

**BY ORDER OF THE COMMANDER
19TH AIRLIFT WING**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 33-103**

8 MAY 2012



Communications and Information

***REPAIRING AND RESTORING AIR
TRAFFIC CONTROL AND BASE WEATHER
FACILITY MALFUNCTIONS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 19 CS/SCOA

Certified by: 19 MSG/CC
(Colonel George A. Coggins)

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This instruction implements AFD 33-1, *Information Resources Management*. This instruction applies only to 19th Airlift Wing (19 AW) organizations assigned or attached to Little Rock AFB AR. This instruction does not apply to the Air National Guard, or Reserve units or any other organization assigned or attached to Little Rock AFB AR. It establishes control of deferred maintenance, and also establishes a standard priority system for restoration of 19 AW, and Little Rock AFB Communications Systems. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (available at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.) Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR).

SUMMARY OF CHANGES

Removed all references to the MMLS, Communications Focal Point (314 CS/SCOS). Added references Airfield Systems (19CS/SCOA).

1. Responsibilities:

- 1.1. The 19th Communications Squadron Commander (19 CS/CC) will ensure communications electronic equipment restoration actions are based upon user-defined priorities.
- 1.2. The Airfield Systems (19 CS/SCOA) Integrated Maintenance Data System (IMDS) monitor will:

- 1.2.1. Assign priorities as established by this instruction.
- 1.2.2. Assign job control numbers (JCNs) per governing directive, Maintenance Operating Instruction (MOI) 21-1, *Assignment of Job Control Numbers*, to all discrepancies that change equipment or mission status and notify the user of the assigned job control number. Each different and subsequent discrepancy requires a unique JCN.
- 1.2.3. Control all associated maintenance actions including those requiring joint dispatches of multiple work centers.
- 1.2.4. Keep the user informed of any changes in status of the JCN, such as backorder of Mission Incapable Parts (MICAP), excessive delays in maintenance, etc.
- 1.2.5. Verify data or current status with the user on all JCNs associated with the user whenever requested. 19 CS/SCOA will verify outages with the primary Air Traffic Control and Landing System (ATCAL) facility whenever requested.
- 1.2.6. Close JCNs only when the user is satisfied the discrepancy is corrected. A new JCN shall be opened for any different discrepancy found during the operational check for a previous discrepancy.
- 1.2.7. Dispatch maintenance according to the response times stated in this instruction.
- 1.2.8. Coordinate/direct maintenance on deferred jobs to meet the response times established by this instruction. Jobs with an expired estimated time in commission (ETIC) and those awaiting maintenance will be coordinated with work sections for prompt rescheduling.
- 1.2.9. Monitor all priority jobs. This includes Equipment Inoperative for Parts (EIP), contractor and Civil Engineering jobs affecting communications equipment.
- 1.2.10. Verify and review AF Integrated Maintenance Data System (IMDS) equivalent for all priority parts in accordance with (IAW) AFI 21-116, *Maintenance Management of Communications-Electronics*. Priority A and MICAP parts will be verified daily and all Urgency of Need Designator (UND) "B" requests will be verified weekly at a minimum. This includes documentation of information and coordination with work sections for status updates.
- 1.2.11. Control deferred Periodic Maintenance Inspections (PMI) to include notifying the 19 CS Operations Flight Commander/Chief of Maintenance (COM) and rescheduling.
- 1.2.12. Monitor a current automated listing of all on call technicians, provided by individual work centers.
- 1.2.13. Coordinate with the 19 OSS/OSA or designated representative prior to authorizing any maintenance tests of equipment.
- 1.2.14. Coordinate with 19 OSS/OSA for downtime other than published times as required.
- 1.2.15. Inform the 19 CS Operations Flight Commander (19 CS/SCO) or designated representative of any priority 1 outage within 15 minutes of the job opening during normal duty hours or within 30 minutes during non-duty hours. Priority 2 or lower

priority outages will be briefed in the current document or other status briefing the next duty day.

1.2.16. Prepare, update, and post the current status document each duty day.

1.2.17. Disseminate dangerous weather notifications to applicable 19 CS work centers as required.

1.2.18. Perform all duties as prescribed in 00-33A-1001 or assigned by the 19 CS/CC.

1.2.19. Coordinate with the 19 OSS/OSW or designated representative prior to authorizing any maintenance tests of weather equipment.

