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OFFICE OF THE SECRETARY

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MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FOAs/DRUs

FROM: SAF/CIO A6  
1800 Air Force Pentagon  
Washington DC 20330-1800

SUBJECT: Air Force Guidance Memorandum (AFGM) to Air Force Instruction (AFI) 33-134, WARFIGHTING INTEGRATION SATELLITE COMMUNICATIONS RESOURCE MANAGEMENT.

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes Air Force Instruction 33-134, *(AFI) 33-134, Warfighting Integration Satellite Communications Resource Management*, 14 January 2015. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. 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).

As a result of the publication of AF Policy Directive (AFPD) 17-2 *Cyberspace Operations*, which supersedes AFPD 33-2, *Cyberspace Support*, dated 9 Aug 2012; AFI33-134 is hereby renumbered as AFI 17-213. This Memorandum also renumbers AFI33-134; the title and the rest of the content remain unchanged. I hereby direct the Office of Primary Responsibility (OPR) for AFI33-134 to conduct a special review in accordance with AFI33-360 to align its content with AFPD17-2. This will result in a rewrite or rescind action of AFI33-134.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon rescinding or rewrite of AFI 33-134, whichever is earlier.

WILLIAM J. BENDER, Lt Gen, USAF  
Chief, Information Dominance and  
Chief Information Officer

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 33-134**

**14 JANUARY 2015**



***Communications and Information***

**WARFIGHTING INTEGRATION SATELLITE  
COMMUNICATIONS RESOURCE  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 33-5, *Warfighting Integration*, AFPD 33-1, *Cyberspace Support*, Department of Defense (DoD) Instruction (DoDI) 8100.04, *Unified Capabilities*, Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 6250.01, *Satellite Communications*; CJCSI 6251.01 *Narrowband Satellite Communications Requirement*, Defense Information Systems Agency (DISA), *Circular 310-130-1, Submission of Telecommunications Service Requests*, and DISA - Defense Information Technology Contracting Organization (DITCO), *Circular 350-135-1, Commercial Communications, Defense Commercial Communications Acquisition Procedures*. It supports AFMAN 33-153 Information Technology (IT) Asset Management (ITAM). It provides procedures for Air Force (AF) personnel who procure and manage Mobile Satellite Services (MSS) and/or Fixed Satellite Service (FSS) resources in support of mission readiness and warfighting capabilities. This instruction applies to all military and civilian Air Force personnel, members of the Air Force Reserve and Air National Guard, and other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force. Send questions or recommendations for changes on the content of this instruction through appropriate command channels to Secretary of the Air Force Warfighter Systems Integration 1800 Air Force Pentagon, Washington DC 20330-1800, through appropriate channels, using AF IMT 847, *Recommendation for Change of Publication*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered

compliance items. Ensure that 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. See Attachment 1 for a glossary of references and supporting information.

## ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. This revision is intended to articulate guidance for all Air Force space-based communications, government and commercial satellite communications (SATCOM) systems, and commercial mobile and fixed satellite services. The revision also acknowledges the roles of the 38<sup>th</sup> Cyberspace Readiness Squadron (CYRS) and Air Force Space Command (AFSPC).

### **1. Overview.**

1.1. This AFI replaces AFI 33-134, Mobile Satellite Services Management and expands upon the SATCOM related elements of AFMAN 33-116, Long-Haul Telecommunications Management, to form a consolidated instruction for Air Force SATCOM resource management. It identifies roles and responsibilities for Air Force organizations in the acquisition, management, and reporting of commercial SATCOM (COMSATCOM) services and commercially procurable SATCOM terminals. It addresses both the equipment and service. DoDI 8100.04 *DoD Unified Capabilities* (UC) states, "DISA is the preferred UC transport provider for Internet and commercial satellite connections used for voice, video, and/or data services on DoD networks." Exemptions and waiver authority to this policy are detailed in DoDI 8100.04.

1.2. This instruction addresses SATCOM-related elements of the Air Force Information Networks (AFIN) Infrastructure. AFIN Infrastructure is the Air Force cyberspace infrastructure consisting of Air Force-owned/leased and controlled components (hardware, software, networks, systems, equipment, facilities, and services) operated by DoD, Air Force, contractor or other entity on behalf of the Air Force, which stores, transmits, receives, or processes information, regardless of classification or sensitivity.

### **2. Satellite Communications Management.**

2.1. The Air Force will provide necessary oversight and guidance for the associated AFIN SATCOM infrastructure. The Air Force will implement an enterprise approach to the procurement and use of COMSATCOM.

2.1.1. The Air Force will use the use performance-based strategies and most cost effective method of satisfying SATCOM requirements, to include: the use of MILSATCOM (as the bandwidth provider of first choice), inclined orbit commercial satellites (when feasible), sharing existing bandwidth by implementing the use of Internet Protocol (IP) SATCOM modems. The Air Force will use DISA as the preferred transport provider when procuring commercial SATCOM per DoDI 8100.04.

