

**BY ORDER OF THE COMMANDER
71ST FLYING TRAINING WING**

**VANCE AIR FORCE BASE
INSTRUCTION 33-222**



04 MARCH 2016

Communications and Information

***COMMUNICATIONS REQUIREMENTS
PROCESSING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction describes and implements procedures pertaining to requesting Information Technology (IT) services and equipment at Vance AFB. This publication does not apply to the Air Force Reserve Command (AFRC), Air National Guard (ANG), or Civil Air Patrol Units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-363, Management of Records, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). 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 847 from the field through the appropriate functional chain of command. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form).

SUMMARY OF CHANGES

Changed all references from communications squadron to communications flight throughout. Updated AFWay procedures.

1. The Communications and Information (C&I) Systems Requirements Process. The C&I systems requirements process enables requesting organizations (users) to obtain C&I hardware and software capabilities, with the assistance of the Communications and Information Systems Officer (CSO). You may also use this process to document C&I systems sustainment requirements. The process starts when the user identifies a mission need and requests CSO assistance with defining the requirement and developing a technical solution for that need. The

user may also request CSO assistance with implementing the technical solution. VANCFB115, Vance C&I Requirements Document, is used to initiate the C&I requirements process.

NOTE: "C&I Requirements Document" is synonymous with the term "Communications Systems Requirements Document (CSRDR)".

1.1. Instructions for completing/submitting a VANCFB115.

1.1.1. Date: Enter the date the form is prepared or submitted.

1.1.2. CSO Control Number: Completed by the contractor/Information Technology (IT) planner.

1.1.3. Requirement Title: Include a title that briefly describes the requirement.

1.1.4. Date Needed: Enter the date the service is required.

1.1.5. Mission or System Supported: Identify the major C&I system or mission that relates to the requirement.

1.1.6. Requesting Agency Point of Contact: Identify who can knowledgeably discuss the requirement.

1.1.7. Requirement: State the need in functional terms. Emphasis should be placed on the required capabilities rather than a "shopping list" of specific equipment. However, if the user is aware of equipment that will fulfill the requirement, please provide a recommendation with rationale. Identify any security handling requirements, and indicate when a secure capability is required. When necessary, include special requirements, such as Americans with Disabilities Act compliance requirements, special operating conditions, manpower, training, and maintenance.

1.1.8. Justification: Explain why the equipment or capability is needed. Be sure to include a mission impact statement if your requirement is not met. Reference an AFI, TO or other guidance, if possible. The justification will also be used to prioritize resource allocations and project implementation.

1.1.9. Email the completed VANCFB115 to the Vance Communications Requirements mailbox at vance.commreq@us.af.mil.

1.1.10. The contractor/IT planner will validate the requirement, assign a control number, and forward to the Vance IA office for review/coordination and digital signature. The IA office will also make a determination if the request requires Configuration Control Board (CCB) action. See para 1.1.22. If so, the IA office will annotate VANCFB115 accordingly and notify the contractor/IT planner, who will notify the requester.

1.1.11. The Wing IA office will return the requirement to the contractor/IT planner, who will send to the appropriate work center for Technical Solution and Costing (TS&C), depending on the type of requirement. Allow a minimum of 45 days from the date submitted for the development of a technical solution to satisfy the requirement.

1.1.12. Once TS&C is completed, the VANCFB115 will be emailed back to the requester within 10 calendar days, unless the request is for storage media. See para 1.1.13.

1.1.13. The contractor/IT planner will coordinate all requests for storage media or software designed to produce official electronic documents with the base records manager. Once coordination is completed, the contractor/IT planner will email VANCFB115 to the requester within 10 calendar days.

1.1.14. The requester will review the completed form and email it to their Commander or Director, and have them check the appropriate funding and approval boxes, then digitally sign the VANCFB115 in the requester approval authority box.

1.1.15. Unit Commander or Director sends completed VANCFB115 back to requester, who forwards it to the Vance Communications Requirements email box at vance.commreq@us.af.mil within 10 calendar days.

