

**BY ORDER OF THE COMMANDER
NELLIS AIR FORCE BASE (ACC)**

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



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Cyberspace

RADIO MANAGEMENT

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This instruction extends and implements Department of the Air Force Instruction (DAFI) 17-210, *Long Haul Radio Management* and Department of the Air Force Manual (DAFMAN) 17-1203, *Information Technology Asset Management (ITAM) and Accountability*. It outlines the acquisition process, establishes guidance for all levels of Land Mobile Radio (LMR) Personal Wireless Communications Systems (PWCS), sets priorities for the repair of LMR PWCS assets, and provides general operational guidance. This instruction applies to all managers and users of LMR PWCS assets assigned or attached to Nellis Air Force Base, to include the U. S. Air Force Reserve Command assigned to Nellis Air Force Base. 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 of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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. This publication may not be supplemented or further implemented or extended. The authorities to waive requirements in this publication are non-tiered. Submit requests for waivers through the chain of command to the publication OPR.

1. Overview.

1.1. The Nellis AFB LMR PWCS program is currently governed by DAFI 17-210, *Long Haul Radio Management* and DAFMAN 17-1203, *Information Technology Asset Management (ITAM) and Accountability*. Due to changes in this guidance, specific references to critical LMR PWCS accountability procedures were no longer being applied to Nellis AFB. The purpose of this publication is to provide additional guidance to properly regulate and manage all LMR PWCS assets and their accompanying maintenance procedures.

2. Roles and Responsibilities.

2.1. The Nellis Air Force Base LMR Base Equipment Control Officer (BECO) shall:

2.1.1. 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*.

2.1.2. Manage the accountability of all LMR PWCS assets listed in the Enterprise Logistics Management System (ELMS).

2.1.2.1. Only accept ELMS assets turned in for repair that have up to date accountability records. Repair requests must be approved by primary or alternate Unit LMR Property Custodian (PC) in accordance with [para 3.2](#) of this instruction.

2.1.2.2. Withhold routine service from accounts that do not have a current signed inventory, appointment letter, and training certificate.

2.1.2.3. Ensure hands-on accountability (audit) is performed annually for all LMR ELMS assets on the installation.

2.2. Unit Commanders will:

2.2.1. Appoint, by memorandum to the LMR BECO, a primary and, at least, one alternate Unit LMR Property Custodian. Appointed personnel must be made available to perform those duties required of the position for a minimum of 1 year.

2.2.2. Ensure appointed LMR PCs acquire training within 60 days of appointment and annually thereafter.

2.2.3. Ensure appointed LMR PCs complete and return annual physical inventories to the LMR BECO within 45 days of notification.

2.2.4. Ensure outbound LMR PCs do not permanently depart the duty station or change organizations without reconciling their PWCS account, via physical inventory, not later than 30 days prior to such departure, with their newly appointed Unit PCs.

2.2.5. Authorize, in writing, the addition of ELMS LMRs from their organization's accounts. Forward a memorandum to the LMR BECO for action that specifies the item, or list of items, by serial number and description.

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

2.2.7. Authorize, in writing, the disposition of ELMS LMRs from their organization's account. Forward a memorandum to the LMR BECO for action that specifies the item, or list of items, by serial number and description as listed on the organization's ELMS inventory.

2.2.8. Authorize, in writing, the transfer of ELMS LMRs between organization's accounts. Forward a memorandum to the LMR BECO for action that specifies the item, or list of items, by serial number and description as listed on the organization's ELMS inventory.

2.3. The Unit LMR PCs shall:

2.3.1. Acquire initial training within 60 days of appointment and refresher training annually thereafter. Training is provided through the 99 CS LMR PWCS Training Slides.

2.3.2. Be responsible for their unit's LMR PWCS management program.

2.3.3. Act as a liaison between unit personnel and the LMR BECOs for all organization LMR PWCS matters.

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

2.3.5. Immediately report the loss of any handheld, mobile, or desktop LMR resource to their organizational commander for action and the LMR BECO for device ID inhibition.