2.1.2. The Air Force will support the Joint SATCOM Panel (JSP) in accordance with (IAW) CJCSI 6250.01. Support the joint community in the development and assessments of SATCOM requirements, architectures, synchronization products (including the National Security SATCOM Systems Synchronization Roadmap (NS4R)) and SATCOM roadmaps. Document and validate all Air Force current and future SATCOM requirements in the Joint Staff's SATCOM Database (SDB) and SATCOM terminals in the NS4R.

2.1.3. The Air Force must maintain subject matter expertise on Air Force SATCOM connectivity requirements and support the annual review and revalidation of those requirements in the Joint Staff's SDB. **(T-0)**

2.1.4. Current and future systems must comply with national, military, and appropriate commercial standards and policies published in accordance with CJCSI 6250.01 and CJCSI 6251.01. Implement the Integrated Waveform (IW) on all software upgradable non-processed narrowband SATCOM radios including future software programmable radios as defined in CJCSI 6251.01. All existing radios accessing non-processed narrowband systems not identified for the IW upgrade must be Demand Assigned Multiple Access (DAMA) compliant in accordance with CJCSI 6251.01. Assignment to IW or DAMA narrowband networks should be the standard, with dedicated channels being the exception. Radios accessing non-processed narrowband systems that do not meet the IW or DAMA standards must submit a technical or certification waiver to SAF/AQ in accordance with CJCSI 6251.01 (Narrowband Satellite Communications Requirements). **(T-0)**

2.1.5. Existing and planned software defined radios operating in the UHF SATCOM band should plan to be interoperable with the Mobile User Objective System (MUOS). MUOS terminals should utilize the Joint Enterprise Network Manager (JENM).

2.1.6. In accordance with applicable domestic and international law, the AF will establish guidance and procedures for employing and operating SATCOM systems. Operators will obtain spectrum certification prior to procuring and/or operating SATCOM assets, and will follow the appropriate coordination procedures to gain host nation approval before operating SATCOM assets in overseas locations. **(T-0)**

2.1.7. All AF organizations will use the SAF/FM approved Element of Expense Identification Codes (EEICs) to identify commercial SATCOM services and asset expenditures in the AF accounting system. **(T-1)**

2.1.8. All requirements for gateway services must be identified in Cyberspace Infrastructure Planning System (CIPS). **(T-1)** The AF will minimize the number of unique DoD Information Network Entry Point gateways and implement an enterprise approach whenever feasible. **(T-2)** COMSATCOM users should minimize reliance on major command (MAJCOM) or program unique gateways. Solutions need to leverage DoD or AFIN enterprise solutions. **(T-2)**

### **3. Roles and Responsibilities.**

3.1. Deputy Chief of Staff of the Air Force, Information Dominance and Chief Information Officer (SAF/CIO A6) general roles and responsibilities are listed in AFD 33-1, *Cyberspace Support* and AFD 33-5 *Warfighting Integration*.

3.1.1. Provide oversight, policy and guidance for long-haul telecommunications equipment and services, satellite communications terminals, and military and leased SATCOM services to ensure effective implementation, consistent with net-centric policy, concepts and plans.

3.1.2. Represent the Air Force in Joint fora (e.g., Joint SATCOM Panel) related to satellite communications.

3.1.3. Is the Air Force focal point for developing Air Force SATCOM policy and for coordinating the annual reporting of commercial SATCOM operational usage and associated costs to US Strategic Command (USSTRATCOM).

3.1.4. Is the Air Force waiver approval authority when requesting a waiver from using DISA as the preferred transport provider when procuring commercial SATCOM per the policy detailed in DoDI 8100.04. Current and future systems must comply with international and domestic law; national, military, and appropriate commercial standards; and policies published in accordance with CJCSI 6250.01 and CJCSI 6251.01.

3.2. The Assistant Secretary of the Air Force for Acquisition (SAF/AQ) will:

3.2.1. Approve and forward to the Joint Staff all acquisition program office waiver requests to the non-processed narrowband SATCOM terminal interoperability requirements as outlined in CJCSI 6251.01 Narrowband Satellite Communications Requirements.

3.3. AFSPC as Core Functional Lead (CFL) for Cyberspace Superiority and Lead Command for Cyberspace organizes, trains, equips and operates cyberspace forces, systems and capabilities. As such, AFSPC will:

3.3.1. Develop and coordinate a Service-level SATCOM enterprise architecture that serves as a roadmap identifying the MILSATCOM and COMSATCOM solutions needed to address known and future AF requirements IAW CJCSI 6250.01. The architecture will appropriately reflect the stated AF bandwidth requirements documented in the SDB.

