

**BY ORDER OF THE  
CHIEF, NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD INSTRUCTION  
33-104**



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***Communications and Information***

***C4I REQUIREMENTS PROCESS AND  
CYBERSPACE SYSTEMS INTEGRATOR  
GUIDANCE***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Instruction implements Air Force Policy Directive (AFPD) 33-1, Cyberspace Support, and is linked to AFI 33-150, *Management of Cyberspace Support Activities*, MPTO 00-33A-1001, *General Cyberspace Activities Management Procedures and Practice Requirements*, MPTO 00-33D-2002, *Engineering, Implementation, and Cyberspace readiness Activities Management*. This instruction further defines MPTO 00-33D-3003, *Managing the Cyberspace Infrastructure with the Cyberspace Infrastructure Planning System (CIPS)*. This instruction establishes policies and procedures and provides guidelines for Air National Guard (ANG) Cyber Systems Integrator (CSI) in planning the Communication Information Systems to implement base architecture in support of planned Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance (C4ISR) Systems requirements. All included references to CSI are understood to refer to the ANG CSI-B unless otherwise stated. This publication applies to ANG Engineering Installation (EI) 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 Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are not applicable. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed.

## Chapter 1

### GENERAL INFORMATION

**1.1. Purpose.** This instruction implements communications systems/equipment activity guidelines. This publication provides direction from NGB/A6 to Air National Guard (ANG) personnel; it identifies activities required to process ANG communications. This instruction applies to personnel working in base-level communications and information systems plans and implementation. It applies to those who are required to, plan, install, modify, relocate, or remove Air Force communications and information systems. This instruction provides guidance in standardizing the planning and implementation of communications and information systems into a base-level infrastructure.

**1.2 Objectives.** The primary objectives are to define the Cyberspace Systems Integrator (CSI) program, the roles and responsibilities of the CSI, the base communications squadrons and flights and NGB in the procedures for processing communications requirements within the ANG. This instruction outlines processes, roles and responsibilities to ensure communications systems/equipment are serviceable and properly configured to meet mission requirements.

**1.2. Intent.** This instruction further defines the processes, roles and responsibilities identified in MPTO 00-33D-3003, *Managing the Cyberspace Infrastructure with the Cyberspace Infrastructure Planning System*, as they apply to ANG. MPTO 00-33D-3003 explains how to use the Cyberspace Infrastructure Planning System (CIPS) to document, fund, distribute, implement, and manage the cyberspace infrastructure.

**1.3. ANG CSI Program.** MPTO 00-33D-2002 and MPTO 00-33D-3003 identify the CSI program in a tiered approach. The ANG CSI program does not have the manpower to support this type of an approach. The ANG CSI program structure is comprised of one CSI-C located at NGB/A6 and one or two CSI-Bs located at each of the 15 Engineering Installation Squadrons (EIS).

#### 1.4. Responsibilities.

##### 1.4.1. NGB/A6XP will:

1.4.1.1. Provide CSI-Bs with training necessary to accommodate completion of Independent Government Estimates (IGEs) for Work Plans. (Ref [chapter 5](#) par [2.2](#)).

1.4.1.2. Establish and manage the NGB/A6 Programs in CIPS for POM submittals. (Ref Chapter 3 par 3.7)

1.4.1.3. Establish and manage downward directed cyber requirements. (Ref [Chapter 3](#) par [3.3.3](#))

1.4.1.4. Manage and process CIPS project plan submissions to ANG CIPS work plans. (Ref [Chapter 3](#) par [3.6](#))

1.4.1.5. Provide funding to support the CSI program to include base visits, training, SATAFs and required conferences identified in [Chapter 5](#).

1.4.1.6. Provide Statement of Work (SOW) development training and SOW templates for CSI-Bs. (Ref [Chapter 4](#) par [4.2.2](#))

1.4.1.7. Approve CSI training plan and obtain funding for the approved training objectives. The CSI council will provide the CSI training plan.

1.4.1.8. Conducts the evaluation of all requirements NGB directorates generate that impact C4 systems.

1.4.1.9. Provides all documentation and facilitates the completion of the DoD Information Assurance Certification and Accreditation Process (DIACAP) for all applicable downward directed C4 systems.

