

**BY ORDER OF THE COMMANDER
AIR FORCE INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE AGENCY**

**AIR FORCE ISR AGENCY INSTRUCTION
33-117**

11 APRIL 2011



Communications and Information

ENGINEERING AND INSTALLATION (E&I)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFISRA/A600

Certified by: AFISRA/A6
(Colonel Eric J. Pierce)

Supersedes: AIAI 33-117, 14 March 2005

Pages: 4

This instruction implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems*, AFPD 63-1/AFP 20-1, *Acquisition and Sustainment Lifecycle Management*, 3 Apr 2009, AFI 33-104, *Base Level Planning and Implementation*. It provides guidance, procedures, and sets policy for Engineering & Installation (E&I) plans, programs, and budget. Additionally, it identifies other funding sources for E&I work. This instruction also identifies primary functions, responsibilities, membership, and interrelationships of the corporate body. This publication applies to all Air Force Intelligence, Surveillance, and Reconnaissance Agency (AFISRA) directorates, major staff offices, centers, wings, groups, direct reporting units (DRU), and AFISRA-gained Air National Guard and Air Force Reserve units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command to AFISRA/A600, 102 Hall Boulevard, Suite 285, San Antonio, TX 78243. Maintain records created as a result of the prescribed processes identified in this directory in accordance with (IAW) AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule (RDS) found on the Air Force Portal link at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required.

SUMMARY OF CHANGES

This publication has been substantially revised and must be reviewed in its entirety. This instruction applies many updates to new office symbols, reflecting the new HQ Air Force

Intelligence, Surveillance, and Reconnaissance Agency structure, as well as updating the 668th Alteration and Installation Squadron (ALIS) responsibilities.

1. Overview. AFISRA E&I capability is vital to National Security Agency (NSA) Information Technology (IT) and mission systems programs. This instruction formalizes how E&I work will be planned, programmed, and budgeted. E&I work is generally funded through the Consolidated Cryptologic Program (CCP).

1.1. Requirements for CCP E&I work will come from NSA or HQ AFISRA/A6. NSA requirements are generally associated with new requirements or upgrades to mission or IT projects. HQ AFISRA requirements are generally associated with headquarters support initiatives, DoD and Air Force downward directed, or HQ AFISRA units. HQ AFISRA field unit requirements are generally associated with major system changes within their respective facility.

2. Roles and Responsibilities.

2.1. HQ AFISRA/A6.

2.1.1. Is responsible for HQ AFISRA E&I oversight and is designated as the AFISRA E&I Program Management Office. HQ AFISRA/A6 is accountable to NSA for planning, programming, and budgeting of all HQ AFISRA E&I resources. Oversight, as outlined above, will ensure the NSA CCP funds for E&I requirements are properly allocated, accounted for, and meet the intended mission requirements.

2.1.2. Coordinates with NSA, AFISRA Det 1-Air Force Cryptologic Office (AFCO), HQ AFISRA, and external agencies to develop an E&I CCP and Fee for Service (funded and unfunded) Priority List. Wing /Unit will be included in the coordination process for all Fee For Service requirements.

2.1.3. Prepares and distributes an E&I data call for communication infrastructure requirement to all AFISRA organizations semi-annually. Requirements may be submitted by official message, email, or memorandum. If requirements support NSA mission systems, additional documentation is prepared through the NSA REMEDY ticket process.

2.1.4. Reviews and validates HQ AFISRA and external customer generated E&I requirements.

2.1.5. Works closely with NSA to ensure proper program funding is available.

2.1.6. Coordinates and conducts the NSA scheduled prioritization meetings for E&I work.

2.1.7. Briefs E&I Program funding, prioritization, and mission impact issues to the HQ AFISRA Resource Execution Panel.

2.2. AFCO.

2.2.1. Acts as the liaison to NSA and advocates on behalf of HQ AFISRA and AFISRA subordinate units.

2.2.2. Directs and conducts operational testing of NSA IT and mission systems at AFISRA locations following completion of E&I work.

2.2.3. Works with NSA, 668 ALIS and HQ AFISRA/A6/A3/A4 staffs, and AFCO/A3 to validate requirements associated with CCP IT and mission systems.

2.3. 668 ALIS.

2.3.1. Coordinates with HQ AFISRA/A6 on all installation activities in order to ensure program/project cost, scheduling, and performance expectations are met.

2.3.2. Throughout the project lifecycle, the 668 ALIS will provide project status reports to HQ AFISRA/A6, to include milestones, timelines, and cost information in accordance with the HQ AFISRA E&I Priority List.

2.3.3. Attends E&I prioritization review meetings and Video Teleconferences (VTCs) with NSA, HQ AFISRA/A6, and AFCO.

3. Adopted Form. AF Form 847, *Recommendation for Change of Publication*.

BRADLEY A. HEITHOLD, Maj Gen, USAF
Commander

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

AFPD 20-1, *Acquisition and Sustainment Lifecycle Management*, 3 Apr 2009
AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*
AFPD 63-1, *Acquisition and Sustainment Lifecycle Management*, 3 Apr 2009
AFI 33-104, *Base Level Planning and Implementation*, 10 May 2001
AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AFCO—Air Force Cryptologic Office
AFISRA—Air Force Intelligence, Surveillance and Reconnaissance Agency
ALIS—Alteration and Installation Squadron
CCP—Consolidated Cryptologic Program
DRU—Direct Reporting Unit
E&I—Engineering & Installation
IT—Information Technology
NSA—National Security Agency
OPR—Office of Primary Responsibility
RDS—Records Disposition Schedule
VTC—Video Teleconference