

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 33-103

374TH AIRLIFT WING COMMAND

Supplement 1

2 MARCH 2004

Communications and Information

**REQUIREMENTS DEVELOPMENT AND
PROCESSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to all 374th Airlift Wing (374 AW) organizations, tenants and contractors submitting and processing communications and information requirements. This instruction provides policy and procedures for requesting telecommunication services at Yokota Air Base (AB).

SUMMARY OF REVISIONS

This revision aligns 374 AW requirements processing guidance with AFI 33-103, *Requirements Development and Processing*, and AFI 33-111, *Telephone Systems Management*. Adds new requirement for emergency AF Form 3215, **IT/NSS Requirements Document**, requests (paragraph **9.1.2. (Added)**). Adds three Communication and Information Systems Officer (CSO) responsibilities (paragraph **10.1. (Added)**). Adds the responsibility for requesting organization commanders to appoint Telecommunications Control Requirements Officers (TCO) (paragraph **10.2. (Added)**). Defines TCO responsibilities (paragraph **10.4. (Added)**). A bar (|) indicates revisions from the previous edition.

AFI 33-103, 18 March 1999, is supplemented as follows:

9. (Added) Requesting Telecommunications Services:

9.1. (Added) Requesting Official Telecommunications Services:

9.1.1. (Added) Request for any telecommunication services will be submitted on an AF Form 3215 to 374th Communications Squadron Requirements Processing Customer Service (374 CS/SCXER) (Bldg 653) as early as possible, but not less than 30 working days prior to the required or preferred operational date.

9.1.2. (Added) Emergency AF Form 3215 requests (those requests requiring service in less than 30 working days) will be accompanied by a "Mission Impact Memorandum." This memorandum must state the nature of the impact and reason the unit was unable to conform with the time requirements stated in paragraph **9.1.1. (Added)** This memorandum should be delivered to 374 CS/SCXER and must be signed by

the group commander or equivalent. The 374 CS will assess scheduling inputs and make a final scheduling decision.

9.1.3. (Added) Attached to the AF Form 3215 will be a diagram to include Bldg numbers, room numbers, placement of existing and proposed service, and where each number will ring.

9.1.4. (Added) Incomplete or improperly filled out requests will be returned without action for resubmission. Other requests may be returned for reevaluation based on service that cannot be provided due to technical limitations or disapproval by the Requirements Approval Authority. Requests that are returned will contain an explanation.

10. (Added) **Management:**

10.1. (Added) The CSO will:

10.1.1. (Added) Maintain a current listing of all unit TCOs and the related interservice support agreement number under which the service is provided.

10.1.2. (Added) Provide customer education and training to primary and alternate TCOs on requirements processing and TCO policy and procedures.

10.1.3. (Added) Ensure TCOs receive initial training within 60 days of appointment and refresher training annually.

10.2. (Added) Unit commanders will appoint, in writing, a primary and alternate TCO. AFI 33-111 outlines procedures for appointing TCOs. Appointment letters will include the name, rank, organization, office symbol, duty phone and date eligible for return from overseas (DEROS), and must be updated as personnel changes occur. Appointments will be revalidated annually in July by submitting a new memorandum of appointment to 374 CS/SCXER with a final paragraph stating, "This memorandum supersedes our memorandum dated XX XXX XX."

10.3. (Added) The TCO has responsibilities for all unit telecommunications needs and oversees telecommunication management of the unit per AFI 33-103 and AFI 33-111. Correspondence between the unit and 374 CS Communications Engineering Section (374 CS/SCXE) will be through and signed by the primary/alternate TCO. This ensures the TCO is aware of all communications requirements being requested. It also provides one focal point to discuss requirements and information distribution. If an exception is required, submit a memorandum of justification for establishing an additional TCO to 374 CS Plans and Implementation Flight (374 CS/SCX). The TCO will meet the following requirements:

10.3.1. (Added) Primary and alternate should be E-6 or above or civilian equivalent, if not available the TCO should be the ranking non-commissioned officer (NCO).

10.3.2. (Added) Appointment memorandum will be forwarded to 374 CS/SCXER.

10.4. (Added) The TCO will:

10.4.1. (Added) Manage and validate unit submission of AF Forms 3215 through coordination within the unit. It must be determined how the request might affect other unit requirements. This ensures validity at the unit level of each request submitted.

10.4.2. (Added) Ensure the AF Form 3215 is properly filled out with sufficient information for processing.

