

**BY ORDER OF THE COMMANDER  
31ST FIGHTER WING**

**AVIANO AIR BASE INSTRUCTION 33-106**

**2 OCTOBER 2012**



**Communications and Information**

**MANAGEMENT OF COMMUNICATIONS  
ASSETS**

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This Instruction implements from AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*, AFMAN 33-145, *Collaboration Services and Voice, Systems Management* and AFI 33-112, *Information Technology Hardware Asset Management*. It provides guidance and implements instructions for individuals and organizations requesting cellular telephones and other communication assets for which usage is limited to official duties. This base instruction applies to all 31st Fighter Wing units and US Air Force tenant units supported by the 31st Fighter Wing. 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/afirms/afirms/> Contact supporting records managers as required. 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 chain of command.

**1. Requesting and Terminating Cellular Telephone or Blackberry Services.**

1.1. Requesting Blackberry or cellular telephone service. All requests must be submitted with complete justification and appropriate documentation in advance of purchase.

1.2. Requests are made by completing an entry into the communications tracking system by the unit's Telephone Control Officer (TCO).

1.2.1. Requests must document the communications requirement, not the specific need for an equipment item.

1.2.2. The request must provide sufficient justification as to why a mobile communications asset is needed and have the requesting unit Commander's validation and the unit RA's approval.

1.3. Blackberry and cellular telephone requests exceeding the allowance as outlined in paragraphs 4.1 and 5.1 must be approved by the Communication Systems Officer. All approved requests will be kept on file by the unit TCO.

1.4. Terminating Blackberry or cellular telephone Service. When a Blackberry or cellular telephone device is no longer needed a request must be submitted to 31 CS to terminate service. The device must then be turned in to the unit ITEC. The ITEC is responsible for reutilizing the device or properly disposing of it using the Defense Logistics Agency Disposition Services (formerly DRMO).

## **2. Telephone, Blackberry Device and Cellular & Landline Telephone Billing.**

2.1. A bi-monthly validation of Blackberry service, cellular, and landline telephone bills must be performed prior to payment of the bill. The bi-monthly validation process is initiated by the 31 CS/SCXB Billing Office by sending a receipt of charges to each unit's TCO.

2.2. TCOs will validate the accuracy of their bill via a digitally signed email with 31 CS/SCXB. The emailed response will state "I certify that calls for the month of \_\_\_\_\_ are official and payment is due." TCO will respond within 10 days of the certification request from 31 CS/SCXB.

2.3. Blackberry service, cellular and landline telephone bills are paid by the Communications Squadron from pre-allocated funds. Organizations will pre-plan their budget at the start of the fiscal year.

2.3.1. Organizations that go over their annual budget will reimburse the Communications Squadron for the amount overspent. Group Resource Advisors will coordinate this reimbursement with 31 CPTS and the 31 CS Resource Advisor.

## **3. Billing for Unauthorized Calls.**

3.1. Commanders may seek reimbursement for all unauthorized calls made on government telephones IAW AFI 33-106 Para 4.9.3.1.

3.2. The unit TCO will review all telephone data and will inform 31 CS/SCXB if unauthorized calls occur. In this case, 31 CS/SCXB will prepare a DD Form 1131, Cash Collection Voucher, and provide it to the unit TCO who in turn will provide it to the user. The user will then remit payment to 31 CPTS and provide the corresponding voucher number as proof of payment to his TCO. The unit TCO will provide this documentation to 31 CS/SCXB, at which point the issue will be considered closed.

3.3. In the case where abuse is suspected, the TCO will inform the unit Commander of the situation. Leadership involvement will be needed should this situation occur.

#### **4. Blackberry Device Authorization and Use Policy.**

4.1. Authorization of Blackberry devices. The use of Blackberry devices is restricted to Wing Commander, Vice Commander, Wing Staff Agency Chiefs, Group Commanders, Squadron Commanders and two additional personnel per squadron. These two additional personnel to include mission critical on-call personnel will be validated by their commander and submitted through the TCO via the communication requirements tracking system. Features and services beyond calls and e-mail may be disabled due to network security policy. All features must have Designated Approving Authority. Blackberry devices will not be used for command and control. Commanders are responsible for ensuring oversight of assets.

