This instruction implements Air Force Policy Directive (AFPD) 33-1, Information Resources Management; Department of Defense Directive (DoDD) 4650.2, Military Affiliate Radio System (MARS); DoDD 8100.2, Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense (DoD) Global Information Grid (GIG); Allied Communications Publication (ACP) 125, Radiotelephone Procedures; Defense Information Systems Agency (DISA) Circular 310-70-79, MYSTIC STAR Network Management Manual and Users Guide; and. This instruction identifies responsibilities to implement and support Air Force high frequency (HF) radio, Personal Wireless Communication Systems (PWCS) at the major command (MAJCOM), base and unit levels, and MARS. It provides requirements processing, validation, and handling procedures for classified and unclassified PWCS, inventory accountability and reporting actions, and training. It provides procedures for the management, operation, and procurement of commercial wireless service for all PWCS. This publication applies to the Air National Guard. Violations of paragraph 4.9.3.2 within this instruction by
military members may constitute a violation of Uniform Code of Military Justice (UCMJ). Violations by civilian personnel may result in administrative or other disciplinary action under applicable civilian personnel regulations or instructions. Violations by contractor personnel will be handled according to applicable contract law. Refer technical questions concerning PWCS and MARS to AFNIC/ESLI, 203 W. Losey Street, Room 1000, Scott AFB IL 62225-5222; and questions concerning HF and MYSTIC STAR to AFNIC/ENAH, 203 W. Losey Street, Room 3180, Scott AFB IL 62225-5223. Send recommended changes or comments to AFNIC/EASD, 203 W. Losey Street, Room 1100, Scott AFB IL 62225-5222, through appropriate channels, using AF Form 847, Recommendation for Change of Publication, with an information copy to AFNIC/ESL. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. 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/gcss-af61a/afrims/afrims/. See Attachment 1 for a glossary of references and supporting information.

(AFISRA) AFI 33-106, Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System, dated 9 January 2002 is supplemented as follows. This publication provides guidance and implements instructions for individuals and organizations requesting personal wireless communications systems (PWCS) for which usage is limited to official duties. All personnel controlling these devices will ensure strict accountability regarding usage and possession to avoid abuse and wasted resources. This applies to all AF Intelligence, Surveillance and Reconnaissance Agency (AFISRA) and AF Reserve personnel assigned, to also include all centers, wings and subordinate organizations. This publication does not apply to the Air National Guard (ANG). 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 Forms 847 from the field through chain of command channels to AFISRA/A6X, 102 HALL BLVD STE 235, SAN ANTONIO, TX 78243. 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/gcss-af61a/afrims/afrims/.

SUMMARY OF CHANGES

This interim change implements new DOD 4630.09 requirements to review and assess all new and/or modified wireless communications waveforms prior to acquisition. The goal of the policy is to reduce the number of communications waveforms and decrease the complexity of our wireless integrated network. The Global Cyberspace Integration Center (GCIC) will serve as the Air Force entry point for this review process. Applications will contain all the information required by DODI 4630.09. Updated organizational office symbols. A margin bar indicates newly revised material.
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Section A—Managing High Frequency Systems

1. United States Air Force High Frequency Systems. All organizations identified in this section coordinate HF requirements and solutions so that radio systems and networks actively support the users.

1.1. Headquarters United States Air Force (HQ USAF/XOR) oversees the documentation and validation of USAF operational requirements for HF communications systems and PWCS in accordance with AFI 10-601, Mission Needs and Operational Requirements Guidance And Procedures.

1.2. HQ USAF/SCM directs the development, operation, and maintenance of USAF HF systems and networks.

1.3. AFNIC/ENAH:
   1.3.1. As High Power HF Lead Command, develops the USAF High Power HF policies and procedures.
   1.3.2. Recommends, analyzes, and approves systems, operations, and maintenance support methods for High Power systems.
   1.3.3. Identifies, reviews, and tracks all USAF High Power HF technical requirements.
   1.3.4. Facilitates global and regional networking standards.

1.4. AFNIC/ENAH:
   1.4.1. Develops USAF HF architecture, standards, policies, and procedures for the Global Communications System-HF.
   1.4.2. Approves systems, operations, and maintenance support methods for the Global Communications System-HF.

2. The Global Communications System - HF. This system consists of 14 HF stations around the world providing worldwide communications to all DoD aircraft, ships, and ground agencies on a shared by priority basis.

2.1. The system supports:
   2.1.1. Command and control, special purpose, contingency air-ground-air, and Navy ship-to-shore communications. Neither the system nor individual stations are dedicated to any service, command, or other activity.
   2.1.2. Authorized users according to established traffic precedence.

2.2. The Global Communications System - HF Manager (AFNIC/ENAH):
2.2.1. Establishes a single set of Air Force procedures for global HF system operations.

2.2.2. Reviews and implements MAJCOM-level recommendations for changes to the Air Force Global HF System procedures.

2.2.3. Coordinates the mission requirements of HF system users with appropriate MAJCOM plans/programs, operations, and requirement directorates.

2.2.4. Answers requests for intercommand and interservice special communications support.

2.2.5. Evaluates Global HF system network performance.

2.2.6. Accompanies MAJCOM HF managers on staff visits to evaluate operations, equipment use, and system integrity.

2.3. The MAJCOM HF managers within the Air Combat Command, Air Mobility Command, Air Force Materiel Command, Pacific Air Forces, United States Air Forces in Europe, Air Force Space Command, United States Navy High Command (HICOM - USN HF/SSB Communications Network), and MYSTIC STAR:

2.3.1. Oversees operations of assets under their control.

2.3.2. Matches employees and equipment to job requirements.

2.3.3. Evaluates training, operations, and equipment use.

2.3.4. Coordinates publication creation and production.

3. MYSTIC STAR System. This is a worldwide communications system, operated and maintained by elements of the United States Army, United States Navy, and United States Air Force under the control of the DISA Operations Center. Its network provides worldwide communications by directly controlling radio equipment located at Global HF system stations. It consists of ultra high frequency satellite and HF networks supporting Presidential, special air, commanders-in-chief, Joint Staff, very important persons, and command airborne missions.

3.1. The MYSTIC STAR HF Network consists of:

3.1.1. A single master net control station (MNCS) located at Andrews AFB MD.

3.1.2. Interstation and intersite circuits.

3.1.3. Relay and auxiliary communications subsystems.

3.2. AFNIC/ENAH:

3.2.1. Oversees the life-cycle management of the MYSTIC STAR Network.

3.2.2. Develops system architecture, network policy, and guidelines in conjunction with DISA.

3.2.3. Oversees the activities of the MYSTIC STAR Ops-Tech Manager’s Office.

3.2.4. Manages the life cycle, future planning, programming, and budgeting of MYSTIC STAR elements from a system perspective.

3.3. The MYSTIC STAR Operations Technical Manager:
3.3.1. Operates from the 789th Communications Squadron (789 CS/SCP), 1558 Alabama Ave, Suite 67, Andrews AFB MD 20762-6116.

3.3.2. Directly interfaces with the MYSTIC STAR users.

3.3.3. Evaluates system facilities.

3.3.4. Assesses network performance.

3.3.5. Compares performance trends to established standards.

3.3.6. Recommends improvements to criteria, documentation, or performance.

3.3.7. Works with personnel on all plans for operating, maintaining, managing, controlling, and configuring the network.

3.3.8. Recommends budgets for network operations.

3.3.9. Reports the operational status, performance status, or limitations of the network to AFNIC/ENAH.

3.3.10. Implements plans and special system configurations.

3.4. The Commander, 89th Communications Group:

3.4.1. Manages, operates, and evaluates the MNCS according to DISA Circular 310-70-79.

3.4.2. Gives network status updates to the MYSTIC STAR system manager through the operations technical manager.

3.4.3. Provides facility, administrative, and logistical support for the MNCS.

Section B—Managing Personal Wireless Communication Systems


4.1. Procurement of PWCS assets and infrastructure must comply with DoDD 5000.1, The Defense Acquisition System; and Air Force Instructions (AFI) 33-104, Base-Level Planning and Implementation; and 33-112, Information Technology Hardware Asset Management.

4.2. Secretary of the Air Force, Office of Warfighting Integration and Chief Information Officer (SAF/XC) is the Air Force focal point for developing PWCS policy.

4.3. Air Force Network Integration Center (AFNIC/ESLI):

4.3.1. Is the day-to-day Air Force PWCS Manager and functional account manager for the Asset Inventory Management (AIM) module of the Air Force Equipment Management System (AFEMS) for PWCS assets.

4.3.1.1. Serves as the focal point for all proposed upgrades and/or modifications to AIM for PWCS assets.

4.3.2. Serves as the Air Force single point of contact for PWCS support and formulates policy changes for HQ USAF review and approval.
4.3.3. Monitors and evaluates PWCS technological advances and changes to identify the types of PWCS that best meet Air Force wartime and peacetime operational mission requirements.

4.3.4. Reviews MAJCOM provided audit information, identifies patterns and trends with Air Force-wide applicability, and crossfeeds that information to all MAJCOMs.

4.3.5. Obtains guidance from the Air Force Information Technology Commodity Council (ITCC) on commercial wireless issues prior to promulgating overall program guidance to the field.