1.4.1.10. Ensure Program Objective Memorandum (POM) reflects the need for a ratio of one CSI position for every three wings and associated GSUs.

1.4.2. NGB/A6 CSI-C will:

1.4.2.1. Coordinate with System Program Offices (SPO's) to ensure major programs are properly documented in the CIPS Blueprint.

1.4.2.2. Ensure systems integration issues are adequately addressed and assess impact on related information transport systems and planned requirements.

1.4.2.3. Consult with the systems engineers and assess the impact of C4 acquisition programs on base information transport systems. Assessments include reviewing design specifications for compliance with the ANG architecture, identifying interface requirements, and recommending any parallel actions involving the information transport system to assure new C4 systems can be implemented.

1.4.2.4. Meet and coordinate with National Guard Bureau (NGB) offices, NGB/A6 directorate staff, and AF to review requirements and programs for integration within ANG.

1.4.2.5. Develop technical solutions, identify trends, and funding requirements, develop funding strategies, and implementation schedules to be applied ANG wide.

1.4.2.6. Monitor major AF directed programs to develop impact assessments of the programs on base level infrastructure, and provide appropriate input.

1.4.2.7. Ensure consistency in cyber services provided to the bases.

1.4.2.8. Ensure the CIPS Blueprint satisfies ANG architecture and objectives.

1.4.2.9. Provide the AF IMT 1768 (Staff Summary Sheet) template to the CSI-Bs.

1.4.2.10. Evaluate quality of the Blueprints.

1.4.2.11. Track completion of ANG base-level Blueprints Endorsement each FY.

1.4.2.12. Coordinate CSI training at least annually via workshop, VTC, or Defense Collaboration Services (DCS).

1.4.2.13. Provide monthly updates to the CSI-Bs on the status of all downward directed requirements, work plans and other AF or NGB/A6 initiatives.

1.4.2.14. Develop the ANG Air Force Infrastructure Assessment (AFIA) questions and criteria. (Ref [Chapter 5](#) par [2.6.2](#))

1.4.2.15. Review AFIA for changes at the beginning of each FY. (Ref Chapter 5 par 2.6.2)

1.4.2.16. Develop and manage the Customer Support Questionnaire (CSQ) program for the CSI-Bs.

1.4.2.17. Provide the target architecture for all commodities and sub-commodities on the ANG blueprint in CIPS.

1.4.2.18. Provide procedural policies, required directives, and general guidance necessary for executing the ANG CSI program.

1.4.2.19. Identify procedural changes and process improvements to improve overall CSI program performance.

1.4.2.20. Serve as the ANG functional administrator for all aspects of the CIPS. These responsibilities include, but are not limited to, CSI/CIPS working group representative and ANG CIPS database administrator.

1.4.2.21. Act as technical consultant, providing assistance to the ANG in defining and clarifying cyber requirements.

1.4.2.22. Work with the other ANG representatives to identify any equipment or data that is classified or has the potential of being classified when combined with other sensitive information systems.

1.4.2.23. Review completed Blueprint Endorsement packages and provides required endorsement.

1.4.2.24. Develop and administer the ANG CSI operation, travel, and training budget.

1.4.2.25. Forecast future Information Technology (IT) infrastructure work and ANG engineering and installation workload using CIPS Dashboard programs.

1.4.2.26. Task ANG CSI Council to conduct a complete review of the ANGI 33-104 annually and submit any required changes for publication.

#### 1.4.3. EI Unit Responsibilities to CSI Program:

1.4.3.1. The duties of the CSI-B are a complement to the traditional aspects of EI Squadron functions. The CSI-B responsibilities are identified in MPTO 00-33D-2002, MPTO 00-33D-3003, and this document. The EI unit commander is responsible for filling all funded CSI-B positions. It is the responsibility of the EI unit commander to ensure that the CSI-B primary duties are carried out and that assignment of any additional duties do not detract from completing CSI duties.

#### 1.4.4. ANG CSI-B Responsibilities:

1.4.4.1. The ANG CSI-B is responsible for ensuring submitted base requirements are appropriately and efficiently structured.