3.3.2. Function as technical lead for maintaining the AF SDB requirements IAW CJCSI 6250.01, and present it to SAF/CIO A6 for annual validation. Participate in SDB technical working group meetings. Support the joint community in the development and assessments of SATCOM requirements, architectures, and synchronization products (including the NS4R and SATCOM roadmaps).

3.3.3. In coordination with SAF/CIO A6 and SAF/AQ, define, develop, and deploy the components and systems, to support and sustain the AFIN SATCOM infrastructure. Support SAF/CIO A6 and SAF/AQ in developing and implementing guidance, procedures, technical standards for the AFIN SATCOM Infrastructure and associated information technology (IT) components.

3.3.4. Ensure terrestrial communications and MILSATCOM are employed when appropriate to decrease COMSATCOM leasing. Systems that technically cannot use MILSATCOM will not require AFSPC review for MILSATCOM availability.

3.3.5. Develop policy to ensure new systems or system modifications comply with CJCSI 6250.01 and CJCSI 6251.01.

3.3.6. Develop, coordinate and publish an inspection checklist within six months of publication of this instruction.

3.4. 38<sup>th</sup> Cyberspace Readiness Squadron.

3.4.1. Act on behalf of AFSPC as the day-to-day Air Force commercial SATCOM manager.

3.4.2. Provides the Air Force a single point of contact for MAJCOM, vendors, and other parties to improve commercial SATCOM support and formulates recommended policy changes for SAF/CIO A6 approval. **(T-2)**

3.4.3. Document and coordinate the operating commands' MSS requirements in service-level planning documents. Consolidate input from MAJCOM MSS managers to report annual USAF MSS hardware and service costs to SAF/CIO A6 for use in the annual USSTRATCOM report IAW CJCSI 62150.01. **(T-0)**

3.4.4. Monitor MSS technological advances and changes to identify the types of systems that can best satisfy Air Force requirements and makes recommendations to MSS MAJCOM, Field Operating Agency (FOA), direct reporting unit (DRU) Managers on the various enterprise solutions that will best meet their requirements.

3.4.5. Maintain an aggregated list of all Air Force MSS equipment and service. **(T-2)**

3.4.6. Guides and assists MAJCOM/FOA/DRU MSS Managers in activation/deactivation, procurement of MSS systems and service, and SDB procedures. Acts as the Air Force Component Representative and coordinates with industry and MAJCOM/DRU/FOA MSS managers to submit MSS commissioning packages. Reviews and submits all aeronautical, ground, or maritime Satellite Activation Request Forms (SARFs) from MAJCOM/DRU/FOA MSS managers. Activates, deactivates, places global bars, and requests suspension on Air Force's behalf.

3.4.7. Review MAJCOM/DRU/FOA requested waivers from the requirement to use DISA as the preferred transport provider per DoDI 8100.04 and coordinates with HQ USAF/A6 CIO for approval or disapproval. **(T-0)**

3.4.8. Will manage access to vender dashboards. Will review and approve requests for access to vender dashboards and coordinate with vendors to establish which terminal(s) the customer will be able to view on the dashboard. **(T-2)**

3.5. MAJCOMs/FOAs/DRUs:

3.5.1. Will provide commercial SATCOM funding and management oversight. **(T-1)**

3.5.2. Establish a command-level MSS Manager. Send appointment letter with name, rank, Defense Switched Network (DSN) number, and e-mail address to the 38<sup>th</sup> CYRS within 15 days of appointment. **(T-2)**

3.5.3. Ensure all SATCOM requirements are documented in the SDB for service-level missions in accordance with CJCSI 6250.01. **(T-0)**

3.5.4. When one or more units from one MAJCOM/DRU/FOA are deploying in support of another MAJCOM/DRU/FOA, coordinate to insure equipment availability and funds

are available to cover SATCOM airtime expenses in the appropriate Program Designator Code (PDC) account.

### 3.6. MAJCOM/FOA/DRU MSS Manager:

3.6.1. Uses cost, system availability, encryption requirements, and reliability as the primary criteria in deciding whether an approved MSS system, or alternative, should be the system of choice to meet a user's mission requirement. If further expertise is needed, MSS Managers should contact the 38<sup>th</sup> CYRS.

3.6.2. Ensures unit compliance with DoD CIO policy on acquisition and use of MSS and forwards waiver requests for not using DISA as the preferred transport provider IAW DoDI 8100.04 and using non-standard DoD MSS systems to the 38<sup>th</sup> CYRS. **(T-0)** (Note: Waivers to mandates involving the acquisition program execution chain are processed IAW the acquisition chain of authority as specified in AFI 63-101/20-101.)