4.2. Additional Blackberry authorizations. If additional Blackberry devices are required beyond those identified above, approval from the Communications System Officer (CSO) is required. A request via the communications requirement tracking system is required to document this approval. The unit requesting this additional authorization will be responsible for funding the Blackberry device purchase, the server license needed to support the device and all monthly charges incurred for the device.

4.2.1. Existing devices will be grandfathered into this restriction and are not subject to CSO approval.

4.3. Authorized Blackberry device model. Before purchasing Blackberry devices, contact 31 CS/SCOS for the most current authorized Blackberry device model. Only models approved by 31 CS/SCOS may be purchased. Models may be grey, dark blue, black or silver in color.

4.4. Use Policy. All use policies that apply to cellular telephones apply to Blackberry devices as well. See paragraph 4 of this document for Cellular Telephone (CT) use policy.

#### **5. Cellular Telephone Authorization and Use Policy.**

5.1. Authorization of new cellular telephone devices. The use of cellular telephones is restricted to Group and Squadron Superintendents, Flight Chiefs, Flight Commanders and mission critical on-call personnel. Mission critical on-call personnel will be validated by the unit Commander. Any additional personnel requiring a cellular telephone will be validated by the unit Commander and approved by the CSO.

5.2. Air Force provided cellular telephones are to be used for official administrative purposes. Cellular telephones will not be used for command and control. Personnel are authorized to use cellular telephones to make short infrequent personal calls when appropriate under the circumstances. An example of an appropriate call includes notifying a family member of a change in work schedule. Emergency calls are always authorized. Examples of inappropriate calls include personal calls that generate more than minimal charges to the government, obscene or harassing calls, or calls for commercial gain. Reference AFI 33-106 for additional details regarding authorized cellular telephone usage.

5.3. If you are calling another Defense Switched Network (DSN) number, use a regular landline telephone as a first priority. For cell phone calls, if you have a government cell phone, call from a government cell phone to a cell phone. Following these guidelines saves the government money by using lower calling rates.

5.4. Telephone Monitoring and Recording. The Air Force uses unsecured telecommunications systems such as telephones, Blackberry devices, cellular telephones, radios, facsimile, pagers, computer networks and other wired or wireless electronic devices to conduct day-to-day official business. Adversaries can easily monitor unsecured systems that could provide information on military capabilities, limitations, intentions and activities. User awareness is an important aspect of mitigating this threat. See AFI 33-219, *Telecommunications Monitoring and Assessment Program (TMAP)*, for more information.

5.5. When a cellular telephone is issued, personnel are required to sign a form 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 form will be retained by the owning unit's TCO for 6 months after the device is returned. Every cellular telephone will have a DD Form 2056, *Telephone Monitoring Notification Decal* (miniature version) attached. These forms can be obtained from the Asset Management Office (31 CS/SCOS).

## **6. Cellular Telephones for Temporary Loan and Contingency Use.**

6.1. Temporary Loan. The 31st Communications Squadron will have a limited number of cellular telephones and Blackberry devices on hand for temporary loan.

6.2. Terms of use.

6.2.1. Temporary cellular telephones are requested by submitting a request in the communications requirements tracking system by the unit TCO. Cellular telephones for loan are available on a first come, first served basis. The 31st Communications Squadron does not guarantee availability of a cellular telephone for loan.

6.2.2. Unit commander approval is required for use of a cellular telephone while TDY.

6.2.3. If a loaned Blackberry device or cellular telephone is not returned by the due date, service will be terminated and all charges incurred for service deactivation/reactivation will be billed to the borrowing unit. A Report of Survey will be completed by the borrowing unit if the device is not returned to 31 CS within 30 days of the due date.

6.2.4. The 31st Communications Squadron reserves the right to recall any loaned cellular telephone if required by a higher priority mission.