4.4. Major commands (MAJCOM):

4.4.1. Appoint a command-level PWCS manager. Send the name, rank, Defense Switched Network number, and E-mail address to AFNIC/ESLI within 15 days of their appointment.

4.4.2. MAJCOMs with bases located within the United States and Possessions (US&P) must comply with the National Telecommunications and Information Administration (NTIA) narrow band mandates through acquisition of narrowband capable equipment and/or alternative communications services, or by obtaining the required waivers prior to the effective dates.


4.4.3. Direct MAJCOM PWCS Managers to coordinate their activities with Spectrum Managers to ensure compliance with spectrum regulations of sovereign nations hosting U.S. Forces.

4.4.4. Prepare supplements to this instruction, if needed, to accommodate MAJCOM unique operational, procedural and/or policy requirements.

4.5. MAJCOM PWCS Managers:

4.5.1. Newly appointed PWCS Managers should complete PWCS Manager Training, using the Air Education and Training Command (AETC) approved training materials, within 180 days of their appointment.

4.5.2. Use AIM module of AFEMS to manage the command’s reportable PWCS assets.

4.5.2.1. Review and approve new AIM accounts.

4.5.3. Approve PWCS asset transfers among installations within and between commands.

4.5.4. Review MAJCOM and command base-level PWCS audit information. Identify base-level deficiency patterns and trends with command-wide applicability and crossfeed that information to field units for inclusion in their base-level crossfeed programs. Provide a copy of MAJCOM and command base-level audit reports to AFNIC/ESLI.

4.5.5. Review base-level PWCS audit deficiency reports and ensure corrective actions are taken to prevent a reoccurrence.
4.5.6. Disseminate applicable information provided by Headquarters United States Air Force and AFNIC/ESLI to Base/Tenant PWCS Managers.

4.5.7. Maintain a current copy of the Base/Tenant PWCS Manager appointment letter and an authorized AIM user access listing for all assigned bases.

4.5.8. Interpret and define policy for the Base PWCS Managers on the procurement, operation, and management of PWCS assets according to current Air Force policy.

4.5.9. Monitor and manage MAJCOM-acquired PWCS services according to applicable Air Force and DOD directives for acquisition, control, and use of wireless devices and services, including applicable security policy for wireless devices and systems.

4.5.10. Develop and maintain MAJCOM PWCS related concepts and plans to ensure compatibility with Air Force Enterprise Architecture, Air Force ITCC commodity strategies, interoperability requirements, continuity of operations, and life-cycle support.

4.5.11. Coordinate with Air Force Command and Control & Intelligence, Surveillance, and Reconnaissance Center (AFC2ISRC/SCW) and other mission area points of contact to identify all LMR assets designated for conversion to Joint Tactical Radio System (JTRS) compliant equipment.

4.5.12. Coordinate with the MAJCOM Equipment Control Officer to resolve areas of conflict between the management of traditional Information Technology and PWCS assets.

4.5.13. Coordinate with Air Force Global Cyberspace Integration Center to submit applications for review of communications waveforms in compliance with DoDI 4630.09 Enclosure 4. In order to reduce the number of communications waveforms and decrease the complexity of our wireless integrated network, all development and use of new and/or modification of existing wireless communications waveforms must be reviewed and assessed by GCIC. Following GCIC review, the Chief, Warfighting Integration and Chief Information Officer (SAF/XC), will coordinate the request within the HAF/SAF, and send the required waveform application to ASD/NII. Once ASD/NII provides a recommendation, SAF/XC will approve/disapprove AF use of the waveform. GCIC will then notify the originator. Point of contact for further information and specific procedures is GCIC/RINR, (DSN) 575-2915, commercial (757) 225-2915.

4.6. The Base Communications and Information Systems Officer (CSO):

4.6.1. Coordinates management of PWCS assets for the installation commander.

4.6.2. Appoints, in writing, the base-level primary and alternate PWCS managers.

4.6.3. Ensures newly appointed PWCS managers complete PWCS Manager Training, using AETC-approved training materials, within 180 days of their appointment. Training materials can be found on AETC’s website

4.6.3.1. If PWCS manager training materials are unavailable for use within the initial 180-day appointment period, contact the MAJCOM PWCS manager to obtain guidance on available alternate training options (staff assistance visits, MAJCOM qualification training packages, computer-based training, etc.).
4.6.4. Appoints a PWCS Quality Assurance Evaluator to monitor any associated PWCS maintenance contracts.

4.6.4.1. AFI 63-124, Performance-Based Services Acquisitions (PBSA), details the duties and responsibilities of the Quality Assurance Evaluator.

4.6.5. Performs annual reconciliation of PWCS maintenance and service contracts with the PWCS asset inventory. Accomplishes reconciliation at least 30-60 days prior to contract/option award date, if applicable. Provides reconciliation report to MAJCOM for contracts maintained at their level.

4.6.6. Annually reviews and validates the PWCS Replacement Plan.

4.6.7. Provides a copy of the validated PWCS Replacement Plan to using organizations to support budget planning decisions.

4.6.8. Evaluates PWCS audit report corrective actions and ensures implementation of procedural controls to prevent a reoccurrence. Reviews and crossfeeds audit information to the host MAJCOM.

4.6.9. Annually reviews all service contracts for PWCS to ensure compliance with ITCC commodity strategies (see paragraph 4.9.1). Request MAJCOM approval if necessary.


4.6.12. Conduct an annual review of existing PWCS assets to ensure requirements are still valid, low usage devices are still required, and heavy use assets are not being abused.

4.7. Wing/Base PWCS Manager:

4.7.1. Provides a copy of the base PWCS manager appointment letter and requests access to AIM through the MAJCOM PWCS manager.

4.7.1.1. Newly appointed PWCS managers should complete PWCS Manager Training, in accordance with local requirements, within 180 days of their appointment.

4.7.2. Provides technical solutions for PWCS functional requirements. Ensures proposed solutions are in accordance with AFI 33-103; AFI 33-118; AFI 33-201, Volume 1, Communications Security (COMSEC); AFMAN 33-120; AFMAN 33-203, Volume 3, Emission Security Countermeasures Reviews; DoDD 4650.1, Policy for Management and Use of the Electromagnetic Spectrum; and DoDD 8100.2.

4.7.2.1. Ensures all organizational PWCS requirements are analyzed and evaluated using an appropriate PWCS Decision Matrix, such as Attachment 2.
4.7.2.2. Coordinates with the wing communications security (COMSEC) manager and the requiring unit’s COMSEC Responsible Officer (CRO) on all technical solutions for PWCS assets requiring National Security Agency (NSA)-endorsed products. The COMSEC manager and CROs acquire and manage COMSEC material supporting PWCS assets containing NSA-approved encryption modules. (See AFI 33-201, Volume 1 for guidance).

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4.7.2.2.7. DELETED.

4.7.2.3. Contacts the appropriate Combatant Command and/or MAJCOM Information Assurance authority for specific guidance on COMSEC issues relating to technical solutions for commercial wireless operations outside the US&P.

4.7.2.4. Ensures technical solutions, which include COMSEC-equipped PWCS assets operated or maintained by Foreign Nationals, meet approval requirements according to AFI 33-201, Volume 5, (FOUO) Controlled Cryptographic Items (CCI).

4.7.3. Maintains a PWCS continuity folder. See Attachment 3 for a suggested list of items.

4.7.4. Verifies AIM reportable, COMSEC-equipped, wing/base PWCS assets are maintained according to AFI 21-109, Communications Security (COMSEC) Equipment Maintenance and Maintenance Training; AFI 33-201, Volume 5.

4.7.4.1. DELETED
4.7.4.2. DELETED
4.7.4.3. DELETED

4.7.5. Verifies all encryption modules are zeroized or the encryption module is removed prior to turn-in to an authorized maintenance contractor for repair or to base supply for disposal.

4.7.6. Ensures complete demilitarization of all AIM reportable PWCS devices before turn-in to base supply for disposal. Remove unit designations, call signs, operational procedures, codes, controlled cryptographic item (CCI) devices, frequency crystals, and other information that might compromise military operations. Reset frequencies and codes to default or generic settings in programmable radios.

4.7.6.1. Place the following statement, signed by the wing/base PWCS manager, on the DD Form 1577, Unserviceable (Condemned) Tag-Materiel, “Per DoD Manual 4160.21-M-1, I certify that demilitarization has been accomplished. Material is saleable-quality scrap.” Excess channel elements or other parts may be retained for
future use or turned in according to AFMAN 23-110, Volume 2, Part 13, Standard Base Supply Customer’s Procedures.

4.7.6.2. Ensures all storage media are sanitized according to AFSSI 5020, Remanence Security.

4.7.7. When the most appropriate technical solution for a base-wide, non-deployable communications mission is a new Trunked LMR (TLMR) system, the PWCS manager assists the Installation Spectrum Manager (ISM) in ensuring the system complies with AFI 33-118 and AFMAN 33-120. Prepare certification documentation as required by the NTIA for operations within the US&P. TLMR requirements identified for locations outside the US&P use the guidelines established by the applicable host nation agreement.

4.7.7.1. In either case, coordinate the proposed technical solution with the installation spectrum manager. Process a formal application for authorization to migrate to a TLMR system through the MAJCOM Spectrum Management Office and the Air Force Frequency Management Agency (AFFMA). Either the NTIA Spectrum Management Office (within the US&P), or the host nation spectrum management authority must approve the application before acquiring any TLMR equipment.