1.3. 19 CS Maintenance Work Centers will:

1.3.1. Respond within the response times established by this OI.

1.3.2. Inform 19 CS/SCOA IMDS monitor when parts are ordered or received.

1.3.3. Inform 19 CS/SCOA IMDS monitor of status changes, estimated time return to operation (ETRO) changes and/or delays as they happen. These will include scheduled preventive maintenance downtime and generator run-ups or any other actions affecting or that could be expected to affect equipment or mission status.

1.3.4. Inform 19 CS/SCOA IMDS monitor of PMI reschedule dates.

1.3.5. Maintain an on-call schedule.

1.3.6. Be able to coordinate equipment restoral actions within 15 minutes of notification based upon the time constraints specified in Attachment 2.

1.3.7. Coordinate changes to the on-call schedule with the 19 CS/SCOA IMDS monitor.

1.3.8. Advise the user and 19 CS/SCOA IMDS monitor when required maintenance is accomplished and request the appropriate equipment checks.

1.3.9. Advise 19 CS/SCOA IMDS monitor of the fix actions within 30 minutes of restoral.

1.3.10. Coordinate with user and perform PMIs IAW the no-NOTAM schedule in the Instrument Flight Rules Enroute Supplement.

1.3.11. Perform evacuation alarms checks during published PMI times. Coordinate with user (Tower Watch Supervisor), if checks will be performed outside these times.

1.4. Users of the communications equipment listed in this instruction will:

1.4.1. Notify 19 CS/SCOA IMDS monitor (501-515-9500) of any equipment outages or problems.

1.4.2. Notify 19 CS/SCOA IMDS monitor upon restoral of equipment to operational status. Users opening a work order must close the work order. 19 CS/SCOA IMDS monitor will call the user to close work orders if the user fails to call within a reasonable time.

2. Primary ATCALs Monitoring Facilities.

2.1. The following are designated Little Rock Air Force Base's primary monitoring facilities:

2.1.1. Little Rock AFB Tower is designated the primary ATCALs equipment monitoring facility. The tower is responsible for notifying the NOTAM Dispatch Center (Airfield Management) when there is an interruption to, or malfunction in, any NOTAM-reportable equipment in the tower or airfield facilities.

2.1.2. The base weather station, building 120, is the primary monitoring facility for weather equipment.

3. General.

3.1. Assignment and application of dispatch response criteria and restoral priorities for specific equipment or systems cannot always be determined from a list of priority assignments. Consequently, the following must be considered in applying maintenance priorities.

3.1.1. Mission requirements.

3.1.2. Priority of work in progress.

3.1.3. Availability and qualification of work force.

3.1.4. Safe operation of the system and personnel safety.

3.1.5. Desirability of restoring alternate equipment when the primary equipment would take longer to restore.

3.2. Maintenance priority designators are used to determine mission response times. Numbers 1 through 5 will be used to designate the mission priority. Attachment 2 is the suggested priority applications and contains Response Times/Suggested Supply Priority.

3.2.1. Outage - Equipment/System is unable to support mission requirement. (Not Mission Capable) (RED)

3.2.1.1. Any equipment/system called out as "not mission capable," "red," or "unusable" constitutes a release of the equipment/system to maintenance. Maintenance personnel do not have to further coordinate any release of the equipment/system.

3.2.1.2. Impairment - equipment/system is deteriorated so that total equipment operability is diminished but can meet minimum mission requirements. (Partially Mission Capable)(AMBER)

3.2.1.3. Equipment impairments require coordinated downtime. Work sections will coordinate the needed downtime through 19 CS/SCOA IMDS monitor as soon as possible. Response will be ASAP after downtime has been tentatively scheduled.

4. Weather Conditions may Affect Response and Restoral/Repair Times.

4.1. Exceptions to the priority response times in Attachment 2 - These priority response times exceptions must be approved by the equipment operator (i.e., ATC Tower, WCP, Base

Weather, etc.). This deviation will be entered into the 19 CS/SCOA IMDS monitor Master Station Log.

5. Multiple Outage Restoral: 19 CS/SCOA IMDS monitor will direct restoral. The Communications Squadron Commander will take action IAW T.O. 00-25-108, *Communication-Electronics (C-E) Depot Support*, T.O. 00-33A-1001, and this instruction.

