

**BY ORDER OF THE COMMANDER  
SCOTT AIR FORCE BASE (AMC)**

**SCOTT AIR FORCE BASE  
INSTRUCTION**

**17-101**



**22 AUGUST 2018**

**Certified Current on 20 November 2018**

**Communications and Information**

**CABLE TELEVISION/INTERNET  
PROTOCOL TELEVISION SERVICE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 375 CS/SCX

Certified by: 375 CS/CC  
(Lt Col Jason H. Parker)

Supersedes: SCOTTAFBI  
64-101, 30 March 2012

Pages: 5

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This instruction implements AFPD 17-1, Information Dominance, Governance and Management; Methods and Procedures Technical Orders (MPTO) 00-33A-1001-WA-1, General Cyberspace Support Activities Management Procedures and Practice Requirements, MPTO 00-33D-3004-WA, Managing Cable and Antenna with the Cyberspace Infrastructure Planning System (CIPS) Visual Component (CVC); AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS); and AFI 65-601, Volume 2, Budget Management of Operations. This instruction establishes guidelines for requisition, validation, funding, and installation of Cable Television (CATV) Services in government offices on Scott AFB. This guidance is applicable to 375th Air Mobility Wing (AMW) and tenant units residing on Scott AFB to include the 932d Airlift Wing (AW) (AFRES) and the 126th Air Refueling Wing (ARW) (ANG). Ensure 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). 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 the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent.

## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include the realignment of oversight and the responsibilities of the unit commanders, unit CATV monitors, and Base Communications Computer Systems Officer (CSO) in obtaining and monitoring Cable Television for the installation.

**1. Background.** Air Mobility Command (AMC) has a recurring requirement to allow Internet Protocol Television (IPTV), a technology that provides the war-fighter with up-to-date information direct to the desktop, to replace our current reliance on local dedicated CATV transmission. IPTV technology, when combined with contracted multimedia access, enables access to specific nationally broadcast television channels (CNN, MSNBC, Fox News, and the Weather Channel), access to military channels, and the capability to support training via the desktop. As of June 2013, AMC suspended funding for IPTV. Units, customers, and organizations are responsible for paying their own CATV service bills using unit funds (where contractually applicable). The proliferation of CATV has occurred as a decentralized program. To address Emission Security (EMSEC) concerns, 375th Communications Squadron Plans and Implementations Flight (CS/SCX) oversight is required. The 375 CS/SCX will oversee guidelines for requisition, validation, and installation of CATV in government offices on Scott AFB.

## **2. Responsibilities.**

### 2.1. Unit commanders will:

- 2.1.1. Appoint a unit CATV Monitor. The appointee may be the Unit Requirements Officer with access to CIPS or the resource advisor of the requesting unit.
- 2.1.2. Ensure all requests for CATV are submitted through the unit CATV Monitor.
- 2.1.3. Budget, fund, and validate CATV installation cost and monthly service fees. Premium channels are unauthorized For Official Use Only (FOUO). Non-375 AMW tenants must fund all of their CATV services.

### 2.2. Unit CATV Monitor will:

- 2.2.1. Serve as the unit CATV focal point for installation and operational management of CATV connections.
- 2.2.2. Ensure all requests are submitted through CIPS and attach a letter, endorsed by their commander that clearly identifies and justifies CATV.
- 2.2.3. Ensure requestors prepare a single-line drawing of the proposed CATV installation area and attach it to CIPS.
- 2.2.4. Directly notify the vendor or designated representative within the customer's facility of any breakdown in service access. Notify the 375 CS/SCX if vendor does not provide satisfactory service.
- 2.2.5. Ensure CATV connections are not altered to allow unauthorized hookups. Maintain records on all cable drop locations within their area of responsibility.
- 2.2.6. Assist in the periodic physical inventory of CATV connections within the assigned area of responsibility.

2.3. The Base CSO will:

- 2.3.1. Serve as the approval authority of all FOUO CATV requests.
- 2.3.2. Appoint a Base CATV Program Manager (PM).
- 2.3.3. Appoint a Base CATV Quality Assurance Evaluator (QAE).

2.4. Base CATV PM will:

- 2.4.1. Assist the contracting officer with the negotiation and administration of CATV Franchise Agreement and related contract actions for television services.
- 2.4.2. Receive and review each CATV requirement submitted for service availability.
- 2.4.3. Present the requirement to the base CSO for approval/disapproval.
- 2.4.4. Assist customers with defining their requirements for television services and, with support organizations, prepare the television services system description, including the Performance Work Statement (PWS).
- 2.4.5. Work with the QAE to track customer or unit complaints.

2.5. Base CATV QAE will:

- 2.5.1. Help prepare the PWS, evaluate proposals, and verify that services meet minimum Air Force requirements.
- 2.5.2. Survey potential installation sites with base civil engineer to assess interference and potential communication issues.
- 2.5.3. Ensure periodic re-validation and inventory are conducted and documented for all CATV connections.
- 2.5.4. Maintain periodic revalidation of CATV connections.
- 2.5.5. Work with customers to identify and remove existing CATV connections that are no longer needed.
- 2.5.6. Report customer complaints to the PM and contracting officer.

LESLIE A. MAHER, Colonel, USAF  
Commander

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

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

AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS), 6 May 2009

AFI 65-601, Volume 2, Budget Management for Operations, 14 July 2017

MPTO 00-33A-1001-WA-1, General Cyberspace Support Activities Management Procedures and Practice Requirements, 2 July 18

MPTO 00-33D-3004-WA, Managing Cable and Antenna with the Cyberspace Infrastructure Planning System (CIPS) Visual Component (CVC), 16 July 2012

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**AMC**—Air Mobility Command

**AMW**—Air Mobility Wing

**ARW**—Air Refueling Wing

**AW**—Airlift Wing

**CATV**—Cable Television

**CIPS**—Cyber Infrastructure Planning System

**CSO**—Computer Systems Officer

**EMSEC**—Emission Security

**FOUO**—For Official Use Only

**IPTV**—Internet Protocol Television

**MPTO**—Methods and Procedures Technical Orders

**PM**—Program Manager

**PWS**—Performance Work Statement

**QAE**—Quality Assurance Evaluator

***Terms***

**Government Office**—Any area or room not designated on the Base Real Estate Plan as living quarters or commercial facilities.

**CATV Service**—Commercial CATV package purchased from the Scott AFB contracted commercial vendor providing service over the base cable system.

**For Official Use Only**—Appropriated funds may be used to pay for CATV services authorized in accordance with AFI 64-101, AFI 65-106, and AFI 65-601 Volume 2.

**Unauthorized Hookup**—Any hookup or splice from an existing cable that was not installed by a representative of the commercial CATV vendor.

**Premium Channels**—Any channel not included in basic service.

Cyberspace Infrastructure Planning System (CIPS)—Communications requirement processing system, replaced the AF Form 3215.