4.7.7.2. DELETED.

4.7.8. Coordinates PWCS technical solutions with the Installation Spectrum Manager as needed.

4.7.8.1. Coordinates all third party requests for temporary or permanent unit talk group frequency access with the installation Spectrum manager and the using unit PWCS manager.

4.7.8.2. Obtains host nation spectrum assignments/coordination from ISM prior to PWCS deployment. Allow for lead-time constraints in accordance with AFI 33-118.

4.7.9. Refers requirements calling for the use of intrinsically safe LMR (ISLMR) equipment to the Base Fire Marshall and Base Safety office for processing through command safety channels.

4.7.9.1. PWCS managers may participate in the development of local ISLMR operational procedures with the base safety office when necessary.

4.7.10. Uses AIM to manage reportable PWCS assets (see paragraph 4.8.3), to include assets assigned to host, tenant, and geographically separated units.

4.7.10.1. Performs annual inventory of all reportable base-level (host, tenant, and direct reporting units) PWCS equipment.

4.7.10.2. Provides using organizations with a copy of the last annual inventory report for reconciliation not later than 1 June each year, before a change in unit PWCS managers, or when requested by the unit commander.

4.7.10.3. Updates AIM to reflect inventory changes.

4.7.10.4. Retains a copy of latest using organization PWCS inventory list, signed and validated by the unit PWCS manager and supervisor/commander, for at least one year.
4.7.11. Trains unit PWCS managers. Initial training should occur as soon as possible but not later than 60 days after the unit PWCS manager has been assigned. Accomplish refresher training annually. See Attachment 5 to conduct unit PWCS manager training.

4.7.11.1. Maintains a PWCS point of contact list for all units with reportable PWCS assets. Validate list at least once a year.

4.7.12. Briefs unit PWCS managers annually on the monitoring consent requirements outlined in AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*.

4.7.13. Crossfeeds surplus PWCS equipment lists and requests for equipment assistance to unit PWCS managers and the MAJCOM PWCS manager. Unserviceable items and out-dated items should not be identified as surplus in this context.

4.7.14. Performs limited maintenance on PWCS devices when such actions are beneficial to the Air Force and not specifically prohibited under the terms of an existing maintenance contract.

4.7.15. Conducts a review of mission requirements, cost of tools, test and support equipment, repair parts stock, facilities, training, and personnel prior to establishing an organic maintenance capability. Full organic maintenance usually far exceeds the cost of “as-required” or contractor maintenance.


4.7.17. Will not approve an organization to purchase or obtain PWCS equipment without a current inventory (see paragraph 4.12.3.2).

4.8. Asset Inventory Management (AIM):

4.8.1. AIM is the only authorized Air Force inventory control software for PWCS assets.

4.8.2. Submit suggested modifications to AFNIC/ESLI through the MAJCOM PWCS manager.

4.8.2.1. DELETE.

4.8.3. Guidance for determining the accountability of assets is governed by multiple and complex congressional, federal, DoD, and Air Force policies. In order to simplify the determination of Air Force accountable assets, a comprehensive and current list of accountable assets is posted and maintained on the Air Force Portal ([https://www.my.af.mil](https://www.my.af.mil)) under the Air Force tab and the Enterprise IT Initiatives heading.

4.8.3.1. DELETE

4.8.3.2. DELETE
4.8.3.2.1. DELETE
4.8.3.3. DELETE
4.8.3.4. DELETE
4.8.4. DELETE

4.9. Commercial Cellular Services and Devices:

4.9.1. The Air Force ITCC has established enterprise agreements for the acquisition of cellular devices and services from major US providers. This AFI encourages compliance with ITCC strategies and use of enterprise agreements for purchase of cellular devices and commercial services.

4.9.1.1. Use commercial cellular services only when it is the most cost-effective way to provide necessary communications, or mobility is required.

4.9.1.2. To take advantage of optimum volume pricing options, the host communications unit should use the Air Force enterprise agreements established by the ITCC. All service contracts with carriers covered by Air Force enterprise agreements shall be executed using the Air Force enterprise agreements.

4.9.1.3. Consolidated commercial cellular services contracts should include provisions that enable decentralized billing to individual units. Using organizations are responsible for payment of their commercial cellular bills using unit funds, where contractually applicable. Units need to work closely with the local contracting office to determine the best procedure. Wings and bases should use centralized payment processes upon receipt of written approval from their MAJCOM/CIO or designated representative. MAJCOMs may elect to delegate this approval to the local wing commander.

4.9.1.4. Organizations must request host base CSO approval prior to purchasing commercial cellular equipment and services. Commercial cellular devices used outside the US&P must be host nation approved. Consult your host base spectrum manager for guidance.

4.9.2. The Government-Wide Purchase Card (GPC) is authorized for purchases of commercial cellular devices and services. The GPC may be used by contracting officers and designated individuals according to the Federal Acquisition Regulation. The card may only be used for purchases that are authorized by law or regulation (AFI 64-117, Air Force Government-Wide Purchase Card [GPC] Program). Such purchases must be made against contracts as outlined in paragraph 4.9.1

4.9.3. Cellular telephones have become common place and service costs have decreased. As the distinction between how we use CTs and land line telephones blur, it is important to be informed of policy and instructions governing the personal use of official cellular telephones.

4.9.3.1. The same rules that govern use of other Air Force communications apply to use of Air Force CTs. Like land line telephones, Air Force CTs are to be used for official and authorized purposes. “Official” purposes include any calls in furtherance of the Air Force mission. In addition, subject to local command and supervisor
restrictions, members are authorized to use CTs to make short infrequent personal calls when appropriate. Some examples of appropriate calls include notifying family members of changes in schedules, checking on medical, school, or childcare appointments, and inquiring as to car repair status. Emergency calls are always authorized. Local commanders may seek reimbursement for additional costs resulting from an individual’s personal use of an Air Force CT. Local commanders may also regulate personal CT calls depending on local contracts, cost to the government, or special circumstances. Such local limitations and cost reimbursement policies will be clearly identified to CT users as part of the original issue process.

4.9.3.2. Members making inappropriate CT calls are subject to disciplinary action even if the call does not cause additional expense. Both the UCMJ and Civilian Personnel regulations prohibit and provide punishments for inappropriate use of government property regardless of cost to the government.

4.9.3.2.1. Some examples of inappropriate calls include those related to personal solicitation or sales matters and those of a harassing or obscene nature. If a caller has any questions concerning proper use of government cell phones, it is the caller’s responsibility to check with a supervisor before making the call.

4.9.3.2.2. Do not use Air Force issued CTs to conduct personal commercial activities.

4.9.3.3. The responsible CSO or representative shall review past CT use at the time of resolicitation/renewal of contract to ensure selecting the most cost efficient plan meeting operational mission needs in accordance with ITCC strategies. The CSO or representative must approve requests to increase the monthly expenditure allotment to ensure additional expenditures are required to meet mission needs and do not reflect an increase caused by unauthorized personal use.

4.9.3.4. Government-issued CTs shall not be used while driving on or off base. Note: Use of cellular devices with or without hands-free accessories may be illegal in some jurisdictions.

4.9.3.5. Local commanders will review current instructions and tailor them as needed to allow for local communications requirements or limitations, changing technological capabilities of CTs, unique requirements, local contracts, costs, etc. Materials provided to CT users should include these locally specific guidelines.

4.9.3.6. Personal calls to CT service providers from the host base official service may be authorized according to AFI 33-111, if the Air Force does not incur a long-distance toll or per-call charge. Cellular telephone services that provide per-call charges by billing the originating (calling) party, should be limited by the host base voice information system to official calls only.

4.9.3.7. According to AFI 33-111 and CJCSI 6215.01B, health, morale, and welfare calls are not authorized on CTs.

4.9.4. Dual-Number Capable Cellular Telephones (CT).

4.9.4.1. Local PWCS managers may issue dual-number capable CTs to personnel whose official duties require them to be immediately accessible to organizational
elements such as command posts and operational centers, regardless of the
individuals proximity to a wireline telephone, on a 24 hour-per-day, 7 day-per-week
basis.

4.9.4.2. Issue the CT with only the primary number activated and billable to a
government account.

4.9.4.3. Activation of the secondary number capability is at the option of the CTs
authorized end user.

4.9.4.4. Activation of a dual-number capability is not permitted on secure CTs.

4.9.4.5. Local PWCS managers will ensure all personnel issued dual-number capable
CTs are briefed regarding their personal liability for all costs associated with
activation and use of the secondary number, and the requirement to establish a
“personal account” for the secondary number. These costs include, but are not limited
to: activation fees; monthly recurring charges; long distance, roaming, excess minutes
and other airtime fees; maintenance and insurance fees; charges/fees resulting from
misuse of a government-owned instrument; and charges/fees resulting from an
individual’s failure to cancel the personal account when the CT is no longer
authorized for use.

4.9.4.6. Authorized end user of a government-owned, dual-number capable CT:

4.9.4.6.1. Shall sign an agreement, produced in accordance with Base Judge
Advocate and Contracting office guidance, which contains appropriate “hold
harmless” and “personal liability” clauses, prior to being issued a dual-number
capable CT, without regard to whether or not the user elects to immediately
activate the secondary number capability.