3.6.3. Works with and forwards MSS requirements to proper MAJCOM/FOA/DRU authority and AFSPC/A5M for submission into the SDB (CJCSI 6250.01). **(T-0)**

3.6.4. Validates hardware and service subscription requests via CIPS, or MAJCOM equivalent requirements documents are generated before MSS airtime and equipment are purchased. **(T-2)**

3.6.5. Approves all MAJCOM MSS activation and deactivation requests in DISA Direct (DD) Storefront and ensures the MAJCOM Circuit Management Office (CMO) is included in the DISA Direct Storefront (DDSF) routing matrix. **(T-1)**

3.6.6. Serves as the overall manager of MSS assets within the command to ensure terminal assets are at the right place at the right time to ensure MAJCOM/FOA/DRU mission is met.

3.6.7. Coordinates with 38<sup>th</sup> CYRS and supported users to review and validate MSS commissioning packages. Forwards validated SARFs to 38<sup>th</sup> CYRS. Requests 38<sup>th</sup> CYRS activates, deactivates, places global bars, and requests suspension on supported user's behalf. Authorizes the intra-command transfer of MSS terminals to ensure missions are met and consolidates requirements to gain efficiencies of scale. Identifies excess equipment to the 38<sup>th</sup> CYRS and coordinates asset transfers between MAJCOM/FOA/DRU.

3.6.8. Provides annual inventory of MSS assets to include all active and in-active Subscriber Identity Module (SIM) cards to the 38<sup>th</sup> CYRS. Assets are tracked and accounted for using the Asset Inventory Management System (AIMS) in the Air Force Equipment Management System (AFEMS). The Surgeon General Managed Equipment Manager will accomplish annual inventory for Air Force Medical Service War Reserve Materiel assets and provides the annual inventory report directly to 38<sup>th</sup> CYRS ([38CYRS.SCC.workflow@us.af.mil](mailto:38CYRS.SCC.workflow@us.af.mil)). Perform MAJCOM Personnel Wireless Communications Systems (PWCS) duties as described in AFI 33-590 and AFMAN 33-153 1.2.9. **(T-3)**

3.6.9. Provides a consolidated annual, Commercial SATCOM Use and Expenditure Report, of command-wide hardware and service use and expenditures in accordance with CJCSI 6250.01 to the 38<sup>th</sup> CYRS to support the annual task released by USSTRATCOM.

Report will include at a minimum current fiscal year (FY) hardware purchases and integration costs by terminal type and number, total number of terminals by type and costs for current FY associated satellite airtime, **(T-0)**.

3.6.10. The MAJCOM/FOA/DRU MSS manager will validate requests from unit MSS managers for individual access (and de-access) to vender dashboard(s). Forward validated requests to the 38<sup>th</sup> CYRS at [38CYRS.commercial.satcom@us.af.mil](mailto:38CYRS.commercial.satcom@us.af.mil). **(T-3)**

### 3.7. Installations:

#### 3.7.1. Communications Systems Officer (CSO) or Designated Representative:

3.7.1.1. Appoints, in writing, a primary and alternate installation MSS manager and forwards a copy of the appointment letter to the MAJCOM/FOA/DRU MSS manager. Performs duties as the PWCS ECO and described in AFI 33-590, AFMAN 33-153 para 1.2.10.1., and AFMAN 33-153.1.2.10.2. **(T-2)**

3.7.1.2. Coordinates with the MAJCOM/FOA/DRU MSS manager on all issues pertaining to budgeting for the acquisition, operation (including satellite "air time" charges), and maintenance of their installation MSS assets and services unless centrally funded by the MAJCOM/FOA/DRU.

3.7.1.3. Annually revalidates all installation SATCOM requirements (per CJCSI 6250.01) with the MAJCOM/FOA/DRU MSS manager to determine if existing equipment meets known and anticipated unit mission requirements. Every two years completes review and revalidation process as described in AFMAN 33-116 "*Long Haul Communications Management*". **(T-0)**

#### 3.7.2. Installation MSS Manager:

3.7.2.1. Sends a copy of the installation MSS Manager Appointment letter to the MAJCOM manager.

3.7.2.2. Consolidates installation MSS inventory list and routes document to commander or designated representative for validation; forwards a validated copy of the inventory to the MAJCOM MSS manager; document to be retained for 1 year. **(T-1)**

3.7.2.3. Assists supported unit MSS managers to coordinate new/replacement MSS requirements and submit request in CIPS to the MAJCOM MSS manager for approval, as described in AFMAN 33-116 and Methods and Procedures Technical Order MPTO 00-33D-3003 "Managing the Cyberspace Infrastructure with the Cyberspace Infrastructure Planning system."

3.7.2.4. Works with unit MSS managers and MAJCOM/FOA/DRU action officer to ensure all SATCOM requirements are documented in the SDB according to CJCSI 6250.01 and United States Strategic Command Instruction SI 714-4 "*Consolidated Satellite Communications Management Policies and Procedures*". **(T-0)**

3.7.2.5. Ensures excess installation MSS equipment is identified to the MAJCOM MSS manager for deactivation or potential redistribution before turn in to the installation Defense Reutilization and Marketing Service. Do not dispose of MSS

equipment or turn in to Defense Reutilization and Marketing Office (DRMO) without receiving AF MSS Manager approval through the MAJCOM MSS manager.