1.4.4.2. Provide Independent Government Estimates (IGEs) for Work Plan submissions utilizing the IGE Tool. (Ref **chap 2 para 2.3**)

1.4.4.3. Perform functions in the CIPS requirement process as identified in **Chapter 3, paragraph 3.3** of this document.

1.4.4.4. The CSI-B will develop the transition strategy within the base-level Blueprint after the base completes its inputs that include; existing conditions, shortfalls and mission impact.

1.4.4.5. Accomplish required training (Ref Chap 5).

1.4.4.6. Develop SOW for base Communications and Information Systems Officer (CSO).

1.4.4.7. Coordinate with the CSO to set project plan priorities and installation method. (Ref **Chap 3**, para **3.4** and **3.5**)

1.4.4.8. Complete the ANG AFIA each FY.

1.4.4.9. Conduct base visits as required (Ref **Chap 2** par **2.7**).

1.4.4.10. Meet with Base Planning officials and attend base planning meetings when possible.

1.4.4.11. Provide guidance to base functions on fiscal responsibilities and requirements for C4I systems and support equipment.

1.4.4.12. Conduct Blueprint endorsement briefing with wing commanders.

1.4.4.13. Represent NGB/A6 as the field chairperson to the NGB/A3Z SATAF Working Group (Ref **Chap 2** para **2.4**)

1.4.5. Communications Flight/Squadron (CF/CS) will:

1.4.5.1. Develop and submit communications requirements identified as a communications shortfall. (Ref **Chap 3**, para **3.3**)

1.4.5.2. Obtain customer identified requirements and submit in CIPS. (Ref **Chap 3**, para **3.3**)

1.4.5.3. Validate, approve and coordinate customer acceptance of communications requirements. (Ref **Chap 3**, para **3.3**)

1.4.5.4. Document the existing conditions, shortfalls and mission impact for all commodities and sub-commodities for their base-level blueprint in CIPS.

1.4.5.5. Determine IAW applicable regulations and technical orders (TOs) which Asset Inventory System (AIS) will be used to track communications assets. Ensuring there is no duplication of efforts between the directed AIS and CIPS. If communications equipment is not tracked in CIPS, identify for each asset area the applicable AIS.

1.4.5.6. Provide all Military Construction Project (MCP) and Sustainment, Restoration, and Modernization (SRM) design review documents and DD Form 1391 (FY Military Construction Data) to the CSI-B.

1.4.5.7. Upload CIPS Project Plan Solution Element Group(s) (SEG) into applicable work plans (Ref **Chap 3**, para **3.6**)

1.4.5.7.1. Attach supporting documentation to the applicable SEG when submitting to a work plan.

1.4.5.7.2. Coordinate annual Blueprint endorsement and related wing briefings.

## Chapter 2

### CSI-B PROGRAM

#### 2.1. General.

2.1.1. The CSI-B is responsible for providing base technical engineering planning and consulting services, technical solutions and cost estimates to support major C4ISR systems. The ANG CSI-B collaborates with Base Communications Flight/Squadron, Base Civil Engineering and other base agencies to gather information required to manage CIPS.

2.1.2. The CSI-B's are the subject matter experts in the use of CIPS. The ANG CSI-B assigned to support each base oversees and manages the engineering planning services the ANG Engineering Installation Squadrons (EIS) provide. To ensure consistency with the ANG plans and the CIPS Blueprint guidance, the ANG CSI-B is the focal point for all technical solutions impacting the Base C4ISR information transport system.

#### 2.2. Travel Funds.

2.2.1. The CSI-C will request each CSI-B provide estimated travel per quarter. The CSI-B's will submit their estimates, for the upcoming quarter, to the CSI-C NLT 30 days prior to end of current quarter or as directed by the CSI-C. These travel funds are to be used for the purpose identified on the CSI funds request submitted to NGB/A6XP.

2.2.2. The CSI-C will complete the travel fund reconciliation at the end of each quarter. The CSI-B's will submit their travel funds reconciliation to the CSI-C as directed. CSI-B's are required to complete the reconciliation process before requesting additional funds for the next quarter. Failure to properly reconcile travel funds could affect the availability of funds for the next quarter.