4.9.4.6.2. If a secondary number is activated, the user must make sure all bills
associated with the personal account are mailed directly to the user’s home
address or post office box.

4.9.4.7. When a CT is no longer required for the performance of duties, the user shall
make sure that the personal account is closed and the secondary number zeroized by
the vendor, prior to returning the CT to the local PWCS manager for reuse.

4.9.5. Refer to AFI 33-201, Volume 1, and DoDD 8100.2 for guidance on protecting
classified and sensitive communications. Air Force PWCSs are subject to monitoring.

4.9.6. For information assurance purposes, use a regular telephone (land line) as a first
priority when and where available. Even though land lines are more secure than
commercial cellular devices, all classified communications should be discussed over a
secure telephone (i.e., secure telephone unit or secure telephone equipment).

4.10. FRS and ISR Systems:

4.10.1. The FCC permits the unregulated use of FRS radios within the territorial limits of
the fifty United States (U.S.), the District of Columbia, and the Caribbean and Pacific
Insular areas (U.S.). FRS radios may be operated on or over any other area of the world,
except within the territorial limits of areas where radio-communications are regulated by
another agency of the U.S. or within the territorial limits of any foreign government.
4.10.1.1. FRS devices were intended for use by family, friends, and associates to communicate among themselves within a small area, or while on group outings. They may also be used for military-related (administrative) communications, provided they are not used for classified, SBU, command and control, operational, fire/crash, security and/or emergency response/medical communications (see Table A2.1). FRS units are not designed to make telephone calls. No FCC controlled FRS frequency channels can be assigned to any specific individual or organization. The 14 commercial FRS channels may be used only on a “take turns” basis.

4.10.1.2. ISR radios are nearly identical to FRS radios. They operate on 14 channels that located in the 380-399.9 MHz band (396.875, 397.125, 397.175, 397.375, 397.425, 397.550, 397.950, 398.050, 399.425, 399.475, 399.725, 399.925 and 399.975 MHz). Since this band is set aside for use by the DoD, within the US&P, make application through your MAJCOM spectrum management office for use of this ISR spectrum, prior to equipment acquisition. Obtain host nation approval to use these 14 frequencies, if ISR radio operation is outside the US&P. As with its FRS counterpart, they may be used for military-related (administrative) communications, provided they are not used for classified, SBU, command and control, operational, fire/crash, security and/or emergency response/medical communications (see Table A2.1).

4.11. DELETED

4.11.1. DELETED

4.11.2. DELETED

4.12. Using Organizations:

4.12.1. Commander or Designated Representative:

4.12.1.1. Appoints, in writing, a primary and alternate unit PWCS manager.

4.12.1.2. Budgets for the payment of all bills relating to the acquisition, operation (including cellular “air time” charges) and maintenance of their unit PWCS equipment. Exception: Centralized base service/maintenance contracts for LMRs.

4.12.1.3. Annually revalidates all unit-owned PWCS assets with the CSO to determine if existing equipment meets unit mission requirements.

4.12.1.3.1. Revalidates mission needs for CTs experiencing low usage levels.

4.12.1.4. Evaluates unit-level PWCS service contract(s) annually, focusing on obtaining the most economical plan in accordance with published ITCC commodity strategies.

4.12.1.5. Reviews PWCS service provider’s statements (invoices) quarterly to confirm usage of PWCS assets conforms to paragraph 4.9

4.12.1.5.1. Redistributes unit-owned PWCS assets as needed.

4.12.1.6. Submits unit PWCS requirements to the CSO (or representative) for technical solutions according to AFI 33-103.
4.12.1.7. Ensures the departing unit PWCS manager out-processes through the Base PWCS Manager.

4.12.2. DELETED.

4.12.2.1. DELETED.

4.12.3. Unit PWCS Manager:

4.12.3.1. Sends a copy of the unit PWCS manager appointment letter to the base PWCS manager.

4.12.3.2. Performs an inventory of AIM reportable PWCS equipment at least annually. Additionally, inventories are performed prior to a change in unit PWCS managers, or as requested by the unit commander. Paragraph 4.8.3 identifies reportable PWCS equipment.

4.12.3.3. Signs for the latest PWCS inventory list and routes document to commander or designated representative for validation. Sends a validated copy of the inventory list to the base PWCS manager. Retains a copy of the document for at least one year.

4.12.3.4. Pre-coordinates new/replacement PWCS requirements with the base PWCS manager to ensure clearly defined unit requirements are compatible with planned and existing systems, and technically feasible. Accomplish this prior to preparing and submitting the AF Form 3215 or equivalent to the CSO.

4.12.3.5. Prepares requirements documents for all unit PWCS mission requirements, using functional terms, in accordance with AFI 33-103, Air Force 23-series supply instructions, and ITCC commodity strategies. Multiple users within a unit with identical requirements may be covered by the same requirement document (e.g., a technical solution that establishes a unit LMR net with 10 users normally requires only one document). (See Attachment 6 for PWCS radio deployment planning guidance.)

4.12.3.6. Ensures excess equipment is turned over to the base PWCS manager for redisposition, salvage, or return to the contractor (leased equipment).

4.12.3.7. Inspects and performs operational checks on each PWCS equipment item before placing it into service (if new), removing it from service for maintenance, or returning it to service after maintenance.

4.12.3.8. Reports lost or damaged equipment to the base PWCS manager, equipment custodian, and to base contracting if equipment is leased. If AFMAN 23-220, Reports of Survey for Air Force Property, requires a report of survey or cash collection voucher, the unit PWCS manager provides an information copy to the base PWCS manager.

4.12.3.9. Makes sure spare PWCS equipment and ancillary items (10-20 percent recommended) are on hand to maintain normal day-to-day operations and unscheduled contingencies.

4.12.3.10. Manages the unit equipment maintenance process for AIM reportable PWCS assets.
4.12.3.11. Verifies PWCS requirements with the Base PWCS manager prior to expending funds for any PWCS assets.

4.12.3.12. DELETED

4.12.3.13. Implements a unit-level customer education program, using training materials provided by the base PWCS manager (Attachment 5). Coordinates OPSEC and COMSEC training activities with base/unit OPSEC and COMSEC managers.


4.12.3.15. Briefs PWCS users on the proper use of PWCS equipment, as outlined in AFI 33-202, Volume 1; AFMAN 33-214, Volume 2; DoDD 8100.2; and applicable local policies.

4.12.3.16. The JTRS, in conjunction with other DoD transformational programs, will provide warfighters new net-centric capabilities as well as interoperability with most remaining legacy tactical radio systems. JTRS is being developed to replace while enhancing the capabilities of many legacy handheld, manpack, small form fit, airborne, vehicular, maritime and fixed-location radios. As a result, the Air Force and other Services are minimizing new radio-based communication programs and developing migration strategies for existing ones. Radio acquisition waivers (now known as “notifications” while the waiver process is temporarily suspended) are required before initiating contracting activity to modify or procure non-JTRS radios for programs to meet the intent of the Office of the Secretary of Defense radio acquisition policies. The AFC2ISRC is the Air Force lead command for JTRS and is responsible for the JTRS waiver process. For further information on JTRS waivers, please contact AFC2ISRC at (757) 225-2915 (DSN 575).

4.12.3.17. Consults with host Wing COMSEC manager and Base PWCS Manager on information assurance issues. Information protection will be accomplished according to DoDD 8100.2; AFMAN 33-214, Volume 2; AFI 33-201, Volume 1 (FOUO); and AFI 33-202, Volume 1.

4.12.3.18. Ensures appropriate Designated Approval Authority approval is obtained as required by DoDD 8100.2, AFMAN 33-214, Volume 2, and AFI 33-202, Volume 1, and that the System Security Authorization Agreement is updated to include PWCS devices which connect to the Base network. Consult with the Base PWCS Manager and/or Base LAN Administers for assistance.


4.13. **(Added-AFISRA)** HQ AFISRA:


4.13.1.1. **(Added-AFISRA)** Acquisition of new PEDs. The use of PEDs is restricted to commanders, vice commanders, First Sergeants, deputy commanders, key and/or standby personnel who require two way communications of an immediate nature that cannot be satisfied through the use of land mobile radios (LMR). Key and/or standby personnel requiring two way communications will be identified by AFISRA/A6.
approval IAW paragraph 4.13.3.2. PEDs are to be used for administrative purposes, not for command and control. AFISRA/A6-Det 4/SCS, is responsible for ensuring oversight of PED assets, and periodic checks of PEDs management.

4.13.2. (Added-AFISRA) Air Force provided PEDs are to be used for official and authorized purposes. Personnel are authorized to use PEDs to make short infrequent personal calls when appropriate under the circumstances. An example of appropriate calls includes notifying family members of changes in work schedules and delays. Emergency calls are always authorized. Examples of inappropriate calls include obscene or harassing calls, calls for commercial gain, or personal calls that generate more than minimal charges to the government.

4.13.1.3. (Added-AFISRA) Use a regular (corded landline) telephone as a first priority when and where available.

4.13.1.4. (Added-AFISRA) Telephone Monitoring and Recording.