3.7.2.6. Consolidates unit MSS cost reports and forwards the Installation report to the MAJCOM MSS manager quarterly. **(T-3)**

### 3.8. Units:

#### 3.8.1. Commander or Designated Representative:

3.8.1.1. Appoints, in writing, a primary and alternate unit MSS manager and forwards a copy to the Installation CSO. **(T-2)**

3.8.1.2. Coordinates with the Installation manager on all issues pertaining to budgeting for the acquisition, operation (including Satellite "air time" charges), and maintenance of their unit MSS assets and services unless centrally funded by the MAJCOM/FOA/DRU.

3.8.1.3. Annually revalidates all unit SATCOM bandwidth requirements (per CJCSI 6250.01). **(T-0)**

3.8.1.4. Ensure requirements for MSS equipment and services are entered into CIPS and procured through DISA per DoD CIO policy, initiates Department of Defense Information Network waiver requests if required, to the installation MSS Manager. If the installation MSS Manager isn't in their chain of command, waivers are sent to the MAJCOM/FOA/DRU MSS Manager. See AFMAN 33-116 and MPTO 00-33D-3003-1 for additional details.

#### 3.8.2. Unit MSS Manager:

3.8.2.1. Sends a copy of the unit MSS Manager Appointment letter to the Installation MSS manager. Tenant units will send a copy of the appointment letter to their MAJCOM/FOA/DRU MSS Manager. **(T-3)**

3.8.2.2. Performs an annual inventory of the unit's MSS equipment as prescribed by AFMAN 33-153. Maintain a signed copy of the inventory report for one year. Acts as the PWCS Equipment Custodian with the assigned responsibilities as described in AFI 33-590 para 3.9. and AFMAN 33-153 para 1.2.13.1. **(T-3)**

3.8.2.3. Works with unit-level training manager to ensure qualification and on-the-job training is accomplished for MSS systems. Training must ensure all terminal operators have a working knowledge of the airtime costs involved with operating the device(s).

3.8.2.4. Coordinates new/replacement MSS requirements with the Installation and MAJCOM MSS manager before initiating the appropriate action in CIPS as detailed in MPTO 00-33D-3003. **(T-3)**

3.8.2.5. Works with Installation MSS manager and MAJCOM/FOA/DRU to ensure all SATCOM requirements are documented in the SDB per CJCSI 6250.01 and SI 714-4 "*Consolidated Satellite Communications Management Policies and Procedures*". **(T-0)**

3.8.2.6. Forwards aeronautical, ground, or maritime MSS commissioning package to the MAJCOM/DRU/FOA MSS manager and prepares SARF package requesting activation, deactivation, global bar, or suspension on unit's behalf. **(T-3)**

3.8.2.7. Ensures excess MSS equipment is identified to the Installation MSS manager for deactivation or potential redistribution before turn in to the base's designated Defense Reutilization and Marketing Service.

3.8.2.8. Establishes local Preventive Maintenance Inspections and pre- and post-deployment inspections, which will include, at minimum, an operational check for unit MSS equipment.

3.8.2.9. Ensures users follow instructions provided by their MAJCOM/FOA/DRU MSS manager to utilize the correct earth station for their MSS services. Users will, depending on equipment capabilities, program terminals to automatically select the DITCO-contracted Land Earth Station for that terminal. Failure to do so will result in higher airtime costs and possible direct billing from foreign earth stations.

3.8.2.10. Ensures MSS transmissions are encrypted whenever required by the classification of the information being transmitted. When transmitting classified information, NSA Type-1 is the only approved encryption method. **(T-0)**

3.8.2.11. Ensures users comply with the regulations governing the use of radio communications of the country in which the terminal is operating. If supporting a military deployment, contact the supported Unified Command's frequency management office for usage. **(T-0)**

3.8.2.12. Coordinates all activation, deactivation, barring, and transfers requests with the installation MSS Manager and initiates Service Requests as prescribed in AFMAN 33-116.

3.8.2.13. Reports all unit MSS costs to the Installation MSS manager quarterly. Tenant units must report their MSS expenditures to their respective MAJCOM/FOA/DRU MSS Manager and not through the Installation MSS manager. **(T-3)**

3.8.2.14. For those units that manage commercial satellite assets on aircraft. Initial commercial satellite equipment installed on new airframes is procured as part of the aircraft. When the AF accepts the aircraft the assigned unit will enter the request into CIPS for approval to procure the associated service(s), once approved place order in DD Storefront to procure the services. **(T-2)**

3.8.2.15. Forward access requests for individual access (and de-access) to vender dashboard(s) to the MAJCOM MSS manager. Note: Contractors who need access to vender dashboard(s) will require approval from a government point of contact before access will be granted. **(T-2)**

### 3.9. Inmarsat.

3.9.1. Inmarsat is a commercial satellite communications system. Inmarsat owns and operates a fleet of satellites providing mobile voice and data communications capability. The Inmarsat terminal is a radio communications device using a satellite link to interface with terrestrial communications systems or other Inmarsat terminals.

