

**BY ORDER OF THE COMMANDER
LUKE AIR FORCE BASE (AETC)**

**LUKE AIR FORCE BASE
INSTRUCTION 17-210**

26 NOVEMBER 2024

Cyberspace

RADIO MANAGEMENT



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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 56 CS/SCOT

Certified by: 56 CS/CC
(Lt Col Bori S. Um)

Supersedes: LUKEAFBI 33-590, 16 October 2013

Pages: 9

This instruction extends and implements Department of the Air Force Instruction (DAFI) 17-210, *Long Haul Radio Management* and Department of the Air Force Instruction (DAFI) 17-221, *Spectrum Interference Resolution Program*. It outlines the acquisition process, establishes guidance for all levels of Personal Wireless Communications Systems (PWCS), sets priorities for the repair of PWCS assets, and provides general operational guidance. This instruction applies to all managers and users of PWCS assets assigned or attached to Luke Air Force Base, to include the U. S. Air Force Reserve Command and Air National Guard assigned to Luke AFB. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication may not be supplemented or further implemented or extended. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. 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. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This revision to LUKEAFBI 33-590 is due to changes in parent AFI and renaming publication to LUKEAFBI 17-210 in compliance with publication series. Changes include commander's guidance for inventory adjustment and disposition/transfer of/for Defense Property Accountability System (DPAS) assets.

Update product number, references used throughout, and mandatory statements.

1. PWCS. PWCS assets include handheld, mobile, desktop land mobile radios (LMR) and cellular devices that do not access 56th Fighter Wing (56 FW) infrastructure.

1.1. Responsibilities.

1.1.1. The Luke Air Force Base PWCS Equipment Control Officer (PECO) will:

1.1.1.1. Be familiar with, and adhere to, the following Air Force Instructions, as supplemented: AFI 17-210, *Radio Management*; DAFMAN 17-1203, *Information Technology Asset Management (ITAM) and Accountability*.

1.1.1.2. Manage the accountability of all PWCS assets listed in the Air Force Defense Property Accountability System (DPAS).

1.1.1.2.1. Only accept DPAS assets turned in for repair from appointed Unit PWCS Equipment Custodians (PECs). Repair requests can *only* be accepted from primary or alternate Unit PECs in accordance with [para 1.2](#) of this instruction.

1.1.1.2.2. Schedule the vendor repair of all DPAS PWCS equipment deemed beyond the scope of "first look."

1.1.1.2.3. Upon receipt of repaired PWCS asset(s), contact the owning organization's Unit PEC(s) for pick up.

1.1.1.2.4. Withhold routine service from accounts that do not have a current signed inventory, appointment letter, training certificate (initial/refresher), and annual validation package.

1.1.1.3. Train Unit PECs.

1.1.1.3.1. Initial and annual refresher training will consist of PWCS and frequency management education and will be provided through the 56 FW PWCS Training Guide.

1.1.1.3.2. Newly appointed Unit PECs will be trained as soon as possible, but not later than 60 days after appointment.

1.1.1.4. Maintain PWCS circuit diagrams. Circuit diagrams will include type of equipment, current building location, telephone line cross-connects, and circuit numbers.