4.13.1.4.1. (Added-AFISRA) When a PED is issued, personnel are required to sign a User Security Responsibilities - Consent to Monitoring Memorandum (Attachment 13) that includes the following notice and consent statement: “Do not transmit classified information over unsecured telecommunications systems. Official DoD telecommunications systems are subject to monitoring. Using this telecommunications system or device constitutes consent to monitoring.” The signed forms will be retained by the owning organization’s Telephone Control Officer (TCO) and the PWCS Program Manager (PM) until six months after the device is returned.

4.13.1.4.2. (Added-AFISRA) When a PED is issued, personnel are required to sign a User Security Responsibilities - Consent to Monitoring Memorandum (Attachment 13) that includes the following notice and consent statement: “PDA must be turned off and batteries removed while in restricted area; i.e. Building 2000/2007 AFISRA complex. User must get approval through 67 NWW IAM and AFISRA/SO to be allowed to carry PDA into complex.” The signed forms will be retained by the owning unit’s TCO and the PWCS PM until six months after the device is returned.

4.13.2. (Added-AFISRA) Each unit TCO will validate their unit’s itemized PED bill(s) monthly. These validations will be performed in accordance with paragraph 4.13.5.1 prior to the A6-Det 4/SCS PWCS PM GPC holder paying the PED bill(s).

4.13.3. (Added-AFISRA) Personal Electronic Device Services:

4.13.3.1. (Added-AFISRA) All requests must be submitted with complete justification and appropriate documentation in advance of purchase.

4.13.3.2. (Added-AFISRA) Requests are made by completing an AFISRA Form 25, *Personal Wireless Communication System (PWCS) Requirements Request*. The request must provide sufficient justification as to why a mobile communications asset is needed. The AFISRA Form 25 will be submitted to A6-Det 4/SCS. However, all initial personal electronic devices requests will be approved by the AFISRA/A6, Director of Communications, as AFISRA Communications Systems Officer (CSO),
who is the Approval Authority. The AFISRA/A6 reserves the right to delegate this
duty to a commander who falls within the Directorate of Communications.

4.13.3.3. (Added-AFISRA) The AFISRA Form 25 is also used to upgrade a
communications account. An example of an upgrade would be a request for a
BlackBerry when the user already has a cell phone. Any new upgrades to the original
AFISRA Form 25 must also be kept on file.

4.13.3.4. (Added-AFISRA) When an account is terminated, the old PED will be
turned in to AFISRA/A6-Det 4/SCS for possible reutilization or proper disposal to
DRMO/NSA. PED will be surrendered to AFISRA/A6-Det 4/SCS upon arrival of
replacement, within seven duty days of change in position, or prior to leaving duty
station.

4.13.4. (Added-AFISRA) Billing for Unofficial Calls.

4.13.4.1. (Added-AFISRA) All personal calls, as described in paragraph 4.13.1.2,
made on government PED to exceed reasonable usage will be reimbursed by the user.
Reasonable usage will be determined by AFISRA directors and TCO’s.

4.13.4.2. (Added-AFISRA) The unit TCO will be responsible for monitoring PED
bills to determine if toll charges for unofficial calls are being incurred. Identified
users will be directed to take appropriate action to reimburse the government.

4.13.4.3. (Added-AFISRA) AFI 33-111, Voice Systems Management, explains how
to recover unofficial call costs. The TCO reviews all telephone data and informs the
unit’s commander and the unit’s resource advisor when there is suspected abuse.
Unit resource advisors will be responsible for collection of unauthorized PED usage
fees via a DD Form 1131, Cash Collection Voucher.


4.13.5.1. (Added-AFISRA) A monthly validation of PED bills must be performed
prior to payment of the bill. The monthly validation process is initiated by
AFISRA/A6-Det 4/SCS by sending a Wireless Bill Verification Memorandum (see
Attachment 11) to each unit’s TCO with their account invoices. Upon validation of
the bill, the unit TCO will sign their name and date under the stamped or written
words, “VALIDATED BY”, on the very first page of the bill to signify validation.
The Wireless Bill Verification Memorandum will then be signed at the bottom
acknowledging all appropriate actions have been taken by the unit TCO. The
memorandum will then be returned to AFISRA/A6-Det 4/SCS verifying all calls were
for official business and all personal calls were kept to a minimum not to exceed the
monthly allotted usage plans for each bill. Unit TCOs will maintain a copy of the
Wireless Bill Verification Memorandum for at least 3 years. Any PED additions or
deletions will be annotated on the unit TCO’s PED inventory sheet. A new updated
copy will be sent back with the monthly memorandum to AFISRA/A6-Det 4/SCS.
AFISRA/A6-Det/SCS will maintain these memorandums for each unit for a minimum
of three years.

4.13.6.1. **(Added-AFISRA)** AFISRA/A6-Det 4/SCS will send an annual inventory listing to each unit TCO for revalidation of PED. This listing will be utilized to account for all PEDs within the unit. Each unit TCO should have a current notice and consent to monitoring form (**Attachment 13**) on file for each of the units PED users. Each PED will be revalidated using PWCS Requirement Validation Memorandum (**Attachment 12**). The unit TCO will send the completed, signed revalidation justification letter and spreadsheet back to AFISRA/A6-Det 4/SCS for compilation of the HQ AFISRA’s complete wireless communication inventory. The AFISRA/A6 Director will approve/disapprove the revalidation of the PED assets. AFISRA/A6-Det 4/SCS will maintain the PWCS inventory.

4.14. **(Added-AFISRA)** AFISRA Centers/Wings/Groups and subordinate organizations:

4.14.1. **(Added-AFISRA)** Will manage their PWCS programs IAW AF and host-base directives.

4.14.2. **(Added-AFISRA)** Will maintain and forward a copy to AFISRA/A6X of their PWCS point of contact for their headquarters. The list will be validated annually.

4.14.3. **(Added-AFISRA)** Will maintain a list of their units PWCS managers. The list will be validated annually.


**Section C—Managing the Military Affiliate Radio System (MARS)**

5. **The MARS Mission.** For a full statement, refer to DoDD 4650.2.

5.1. Using MARS provides:

5.1.1. Worldwide emergency communications.

5.1.2. Fixed and mobile communications that support the disaster preparedness program (AFI 32-4001, *Disaster Preparedness Planning and Operations*).

5.1.3. Point-to-point record data and voice communications that support personnel morale and welfare.

5.2. MARS consists of military and affiliate organizational elements.

5.2.1. The military element includes contingency MARS facilities.

5.2.2. The affiliate element consists of amateur radio operators and their stations. This element augments military capabilities and provides a volunteer reserve of stations and trained radio operators that support emergency communications and morale and welfare.

6. **Responsibilities.**

6.1. HQ USAF/SC develops MARS policy and provides overall guidance for the MARS program.

6.2. The Chief, USAF MARS AFNIC/ESLI:
6.2.1. Manages the MARS program for HQ USAF.

6.2.2. Issues operating publications to MARS stations.

6.2.3. Represents HQ USAF on the DoD Joint MARS Chiefs Panel, National Communications System (NCS)-Shared Resources (SHARES) HF program, amateur radio conventions, and MARS conferences.

6.2.4. Coordinates with MARS chiefs from other services on matters requiring joint-service resolutions.

6.2.5. Coordinates with MAJCOMs:

   6.2.5.1. To determine emergency and contingency communications requirements.

   6.2.5.2. To answer MARS frequency requests.

6.2.6. Sends valid frequency requests to the AFFMA.

6.2.7. Develops and publishes guidelines and management procedures for MARS operations.

6.2.8. Assigns and manages MARS repeater frequencies according to AFI 33-118.

6.2.9. Establishes a management structure to administer the affiliate organization and control network operations using AF Form 3661, MARS Personnel Action Notification, and AF Form 3665, Military Affiliate Radio System Certificate of Appointment.

6.2.10. Appoints region and state MARS directors and other key affiliate officials.

6.2.11. Oversees the management of excess and surplus government property acquired for use in MARS through the MARS property accountable officer.

6.2.12. Responds to applications for MARS membership and issues AF Form 3666, Military Affiliate Radio System Station License and Identification Card.


6.2.14. Controls and issues DD Form 2350, Military Affiliate Radio System (MARS) Disaster Support Identification Card, DoD.

6.2.15. Budgets for postage stamps for MARS regions.

6.2.16. Approves auxiliary MARS stations along with the host command.

6.2.17. Authorizes the affiliate to operate a MARS station by approving MARS application and issuing AF Form 3666.

6.2.18. Terminates affiliates who bring discredit upon themselves or MARS, or who fail to:

   6.2.18.1. Abide by the publications and rules governing MARS.

   6.2.18.2. Complete required MARS training.

   6.2.18.3. Maintain minimum quarterly participation on established MARS radio nets as instructed by published management guidelines.

   6.2.18.4. Maintain a current FCC amateur radio license.
6.2.18.5. Notify appropriate authorities of a change of address.

NOTE: Terminated affiliates must wait 2 years before requesting reinstatement in the MARS program. Affiliates that resign must wait 1 year before requesting reinstatement. (Waiting period may be waived for members resigning specifically to transfer to another service’s MARS program.) Members terminated for extreme cause (for example, unbecoming conduct) must wait a minimum of 5 years before requesting reinstatement in any of the military services’ MARS programs.