1.1.16. If the requirement needs CCB approval, it will be sent to 71 ISS/SCXP pending the next scheduled CCB meeting. Requester will be notified and should attend the CCB meeting, if possible.

1.1.17. Contractor/IT planner sends completed VANCFB115 to the host base approval authority for signature. Approval authority for TS&C greater than \$250K is 71 ISS/SC; \$250K or less is 71 ISS/SCX.

1.1.18. If the host base approval authority approves, he/she will indicate their approval by checking the approved block, apply digital signature, then email signed VANCFB115 to the contractor/IT planner.

1.1.19. If the host base approval authority requires additional information prior to approving, he/she will work with the contractor/IT planner to obtain required information.

1.1.20. If the host base approval authority disapproves, he/she will check the disapproved block and provide an explanation, and forward all to the contractor/IT planner.

1.1.21. Contractor/IT planner will send the requester the completed VANCFB115 for funding and implementation.

1.1.22. Contractor/IT planner will keep requesters informed of status of all open Vance Form 115 and track until requirement is completed or canceled by the requester.

1.2. Requirements that may result in configuration changes to the Vance AFB enclave baseline must meet the Vance AFB CCB; the CCB meets monthly or as needed.

1.3. Functional unique requirements, such as security cameras, will not be accepted. Functional POCs will determine the equipment list and connectivity specifications. Once this is done, the requester must submit a VANCFB115 for the communications infrastructure, using the C&I requirements process to determine the associated communications support required (for example, fiber optic cable) to support his or her unique system.

1.4. When technical expertise isn't locally available to develop a TS&C, 71 ISS/SC can request assistance from the Cyberspace Systems Integrator-Base (CSI-B). The CSI-B provides two levels of technical assistance.

1.4.1. The first level provides a broad gauge or budgetary estimate which is usually sufficient information for the user to decide whether or not to implement the solution. Once the user decides to implement the solution, the second level of technical assistance will be required and requested by the CSI-B.

1.4.2. The second level contains detailed costs and requires more time and requester's funds to complete. This will usually require a site survey TDY funded by the requester to produce a TS&C.

2. AETC IT Requirements Process. In addition to the above procedures, some IT requirements must be submitted to AETC/A6 for their approval. Allow an additional 30 duty days for items requiring AETC/A6 approval.

2.1. Following is a list of these types of requirements:

2.1.1. Requirements to modify an existing system capability/develop new system capability exceeding \$250,000 in a FY or \$1M over the FYDP.

2.1.2. Non-Standard IT Peripherals, i.e. IT equipment not available from AFWay or any USAF Blanket Purchase Agreement (BPA).

2.1.3. MAJCOM funded long-haul circuits.

2.1.4. Radio Frequency/Spectrum support.

2.1.5. Video teleconferencing.

2.1.6. Secret Internet Protocol Routing Network (SIPRNet) requirements.

2.1.7. Engineering and Installation (E&I) Out of Cycle requirements.

2.1.8. Requirements with the potential to be used by, or affect more than one base.

2.1.9. Requirements for Automated Information Systems (AIS).

2.2. Prior to the communications squadron submission to the HQ AETC/A6, AETC policy mandates all requirements be endorsed at the O-6 level (any Group/CC, Wing/CC, and Wing CV) and then be routed through the local communications flight director stating the requirement is a valid mission need or deficiency. O-6 level endorsement will be obtained using a pre-built template provided by the communications flight.

3. Allocating Resources. The requesting organization identifies C&I systems requirements and allocates resources to satisfy those requirements. The requesting organization follows established local, MAJCOM, and Air Force procedures to obtain resources to implement and sustain the technical solution. In some instances, the CSO will assist the requester to obtain the resources, especially when the CSO's communications activity will provide manpower to operate or maintain the C&I system.

3.1. If funds are not available at the time of approval, the requester and CSO will be responsible for determining funding strategy for the implementation of the requirement.

3.2. In all cases, the requesting organization is responsible for initiating, coordinating, and completing all funding documentation to include but not limited to AF Form 9, Request for Purchase, statement of unfunded requirements, etc. as required.

