

**BY ORDER OF THE COMMANDER
VANCE AIR FORCE BASE**

**VANCE AIR FORCE BASE
INSTRUCTION 17-222**



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Cyberspace**

**CYBERSPACE
REQUIREMENTS PROCESSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 17-2, *Cyberspace Operations*. This instruction describes and implements procedures pertaining to requesting Cyberspace services and equipment at Vance AFB. This publication does not apply to the Air Force Reserve Command, Air National Guard, or Civil Air Patrol Units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and are disposed of in accordance with the Air Force Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility 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. Refer to that publication for guidance on filling out the form).

SUMMARY OF CHANGES

Added 2nd Generation Information Technology information. Deleted Air Force Way procedures. Deleted NETCENTS contract references.

1. The Cyberspace Systems Requirements Process. The cyberspace systems requirements process enables requesting organizations (users) to obtain cyberspace hardware and software capabilities, with the assistance of the Communications and Information Systems Officer. You may also use this process to document cyberspace systems sustainment requirements. The process starts when the user identifies a mission need and requests Communications and Information Systems Officer assistance with defining the requirement and developing a technical solution for that need. The user may also request Communications and Information Systems Officer assistance with implementing the technical solution. The Quality Management Information Systems based version of VANCEAFB115, Vance Cyberspace Requirements Document, is used to initiate the cyberspace requirements process.

1.1. Instructions for completing/submitting a Quality Management Information Systems VANCEAFB115.

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

1.1.2. Control Number: Not usually used, as Quality Management Information Systems automatically assigns a document number.

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

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

1.1.5. Mission or System Supported: Identify the major cyberspace 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 Air Force Instruction, Technical Order, or other guidance, if possible. The justification may also be used to prioritize resource allocations and project implementation.

1.1.9. After the Quality Management Information Systems VANCEAFB115 is completely filled out, click the "preview" button, review all information, then click the "submit" button.

1.1.10. The contractor/information technology planner will validate the requirement, assign a control number, if needed, and forward to the appropriate work center for technical solution and costing, 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.

1.1.11. Once the technical solution and costing is completed, the Quality Management Information Systems VANCFB115 will be sent to the Wing information assurance office for review/coordination and approval. The information assurance office will also make a determination if the request requires configuration control board action. See [para 1.1.14](#) If so, the information assurance office will annotate Quality Management Information Systems VANCFB115 accordingly and notify the contractor/information technology planner, who will notify the requester.

1.1.12. The Wing information assurance office will return the requirement to the contractor/information technology planner, who will send to the host base approval authority within 10 calendar days, unless the request is for storage media or scanning capabilities. See [para 1.1.13](#).

1.1.13. The contractor/information technology planner will coordinate all requests for scanners, storage media or software designed to produce official electronic documents with the base records manager. Once coordination is completed, the contractor/information technology planner will send the Quality Management Information Systems VANCFB115 to the host base approval authority within 10 calendar days.

1.1.14. Configuration Control Board meetings will be held virtually, unless an in-person meeting is requested. If the requirement needs Configuration Control Board approval, the contractor/information technology planner will send it out for coordination virtually via Quality Management Information Systems. If an in-person meeting is needed, it will be sent to 71 ISS/SCXP for scheduling. 71 ISS/SCXP will notify the requester of the scheduled meeting and the requester should attend, if possible.

1.1.15. Contractor/information technology planner sends completed Quality Management Information Systems VANCFB115 to the host base approval authority for signature. Approval authority for technical solution & costing greater than \$250K is 71 ISS/SC; \$250K or less is 71 ISS/SCX.

1.1.16. If the host base approval authority approves, he/she will indicate their approval by clicking the approved button, then submitting the Quality Management Information Systems VANCFB115. It will automatically go to the contractor/information technology planner for processing.

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

1.1.18. If the host base approval authority disapproves, he/she will indicate their disapproval by clicking the disapproved button, provide an explanation, and submit to the contractor/information technology planner.