1.1.1.5. Disable the decimal ID of any handheld, mobile, or desktop LMR resource reported lost by an appointed Unit PEC.

- 1.1.1.6. Ensure DPAS adjustment for, and permanent decimal ID disable of, any trunked handheld, mobile, or desktop LMR resource deemed a loss through a Financial Liability Investigation (FLI) by the 56th Logistics Readiness Squadron Quality Assurance.
- 1.1.1.7. Report the discovery of any handheld, mobile, or desktop LMR resource to the owning organization's appointed Unit PEC for recovery.
- 1.1.1.8. Secure 56 FW Communications Systems Officer (CSO) approval before disposing of excess equipment through the Defense Reutilization Management Office (DRMO).
 - 1.1.1.8.1. Document disposal approval with a signed memorandum that includes item description and serial number(s). Memo will be filed with DRMO documents in the account's folder.
- 1.1.1.9. Annually perform review and consolidation of 56 FW voice call sign list.
- 1.1.2. Unit Commanders will:
 - 1.1.2.1. Appoint, by memorandum to the Base PECO, a primary and, at least, one alternate Unit PEC. Appointed personnel must be made available to perform those duties required of the position for a minimum of 1 year.
 - 1.1.2.2. Ensure appointed PECs acquire training within 60 days of appointment and annually thereafter.
 - 1.1.2.3. Ensure appointed PECs complete and return annual physical inventories and validations to the Base PECO within 45 days of notification.
 - 1.1.2.4. Ensure outbound Unit PECs do not permanently depart the duty station or change organization without reconciling their PWCS account, via joint physical inventory, not later than 30 days prior to such departure, with their newly appointed Unit PECs.
 - 1.1.2.4.1. Assume responsibility for all unit PWCS assets when outbound Unit PECs do not reconcile their accounts before departure.
 - 1.1.2.4.2. Annual physical inventories and joint physical inventories are handled separately. Using organizations will perform an annual physical inventory when directed by the Base PECO, regardless of when the last joint physical inventory was performed.
 - 1.1.2.5. Ensure appropriate corrective action is taken when PWCS resources are turned in for repair and found to be damaged and such damage is found to be caused by negligence or improper use by the Base PECO.
 - 1.1.2.6. Submit requirements for new and replacement PWCS assets on a CIPS Request Form, *56th Communications Squadron (56 CS) Communications & Information Systems Requirements Request Form*, to 56 CS/CIPS, via email in accordance with [para 1.1.3.13](#) of this instruction.
 - 1.1.2.6.1. When less costly, fixed, or handheld communications are readily available to meet mission needs, the Host Base Approval Authority (HBAA) will

determine that more expensive devices must not be used.

1.1.2.7. Budget for, and fund, all new and replacement PWCS assets to include maintenance and repair, upgrades, accessories, and installation or removal costs, for handheld, mobile, desktop, and base station LMRs and dispatch console systems.

1.1.2.8. Authorize, in writing, the deletion of missing DPAS LMRs and accessories from their organization's accounts. Forward a memorandum to the Base PECO for action that specifies the item, or list of items, by serial number and description as listed on the organization's DPAS inventory.

1.1.2.9. Authorize, in writing, the turn-in of DPAS LMRs and accessories from their organization's accounts. Forward a memorandum to the Base PECO for action that specifies the item, or list of items, by serial number and description as listed on the organization's DPAS inventory.

1.1.2.10. Authorize, in writing, the transfer of DPAS LMRs and accessories between organization's accounts. Forward a memorandum to the Base PECO for action that specifies the item, or list of items, by serial number and description as listed on the organization's DPAS inventory.

1.1.2.11. Ensure all equipment capable of transmitting radio frequencies has proper authorization and license before procurement or use.

1.1.3. Unit PECs will:

1.1.3.1. Acquire initial training within 60 days of appointment and refresher training annually thereafter. Training consists of PWCS and frequency management education and is provided through the 56 FW PWCS Training Guide.

1.1.3.2. Be responsible for their unit's PWCS and frequency management programs.

1.1.3.3. Act as liaison between unit personnel and the Base PECOs and Installation Spectrum Managers for all using organization PWCS and frequency management matters.

1.1.3.4. Be familiar with, and adhere to, the following Air Force Instructions as supplemented: DAFI 17-210, *Long Haul Radio Management*; DAFI 17-221, *Spectrum Interference Resolution Program*; DAFI 17-220, *Spectrum Management*; DAFMAN 17-1203, *Information Technology Asset Management (ITAM) and Accountability*.

1.1.3.5. Immediately report the loss of any handheld, mobile, or desktop LMR resource to their organizational commander for action and the Base PECO for decimal ID disable.

1.1.3.6. Immediately report the discovery of any handheld, mobile, or desktop LMR resource that does not belong to their organization to the Base PECO.

1.1.3.7. Maintain and control PWCS inventory and validation documents for all unit DPAS assets.

1.1.3.8. Maintain inventory of all cellular devices that do not access the 56 FW infrastructure.

1.1.3.8.1. Cellular devices that access 56 FW infrastructure are considered

Controlled Inventory IT Hardware are tracked on the using organization's ITAM account.

