

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**



934 AW INSTRUCTION 17-101

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Cyberspace

**INFORMATION TECHNOLOGY
REQUIREMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 934 MSG/CC
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This Airlift Wing Instruction (AWI) implements Air Force Policy Directive (AFPD) 17-1, *Information Dominance Governance and Management* and references Air Force Manual (AFMAN) 17-1203 (formally AFMAN 33-153), *Information Technology (IT) Asset Management (ITAM)*, and AFI 23-101, *Air Force Materiel Management*. This publication applies to all 934 AW personnel. Ensure that all records created as a result of process 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/gcssaf61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from their field through the appropriate functional manager's chain of command.

SUMMARY OF CHANGES

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

1. Communications and Information Technology (IT) Requests. The 934 AW Form 30, *Comm/IT Work Request*, will be used to submit and process communications & IT requirements. Ensure clear supporting documentation is attached. The Communication and Information Systems Officer (CSO) will use 934 AW Form 30 for local requirements approval. AFRC/A6 approved requirements document must be used for requirements which need Major Command (MAJCOM) review/validation/approval.

2. The Communications and Information System Requirements Process.

2.1. The requirements process begins when a user identifies a mission need and fills in the 934 AW Form 30 through their Property Custodians (PC), Commander or the Senior Air Reserve Technician. These individuals are the only ones authorized to sign the Unit Requester Approval Authority section. Once signed, the form is emailed to the 934 CS/COMM_IT organizational email. Mission need is separated into the following areas:

2.1.1. New hardware or software

2.1.2. Moves, adds, deletions or changes for telephones, computers, printers (IT equipment).

2.2. Per AFI 33-393, *Electronic and Information Technology Accessible to Individuals with Disabilities*, ensure requests for specialized equipment are justified on the 934 AW Form 30.

2.3. The 934th Communications Squadron (934 CS) will review and process the request. The document will be returned to the submitter if not completed correctly or is disapproved.

2.4. The request will be assigned to the appropriate 934 CS work center for action, technical solution, and approval/disapproval.

2.5. A minimum of two weeks processing time is required for a technical solution and internal coordination. Technical solutions requiring external coordination may take additional time.

2.6. Normally telephone and network requests can be completed within 10 business days.

2.7. Short notice work requests will be coordinated on a case by case basis.

3. IT Equipment Purchases.

3.1. The CSO (or representative) will determine the process for all purchases for IT equipment. A 934 AW Form 30 is required for all IT equipment.

3.2. All software requests, regardless of cost, will require a 934AW Form 30 and must be purchased by the 934 CS IT government purchase card.

3.3. All hardware/purchase requests require a 934AW Form 30 submitted to the 934 CS/COMM_IT organizational email for 934 CS approval/disapproval. The CSO (or representative) will determine the purchasing process for each approved item.

3.4. Requests for cellphones/smartphones require approval from the Group/CC with final approval by the CSO (or representative).

3.5. Unit PCs will sign and return AF Form 1297, *Temporary Issue Receipt* for equipment they received/are picking up.

3.6. Requests for Personal Data Assistants (PDA) requires approval from a Group/CC with final approval by the CSO or representative.

CHRISTOPHER T. LAY, Colonel, USAF
Commander, 934th Airlift Wing

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

AFPD 17-1, *Information Dominance Governance and Management*, 12 April 2016

AFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM)*, 18 May 2018

AFI 23-101, *Air Force Materiel Management*, 12 December 2016

AFI 33-322, *Records Management and Information Governance*, 22 March 2020

AFI 33-393, *Electronic and Information Technology Accessible to Individuals with Disabilities, Section 508*, 3 July 2019

Prescribed Forms

934AW Form 30, *Comm/IT Work Request*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AWI—Airlift Wing Instruction

CSO—Communication and Information Systems Officer

GPC—Government Purchase Card

MAJCOM—Major Command

PC—Property Custodian

PDA—Personal Data Assistant (Smart Phone/Tablet)

POC—Point of Contact

RDS—Records Disposition Schedule