#### 2.3. Technical Solutions, Broad-Gauge Costs, and Independent Government Estimates.

2.3.1. The CSI-B is responsible for providing a technical solution and cost for CIPS requirements generated at the Wing level. The cost developed at the Technical Solution and Cost (TS&C) stage of a requirement is considered a broad-gauge estimate. The broad-gauge estimate is for budgetary purposes only and should not be used for procuring funds. For a detailed cost, the CSI-B will develop an Independent Government Estimate (IGE).

2.3.2. The CSI-B will develop an IGE using the tool NGB/A6 provides. The IGE represents the total funding required to satisfy the SEG it is associated with. The Contracting Office (CO) uses the IGE to evaluate solicited bids.

2.3.3. The CSI-B is responsible for providing Statements of Work (SOW) for requirements generated at the Wing level and that will be installed through contracting.

#### 2.4. Site Activation Task Force (SATAF) Visits.

2.4.1. The CSI-B is the NGB/A6 field chairperson to the NGB/A3Z SATAF Working Group. As the A6 chairperson it is the responsibility of the CSI-B to attend SATAF Site Visits and Virtual Site Visits as directed by NGB/A6XP, for their assigned bases.

2.4.2. During the SATAF visit it is the responsibility of the chairperson to develop discussion topics/agenda to assist in writing the final SATAF Report.

2.4.3. The A3X SATAF chairperson is responsible for providing SATAF report templates and formatting.

2.4.4. SATAF Visits are in addition to the CSI Site Visits referenced in para. 2.7.

## **2.5. CIPS Endorsement.**

2.5.1. The purpose of the CIPS endorsement approval process is to obtain the Wing commander's endorsement/approval of the communications commander or equivalent recommendations for the bases cyberspace infrastructure in the current and out-years. This is accomplished by reviewing CIPS narrative information, assessments, cost projections, and projects.

2.5.2. The ANG CIPS endorsement will be accomplished annually.

2.5.3. The CIPS endorsement process will utilize AF IMT 1768 (Staff Summary Sheet). Once the Blueprint Endorsement Package is endorsed, the CF/CS will route IAW with MPTO 00-33D-3003 para F.4.1.10.

2.5.3.1. The ANG CSI-C will provide the AF IMT 1768 template at the beginning of each fiscal year. At a minimum, the template will include A6X required signatures and CIPS endorsement summary.

2.5.4. The CSI-B will provide the Blueprint Endorsement Package to the CF/CS CSO. The package will include the AF IMT 1768, Executive Summary, Project Plan Summary, Work Plan Submissions, and Commodity Summaries.

2.5.5. Working with the CSO, the CSI-B will make every effort to brief the Wing commander during the CIPS endorsement process. At a minimum, the MSG/CC will be briefed during the CIPS endorsement process.

## **2.6. Air Force Infrastructure Assessment (AFIA).**

2.6.1. The AFIA provides a means for identifying communications infrastructure shortfalls. It provides drill down assessments to support AF-wide analysis and requirements justification. The AFIA must be completed prior to development of the Base Blueprint Package.

2.6.2. It is the responsibility of the CSI-C to provide the assessment criteria within the AFIA. The CSO and CSI-B will use the criteria to assess the base cyberspace infrastructure.

2.6.3. The CSI-B will be the lead for completing the AFIA. The CSI-B coordinates with the CF/CS Subject Matter Experts (SMEs) to ensure an accurate depiction of the base's overall communications infrastructure.

## **2.7. CSI Site Visits.**

2.7.1. To maintain close contact with the base, the CSI-B must conduct site visits to assigned CSI locations. The CSI-B uses these site visits to maintain awareness with the base personnel and the communications systems capabilities and shortfalls. At a minimum, the CSI-B will conduct site visits as follows:

2.7.1.1. Wings on a quarterly basis. Two of these visits will be conducted as on-site visits, and two will be virtual visits.