6.2.19. Grants termination waivers of affiliates for extenuating circumstances on a case-by-case basis.

6.2.20. Grants periods of inactive status to MARS affiliates on a case-by-case basis.

6.2.21. Establishes procedures for MARS affiliates to access the government telephone systems.

6.3. MAJCOM CSOs:

6.3.1. Appoint a command MARS director.

6.3.2. Identify MARS support requirements, as necessary.

6.3.3. Authorize appointment of installation MARS directors, as required.

6.3.4. Notify AFNCI/ESLI of all appointments.

6.4. Installation commanders may appoint an installation MARS director to administer the local MARS base support team program.

6.5. MARS Affiliates:

6.5.1. Comply with publications governing MARS operations.

6.5.2. Submit frequency requests through AFNIC/ESLI.


7. Military MARS Stations. These stations consist of unmanned base MARS stations. MAJCOMs and bases should support military MARS stations in the same manner as other Air Force communications facilities when activated. The base unit of assignment oversees equipment maintenance.

8. Auxiliary MARS Stations. Installations are authorized to establish auxiliary MARS stations for special missions such as U.S. Air Force Reserve, Air National Guard, Civil Air Patrol, and base morale, welfare, and recreation.

9. Eligibility for Affiliate Membership.

9.1. Refer to DoDD 4650.2 for eligibility requirements for affiliate membership.

9.2. Request affiliate membership application through the state MARS director.

9.2.1. Simultaneous membership in more than one military service MARS program is not permitted.

11. **Operating Directives.** Follow MOD with allied communications publications.

12. **Support to Civil Agencies.**
   
   12.1. Refer to the National Military Command System, National Emergency Communications Plan (SECRET) for MARS support guidelines for civil agencies.
   
   12.2. Refer to AFPD 32-40, *Disaster Preparedness*, for support guidelines for civil agencies near military installations.
   
   12.3. Refer to NCS Directive 3-3, *Shared Resources (SHARES) High Frequency (HF) Radio Program*, for MARS support to the SHARES HF Radio Program.

13. **MARS Mobile Communications Stations.** Installation commanders determine the requirements for a MARS mobile communications station and may establish a MARS support team of local affiliates for contingency requirements.

14. **Storage and Shipment of MARS Equipment.** Any active duty, military MARS member may ship or store MARS equipment at government expense. (See Joint Travel Regulations.)

15. **Government Telephones.** MARS affiliate officials may use government telephone systems for official business.

16. **Official Mail.** MARS affiliates may use official mail to conduct official MARS business according to DoD 4525.8-M/AF Sup, Official Mail Manual.

*Section D—Other Administrative Requirement*

17. **Checklist Development.** Use the recommended questions listed in Attachment 6, Attachment 2, Attachment 7, Attachment 8, and Attachment 9, along with AF Form 2519, All Purpose Checklist (available electronically) to develop a checklist for MAJCOM PWCS, MARS, HF, and MYSTIC STAR management, as appropriate.

18. **Information Collections, Records, and Forms.**
   
   18.1. Information Collections. No information collections are created by this publication.
   
   18.2. Records. The program records prescribed or created by this publication are subject to AFMAN 37-139, (will convert to AFMAN 33-322, Volume 4), Table 23-11, Equipment Management System, Rules 27, 31, and 41; Table 33-4, Program Management and Acquisition, Rules 2 and 3; and Table 33-14, Software and Documentation, Rules 2, 5, 10 and 13.
   
   18.3. Forms Adopted and Prescribed:
       
       18.3.1. Forms Adopted: DD Form 1348-1A, DD Form 1577, DD Form 2350, AF Form 847, AF Form 1297, and AF Form 2519, AF Form 3215.
       
       18.3.2. Forms Prescribed: AF Form 3661, AF Form 3663, AF Form 3665, and AF Form 3666.

*WILLIAM T. LORD, Lt Gen, USAF*
Chief of Warfighting Integration and Chief Information Officer

(AFISRA)

BRADLEY A. HEITHOLD, Maj Gen, USAF
Commander
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

PL 107-314, National Defense Authorization Act
CJCSI 6215.01C, Policy For Department of Defense (DOD) Voice Networks with
(Added-AFISRA) Public Law 100-235, Computer Security Act of 1987
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DoDD 8100.02, Use of Commercial Wireless Devices, Services, and Technologies in the
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28 November 2007
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AFI 33-201, Volume 5, (FOUO) *Controlling Cryptographic Items (CCI)*, 13 May 2005
AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*, 1 May 2006
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**Abbreviations and Acronyms**

ACP—Allied Communication Publication

AETC—Air Education and Training Command

AF—Air Force (as used in forms)

AFC2ISRC—Air Force Command and Control, and Intelligence, Surveillance, and Reconnaissance Center

AFEMS—Air Force Equipment Management System

AFFMA—Air Force Frequency Management Agency

AFI—Air Force Instruction

(Added-AFISRA) AFISRA—Air Force Intelligence, Surveillance and Reconnaissance Agency

AFMAN—Air Force Manual

AFNIC—Air Force Network Integration Center

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System
AFSSI—Air Force Systems Security Instruction
AIM—Asset Inventory Management
CCI—Controlled Cryptographic Item
CJCSI—Chairman of the Joint Chiefs of Staff
COMSEC—Communications Security
CRO—COMSEC Responsible Officer
CSO—Communications and Information Systems Officer
CT—Cellular Telephone
DD—Department of Defense (as used in forms)
DISA—Defense Information Systems Agency
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
E-mail—Electronic Mail
FCC—Federal Communications Commission
FRS—Family Radio Service
GPC—Government Purchase Card
HF—High Frequency
HQ AFCA—Headquarters Air Force Communications Agency
HQ AMC—Headquarters Air Mobility Command
HQ USAF—Headquarters United States Air Force
i-TRM—Information Technology Reference Model
IMPAC—International Merchant Purchase Authorization Card
ISLMR—Intrinsically Safe Land Mobile Radio
ISM—Installation Spectrum Manager
ISR—Intra-Squad Radios
IT—Information Technology
ITCC—Information Technology Commodity Council
JTRS—Joint Tactical Radio System
LAN—Local Area Network
LMR—Land Mobile Radio
MAJCOM—Major Command
MARS—Military Affiliate Radio System
MHZ—Megahertz
MNCS—Master Net Control Station
MOD—MARS Operating Directive
MSOTMO—MYSTIC STAR Ops-Tech Manager
NCS—National Communications System
NSA—National Security Agency
NTIA—National Telecommunications and Information Administration
OPSEC—Operations Security
PDA—Personal Digital Assistant
(Added-AFISRA) PED—Personal Electronic Device
PL—Public Law
PWCS—Personal Wireless Communications System
RDS—Records Disposition Schedule
RF—Radio Frequency
SBU—Sensitive but Unclassified
SHARES—Shared Resources
(Added-AFISRA) TCO—Telephone Control Officer
TLMR—Trunked LMR
TRS—Tracking and Reporting Software
US&P—United States and Possessions
U.S.—United States

Terms
(Added-AFISRA) Cellular Telephone—Radio devices that offer telephone-like services through a wireless infrastructure.

Communications and Information System—An integrated system of communications equipment (hardware and software), facilities, personnel, and procedures designed to provide communications and information to its users. This includes the processing of the information by the system. Communications and information systems include base visual information support systems.

(Added-AFISRA) Communications and Information Systems Officer (CSO)—Usually the base Communications Squadron Commander. Ensures telephone service meets installation mission requirements.
Five Year Replacement Plan—A report on the telecommunications equipment items, that should be scheduled for replacement within the next five years, derived from the maintenance history data residing in the TRS database.

Global Information Grid (GIG)—See DoDD 8100.2 for definition.

Personal Digital Assistant (PDA)—Hybrid handheld automated data processing equipment (e.g., Palm Pilot®, Cassiopeia® or Blackberry™) that are designed for use as multi-functional voice and/or data wireless communications-computer devices.

Personal Wireless Communications System (PWCS)—A user centric service that is accessible via devices either vehicular mobile, hand carried, or worn by individual users. Each user may have an individually identifiable electronic address.

(Added-AFISRA) Portable Electronic Device (PED)—text pagers, personal digital assistants, cellular telephones, blackberries, TREOs, and land mobile radios.

Replacement Plan—A report developed from data residing in AIMS reflecting how long each asset has been in service, the original purchase price, and an up-to-date total repair cost. This report provides strategic information for commanders to make funding decisions.

Sensitive Information—See DoDD 8500.1 for definition.

(Added-AFISRA) Telephone Control Officer (TCO)—The person appointed by the unit commander responsible for obtaining, validating, and maintaining communications equipment. This duty may also be handled by the unit’s PWCS Custodian.

Wireless—Technology that permits the active transfer of information involving emanation of energy between separated points without physical connection. Currently wireless technologies use Infrared acoustic, RF, and optical but, as technology evolves, wireless could include other methods of transmission.
Attachment 2

DETERMINING TECHNICAL SOLUTIONS

A2.1. Overview. As the Base PWCS Manager, one of your most important tasks will be to determine the technical solution that best satisfies your customer’s communications requirements. This attachment provides a tool to assist your decision making process. Requiring units/organizations may also use this tool to assist in preparing requirements documents.

A2.2. Existing Services. PWCS Managers must be aware of the wireless communications services currently available in local areas to determine an effective technical solution. Sources for this information include:

A2.2.1. MAJCOM wireless communications offices (e.g., PWCS manager).
A2.2.2. Local telephone/cellular/PCS service providers.
A2.2.3. Electronics stores specializing in communications services/devices.
A2.2.4. Available DoD and Air Force Enterprise PWCS contracts.
A2.2.5. Trade and professional publications.

