

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
INSTRUCTION 33-102**



**4 SEPTEMBER 2012**

***Communications and Information***

**COMMAND SUPPORT LAND MOBILE  
RADIOS**

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This instruction implements AFPD 33-1, *Information Resources Management*. It prescribes procedures for obtaining and using the AFRC command Land Mobile Radios (LMRs). This publication applies to the Air National Guard. 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 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This revision changes all AFRES to read AFRC and (1) indicates where wording or phrases have been changed. It also deletes the term Command deployable LMR and replaces with Command support LMR package. It establishes an additional support package at Dobbins ARB GA and deletes the support package at Travis AFB CA.

**1. LMR Custodians.** Table 1 contains a list of packages custodians, location, and number of radios authorized for shipment.

**Table 1. Package Custodians.**

PORTABLE		
PACKAGE AUTHORIZATION	CUSTODIAN	LOCATION
Package 1 79 (VHF)	94 CS/SCOT	Dobbins ARB GA
Package 2 105 (UHF)	94 CS/SCOT	Dobbins ARB GA
Package 3 75 (VHF)	439 CS/SCOT	Westover ARB MA
<b>NOTE:</b> All portable radios are battery powered and designed to be operated by one person. All packages are equipped with the National Security Agency (NSA) endorsed Data Advanced Encryption Standard (AES) algorithm and may be used to pass sensitive unclassified information, provided the radios are properly keyed.		

**2. References:**

- 2.1. AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios, and The Military-Affiliate Radio System*
- 2.2. AFI 33-118, *Electromagnetic Spectrum Management*

**3. Responsibilities:**

- 3.1. HQ AFRC/A6OC is responsible for overall management of all Command LMR packages including scheduling and radio frequency assignments.
- 3.2. The 94 CS/SCOT and 439 CS/SCOT are the custodians for the packages respectively.

**4. Custodian Responsibilities.** Custodians are responsible for accountability, storing, monitoring, maintaining, programming, and issuing their respective LMR packages as directed by HQ AFRC/A6OC. Before issuing radios, custodians perform an operational check to ensure LMR optimal performance, charge each battery, conduct an inventory, and ensure LMR and ancillary items are properly packed to prevent damage during shipment. Additionally, the custodians:

- 4.1. Maintain DD Form 1149, **Requisition and Invoice/Shipping Document**, according to AFI 33-364, *Records Disposition—Procedures and Responsibilities*.
- 4.2. Include an inventory checklist in the LMR package, and maintain LMR status in the Asset Inventory Management (AIM) System IAW AFI 33-106.
- 4.3. Upon return of radios, conduct inventories, perform operational check of each radio and ancillary equipment, and visually assess the condition of the equipment.
- 4.4. Provide a written status report to HQ AFRC/A6OC in those instances where radios are inoperative, have been damaged, or when items equipment items are missing.

4.5. Program radios with approved frequencies as authorized by HQ AFRC/A6OC (Spectrum Management).

**5. Using Unit Responsibilities.** AFRC units that use the command support LMR packages:

5.1. Operate the radios only on the designated channels that correspond to assigned frequencies.

5.2. Use AF Form 1297, Temporary Issue Receipt, or locally approved sign out system, to issue radios and ancillary equipment to individuals.

5.2.1. Personnel issued LMRs are charged with the responsibility of safeguarding them.

5.2.2. Personal who lose or damage LMRs may be assessed with the cost of replacement under AFMAN 23-220, *Reports of Survey for Air Force Property*, if negligence, willful misconduct, or unauthorized use can be established. Additionally, the Uniform Code of Military Justice (UCMJ) prescribes punishment of personnel who damage, lose, or destroy government property (Article 108), or are derelict in the performance of their duty to safeguard that property (Article 92).

5.3. Assume custodial responsibilities of LMR package upon arrival at designated location listed on DD Form 1149. Perform an inventory against package checklist and send the respective package within 12 hours after package arrival. Inventory discrepancies are indicated on receipt acknowledgment only, by serial number (radios) and or by item (ancillary equipment).

5.4. Are responsible for requesting the use of the command support LMRs and arranging transportation to and from the user location. This includes furnishing the custodian fund sites by message when required.

5.5. When returning the equipment advise the custodian by message of the date it was shipped, how it was shipped, and from where.

5.6. Meet the return not later than date, that is, have the package back to the custodian by the date. Failure to do so may result in nonsupport of the next scheduled commitment.

5.7. Ensure the Advanced Encryption Standard (AES) radios are used and properly keyed for passing sensitive, unclassified information. Sufficient lead time must given to the local COMSEC custodian to secure keying material that coincide with package use.