6.2.5. When a unit Blackberry or cellular telephone is returned to the company for maintenance, a temporary device will be issued if available.

6.3. Contingency Use. Contingency operations are a military operation as designated by the Secretary of Defense. Examples include Operation DESERT STORM, DENY FLIGHT, and ENDURING FREEDOM. All charges accrued during temporary use of a cellular telephone will be billed to the accounting code for contingency operations.

## **7. TCOs**

7.1. TCOs validate communication requirements and cellular and DSN call charges for their unit. They are the liaison between their unit and the 31 CS and are responsible for all of their squadron's communication requests. The TCO will submit requests through the

communications requirements tracking system, currently the Work Order Management System.

7.2. Each Squadron Commander, Wing Staff Agency, Tenant Organization & GSU will assign a primary and alternate TCO for their unit (Reference: AFMAN 33-145). A sample appointment letter is available in Attachment 4 of this instruction. Signed TCO appointment letters are to be forwarded to 31 CS/SCXC ([SCXC@aviano.af.mil](mailto:SCXC@aviano.af.mil)).

7.3. TCOs will annually revalidate their unit's Blackberry and cellular telephone inventory. The Asset Management Office (31 CS/SCOS) will send a validation listing to each unit TCO. This listing will be utilized to account for and ensure all Blackberry devices and cellular telephones have the DD Form 2056 attached, per paragraph 4 of this document. The Unit TCO will send the completed, signed revalidation spreadsheet back to 31 CS/SCOS for compilation of the base's complete wireless communication inventory. 31 CS/SCOS will maintain this validation.

## **8. IT Equipment Custodians (ITECs)**

8.1. Unit Commanders appoint Primary and Alternate ITECs to identify PWCS requirements, acquisition and turn in of IT/PWCS inventory. Most commonly, these inventory items are Personal Computers and cellular telephone. See Attachment 3 for an example appointment letter.

8.2. All ITECs will perform a 100% inventory of IT assets in close coordination with the Asset Management Office (31 CS/SCOS). A blank inventory sheet will be provided to the ITEC by 31 CS/SCOS. When 100% inventory is complete and returned to 31 CS/SCOS, 31 CS/SCOS will send an official inventory sheet for the ITEC and Squadron Commander to sign. The inventory will be closed upon final receipt of the official inventory by 31 CS/SCOS.

8.3. All ITECs are responsible for disposing of their unit's outdated or unneeded IT equipment. ITECs will coordinate this disposal with the Defense Logistics Agency Disposition Services (formerly DRMO).

8.4. All ITECs have additional responsibilities as outlined in AFI 33-112, paragraphs 8.5 and 11.

SCOTT J. ZOBRIST  
Brigadier General, USAF, Commander

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

**AFI 33-106**, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*, 09 January 2002

**AFMAN 33-145**, *Collaboration Services and Voice, Systems Management*, 6 September 2012

**AFI 33-112**, *Information Technology Hardware Asset Management*, 07 January 2011

***Prescribed Forms***

None

***Adopted Forms***

AF 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**CSO**—Communications System Officer

**CT**—Cellular Telephone

**DSN**—Defense Switched Network

**PWCS**—Personal Wireless Communications Systems

**TCO**—Telecommunications Control Officer

***Terms***

**Communications and Information Systems Officer (CSO)**—The Communications Squadron Commander, or a designated individual, who ensures telecommunication services meet installation mission requirements. AFI reference is AFMAN 33-145.

**IT Equipment Custodian (ITEC)**—The person appointed by the unit commander responsible for obtaining and managing PWCS equipment and IT assets.

**Unit Telecommunications Control Officer (TCO)**—The person appointed by the unit commander responsible for submitting, validating, and monitoring communications requirements for their unit.

**Attachment 2****CUSTOMER BRIEFING AND ACCOUNTABILITY RECEIPT**

1. This briefing is intended to inform those using a government Blackberry device and cellular telephone (CT) of the user responsibilities.