MICHAEL A. MINIHAN, Colonel, USAF
Commander, 19th Airlift Wing

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

AFI 00-33A-1001, *General Communications Activities Management Procedures and Practice Requirements*

MOI 21-1, *Assignment of Job Control Numbers*

T.O. 00-25-108, *Communication-Electronics (C-E) Depot Support*,

LITTLE ROCK AFB I 33-101, *Radio Call Signs*

LITTLE ROCK AFB I 13-250, *Airfield Operations and Local Flying Procedures*, 29 April 2010

Prescribed Forms

None

Adopted Forms

None

Abbreviations and Acronyms

ATC— Air traffic control

ATCALs— Air traffic control and landing systems

DATIS— Digital Air terminal information system

BNCC— Base network control center

CE— Civil engineer

CFP— Communications Focal Point

STARS— Standard terminal automation replacement system

DVRS— Digital voice recorder system

EIP— Equipment inoperative for parts

ESR— Equipment status reporting

ETIC— Estimated time in commission

ETRO— Estimated time return to operation

FDIO— Flight data input and output

IFR— Instrument flight rule

IFF/SIF— Information friend or foe/ selective indication feature

IMDS— Integrated Maintenance Data System

JCN— Job control number

MOI— Maintenance operating instruction

METNAV— Meteorological navigation systems

MMLS— Mobile microwave landing system

NAVAIDS— Navigational aids

NDB— Non-directional beacon

NOTAM— Notice to airmen

PMI— Preventive maintenance inspections

PMSV— Pilot to metro services

PUP— Principle user processor

RFC— Radar Final Control

RSI— Remote status indicator

TSV— Tactical secure voice

TX— Transmit

UND— Urgency of Need Designator

WCP— Wing command post

Attachment 2

MAINTENANCE RESPONSE CODES

Equipment Priority	Response Time	Supply
1	Immediate (NLT 1 hr) (Overtime authorized for contractors)	MICAP 02/1E
2	ASAP NLT 24 Hours	MICAP 02 or 03/1E or JE
3	Next duty day	MICAP 02 or 03/ 1E or JE
4	72 hrs	03/AE or BE
5	ASAP (When no other jobs are open)	Routine

NOTES:

1. Discrepancies turned over to civilian contractors will be responded to as per their contract. (Comm Tek Services during and after duty hours response time is three hours. SIM&S or current telephone contractor response time is one hour during duty hours and after duty hours is three hours).
2. Priority response times can be deferred/extended by the equipment user on duty.
3. Equipment users may request quicker response times than outlined in this instruction. If mission requirements dictate this, raise the priority and call 19 CS/SCOA IMDS monitor.

Attachment 3

EQUIPMENT RESTORAL PRIORITY BY MAINTENANCE WORKCENTER

A3.1. This listing will be used by 19 CS/SCOA IMDS monitor to prioritize work within their perspective work centers. It also constitutes the catastrophic restoral list for each work center based on the priority of the user and the system. The Crisis Action Team, the Mission Support Group Commander, the Communications Squadron Commander, or the 19 CS/SCO can change these catastrophic responses.

A3.1.1. AIRFIELD SYSTEMS RADIO EQUIPMENT

Equipment	Status	Priority
ATC Tower Console		
All positions unusable	Outage	1
Multiple positions unusable or impaired:	Impairment	1
Single position unusable or impaired	Impairment	2
ATC Tower Recorder (DVRS)		
Both decks	Outage	1
Only one deck	Impairment	2
Any primary frequency (with back-up available)	Outage	2
Tower Radio Frequencies		
Any primary frequency (with no back-up) unusable	Outage	1
Any multi-channel unusable	Outage	2
DATIS unusable	Outage	1

NOTE: The 19 OSS/OSA or representative will provide an emergency restoral list in the event of a catastrophic frequency outage. This list will reflect the needs of the user at the time of the outage.

Equipment	Status	Priority
WCP Recorder		
Base Weather UHF radio;	Outage	1
also know as (aka) PMSV	Impairment	3

Airfield Management UHF radio (372.2) aka Pilot-to-Dispatch	Outage	1
	Impairment	3
PRC-113	Outage	5
	Impairment	5
Giant Voice (Outage is defined as all or more than half of the speakers inoperative)	Outage	1
	Impairment	3
Fire Station Recorder	Outage	3
	Impairment	5

A3.1.2. AIRFIELD SYSTEMS METEOROLOGICAL & NAVIGATIONAL EQUIPMENT

AN/GRN-30 Localizer

Totally unusable	Outage	1
One TX unusable	Impairment	2
Three momentary outages in 1 hour	Impairment	2
RSI unusable	Impairment	2