### 3.9.2. Acquiring Equipment.

3.9.2.1. The Unit MSS manager will purchase terminal equipment utilizing DISA/DITCO contracts line items or other contract vehicles prescribed by the Director DISA if available, otherwise units are authorized to use any vendor offering the equipment on GSA contract, as long as it is not pre-activated. **(T-2)**

3.9.2.2. All Air Force terminals must be securable per DoD CIO policy. To this end, if a terminal can be interconnected with a National Security Agency (NSA) approved secure voice device, the (Inmarsat) terminal must be purchased in the commensurate configuration to facilitate secure operations. **(T-0)**

### 3.9.3. Activation.

3.9.3.1. Once the terminal is received, the MAJCOM/FOA/DRU MSS manager will begin terminal activation as soon as practicable.

3.9.3.2. The MAJCOM/FOA/DRU MSS manager will activate a terminal through the appropriate Point of Service Activation Authority (PSA) that best meets the user's end needs. Factors to be considered include the Land Earth Station that will be used for communications to the secure communications algorithm.

### 3.9.4. Contracting.

3.9.4.1. After the terminal is activated, the terminal must then be enrolled on a DISA/DITCO MSS airtime contract. The MAJCOM/FOA/DRU MSS manager will ensure the owning unit coordinates with the MAJCOM/FOA/DRU Circuit Management Office to initiate the DISA/DITCO-contracting process. Per DoDI 8100.04 "DISA is the preferred UC transport provider for Internet and commercial satellite connections used for voice, video, and/or data services on DoD networks." Consequently Inmarsat airtime services may only be contracted through DISA/DITCO unless a waiver is received from the DoD CIO through the SAF/ CIO A6. **(T-0)**

### 3.9.5. Inmarsat Use.

3.9.5.1. Users will follow instructions provided by the MAJCOM/FOA/DRU MSS manager to ensure the correct earth station is used for Inmarsat service. Users will, depending on equipment capabilities, program Inmarsat terminals automatically to select the DITCO-contracted Land Earth Station for that terminal. Failure to do so will result in higher airtime costs and possible direct billing from foreign earth stations. **(T-2)**

### 3.9.6. Deactivation.

3.9.6.1. When an Inmarsat system is no longer required, or transferred to a new owner outside the MAJCOM/DRU/FOA, the MAJCOM/FOA/DRU MSS manager will deactivate the terminal. Deactivation ends the ability to use an Inmarsat terminal. **(T-2)**

3.9.6.2. The MAJCOM/FOA/DRU MSS manager will go through the same PSA that was used for terminal activation.

### 3.9.7. Transfer.

3.9.7.1. If a serviceable terminal within a MAJCOM/DRU/FOA is no longer needed within the Command, the MAJCOM/FOA/DRU MSS manager will contact the 38<sup>th</sup> CYRS lead to inform them of the excess.

3.9.7.2. The 38<sup>th</sup> CYRS will check with all the MAJCOM/FOA/DRU MSS managers to determine if the terminal can be transferred to meet a mission requirement. **(T-3)**

3.9.7.2.1. If the terminal can be used within the Air Force, the 38<sup>th</sup> CYRS will inform the affected MAJCOM/FOA/DRU MSS managers so they can accomplish the transfer of equipment. **(T-3)**

3.9.7.2.2. If the terminal is not needed within the Air Force, the 38<sup>th</sup> CYRS will check with the MSS lead equivalents in the Army and Navy. **(T-3)**

### 3.9.8. Disposition.

3.9.8.1. If a terminal is not required, the MAJCOM/FOA/DRU MSS manager will make sure the terminal is deactivated and dis-enrolled from the DITCO contract before turning in to a base's designated DRMO. **(T-2)**

## 3.10. The Iridium/Enhanced Mobile Satellite Service (I/EMSS).

3.10.1. I/EMSS is a satellite-based, global wireless personnel communications network designed to permit narrow-band wireless transmission, (i.e., voice, data, fax, or paging), to reach its destination with a minimum reliance on land-based infrastructures. Cross-linking between satellites and up/down-linking through the DoD terrestrial satellite gateway at Wahiawa, Hawaii, allows DoD users Networx and DSN secure global access and coverage through specially designed portable and mobile telephones known as Iridium Subscriber Units (ISU).

3.10.2. MAJCOMs and FOAs establish procedures to ensure requested service meets mission requirements and is cost effective. Ensure procedures are established to verify I/EMSS billing.