1.1.19. Contractor/information technology planner will send the requester the completed Quality Management Information Systems VANCFB115 for funding and implementation.

1.1.20. Contractor/information technology planner will keep requesters informed of status of all open Quality Management Information Systems VANCFB115 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 configuration control board; the configuration control board meets as needed.

1.3. Functional unique requirements, such as security cameras, will not be accepted. Functional points of contact will determine the equipment list and connectivity specifications. Once this is done, the requester must submit a Quality Management Information Systems VANCEAFB115 for the cyberspace infrastructure, using the cyberspace requirements process to determine the associated cyberspace 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 technical solution & costing, 71 ISS/SC can request assistance from the Cyberspace Systems Integrator-Base. The Cyberspace Systems Integrator-Base provides two levels of technical assistance.

1.4.1. The first level starts with the review of the shortfall to include documentation and discussion with the user(s) about the scope of the requirement. If there is sufficient information then a broad gauge or budgetary estimate can be provided but is not adequate for implementation. The 71 ISS/SC and user(s) decide whether or not the broad gauge or budgetary estimate provides adequate information to submit a request for quote. Once the 71 ISS/SCX and user(s) receives the quotes the user(s) should be able to decide if the requirement can be implemented by the provided solution(s). If not, the second level of technical assistance will be required and requested by 71 ISS/SCX and user(s) in coordination with the Cyberspace Systems Integrator-Base using the Request for Service process.

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 that will encompass temporary duty funded by the requester for engineer(s) to produce a technical solution & costing, or if desired a Statement of Objectives and Independent Government Estimate sufficient for Contracting to solicit bids.

2. Allocating Resources. The requesting organization identifies cyberspace systems requirements and allocates resources to satisfy those requirements. The requesting organization follows established local, Major Command, and Air Force procedures to obtain resources to implement and sustain the technical solution. In some instances, the Communications and Information Systems Officer will assist the requester to obtain the resources, especially when the Communications and Information Systems Officer's cyberspace activity will provide manpower to operate or maintain the cyberspace system.

2.1. 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.

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

3.1. 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.

3.2. 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.

3.3. If the requirement is approved, funded, and requires assistance from one or more parties within the communications flight or external organizations, it will remain open. The 71 ISS/SCX will ensure a project manager is assigned and implement the project in accordance with TO 00-33D-3005 and established guidelines. Once the requirement is satisfied, it will be closed.

3.4. If the solution requires digging, changes/additions to the structure of a facility, or electrical work, the requester is responsible for submitting a CE Work Request AF332 in Quality Management Information Systems. The contractor/information technology planner can provide assistance in preparing the AF332 if needed.

3.5. If the requirement is approved and unfunded but requires assistance, the requester, communications flight, and Cyberspace Systems Integrator-Base will determine the best funding strategy. The requirement will remain open until it is satisfied or the user cancels it.

4. GSA 2nd Generation Information Technology (2GIT). GSA 2nd Generation Information Technology is the mandatory use contract vehicle for all information technology hardware, except computers, scanners, printers, and consumables. These items will continue to be procured via Air Force Way until it is decommissioned (currently, projected for CY2022). See AFMAN 17-1203, para 2.5. for more details. Items can be purchased and/or request for quotes initiated at <https://www.gsaadvantage.gov/advantage/ws/department/adv2git>. An approved Quality Management Information Systems VANCFB115 is required prior to purchase.

JAY A. JOHNSON, Colonel, USAF
Commander

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

AFI 11-215, *USAF Flight Manuals Program*, 25 March 2019

AFMAN 17-1203, *Information Technology Asset Management*, 18 May 2018

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

TO 00-33D-3005, *Managing the Cyberspace Infrastructure with the Cyberspace Infrastructure Planning System*, 24 August 2020

Prescribed Forms

VANCFBFI115, *Vance Cyberspace Requirements Document*.

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847 *Recommendation for Change of Publication*