4. Implementing the Requirement. Implementation begins when the requester obtains funds and other resources. The requester may ask for CSO assistance to implement the requirement. Implementing a requester's requirement could be as simple as suggesting a commercial off-the-shelf (COTS) software or as complex as providing a \$1 million solution.

4.1. If the requirement is approved, funded, and requires no assistance from the communications flight, it will be closed once the requirement is forwarded back to the requester.

4.2. If the requirement is approved but unfunded and requires no assistance from the communications flight, it will be closed once the requirement is forwarded back to the requester.

4.3. If the requirement is approved, funded, and requires assistance from multiple parties within the communications flight or external organizations, it will remain open. The 71 ISS/SCX will ensure a project manager is assigned in accordance with 71 ISS/SC OI 33-104 and implement the project in accordance with TO 00-33D-3003 and established guidelines. The 71 ISS/SCX and CSI-B will ensure the base blueprint is updated appropriately. Once the requirement is satisfied, it will be closed.

4.4. If the requirement is approved, funded, and requires the assistance of a single function, the contractor/IT planner will track the requirement until it is completed. The 71 ISS/SCX and CSI-B will ensure the base blueprint is updated appropriately. Once the requirement is satisfied, it will be closed.

4.5. If the requirement is approved and unfunded but requires assistance, the requester, communications flight, and CSI-B will determine the best funding strategy. The 71 ISS/SCX and CSI-B will ensure the base blueprint is updated appropriately. The requirement will remain open until it is satisfied or the user cancels it.

5. Air Force Way (AFWay). AFWay is the Air Force portal for purchasing IT hardware, software, and services that provides users with leveraged buying power, asset tracking, and oversight. IAW AFMAN 33-153, all AF IT hardware (including PWCS) will be procured using applicable AF Information Technology Commodity Council (ITCC) enterprise buying programs via AFWay at <https://www.afway.af.mil>.

5.1. Items procured from the "products" section of the AFWay website (PCs, printers, MFPs, etc.) do not require a Vance Form 115. Customers will work with their ITECs and RAs to purchase these items from the AFWay website.

5.2. All other IT hardware must be procured from the NETCENTS contract using the AFWay "Request for Quote" (RFQ) process. A Vance Form 115 is required; follow the instructions in para 1.1. above. Once the Vance Form 115 is complete, the customer will use the information to submit an RFQ. Full details can be found in the AFWay user's manual available at the AFWay website.

5.3. AFWay Waiver process. With sufficient justification, a waiver to the mandatory requirements stated in AFMAN 33-153 might be possible. Customers need to fill out the "request waiver" template available on the AFWay website to initiate the waiver process.

CLARK J. QUINN, Colonel, USAF Commander,
71st Flying Training Wing

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

AFI 11-215, USAF Flight Manuals Program (FMP), 22 December 2008

AFMAN 33-153, Information Technology Asset Management, 19 March 2014

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

TO 00-33D-3003, Managing the Cyberspace Infrastructure with the Cyberspace Infrastructure Planning System, 11 April 2014

Adopted Forms

AF Form 9, Request for Purchase, AF Form 847, and Recommendation for Change of Publication

Prescribed Forms

VANCFB115, Vance C&I Requirements Document.

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFRC—Air Force Reserve Command

AFWay—Air Force Way

ANG—Air National Guard

BPA —Blanket Purchase Agreement

CCB—Configuration Control Board

C&I—Communications and Information

CF—Communication Flight

CSI-B—Cyberspace Systems Integrator-Base

CSO—Communications and Information Systems Officer

FMP—Flight Manuals Program

FYDP — Future Years Defense Program

IA—Information Assurance

IAW—In Accordance With

ISS —Installation Support Squadron

IT—Information Technology

ITEC —Information Technology Equipment Custodian

ITCC — Information Technology Commodity Council

MFP – Multi—Functional Printer

PC —Personal Computer

PWCS —Personal Wireless Communications System

RA —Resource Advisor

RFQ —Request For Quote

RDS—Records Disposition Schedule

TO—Technical Order

TS&C—Technical Solution and Costing