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

2.3.7. Maintain and control LMR PWCS inventory and validation documents for all unit LMR ELMS assets.

2.3.8. Manage and track, by location and serial number, all unit owned LMR ELMS assets.

2.3.9. Complete and return annual ELMS physical inventories to the LMR BECO within 45 days of notification.

2.3.10. Coordinate all ELMS account changes with the LMR BECO. Reportable changes include disposition, transfers, and the procurement of new LMR PWCS equipment.

2.3.11. Immediately notify the LMR BECO when LMR PWCS assets are received from any source other than the LMR BECO.

2.3.12. Requisition new and replacement LMR PWCS equipment. Submit a request to the LMR BECO via email at 99CS.SCOTR.BaseLMRManager@us.af.mil.

2.3.12.1. Acquire LMR PWCS assets for specific positions, rather than specific individuals.

2.3.12.2. All assets will be purchased through the Land Mobile Radio – Subscriber Equipment (LMR-SE) Blanket Purchase Agreement (BPA). If BPA assets do not meet the mission requirements, then “direct to vendor” orders may be authorized on a case-by-case basis.

- 2.3.12.3. Units are responsible for ensuring Government Purchase Card (GPC) payments are made in accordance with current directives.
 - 2.3.13. Manage unit's Trunked LMR talkgroups.
 - 2.3.14. Train unit LMR PWCS users on the proper use and care of LMR PWCS assets.
 - 2.3.14.1. Utilize this instruction and the 99 CS LMR PWCS Training Slides for source material.
 - 2.3.15. Ensure assigned personnel utilize LMR PWCS for their intended purpose. Ensure users are aware they may be held liable for any damage or loss found to be caused by negligence or improper use.
- 2.4. LMR PWCS Users will:**
- 2.4.1. Immediately report the loss of any handheld, mobile, or desktop LMR resource to their appointed Unit LMR PCs.
 - 2.4.2. Immediately report the discovery of any handheld, mobile, or desktop LMR resource that does not belong to their duty section to their appointed Unit LMR PCs.
 - 2.4.3. Report all LMR PWCS outages and new equipment requirements to their Unit LMR PCs.
 - 2.4.4. Ensure LMR PWCS are utilized for their intended purpose. LMR PWCS users may be held liable for any damage or loss found to be caused by negligence or improper use.

3. Maintenance and Repair of LMR PWCS Assets.

3.1. ELMS Assets

- 3.1.1. LMR PWCS users will contact their primary or alternate Unit PC to report any suspected problem with their LMR PWCS assets.
- 3.1.2. Unit PCs will contact the LMR BECO before delivering handheld and mobile assets for repair. For LMR PWCS assets that cannot be removed from their location, the Unit PCs will schedule an on-site evaluation with the LMR BECO.
 - 3.1.2.1. All LMR PWCS assets that are left in the possession of the LMR BECO for repair shall be documented with a signed DAF Form 1297, *Temporary Issue Receipt*.
- 3.1.3. LMR BECOs will perform an evaluation on all inoperable LMR PWCS equipment.
 - 3.1.3.1. If an issue is determined to be beyond the scope of the LMR BECOs maintenance procedures, the LMR BECO will assist the using organization in exploring and determining methodologies to pursue resolution through the equipment manufacturer, or other local service centers.
- 3.1.4. All LMR PWCS assets are considered routine maintenance items unless there are no handheld or backup radios available.

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

3.1.6. 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.

JASON J. GLYNN, Colonel, USAF
Commander, 99th Air Base Wing

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

DODD 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, November 19, 1999

DODI 5025.01, *DOD Directives Program*, October 28, 2007

DOD 5200.1-R, *Information Security Program*, January 14, 1997

DOD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, 21 October 2011

DAFPD 33-3, *Information Access Programs*, 23 February 2026

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

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

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

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

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

BECO—Base Equipment Control Officer

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DOD—Department of Defense

ELMS—Enterprise Logistics Management System

ITAM—Information Technology Asset Management

LMR—Land Mobile Radio

OPR—Office of Primary Responsibility

PC—Property Custodian

PWCS—Personal Wireless Communications Systems

Terms

Direct to vendor—A specific type of LMR ordering that is used to purchase assets outside of the BPA.

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

Mobile asset—An LMR mounted in a vehicle.

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

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