2.7.1.2. CRTCs on a semi-annual basis.

2.7.1.3. GSUs on an annual basis.

2.7.1.4. If additional on-site visits are required, the host Wing will be responsible for providing the travel funds.

2.7.2. The CSI will use VTC or equivalent collaboration tools to accomplish the virtual site visits. Virtual site visits should cover the same areas as an on-site visit. Multiple collaboration sessions may be required to complete the virtual site visit.

2.7.3. In advance of travel, the CSI-B will send an arrival message with a trip agenda to coordinate a site visit and to ensure key personnel will be available. This should be accomplished for both virtual and actual site visits.

2.7.4. The CSI-B will complete a trip report, detailing actions completed and suspense actions generated from the site visit. A trip report is required for all site visits and virtual visits. The CSI-C will provide the format for the trip report. At a minimum the trip report will cover;

2.7.4.1. Dates of visit

2.7.4.2. Personnel contacted during the visit.

2.7.4.3. Action items requiring coordination with NGB/A6 Staff.

2.7.4.4. Current status of all construction projects.

2.7.4.5. Listing of items accomplished during the visit.

2.7.4.6. Current status of the Base Blueprint.

2.7.4.7. Current status of the AFIA.

2.7.4.8. Action items developed during the visit, to include POCs and due dates.

2.7.5. Objectives to be accomplished during CSI-B site visit:

2.7.5.1. CF/CS Plans Office:

2.7.5.1.1. Review the agenda provided in the CSI arrival message. The agenda should include action items identified on the previous site visit and all actions taken by the OPR on the outstanding action items

2.7.5.1.2. Review status of all requirements in CIPS.

2.7.5.1.3. Review, for completeness, all annotated as-built drawings that show changes to the Communications Systems Installation Records (CSIR) and/or CVC database. Updating these records is a CS/CF responsibility.

2.7.5.1.4. Review CIPS Work Plans to ensure PP SEGs requiring NGB/A6 funding have been included.

2.7.5.1.5. Review requirements identified during the SATAF process. Verify requirement costs have been included in the A3Z SATAF FinPlan.

2.7.5.1.6. For ANG wings or units located on an Active Duty or Reserve location, the CSI-B will coordinate ANG CIPS requirements with the assigned 38 CEIG CSI. The

ANG CSI-B will maintain the CIPS database for the ANG wing or unit under the ANG MAJCOM section. The focus of the CSI-B is to ensure ANG interests are represented and documented in CIPS.

2.7.5.1.7. Coordinate with tenant organizations to ensure their communication requirements are adequately addressed in CIPS.

#### 2.7.5.2. Civil Engineering

2.7.5.2.1. When possible, attend design meetings for MCP's and SRMs projects.

2.7.5.2.2. The CSI-B will review the 35, 65 and 95 percent designs for MCP and SRM projects. Feedback will be provided on a Memo For Record (MFR) to CE and CS/CF.

2.7.5.2.3. Provide guidance on communications funding responsibilities for MCP and SRM projects.

2.7.5.2.4. The ANG CSI-B serves as a technical advisor to the Communications and Information Systems Officer (CSO) and may be required to propose, defend, and negotiate changes to planned C4I and MCP/SRM construction projects.

2.7.5.2.5. Review with the Base Civil Engineer (BCE) projected MCP and SRM projects. Identify any communications requirements that may be associated with the SRM projects.

2.7.5.2.6. Review IGEs that have been developed for SRM projects. Verify the scope of the project has not changed since the IGE was developed.

2.7.5.2.7. Verify SRM SEGs have been uploaded into the appropriate SRM Work Plan.

2.7.5.2.8. During the CIPS endorsement process, review the endorsement briefing with the BCE. This is to ensure CE initiatives identified in the briefing are complete and accurate.

2.7.5.2.9. Review status of allied support for EIS and contracted communications projects.

### 2.8. CSI Council.

2.8.1. The CSI Council is comprised of four CSI-Bs. The establishment and responsibilities of the council are identified in the CSI council charter.

2.8.2. Responsibility of CSI Council is defined in the CSI Council Charter. NGB/A6X approves the CSI Council Charter.

## Chapter 3

### REQUIREMENTS PROCESS

**3.1. General.** MPTO 00-33D-3003 identifies the Air Force communications requirements process. This chapter provides additional guidance for the processing of ANG communications requirements process. Only communications requirements impacting the ANG base C4I infrastructure will be input in CIPS. For bases pursuing NGB funding, NGB/A6 will only consider requirements input in CIPS for future funding.