1.1.3.9. Manage and track, by location and serial number, all unit-owned DPAS assets.

1.1.3.10. Complete and return annual DPAS physical inventories and validation documents to the Base PECO within 45 days of notification.

1.1.3.10.1. DPAS inventories/validations will be provided to Unit PECs on or before 1 April, each year.

1.1.3.10.2. Immediately report any found PWCS assets not listed on the unit's DPAS inventory to the Base PECO.

1.1.3.11. Coordinate all DPAS account changes with the Base PECO. Reportable changes include turn-ins, exchanges, and the procurement of new PWCS equipment.

1.1.3.12. Immediately notify the Base PECO when PWCS assets are received from any source other than the Base PECO.

1.1.3.13. Requisition new and replacement PWCS equipment. Submit a *Cyberspace Infrastructure Planning System (CIPS) Request Form* to 56 CS/CIPS Work Orders via email.

1.1.3.13.1. Acquire PWCS assets for specific positions, rather than specific individuals.

1.1.3.13.2. Purchase accessories (batteries, antennas, headsets, battery chargers, and remotes) on an as needed basis. These items may typically be purchased directly from the vendor.

1.1.3.13.3. Requirements to communicate sensitive unclassified or classified information require additional operations security processing and must be specifically addressed on the CIPS Request Form.

1.1.3.13.4. Units are responsible to ensure Government Purchase Card (GPC) payments are made in accordance with current directives.

1.1.3.14. Manage the unit's Trunked LMR talkgroup. Establish letters of agreement with other organizations that require use of their talkgroup and forward to the Base PECO for action.

1.1.3.15. Train unit PWCS users on the proper use and care of PWCS assets.

1.1.3.15.1. Utilize this instruction and the PWCS Training Guide for source material.

1.1.3.16. Ensure assigned personnel utilize PWCS for their intended purpose. Ensure users are aware they may be accountable for any damage or loss found to be caused by negligence or improper use.

1.1.3.17. Ensure unit members (including civilians and contractors) are aware of, and comply with, AF directives and policies regarding Radio Frequency Spectrum Management.

- 1.1.3.18. Maintain Radio Frequency Authorizations (RFA) (site licenses) for all radio frequencies assigned to the unit.
 - 1.1.3.19. Manage and track, by location and nomenclature, all RF emitters the unit is authorized, via RFA, to operate.
 - 1.1.3.20. Do not change, or enable unit personnel to change, *any* criteria specified in an RFA without garnering written authorization for such a change from the Installation Spectrum Manager. Such changes include, but are not limited to, equipment, location, and frequency.
 - 1.1.3.21. When requested, forward list of voice call signs of key personnel and functions to the Base PECO for consolidation and review.
- 1.1.4. PWCS Users will:
- 1.1.4.1. Immediately report the loss of any handheld, mobile, or desktop LMR resource to their appointed Unit PEC(s).
 - 1.1.4.2. Immediately report the discovery of any handheld, mobile, or desktop LMR resource that does not belong to their duty section to their appointed Unit PEC(s).
 - 1.1.4.3. Report all PWCS outages and new equipment requirements to their Unit PEC(s).
 - 1.1.4.4. Not change *any* criteria specified in an RFA without garnering written authorization for such a change from the Installation Spectrum Manager via the Unit PEC(s). Such changes include, but are not limited to, equipment, location, and frequency.
 - 1.1.4.5. Ensure PWCS are utilized for their intended purpose. PWCS users may be accountable for any damage or loss found to be caused by negligence or improper use.
 - 1.1.4.6. Utilize cellular devices for official calls only. An occasional personal call on a cellular device is permissible under some circumstances (e.g., call home to inform family when delayed by official business or in emergency situations). However, users may be responsible to reimburse the government for personal calls when such calls cause the cellular device bill to exceed its monthly-allotted usage charge.
 - 1.1.4.7. Not use any PWCS device to transmit classified, sensitive unclassified, or privacy act information unless encrypted by a National Security Agency approved encryption device. Wireless communications are not secure and are subject to external monitoring.