A2.3. Types of Services. Table A2.1 lists examples of the types of wireless services that may be considered when determining a technical solution.

Table A2.1. Types of Services.

<table>
<thead>
<tr>
<th>Type</th>
<th>Functions and Capabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMR</td>
<td>Conventional: A radio network, composed of handheld and mobile radios, base stations and repeaters, in which each user group is assigned their own operating frequencies. Trunked: A radio network, composed of handheld and mobile radios, control consoles, base stations and repeaters, that relies on computer controlled time sharing of a small number of frequencies to serve a large population of users. ISLMR: Radios designed for operation in hazardous environments, available as conventional or trunked.</td>
</tr>
<tr>
<td>Pagers</td>
<td>Small devices used to deliver short voice or alphanumeric messages to the user. Delivery may be restricted to a local service area, or may be global via satellite. Although messages are usually one-way, two-way services may be available in some areas.</td>
</tr>
</tbody>
</table>
### Cellular Services
Radio devices that offer telephone-like services through a wireless infrastructure. Devices may also offer pager-like (short text message) functions.

### Mobile Satellite Services
Cell phone like devices with the ability to connect with either the terrestrial based cell phone/PCS infrastructure, or to a satellite. Existing services also offer a paging only device.

### Wireless Local Loop/Wireless Office Systems
Administrative telephone systems where copper phone lines are replaced by a wireless RF system (in some cases, copper wires are never installed). Similar to a cellular phone system with greatly reduced mobility – generally limited to a campus area or single building/office.

### JTRS
A family of software programmable, multiband/multimode radios that operate from 2 MHz to 2 gigahertz. These radios offer differing levels of service depending on the operating domain (Ground, Fixed, and Airborne).

### FRS Radio
One of the Citizens Band radio services intended for use by members of a family or workgroup to communicate among themselves. Unregulated use of FRS radios within the US&P may replace LMRs for certain administrative communications, but must not be used to transmit classified, SBU, command and control, operational, fire/crash, security or emergency response/medical communications. Use of FRS radios outside the US&P is regulated by the host nation and may not be available for military use in this configuration.

### ISR
ISR radios are of similar construction and operational characteristics as FRS radios. Spectrum authorization must be obtained through MAJCOM Spectrum Managers and the appropriate AFFMA or host nation prior to acquisition and use.

### A2.4. Determining a Technical Solution.
Answer the questions in Figure A2.1 using the information contained in your customer’s requirement document. This will help you determine the technology that may best fill their requirements. After selecting a technology, you may need to contact local vendors to better define the actual device required. When the selected solution is available from commercial service providers, refer to the i-TRM and/or Air Force Wireless Handheld Services and Devices Enterprise Agreements for approved products.

### A2.5. Trunked LMR Systems.
Before considering a TLMR System, you must be able to answer “Yes” to the majority of the questions listed below:

- **A2.5.1.** Are there other federal agencies in the area (within 30 kilometers) that would be willing to share a TLMR system with you?
- **A2.5.2.** Does your base have more than 700 nondeployable users, and/or 35 or more radio networks?
- **A2.5.3.** Are the existing radio networks overcrowded and/or restricted in number, causing mission degradation?
- **A2.5.4.** Are you able to obtain new frequency authorizations to meet demand for radio communications?
A2.5.5. Is your existing conventional LMR network experiencing increased levels of interference due to frequency congestion in the area?

**A2.6. Final Considerations.** When preparing a technical solution, you must consider the following:

A2.6.1. Can the selected device meet security requirements?

A2.6.2. Will the selected device allow the user to interoperatate with the required individuals/agencies? (A communication device that doesn’t talk to anyone else is useless, no matter how many bells and whistles it has.)

A2.6.3. Does the selected solution make sense from a business perspective? Does it save the Air Force money in the long run? Is it in accordance with the ITCC commodity strategies?

A2.6.4. Does the selected solution fit into the Base Roadmap (formerly known as the Base Blueprint) as developed by the Base Systems Telecommunications Engineering Manager?

A2.6.5. If you answer “No” to any of these questions, you should reconsider your solution.
Figure A2.1. Determining a Technical Solution.
Attachment 3

PWCS CONTINUITY FOLDER

A3.1. PWCS managers should maintain complete and current records for continuity. The following items are recommended content for the continuity folder:

A3.1.1. A list of managers and alternates, including nets, units, office symbols, and telephone numbers for:
   A3.1.1.1. MAJCOM PWCS manager.
   A3.1.1.2. Contractors and contract managers.
   A3.1.1.3. Base supply equipment management, research, and receiving personnel.
   A3.1.1.4. Base contracting office personnel (service and supply sections).
   A3.1.1.5. Installation Spectrum manager.
   A3.1.1.6. Base COMSEC and OPSEC officers.

A3.1.2. A list of governing directives and related publications and the location of the publication.

A3.1.3. Processing procedures and examples of completed forms.

A3.1.4. Net restoration priorities.

A3.1.5. Procedures for demilitarizing PWCS assets.

A3.1.6. A customer education package that includes:
   A3.1.6.1. A copy of the customer education brochure or publication.
   A3.1.6.2. Cross-feed updates.

A3.1.7. An equipment inventory list with an explanation of your reconciliation method. Include:
   A3.1.7.1. Contracts.
   A3.1.7.2. A sample of a request letter you received from net managers.

A3.1.8. Procedures for processing assets for repairs when they are covered under contract and when they are not. Include:
   A3.1.8.1. An example of completed AF Form 1297.
   A3.1.8.2. An example of a completed job control log.
   A3.1.8.3. An example of claim and repair tickets completed by PWCS managers and contractors.
   A3.1.8.4. Control procedures for mobile, portable, and fixed assets.
   A3.1.8.5. An example of a letter reporting loss, damages, or stopped payments.

A3.1.9. A copy of the most recent replacement plan.

A3.1.10. A copy of a base map showing equipment installations. Also include:
A3.1.10.2. A list of locations requiring escorted entry.
A3.1.10.3. The method you used to coordinate escorted entry.

A3.1.11. A list of the base PWCS manager’s responsibilities for overseeing the central base paging system. Include:

A3.1.11.1. Operating information for the system encoder and an explanation of its purpose.
A3.1.11.2. Control procedures for pagers and examples of completed shipping forms.
A3.1.11.3. Procedures for issuing spare pagers.

A3.1.12. DELETED

A3.1.13. Contingency PWCS procedures including instructions on using war reserve materiel.

A3.1.14. A list of:

A3.1.14.1. COMSEC equipment users.

A3.1.15. Procedures for getting engineering help.

A3.1.16. Procedures for establishing annual PWCS maintenance contracts. Include an explanation of how you:

A3.1.16.1. Budget for repairs.
A3.1.16.2. Characterize your equipment and develop a list of working parts.
A3.1.16.3. Get needed support within your time requirements.

A3.1.17. The PWCS contract surveillance plan.

A3.1.18. A list of military technicians trained in PWCS repair.

A3.1.19. Letters from customers or questionnaire responses.
Attachment 4

DELETED

A4.1. Deleted.
Attachment 5

TRAINING TOPICS FOR UNIT PWCS MANAGERS

A5.1. The following general topics are mandatory for use in the net manager’s training guide. Add to this list as required by local conditions.

A5.1.1. General Information:
  A5.1.1.1. Points of Contact.
  A5.1.1.2. Applicable Publications.
  A5.1.1.3. Systems Description.
  A5.1.1.4. Net (or Talk group) Description.
  A5.1.1.5. AIM.
  A5.1.1.6. Information Technology/National Security System.
  A5.1.1.7. Frequency Requirements.
  A5.1.1.8. Intrinsically Safe Requirements.
  A5.1.1.9. Equipment Inventories.
  A5.1.1.10. Equipment Markings.
  A5.1.1.11. Budgeting Procedures.
  A5.1.1.12. Replacement Plans.
  A5.1.1.13. Contingency Procedures.
  A5.1.1.15. Audits.
  A5.1.1.16. Explanation of Terms.

A5.1.2. Maintenance and Operating Procedures for PWCS.
  A5.1.2.1. General Operating Rules.
  A5.1.2.2. Procedures for Processing Assets for Repair/Operator Maintenance.
  A5.1.2.3. Warranty Information.
  A5.1.2.4. Pecuniary Liability in Case of Misuse or Abuse.
  A5.1.2.5. Contingency Operations.
  A5.1.2.6. Operating Restrictions in Hazardous Environments.
  A5.1.2.7. Inspection and Operation of Intrinsically Safe LMRs.
  A5.1.2.8. Information Protection (Classified, NSI, SBU).
    A5.1.2.8.1. Astro Digital XTS 5000 Radio, Type 1.
    A5.1.2.8.2. Handling/Protecting CCI (AFI 33-201, Volume 5).
A5.1.2.9. Spectrum Interface Resolution Program according to AFI 10-707, *Spectrum Interference Resolution Program*.

A5.1.2.10. Command, Control, and Communications Countermeasures.


A5.1.3. COMSEC and OPSEC.

A5.1.3.1. Using COMSEC Equipment.