#### **3.2. CIPS Naming Convention.**

3.2.1. All CIPS requirements and Technical Solutions and Costs (TS&C) will be titled using the following naming convention - Program (if applicable)-Commodity-Location (as identified in CIPS)-Descriptive Title. Reference MPTO 00-33D-3003, Table 4-2 (Program Requirement Types) and 4-3 (Commodity Requirement Types).

3.2.1.1. Example. SRM-DS-151ARW-Inside Plant for building 20.

3.2.1.2. If the requirement does not align with any of the programs identified in MPTO 00-33D-3003, table 4-2 omit the program from the naming convention.

#### **3.3. CIPS Requirements Process.**

3.3.1. All base level upward generated requirements will be processed in CIPS. The following list identifies who is responsible for each action in the CIPS requirement process.

##### 3.3.1.1. Requirement

3.3.1.1.1. Submit – SCX or SCO

3.3.1.1.2. Validate – CSO

3.3.1.1.3. TS&C Development – CSI-B

3.3.1.1.4. Approve – SCX or SCO will coordinate with customer to ensure TS&C meets requirement objectives

3.3.1.1.5. Accept – CSO

##### 3.3.1.2. Funding Strategy

3.3.1.2.1. Create PP – CSI-B

3.3.1.2.2. Submit to NGB/A6 WP – SCX

3.3.1.2.3. Submit to Wing UFR – SCX

3.3.1.2.4. Indicate funding received – SCX

##### 3.3.1.3. Implementation

3.3.1.3.1. Create a Project Management Implementation Document (PMID) for detailed project management – SCX

3.3.1.3.2. Change status in PP SEGs to Implementation, Implementation in Progress, Completed – SCX

3.3.2. The CSI-B will review all CIPS requirements impacting the base C4I for architecture compliance, regardless of the initial recipient's office or the type of action required. This is accomplished prior to the CSI-B developing the TS&C. The CSI-B is not involved in manning assists, wartime requests/taskings, small moves, adds or changes to the first 400 feet delivery infrastructure that do not require additional equipment, and Automated Data Processing Equipment (ADPE) requirements purchased through AFWay.

3.3.3. NGB/A6 will develop downward directed requirements for all ANG enterprise solution NGB/A6 administers for communications requirements.

### **3.4. Technical Solution and Costing – TS&Cs.**

3.4.1. The CSI-B will research with Functional Area Experts (FAE) to develop an appropriate technical solution and Independent Government Estimate (IGE). The technical solution and costing is returned to the CF/CS for approval. The CSI-B will coordinate with the CSO to determine if the solution will be accomplished via contract, self-help or organic. The CSI-B will create SEGs using the following rules:

- 3.4.1.1. Separate SEG for each commodity.
- 3.4.1.2. Separate SEG for each FY.
- 3.4.1.3. Separate SEG for each funding source (ex A3 and A6).
- 3.4.1.4. Separate SEG for allied support.
- 3.4.1.5. For EI work:
  - 3.4.1.5.1. Separate SEG for Engineering manpower
  - 3.4.1.5.2. Separate SEG for LOM
  - 3.4.1.5.3. Separate SEG for Installation manpower
  - 3.4.1.5.4. Separate SEG for allied support

3.4.2. SEG naming convention – Program (if applicable), Commodity, Location (as identified in CIPS), and SEG Descriptive Title. Reference MPTO 00-33D-3003, Table 4-2 (Program Requirement Types) and 4-3 (Commodity Requirement Types).

3.4.3. If organic method is selected, the cyber requirement will be first offered to the CSI-B hosting EI unit. If the host EI unit cannot support, the CSI-B will coordinate with the 251 and 253 Cyber Engineering Installation Groups (CEIG) for inclusion in the Total Force Group (TFG) process. The TFG process is covered in MTPO 00-33D-2002.