1.2. Maintenance and Repair of PWCS Assets.

1.2.1. DPAS Assets.

- 1.2.1.1. PWCS users will contact their primary or alternate Unit PEC to report any suspected problems with their PWCS assets.
- 1.2.1.2. Unit PECs will deliver handheld and mobile assets to the Base PECO (bldg 123) for repair. For fixed PWCS assets, the Unit PEC will contact the Base PECO to schedule “first look.”

1.2.1.3. Base PECO will perform “first look” on all PWCS equipment.

1.2.1.3.1. If an issue is determined to be beyond the scope of “first look,” Base PECO will assist the using organization in exploring and determining methodologies to pursue resolution through the equipment manufacturer (for radio systems), or other local service center (for antenna systems).

1.2.1.4. All fixed, handheld, and mobile PWCS assets are considered routine maintenance items unless there are no other handheld or backup radios available.

1.2.1.5. Mobile assets, and the vehicles they are installed in, must be made available to the Base PECO and contractor/vendor when maintenance is required or scheduled.

1.2.1.6. Repaired asset turnaround time depends on the extent of the repair, availability of parts and the capability of the owning organization to fund the repair.

1.3. Cellular Device Management.

1.3.1. Cellular devices will be used for official government administrative business.

1.3.2. Purchase cellular devices on an as needed basis directly from the service provider, at the unit’s discretion, by utilizing the Navy Spiral contracts.

1.3.3. Annually review all cellular service plans. Ensure the most efficient plan and/or service provider is selected.

1.3.4. While driving on Luke AFB, the use of a hands-free vehicle adapter system is the only authorized method of PWCS operation. When not available, drivers must pull off to the side of the road while operating PWCS to avoid mishaps.

DAVID J. BERKLAND, Brigadier General, USAF
Commander, 56th Fighter Wing

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 17-210, *Long Haul Radio Management*, 31 July 2023

DAFI 17-220, *Spectrum Management*, 8 June 2021.

DAFI 17-221, *Spectrum Interference Resolution Program*, 31 January 2023

DAFMAN 17-1203, *Information Technology Asset Management (ITAM), and Accountability*, 13 September 2022

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Cyberspace Infrastructure Planning System (CIPS) Request Form

Abbreviations and Acronyms

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CCI—Controlled Cryptographic Item

CIPS—Cyberspace Infrastructure Planning System

CS—Communications Squadron

CSO—Communications Systems Officer (the 56th Communications Squadron Commander)

DPAS—Defense Property Accountability System

DRMO—Defense Reutilization Management Office

FLI—Financial Liability Investigation

GPC—Government Purchase Card

LMR—Land Mobile Radio

OPR—Office of Primary Responsibility

PEC—Personal Wireless Communications Systems Equipment Custodian

PECO—Personal Wireless Communications Systems Equipment Control Officer
PWCS—Personal Wireless Communications Systems

RFA—Radio Frequency Authorization

Terms

DPAS—A computer database management system used to track assets for inventory and budget control.

DPAS Assets—LMRs, and associated equipment costing \$5000.00 or more, unless it is a Controlled Inventory IT Hardware with persistent storage or a Controlled Cryptographic Item (CCI) module/attachment.

“First Look”—Initial troubleshooting that may require Base PWCS personnel to resolve the problem by executing repair if organic repair capability is feasible, resetting or reprogramming, and, if spare equipment is available, providing a temporary loaner PWCS asset while broken equipment is sent to a vendor or contractor for repair.

Fixed asset—A dispatch console, consolette, or desktop remoted to a consolette.

Mobile asset—An LMR mounted in a vehicle.

Navy Spiral Contract—Requirement for all Department of Defense Components to procure UNCLASSIFIED wireless mobile services and devices through a department-wide contract vehicle – Spiral 4.

Talkgroup—A channel configured for a collection of radios to operate.

Trunked—A two-way radio system that uses a computer-controlled network of radio channels to automatically assign and reassign channels to users.

Voice Call Sign—A unique series of letters and/or numbers used to identify a radio station or operator