A5.1.3.2. OPSEC Requirements.

A5.1.3.3. Essential Elements of Friendly Information.
Attachment 6

PLANNING FOR PWCS DEPLOYMENT

A6.1. In planning for PWCS deployment, the base CSO and PWCS managers will advise the wing/base and unit level planners to consider their PWCS requirements well in advance of any deployment. Other units must plan for deployment anywhere. Some of the factors to consider are:

A6.2. Will you need your handheld telecommunications devices? Can the host base satisfy the requirement?

A6.3. Are your in-garrison operating frequencies usable in the deployed host area? Coordinate overseas requirements through MAJCOM and Air Force theater command frequency management offices.

A6.4. How will you maintain your deployed telecommunications devices?

A6.5. Do you need spares? What is the probability of combat damage or loss in transit or handling?

A6.6. Will chargers work on host-nation or host-base power sources? (Voltages and frequencies vary by nation.)

A6.7. Will you need fixed/mobile base stations, repeaters, and antennas? Should you preposition them, or will you carry and install them yourself?

A6.8. Will you need special procedures and call signs?

A6.9. Will your deployed telecommunications system give you adequate geographical coverage?

A6.10. Do you need encryption (Advance Encryption Standard (AES), Type 1, etc.)?

A6.11. What about interoperability with other units? (Frequencies, AES, Type 1, etc.)

A6.12. Is your deploying telecommunications device capable of operating within host base/host nation standards and technical parameters (i.e., frequency, channel spacing, power, etc.)?

A6.13. Develop a deployed continuity folder by tailoring the information in Attachment 2 to meet your requirements. The base points of contact now become the deployed points of contact.
Attachment 7

CHECKLIST FOR MILITARY AFFILIATE RADIO SYSTEM (MARS)

A7.1. Does AFNIC/ESLI appoint qualified affiliates to the positions of Region and State MARS directors?
A7.2. Does AFNIC/ESLI control the issue of DD Forms 2350?
A7.3. Does AFNIC/ESLI require and maintain the quarterly participation reports on MARS members as received from the region Operations and Analysis manager?
A7.4. Does AFNIC/ESLI monitor frequency request for MARS use?
A7.5. Has the MAJCOM CSO appointed a MAJCOM MARS director?
A7.6. Is an installation MARS director appointed when the base support team is functional?
A7.7. Has a copy of all MAJCOM/installation MARS director appointments been provided to AFNIC/ESLI?
A7.8. Does the MARS accountable officer make sure DD Form 1348-1A is properly processed to release government property to qualified recipients?
Attachment 8

CHECKLIST FOR GLOBAL HIGH FREQUENCY (HF) SYSTEM

A8.1. Has the Global System Manager:
   A8.1.1. Established a single set of Air Force procedures for Global HF system operations?
   A8.1.2. Reviewed and implemented MAJCOM-level recommendations for changes to the Air Force Global HF System procedures?
   A8.1.3. Coordinated mission requirements with system users?
   A8.1.4. Answered questions for intercommand and interservice special communications support?
   A8.1.5. Evaluated Global HF System network performance?
   A8.1.6. Accompanied MAJCOM HF managers on staff visits to evaluate operations, equipment use, and system integrity?
   A8.1.7. Overseen operations of assets under their control?
   A8.1.8. Matched employees and equipment to job requirements?
   A8.1.9. Evaluated training, operations, and equipment use?
   A8.1.10. Coordinated publication creation and production?
   A8.1.11. Tracked each publication through production and reported its status to the system manager?
Attachment 9

CHECKLIST FOR MYSTIC STAR SYSTEM

A9.1. Has the MYSTIC STAR Ops-Tech Manager (MSOTMO) assessed network performance?
A9.2. Has the MSOTMO compared performance trends to establish standards?
A9.3. Has the MSOTMO recommended improvements to criteria, documentation, or performance?
A9.4. Has the MSOTMO worked with personnel on all plans for operating, maintaining, managing, controlling, and configuring the network?
A9.5. Has the MSOTMO recommended budgets for network operations?
A9.6. Has the MSOTMO reported the operational status, performance status, or limitations of the network to AFNIC/ENAH?
A9.7. Has the MSOTMO implemented plans and special system configurations?
Attachment 10 (Added-AFISRA)

WIRELESS DEVICE BILL VERIFICATION MEMORANDUM
MEMORANDUM FOR HQ AF ISR Agency/A6 Det 4/SCS

FROM: HQ AF ISR AGENCY/XX

SUBJECT: Wireless Device Bill Verification

1. AFI 33-111, Section F, requires that charges be verified to ensure usage of the wireless device was official. The attached bill reflects airtime charges associated with your wireless device number ________________ for the month of ________________.

2. Request you review the billing statement as soon as possible, sign this verification letter, distribute it to the appropriate Endorser for review and verification. Once completed by the Endorser, send a copy of the billing statement and verification letter to the AF ISR Agency Wireless Manager no later than 10 days after the above date.

3. If there is any unofficial use of the wireless device on your bills, or if you have any questions, please contact ____________ at : DSN ____________, Commercial (210) ____________.

NAME, RANK, USAF
Unit Telephone Control Officer

1 Attachment:
Phone Bills

1st Ind. __________________________
Director/Commander

TO: HQ AF ISR Agency/A6 DET 4/SCS

_ This invoice was validated and there was no unofficial usage to report.
_ This invoice was validated and there was unofficial usage to report. The TCO has been notified.

PRINT NAME __________________________ DATE __________________________
SIGNATURE __________________________ DUTY PHONE __________________________

"Freedom Through Vigilance"
Attachment 11 (Added-AFISRA)

PWCS REQUIREMENT VALIDATION MEMORANDUM
MEMORANDUM FOR HQ AF ISR AGENCY/A6 DET 4/SCS

FROM: HQ AF ISR AGENCY/XX

SUBJECT: PWCS Requirement Validation

This letter validates the PWCS assets assigned to (Rank/Name) in Position (Job Title)

The current asset is: Pager  Cell Phone  BlackBerry  Air Card

Phone number/pager PIN assigned: ____________________

Device serial number: ____________________

1. Could existing landlines satisfy the mission requirement?

2. Could a pager satisfy the mission requirements?

3. Will the conversation include anything other than administrative issues?

4. Does the position need to keep in constant contact 24 hours a day?

5. Does the position often perform duties outside the office?

6. Does the position need to have voice communication on and off-base?

7. Is this a continuous need or will a prepaid phone card meet the requirement?

8. Does the position need to have an automated data (air card) processing capability outside the office?

9. If PED/automated data processing capability is necessary for requirement, please provide sufficient justification for why a government pager, cellular phone, or LMR does not meet mission requirements, and rationale of how duty position will be enhanced.

10. What, if any, additional features are requested (e.g. international service), justify?

Signature - Name, Rank
Directorate Telephone Control Officer

"Freedom Through Vigilance"
Subject: PWCS Requirement Validation

Signature - Name, Rank
Director/Commander

Approve/Disapprove

NAME, Rank
Commander, Detachment 4
Attachment 12 (Added-AFISRA)

GOVERNMENT OWNED PORTABLE ELECTRONIC DEVICE USER AGREEMENT
MEMORANDUM FOR: AF ISR AGENCY/A6 DET 4/SCS

FROM: AF ISR AGENCY/XX

SUBJECT: Government-Owned Portable Electronic Devices (PEDs) User Agreement

1. This PED Device Users’ agreement applies to any handheld government-owned PED (e.g. BlackBerry) which is configured to download e-mail from the Lackland AFB Enterprise Network or used for work-related conversations. My signature below indicates that I understand the notices, requirements, and prohibitions stated herein.

2. Official DoD telecommunications systems are subject to monitoring. Using this telecommunications system/device constitutes consent to monitoring.

3. I understand:
   a. That failure to sign this acknowledgement will result in denial of use of a PED.
   b. That the PED can only be used to process unclassified information.
   c. To maintain authorized identification and authentication controls on the PED according to Air Force and DoD Information Assurance procedures. Normal identification and authentication controls are the CAC sign-on.
   d. Not to directly connect or interface this equipment to or with any government computer resource.
   e. That I must surrender the PED if classified information contaminates the PED. Contact the unit IAM/IAO in the event of a security incident, who will then contact 690th ISS/SCNL.
   f. I must return the device with all the accessories issued (i.e. battery, charger, USB cable, and holster) to A6-Det 4 prior to leaving current duty assignment.
   g. NOTE: User must get approval through 67 NWW IAM and AF ISR Agency/SAO to be allowed to carry the device into the restricted area; i.e. Building 2000/2007 AF ISR Agency complex. BlackBerry devices must be turned-off and batteries removed while in the complex.

4. Device information:
   a. Make & Model: 
   b. Serial number: 
   c. CAC reader serial: 

5. In signing this agreement, I understand that I am taking possession of the above listed equipment and I am financially responsible for lost or stolen equipment while the PED is in my possession.

"Freedom Through Vigilance"
6. If you have any questions, please contact our office at DSN 969-2310/Comm. 210-977-2310, email address AFISRA.ITSupport@lackland.af.mil, or pager 1-800-759-8888 PIN 1019836.

<table>
<thead>
<tr>
<th>User Name/Office Symbol</th>
<th>Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>TCO Name/Office Symbol</th>
<th>Signature</th>
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