### **3.5. Project Plans.**

3.5.1. After the CF/CS approves and accepts the communications requirement, the CSI-B will create the project plan.

3.5.2. The Project Plan will have the same title as the requirement and TS&C.

### **3.6. Work Plans.**

3.6.1. NBG/A6 uses work plans to capture funding requests for both upward generated and downward directed requirements. Work plans are opened for specified periods of time and can be viewed in the open work plan portlet in CIPS. Submissions to work plans are the

responsibility of the CF/CS. Any questions the CF/CS has related to work plans should be addressed to their CSI-B.

3.6.2. NGB/A6 will create all work plans for NGB, the work plans will include a detailed description of how base level submissions are to be accomplished.

### **3.7. CIPS Programs.**

3.7.1. When NGB/A6XP directs, the CF/CS will associate all applicable Project Plan SEGs to the NGB/A6 Programs. See Chapter 6 in MPTO 00-33D-3003 for a detailed step by step process for associating a PP SEG to a program.

3.7.2. The Program Dashboard in CIPS is designed to contain the information required to successfully manage a program from inception through closeout in a presentable format. It pulls data, in real-time, from relevant existing business objects in the system allowing electronic management of programs without duplication. Reference MPTO 00-33D-3003, Appendix D for more information on the use of the Program Dashboard. NGB/A6 will utilize the Program Dashboard function in CIPS as defined in MPTO 00-33D-3003.

### **3.8. Military Construction Project (MCP) and Sustainment, Renovation, and Modernization (SRM).**

3.8.1. Base CF/CS will notify the CSI-B of all MCP and SRM projects and provide the DD 1391 to the CSI-B.

3.8.2. CF/CS will provide all design review documents to the CSI-B.

3.8.3. The CSI-B will review all design documents and provide written feedback to the CF/CS.

3.8.4. The CF/CS will notify the CSI of all planning and design review meetings.

3.8.5. The CF/CS will immediately notify the CSI of any changes to the design identified outside the standard design review process.

3.8.6. The CF/CS will ensure all SRM requirements are uploaded to the appropriate NGB/A6 SRM work plan.

3.8.7. The CSI-B will provide direction on funding responsibilities for MILCONS and SRMs.

## Chapter 4

### CONTRACTING

**4.1. General Process.** Prior to using contract support, the CSI-B must contact a contracting office (IAW DoD 5500.7-R, *Joint Ethics Regulation*, and the Federal Acquisition Regulation {FAR}). The contracting office will refer the CSI-B to the appropriate office where details will be outlined concerning your particular requirement. The contracting office issuing the contract will appoint a Contracting Office Representative (COR). Since the ANG uses more than one type of contract, unique reporting techniques vary from contract to contract. To avoid unauthorized commitments, consult with a contracting officer (CO) to avoid any statements that a contractor or vendor may construe as a commitment or intention to purchase from any vendor.

4.1.1. Only the designated CO may negotiate with the contractor or modify the terms of the contract.

4.1.2. CSI-Bs are required to complete the COR training as identified in chapter 5 of this document, however ANG CSI-Bs will not be assigned the role of COR for any of their assigned bases. The training is required to allow CSIs to conduct required market research and development of TS&Cs, IGEs and SOWs.

4.1.3. CSI-Bs are required to complete SOW training as identified in chapter 5 of this document. All SOWs required to support a comm. requirement at an ANG location will be the responsibility of the assigned ANG CSI-B. If someone else other than the CSI-B creates a SOW for a communications requirement on the base the CSI-B will review the SOW prior to submission to contracting. During the review, the CSI-B will need to ensure that the SOW; addresses the Air Force and ANG architecture, has clearly stated deliverables and identifies the performance of a Quality Assurance Surveillance Program (QASP) by the government. Although the CSI-B is responsible to complete the SOW the following rules apply;

#### 4.2. SOWs.

4.2.1. A SOW will be generated after the funding organization approves funding.

4.2.2. All SOWs will be developed using the CSI-C approved SOW template.

4.2.3. During development of the SOW, The CSI-B will coordinate with the CO in charge of awarding the contract.

4.2.4. Submit SOW to the applicable CSO office for review and processing.

4.2.5. If the supporting contracting office uses a unique SOW format, the CSI-B will need to work with that contracting office to develop the SOW IAW their guidance.