2. Blackberry Service and CT Costs: The using organization is billed for each individual Blackberry device and CT number. Personal calls should be kept to an absolute minimum, and should not overrun plan minutes even if you are willing to reimburse the government. If you are calling another DSN number, use a regular (corded landline) telephone as a first priority. For cell phone calls, if you have a government cell phone, call from a government cell phone to a cell phone, the rates are less expensive than a regular telephone. Bills are reviewed carefully for unauthorized or questionable charges. You will be asked to validate to your unit TCO that all Blackberry device and/or CT charges to your number were for authorized purposes.

3. Security. Blackberry devices and CTs are not to be used for operational communications, i.e., those which may be considered sensitive or For Official Use Only. IAW AFMAN 33-145, Do not use regular unclassified Blackberry devices or CT for C2 purposes. The weak CT signal is susceptible to jamming, intrusion, interference and monitoring. All Blackberries must be password protected.

4. Fraud, Waste and Abuse. Using a government Blackberry device or CT without approval for other than official government business and authorized calls without reimbursement to the government is fraud. Using a Blackberry device or a CT in lieu of other available government landlines, where available, is abuse. Using a Blackberry devices or CT when pagers and radios will accomplish the mission is waste.

5. Statements of Understanding. By signing below, I certify that I will not discuss classified or sensitive information on this device. I acknowledge and understand the following statement IAW AFI 33-219. "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."

I acknowledge receipt of and responsibility for the items described herein. I certify that all charges incurred on this cellular phone while it is signed out to me will be for government official and authorized calls, unless otherwise noted.

User's Printed Name \_\_\_\_\_  
Organization \_\_\_\_\_  
User's Signature \_\_\_\_\_  
Date \_\_\_\_\_

Attachment 3

SAMPLE EQUIPMENT CUSTODIAN APPOINTMENT LETTER



DEPARTMENT OF THE AIR FORCE  
31ST FIGHTER WING (USAFE)

(DATE)

MEMORANDUM FOR 31 CS/SCOS

FROM: (YOUR ORGANIZATION/CC)

SUBJECT: Appointment of IT Equipment Custodian (ITEC) and Alternate

1. In accordance with AFI 33-112, paragraph 7.5, I assign the following individuals as primary and alternate ITEC's for (Your Unit) and they are aware of their responsibilities contained in AFI 33-112. The individuals understand they will not relocate communications equipment without prior coordination and approval. This approval can be obtained by submitting a WOMS request to 31 CS. Custodians are subject to pecuniary liability for lost, damaged, or destroyed equipment through personal fault or negligence in accordance with AFI 33-112.

Position	Name	Duty Phone	DEROS	Sample Signature
Primary:				_____
Alternate:				_____

2. This office will provide a replacement ITEC at least 45 days prior to departure of either individual.

3. IAW AFI 33-112 paragraph 1.2.5, this appointment letter must be renewed annually.

4. This supersedes all previous letters same subject.

(Your Squadron CC's Signature Block)

Attachment 4

SAMPLE TELEPHONE CONTROL OFFICER APPOINTMENT LETTER



DEPARTMENT OF THE AIR FORCE  
31ST FIGHTER WING (USAF)

(DATE)

MEMORANDUM FOR 31 CS/SCXC

FROM: *(Your Squadron/CC)*

SUBJECT: Appointment of Telephone Control Officer (TCO) for *(squadron)*

1. I appoint the following individuals as TCOs for the *(squadron)*:

Position	Name	Duty Phone	DEROS	Sample Signature
Primary:				_____
Alternate:				_____
Alternate:				_____

TCO E-Mail Org Box \_\_\_\_\_

2. Appointees must have access to the TCO organizational e-mail box specified above and ensure it is always active.

3. Appointees understand the duties outlined in AFMAN 33-145. Also, appointees need to attend Aviano's TCO training with 31 CS/SCXC, Ms. Vivian Rigoli or Ms Stefania Santarossa, 632-7126 or 4093.

4. This letter superseded all previous letters, same subject. Please direct any questions to <POC>, DSN <####>.

< CC's signature block >