3.10.3. Acquiring Iridium hardware and services. Purchase all Iridium service and hardware that will operate through the DoD gateway from DISA with MAJCOM/FOA/DRU MSS manager oversight. Units will follow the provisioning process as directed in DISA Circular 310-130-1 and this AFI for ordering long-haul SATCOM related communications services. If hardware accessories are not offered in a contract line item, they may be purchased commercially.

3.10.3.1. If using the DISA contract causes a conflict with an existing contract, the MAJCOM/FOA/DRU MSS manager will resolve the conflict.

3.10.3.2. Order all Iridium ISUs with an Iridium Security Module (ISM). If an ISM is not required, the user will submit a waiver request through their MAJCOM/FOA/DRU MSS to the 38<sup>th</sup> CYRS for purchase of ISU without ISM. Do not purchase an ISU without an ISM before a waiver is granted by DoD CIO through SAF/CIO A6. **(T-0)**

## 3.11. Acquiring Non-DoD Authorized Equipment and Service.

3.11.1. Any users who require MSS other than Iridium or Inmarsat will work through their MAJCOM/FOA/DRU MSS manager and the 38<sup>th</sup> CYRS office to request a waiver. **(T-0)**

3.12. Reporting procedures for the annual commercial SATCOM Cost and utilization report.

3.12.1. MAJCOM/DRU/FOA MSS managers' report annual costs for procuring, upgrading, and operating MSS terminals to the 38<sup>th</sup> CYRS. The MSS lead will provide the format and reporting timelines to meet the CJCSI 6250.01 reporting requirements.

3.12.2. MSS lead consolidates all MSS inputs to report and forward to HQ USAF/A6 CIO, 1800 Air Force Pentagon, and Washington DC 20330-1800, who submits to the Joint Staff.

3.13. Satellite Communications (SATCOM) Service.

3.13.1. SI 714-4 Consolidated Satellite Communications Management Policies and Procedures define policies and detailed procedures, along with associated roles and responsibilities, to perform consolidated SATCOM management.

3.13.2. MAJCOMS/FOA/DRU must have SATCOM service requests approved through the CJCSI 6250.01 Satellite Communications process before submitting a Satellite Access Request and /or a DDSF if DISN access is part of the requirement.

3.13.3. MAJCOMS submit SDB approval requests (SDB-772, SDB Offline Submission Tool), indicating a mission requirement for SATCOM.

3.13.3.1. SDB requests made in support of current (start date is less than two years out) Combatant Command (CCDR) missions are captured and maintained by supported CCDRs.

3.13.3.2. SDB requests supporting non-CCDR missions or future (start date is more than two years out) requirements are captured and maintained by AFSPC on behalf of the Air Force.

3.13.3.3. The CCDR or AFSPC enters all SATCOM requirements into the SDB, with technical guidance from the MAJCOM or requirement point of contact.

3.13.3.4. Show the SDB number in the appropriate (DDOE) block. For urgent requirements with no assigned control number, enter "NONE" in this item, and cite the approval correspondence in the DDOE remarks block.

WILLIAM J. BENDER, Lt Gen, USAF  
Chief, Information Dominance and  
Chief Information Officer

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

DISA Circular 310-130-1, Submission of Telecommunications Service Requests

DISA-DITCO Circular 350-135-1, Commercial Communications, Defense Commercial Communications Acquisition Procedures

CJCSI 6250.01, Satellite Communications

CJCSI 6251.01, Narrowband Satellite Communications Requirements

CJCSI 6211.02D, Defense Information System Network (DISN) Responsibilities, 24 Jan 2012

Strategic Command Instruction (SI) 714-4 Consolidated Satellite Communications Management Policies and Procedures

AFPD 33-5, Warfighting Integration

AFPD 33-1, Cyberspace Support

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

DoDI 8100.04, DoD Unified Capabilities, 9 December 2010

AFMAN 33-116, Long-Haul Telecommunications Management 16 May 2013

AFMAN 33-153 “Information Technology (IT) Asset Management

AFI 33-590, Radio Management

AFMAN 33-153, Information Technology (IT) Asset Management

MPTO 00-33A-1001 “General Communications Activities Management Procedures and Practice Requirements”

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFEMS**—Air Force Equipment Management System