10.4.3. (Added) Ensure the work requested is mission essential.

10.4.4. (Added) Sufficiently justify the priority.

10.4.5. (Added) Annotate the AF Form 3215 with the appropriate host-tenant or interservice support agreement number, is required.

10.4.6. (Added) Terminate the service when it is no longer required.

10.4.7. (Added) Authorize the request by signing the Requester Approval Authority of every AF Form 3215 prior to submission. The alternate TCO will only sign AF Forms 3215 in the absence of the primary TCO. In the absence of both the primary and alternate TCO, the unit commanders will sign the AF Form 3215.

10.4.8. (Added) Coordinate with the 374 CS when planning changes in unit requirements such as new Bldg, Bldg demolition, relocation of personnel, and changes in manpower or equipment affecting the unit's communications requirements.

10.4.9. (Added) Review this publication annually to maintain familiarity with responsibilities. The 374 CS will provide annual TCO training.

10.4.10. (Added) Ensure that DD Form 2056, **Telephone Monitoring Notification Decal**, is placed on all unit telecommunication instruments except on those approved for transmission of classified. The DD Forms 2056 will be obtained through the Air Force Publishing internet site (<http://www.e-publishing.af.mil>). Non-Air Force organizations need to go through their normal procurement channels to obtain the forms.

11. (Added) **Maintenance:**

11.1. (Added) The 374 CS is not responsible for repair and/or replacement of individually procured telephone equipment, either privately owned or owned by Department of Defense (DoD) organization (i.e., answering machine, fax machine, special-ordered telephones, etc).

Attachment 6 (Added)

**INFORMATION TECHNOLOGY AND NATIONAL SECURITY SYSTEMS REQUIREMENTS
DOCUMENT INSTRUCTIONS FOR AF FORM 3215**

A6.1. See AFI 33-103, paragraph 4 and Attachment 4.

Figure 6.1. AF Form 3215 Instructions.

BLOCK TITLE	BLOCK	ENTRY
DATE	Completed By 374 CS/SCXER	Date will be stamped on AF Form 3215 when received by 374 CS/SCXER.
CSO CONTROL NUMBER	Completed By 374 CS/SCXER	Assigned by the base CSO.
REQUIREMENT TITLE	Mandatory	A short subject/title of requirement, study, or equipment acquisition.
REQUESTING AGENCY	Mandatory	Enter the requesting organization.
REQUESTER	Mandatory	Enter the requester's name and office symbol.
E-MAIL ADDRESS	Mandatory	Enter the requester's e-mail address.
PHONE NUMBER	Mandatory	Enter the requester's phone number.
FAX NUMBER	Mandatory	Enter the requester's fax number.
DATE REQUIRED	Mandatory	Provide a realistic date.
MISSION OR SYSTEM SUPPORTED	Mandatory	Identify the mission or system supported by this requirement.
REQUIREMENT	Mandatory	Provide a narrative of the functional requirement and a description of what is to be done. Continue on separate sheet.
JUSTIFICATION	Mandatory	Provide the rationale for the requirement in relation to operational impact and what is the impact if disapproved. Continue on separate sheet if necessary.
TECHNICAL SOLUTION AND ALTERNATIVES	Completed By 374 CS/SCXE	The base CSO will work with the originator and other organizations as necessary to develop the technical solution and/or recommended alternatives. Once the technical solution has been agreed upon with the originator, the base CSO will certify the correctness of the technical solution. The customer will approve the technical solution.

BLOCK TITLE	BLOCK	ENTRY
THIS SOLUTION MEETS ARCHITECTURAL AND INTEROPERABILITY REQUIREMENTS	N/A	N/A
TECHNICAL REFERENCES USED	N/A	N/A
RECORDS MANAGEMENT APPROVAL AUTHORITY	N/A	N/A
REQUESTOR APPROVAL AUTHORITY	Mandatory	Enter name, title and organization of individual authorized to obtain Communications and Information resources for the organization, concur with requirements and technical solution. Signature is required.
BASE CSO AUTHORIZATION	Completed By 374 CS/SCXER	Name, title and organization of the base CSO. Include signature. The base CSO will concur/certify the correctness of the technical solution for requirements that affect his base only.
MAJCOM CSO CERTIFICATION	Completed By 374 CS/SCXER when applicable	Name, title and organization of the MAJCOM CSO who will concur/certify the correctness of the technical solution for requirements outside the base CSO's authority.

MARK O. SCHISLER, Colonel, USAF
Commander