AN/GRN-31 Glideslope

Totally unusable	Outage	1
One TX unusable	Impairment	2
Three momentary outages in 1 hour	Impairment	2

Equipment	Status	Priority
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RSI unusable	Impairment	2
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AN/FRN-45 TACAN

Totally unusable	Outage	1
Three momentary outages in 1 hour	Impairment	2

RSI unusable	Impairment	2
ND 200 SX NDB		
Totally unusable	Outage	1
RSI unusable	Impairment	2
AN/FMQ-19		
System Unusable	Outage	1
Both Ends unusable	Outage	1
One end unusable	Impairment	2

A3.1.3. AIRFIELD SYSTEMS RADAR EQUIPMENT

STARS

Totally unusable	Outage	1
TWR Cab monitor	Outage	1
Supervisor Desk	Impairment	2
Flight Data Input Output (FDIO) (IAW published maintenance concept) (RC-1 if whole system is down)	Outage	3

A3.1.4. AIRFIELD SYSTEMS LAND MOBILE RADIO MANAGEMENT

Equipment	Status	Priority
Any LMR Net (See LRAFB I 33-101 for net restoral priorities)	Outage	1
All nets	Impairment	3
All LMRs, pagers, and Cellular Phones	Routine	5

SCOI/Telephone Management

Base Telephone Switch	Outage	1
One Operator Console Failed	Impairment	3
More than one console failed	Outage	1
Any Single telephone instrument	Routine	5
Command Post Equipment	Outage	1
Any Key System	Outage	1
Duress/Alarm Circuits	Outage	1
Equipment	Status	Priority
Cable Cuts		
If any priority circuits or equipment are out	Outage	1
If no priority circuits or equipment is effected	Impairment	3
Tower shout/coordination circuits	Outage	1
Wing leadership home telephone	Outage	1
MISCELLANEOUS		
TCTOs and time change items	None	4
PMIs	None	3
Overdue PMIs	None	4
Contract Maintenance	Outage Impairment	as Per Contract
Equipment	Status	Priority
Jobs not affecting equipment status	None	5

NOTE: Transmitters and receivers have separate ID numbers, therefore will be tracked independently. If the back-up radio for a Guard Frequency is inoperative, then an outage on the primary becomes a priority 1.

Attachment 4**MULTIPLE OUTAGE RESTORAL PRIORITY**

A4.1. This list is used in conjunction with a catastrophic communications outage that extends base wide. The Battle Staff may change the priorities as required by mission. Restoral priority for multiple outages is listed as follows:

1. TOWER (see **A3.1.1**)
2. TACAN - AN/FRN-45
3. Base Telephone Switch
4. Command Post Consoles
5. Localizer - AN/GRN-30
6. Glideslope - AN/GRN-31
7. Automated meteorological system - FMQ-19
8. Command Post Radios
9. NDB - NC-200SX
10. STARS
11. Airfield Management Consoles
12. PMSV
13. Airfield Management Radio
14. ILS RSI - AN/GRN-29
15. Any LMR Net (See LRAFB 33-104 for restoral priorities of LMR nets)
16. Wing leadership home phone (DSN and commercial)
17. All tactical equipment (Priority set by user at time of outage).

A4.2. Prioritization of multiple radio outages, tower, or RFC outages will be coordinated by the 19 OSS/OSA or designated representative.

2. Fire Department	B-239	3737, 3228
3. Fire Reporting	B-239	911
4. Fire Reporting Base Housing	B-239	911
5. Security Police	B-480	3221, 3222, 3223
6. Front Gate	B-1500	3425
7. Back Gate	B-399	6740
8. Crime Stop	B-480	6600
9. Command Post	B-314	3200, 3208
10. CP Maintenance	B-314	5495
11. Fuel Control Center	B-295	6146, 3016, 8354
12. Supply Pick-Up & Delivery	B-450	3064, 6734, 6417
13. Hospital Appointments/Pharmacy	B-1090	8811/7446
14. Helping Hand	B-480	3777
15. Airfield Management	B-120	6123
16. Base Weather	B-120	6444, 6152
17. ATOC	B-257	3086
18. Trans Vehicle Ops	B-551	6086
19. 189 th ANG Ops	B-103	6993, 6011, (6321 Bldg 118)
20. Drug Line	B-480	3784
21. Housing Maintenance	B-2000	6802
22. CE (Help Desk)	B-536	6553
23. Tower Cab	B-214	3416, 2143
24. Base Lodging (Front Desk)	B-1024	6652