Representative

AEF—Air Expeditionary Force

AFDW—Air Force District of Washington

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFNCR—Air Force National Capitol Region

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CCB—Configuration Control Board

CIO—Chief Information Officer

COMSEC—Communications Security

CONOPS—Concept of Operations

CONUS—Continental United States

COR—Contracting Officer Representative

CTO—Chief Technology Officer

C4—Command, Control, Communications and Computers

C4ISR—Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance

CJCS—Chairman, Joint Chiefs of Staff
CSAF—Chief of Staff, US Air Force
DISA—Defense Information Systems Agency
DoD—Department of Defense
DSN—Defense Switched Network
ERB—Engineering Review Board
HAF—Headquarters US Air Force
IA—Information assurance
IAW—In Accordance With
ISA—Installation Support Agreement
ISR—Intelligence, Surveillance, and Reconnaissance
IT—Information Technology
JBAB—Joint Base Anacostia Bolling
JBA—NAFW - Joint Base Andrews Naval Air Facility Washington
JCS—Joint Chiefs of Staff
JFHQ—NCR - Joint Force Headquarters-National Capital Region
JTF—NCR - Joint Task Force - National Capitol Region
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
NATO—North Atlantic Treaty Organization
NCA—National Communications Agency
NC3—NATO Command, Coordination and Communications
NIPRNet—Non-Secure Internet Protocol Router Network
NMCC—National Military Command Center
NORTHCOM—United States Northern Command
OCONUS—Outside Continental United States
O&M—Operations & Maintenance
OPR—Office of Primary Responsibility
PD—Position Description
QA—Quality Assurance
RPA—Reserve Personnel Appropriation
RRB—Requirements Review Board

SECDEF—Secretary of Defense

SLA—Service Level Agreement

UMD—Unit Manpower Document