

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



**WHITEMAN AIR FORCE BASE
INSTRUCTION 33-317**

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Communications and Information

***MANAGEMENT
OF LAND MOBILE RADIO***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 33-3, *Information Management (IM) Program*, as well as responsibilities and requirements governing the management and use of Land Mobile Radio (LMR) call signs. It applies to all Whiteman AFB organizations utilizing LMR systems on Whiteman AFB. 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*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This revision reflects organization, office symbol and address changes, and the following changes to procedures: 509 CS/SCOTR will now have the authority for approval/disapproval of requested call signs. A master Call Sign Document will now be provided annually, and unit recertification will also be an annual requirement.

1. Roles And Responsibilities.

- 1.1. Organizations requiring access to the base LMR networks must receive approval of requested call sign prior to operating on the network.
- 1.2. Requests for a new or change to an LMR call sign will be submitted to 509 CS/SCOTR as prescribed in paragraph.
- 1.3. All requests must have the approval of the unit commander or designated representative and unit LMR manager.
- 1.4. The 509 CS/SCOTR has the authority for approval/disapproval of a requested LMR call sign, based on higher level directives and existing call signs.

2. Guidance and Procedures. Requesting organization will:

- 2.1. Submit a copy of Attachment 1 to 509CS/SCOTR via e-mail. (509CS.SCOTR.WhitemanPWCS@us.af.mil).
- 2.2. Submit call sign requests only to meet mission requirements.
- 2.3. Call signs must be a spoken English language dictionary word with a single- or two-digit suffix.
- 2.4. Not use or request personalized call signs.

3. The 509th Communications Squadron will:

- 3.1. Process the request and reply to the requester's LMR manager within three duty days. Disapprove request for duplicate call signs.
- 3.2. Notify units when a call sign is no longer available for their use due to higher authority.
- 3.3. Update the master LMR Call Sign Document and distribute to requesting organizations on an as needed basis.
- 3.4. Provide to the unit LMR managers, via electronic or conventional means, a master. Recertification:
- 3.5. Unit LMR managers are required to recertify, through the base LMR manager, all assigned call signs annually during January. This will be accomplished by returning, via electronic or conventional means, the master LMR Call Sign Document distributed by the base LMR manager.

4. Conflict Resolution.

- 4.1. the event a requested call sign is already in use, it will be the responsibility of the requesting organization to deconflict with the existing user or resubmit a request for a different call sign.

KEITH J. BUTLER, Colonel, USAF
Commander, 509th Bomb Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-360, *Publications and Forms Management*, 9 April 2012

AFPD 33-363. *Management of Records*, 01 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Prescribing Directive

ITAM—Information Technology Asset Management

LMR—Land Mobile Radio

OPR—Office of Primary Responsibility

PWCS—Personal Wireless Communications Systems

RDS—Records Disposition Schedule