## Chapter 5

### TRAINING POLICY GUIDANCE

**5.1. General.** This chapter serves as the master training plan for ANG CSI-Bs. The ANG CSI Council is the point of contact to represent the group training needs, requirements, and enrollment.

#### **5.2. Required Training.**

5.2.1. Computer-Based Training Courses on the Defense Acquisition University (DAU) website <http://www.dau.mil/default.aspx>.

5.2.1.1. Contracting Officer Representative CLC 222 – must be completed within 6 months from time of hire.

5.2.1.2. Overview of Acquisition Ethics CLM 003 – must be completed within 6 months from time of hire.

5.2.1.3. Improved Statements of Work CLM 031 – must be completed within 9 months from time of hire, but this training must be completed before the CSI can develop SOW's.

5.2.2. Initial CSI training

5.2.2.1. Initial CIPS workshop training

5.2.2.2. A6X directed CSI training

#### **5.3. Recommended Training.**

5.3.1. Work Statement Workshop TTM 009 (DAU)

5.3.2. Building Industry Consulting Services International (BICSI)

5.3.2.1. DD120: Grounding and Protection Fundamentals for Telecommunications Systems

5.3.2.2. DD125: Advanced Grounding and Bonding

5.3.2.3. PM110: Telecommunications Project Management

5.3.2.4. ITP110: Analyzing Telecommunications Distribution Systems

5.3.2.5. DD102: Designing Telecommunications Distribution Systems

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**ADPE**—Automated Data Processing Equipment

**AF**—Air Force

**AFIA**—Air Force Infrastructure Assessment

**AIS**—Asset Inventory System

**ANG**—Air National Guard

**BICSI**—Building Industry Consulting Services International

**C4**—Command, Control, Communication and Computers

**C4I**—Command, Control, Communication, Computers and Intelligence

**C4ISR**—Command, Control, Communication, Computers, Intelligence, Surveillance and Reconnaissance

**CE**—Civil Engineering

**CEIG**—Cyber Engineering Installation Group

**CF**—Communications Flight

**CIPS**—Cyberspace Infrastructure and Planning System

**CO**—Contracting Office

**COR**—Contracting Office Representative

**CS**—Communications Squadron

**CSI**—Cyberspace Systems Integrator

**CSI—B** – Cyberspace Systems Integrator-Base Level

**CSI—C** – Cyberspace Systems Integrator-Command Level

**CSIR**—Communication Systems Installation Record

**CSO**—Communications and Information System Officer

**CSQ**—Customer Satisfaction Questionnaire

**CVC**—CIPS Visualization Component

**DAU**—Defense Acquisition University

**DCO**—Defense Connect Online

**DoD**—Department of Defense

**EI**—Engineering Installation

**EIS**—Engineering Installation Squadron

**FAE**—Functional Area Expert  
**FAR**—Federal Acquisition Regulation  
**FinPlan**—Financial Plan  
**FY**—Fiscal Year  
**GSU**—Geographically Separate Unit  
**IAW**—In Accordance With  
**IGE**—Independent Government Estimate  
**IT**—Information Technology  
**LOM**—List of Materials  
**MAJCOM**—Major Command  
**MCP**—Military Construction Project  
**MFR**—Memo for Record  
**MILCON**—Military Construction  
**MPTO**—Methods and Procedures Technical Order  
**MSG/CC**—Mission Support Group Commander  
**NGB**—National Guard Bureau  
**PMID**—Project Management Implementation Document  
**POC**—Point of Contact  
**POM**—Program Objective Memorandum  
**PP**—Project Plan  
**QASP**—Quality Assurance Surveillance Program  
**SATAF**—Site Activation Task Force  
**SEG**—Solution Element Group  
**SME**—Subject Matter Expert  
**SOW**—Statement of Work  
**SPO**—System Program Office  
**SRM**—Sustainment Restoration and Modernization  
**TFG**—Total Force Group  
**TS&C**—Technical Solution and Costing  
**VTC**—Virtual Teleconference