**AFIN**—Air Force Information Networks

**AFINEP**—Air Force Information Networks Entry Point

**AFI**—Air Force instruction

**AFMAN**—Air Force manual

**AFPD**—Air Force policy directive

**AFSPC**—Air Force Space Command

**AIMS**—Asset Inventory Management System

**CIO**—Chief information officer

**CIPS**—Cyberspace Infrastructure Planning System  
**CJCSI**—Chairman of the Joint Chiefs of Staff instruction  
**CCDR**—Combatant Commander  
**COMSATCOM**—Commercial Satellite Communications  
**CSO**—Communications Systems Officer  
**DAMA**—Demand Assigned Multiple Access (DAMA)  
**DISA**—Defense Information Systems Agency  
**DDOE**—DISA (Defense Information Systems Agency) Direct Order Entry  
**DITCO**—Defense Information Technology Contracting Organization  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DoDIN**—Department of Defense Information Network  
**DRMO**—Defense Reutilization and Marketing Office  
**DRU**—direct reporting unit  
**EEIC**—Element of Expense Investment Code  
**FSS**—Fixed Satellite Service  
**FOA**—field operating agency  
**FY**—Fiscal Year  
**JENM**—JTRS Enterprise Network Manager  
**JSP**—Joint SATCOM Panel  
**GHz**—Gigahertz  
**GSA**—General Services Administration  
**HQ**—headquarters  
**I/EMSS**—Iridium/Enhanced Mobile Satellite Service  
**Inmarsat**—A commercial satellite communications company  
**ISM**—Iridium security module  
**ISU**—Iridium subscriber unit  
**IT**—information technology  
**IP**—Internet Protocol  
**IW**—Integrated Waveform  
**MAJCOM**—major command  
**MILSATCOM**—military satellite communications

**MUOS**—Mobile User Objective System

**MSS**—Mobile Satellite Services

**NS4R**—National Security SATCOM Systems Synchronization Roadmap

**NSA**—National Security Agency

**NSS**—National Security System

**OSD**—Office of Secretary of Defense

**PDC**—Program Designator Code

**PSA**—point of service activation authority

**RDS**—records disposition schedule

**SATCOM**—satellite communications

**SDB**—SATCOM database

**SI**—Strategic Command Instruction

**STE**—secure telephone equipment

**UHF**—ultra high frequency

**USSTRATCOM**—US Strategic Command

**USAF**—United States Air Force

**WRM**—War Reserve Materiel

### *Terms*

**AFINEP**—Is the ground network infrastructure that acts as a gateway between the commercial SATCOM vendor's network and AFNet or other DoD owned networks.

**Communications and Information System**—An integrated system of communications equipment (hardware and software), facilities, personnel, and procedures designed to provide communications and information to its users. This includes the processing of the information by the system. Communications and information systems include base visual information support systems.

**Commercial Mobile Satellite Services (MSS)**—Provide full-duplex, half-duplex, and simplex communications services, which support any type of digital telephone transmission. These commercial systems complement Department of Defense (DoD) communications resources and are standalone terminals that can only be used on one system; for example, an Iridium phone may only be used in the Iridium system. MSS systems are primarily on-demand, first-come, first-served communications. They often operate, but not exclusively, on frequencies at 3 Gigahertz (GHz) or below. Types of systems include, but are not limited to, Iridium and Inmarsat.

**Communications Systems Officer (CSO)**—The designated official who has overall responsibility for communications and information support at any given level of the Air Force (base, tenant, MAJCOM, USAF, etc.). At base level, this is the commander of the communications unit responsible for carrying out base communications and information systems responsibilities. At MAJCOM and other activities responsible for large quantities of

communications and information systems, it is the person designated by the commander as responsible for overall management of communications and information systems budgeted and funded by the MAJCOM or activity. CSOs are the officer accountable for all automated data processing equipment and Personnel Wireless Communications Systems (PWCS) in their inventory.

**Fixed-Satellite Service (FSS)**—Official classification geostationary communications satellites used for television, radio stations and networks broadcast feeds, as well as for telephony, telecommunications and data communications. FSSs operate in C band (from 3.7 to 4.2 GHz), Ku bands (from 11.45 to 11.7, and 12.5 to 12.75 GHz in Europe, and 11.7 to 12.2 GHz in the United States), and Ka band (17.3 to 31 GHz) (caveat: for brevity sake this list includes only the most widely used FSS frequency bands). The higher frequency bands tend to have more spectrum and orbital slots available, but more expensive technology and higher rain margin.

**Inmarsat**—is a commercial satellite communications company, owns and operates a fleet of L-band and Ka-band satellites providing mobile voice and data communications capability. The Inmarsat terminal is a radio communications device using a satellite link to interface with terrestrial telephone systems or other Inmarsat terminals.

**Iridium/Enhanced Mobile Satellite Service (I/EMSS)**—an L-band satellite constellation which provides a global wireless personnel communications network designed to permit narrow-band wireless transmission, (i.e., voice, data, fax, or paging), to reach its destination with a minimum reliance on land-based infrastructures. Cross-linking between satellites and up/down-linking through the DoD terrestrial satellite gateway at Wahiawa, Hawaii, allows DoD users FTS2001 and DSN secure global access and coverage through specially designed portable and mobile telephones known as Iridium Subscriber Units (ISU).

**SATCOM Database (SDB)**—A Joint Staff sponsored comprehensive database of network connectivity requirements, which DISA maintains, intended to capture current and future information requirements of warfighter systems and platforms that require SATCOM.