5.8. The using unit is ultimately responsible for replacing any (or all) equipment that is lost or damaged in any way.

**6. Procedures:**

6.1. Any AFRC unit requiring temporary LMR support may request use of a command LMR package. Use of more than one package at a time is only granted on a case-by-case basis. Submit all requests with a minimum of 90 day lead-time to address spectrum supportability determination. Request must be submitted by message, letter, or E-mail to HQ AFRC Personal Wireless Communications System (PWCS) Management, Robins AFB, Georgia 31098-1635.

6.2. Upon receipt of the request, HQ AFRC PWCS Management sends the requesting unit a message confirming availability of LMR package. Issuing instructions are sent to the

package custodian and requesting unit approximately 10 to 15 days prior to the required operational date. Requests which have a lead time of less than 90 days must be fully justified giving reason for failure to meet prescribed lead time and mission impact if request is not satisfied.

6.3. Each request will include the following:

6.3.1. Tasking authority.

6.3.2. What mission the LMR package will support.

6.3.3. Where the LMR package will be used (include all locations).

6.3.4. Point of contact (POC), organization/office symbol, and DSN number.

6.3.5. Inclusive dates that the LMR package will be used (actual exercise dates).

6.4. The package custodian prepares the LMR package for shipment according to paragraph 4, upon receipt of issuing instructions.

6.5. Each requesting unit:

6.5.1. Contacts the LMR custodian to arrange transportation of the radios from the custodian to the required locations and return transportation to the LMR package custodian. Failure of the unit to contact the LMR custodian may result in nonsupport of the requirement.

6.5.2. Assumes custodial responsibility and complies with paragraph 4.

6.5.3. In all cases, accounts for all radios and ancillary equipment on AF Form 1297.

## 7. Maintenance:

7.1. Radios are repaired on an as-required basis at each **custodian's home station using an AF Form 9, Request for Purchase or Government Purchase Card.**

7.2. If one or more of the support radios becomes inoperable while in care of the using unit it is the using unit's responsibility to obtain a replacement or conduct the remainder of the exercise without it. In the event of an inoperable radio, the using unit must inform the package custodian, who in turn will notify HQ AFRC/A6OC. **NOTE: DO NOT ATTEMPT TO REPAIR ANY RADIO AS IT WILL VOID THE WARRANTY! IF THE WARRANTY IS DETERMINED BY THE MANUFACTURER TO BE VOID THE USING UNIT WILL BE RESPONSIBLE FOR THE REPLACEMENT OF THE RADIO.**

7.3. Using units will not attempt to reprogram any radio. If any radio is damaged as a result of re-programming the using unit will replace the radio. If reprogramming is necessary, the custodian or appointed technician performs the operation.

7.4. The package custodian maintains maintenance records IAW the directives provided in AFI 33-106, and AFMAN 33-363, Management of records.

**8. Priority of Use.** HQ AFRC PWCS Manager will determine unit priorities in instances where LMR request cannot be satisfied due to limited number of radios or insufficient turnaround time between package deployments. In the event of conflicting LMR support package request, the following functional listing will be used to determine priorities:

8.1. Actual contingency tasking.

8.2. Gaining command tasking,

8.3. JCS exercise.

8.4. ORI/UEI

8.5. Local exercise. **NOTE:** In all cases, HQ AFRC PWCS Manager is the final determining authority when scheduling conflicts arise.

Kimberley A. Ramos, Col, USAFR  
Director of Communications

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

AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios, and The Military-Affiliate Radio System*, 9 January 2002

AFI 33-118, *Electromagnetic Spectrum Management*, 25 July 2005

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 December 2006

AFMAN 23-220, *Reports of Survey for Air Force Property*, 01 July 1996

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

AFPD 33-1, *Information Resources Management*, 27 June 2006

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 1297, *Temporary Issue Receipt*, 01 July 1987

DD Form 1149, *Requisition and Invoice/Shipping Document*, July 2006

***Abbreviations and Acronyms***

**AES**—Advanced Encryption Standard

**AFB**—Air Force Base

**AFRC**—Air Force Reserve Command

**AFRES**—Air Force Reserves

**AFRIMS**—Air Force Records Information Management System

**AIM**—Asset Inventory Management

**ARB**—Air Reserve Base

**CS**—Communications Squadron

**DSN**—Defense Switching Network

**LMR**—Land Mobile Radio

**NSA**—National Security Agency

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**PWCS**—Personal Wireless Communications System

**RDS**—Records Disposition Schedule

**UCMJ**—Uniform Code of Military Justice

**UHF**—Ultra High Frequency

**VHF**—Very High Frequency

*Terms*

**Assignment**—(of a radio frequency or radio frequency channel) Authorization given by an administration for a radio station to use a radio frequency or radio frequency channel under specified conditions.

**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.

**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.