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Communications and Information

**PERSONAL WIRELESS COMMUNICATIONS
SYSTEMS MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and prescribes policies and procedures for the management, accountability, operation, maintenance, and procurement of personal wireless communications systems (PWCS). It's used in conjunction with AFI 33-106, *Managing High-Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate Radio System*, and applies to all personnel who own and/or operate PWCS and associated equipment on Elmendorf AFB. This publication does not apply to the Air National Guard or US Air Reserve units and members. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This document has been substantially revised and must be completely reviewed.

1. Policies:

1.1. PWCS Requirement Engineering Policy. The installation PWCS manager, 3 CS/ SCMGSL, reviews PWCS requirements and provides technical solutions and alternatives to satisfy each requirement. All PWCS requests must be coordinated with the installation PWCS manager before submission to the communications-computer systems staff officer (CSO) (see attachment 1) for review. PWCS vendor contact is limited to the installation PWCS manager and authorized representatives of operational contracting. Individuals must refrain from direct contact with vendors without approval from one of the above listed representatives.

1.2. Pager Policy. The base paging system provides coverage throughout the Anchorage Bowl, Eagle River, and the Matanuska-Susitna Valley using two-tone sequential voice and Post Office Code Standardization Advisory Group (POCSAG) digital signaling. Elmendorf's paging terminal may be accessed from on or off base by dialing 552-PAGE (7243) and following the voice prompt instruc-

tions. All pagers on Elmendorf AFB have been converted to a four-digit paging number scheme. Voice pagers that previously had three-digit numbers will now be preceded by a zero. The paging system is **FOR OFFICIAL BUSINESS ONLY**. The paging system provides one-way communication.

1.3. Frequency Policy. PWCS requests requiring a new frequency must have an approved frequency request on file. In accordance with National Telecommunications and Information Administration (NTIA) guidance, organizations requiring new PWCS talk groups (nets) will use the joint services trunked radio system (JSTRS) to the maximum extent possible. However, if the JSTRS will not satisfy user requirements, the user must contact the installation frequency manager prior to submitting requirement documents. New frequencies are obtained by submitting frequency requests in accordance with AFI 33-118, *Radio Frequency Spectrum Management*. When possible, frequencies will be shared.

1.4. PWCS Deployment Policy. The deploying unit's PWCS Fleet Manager must coordinate with the installation PWCS manager and the installation frequency manager to arrange for operating in the deployed location before the deployment of PWCS. Frequency clearance requires a 120-day lead time. It's the deploying unit's responsibility to contact the installation frequency manager for a list of frequencies available for use at the deployed location. When deploying with PWCS equipment, notify the installation PWCS manager at least 10 days prior to a scheduled deployment. The following information must be included:

- 1.4.1. PWCS account number.
- 1.4.2. Type of equipment.
- 1.4.3. Serial numbers and model numbers of equipment.
- 1.4.4. Deployed location (if unclassified).
- 1.4.5. Deployed PWCS custodian.
- 1.4.6. Number of days equipment will be deployed.

1.5. Vehicular Chargers. A vehicular charger ("CONVERTA-COMM," a trademark of the Motorola Corporation) is essentially a box into which a user plugs a portable (hand held) radio for use in mobile or base station configuration. Vehicular chargers are considered ancillary equipment and are not accountable within the PWCS tracking and reporting system (TRS). Additionally, vehicular chargers are not covered under the PWCS maintenance contract. Repairs, installations, and removals will be done on an "as needed" basis and the user will incur costs. Vehicular chargers may be used to satisfy the requirement for a mobile radio when requirements for both portable and mobile exist.

1.6. PWCS Maintenance Support Policy. Maintenance support for the majority of PWCS equipment is provided by contracted personnel. Some PWCS equipment may not be carried under the PWCS maintenance contract due to low use of the items, that is, dedicated mobility assets. Pagers are not carried under the contract because of the low replacement cost. In these instances, it's more cost effective to repair the assets on an "as needed" basis. Additional services which were not budgeted for by users or are beyond the scope of the contract will be paid for by the requesting organizations. **NOTE:** This policy does not apply to leased equipment that must be contractor maintained at the using organization's expense.

1.7. Non-Fair Wear and Tear (NFWT). PWCS equipment that requires repair due to NFWT is not covered under the maintenance contract. PWCS equipment showing signs of NFWT may require report of survey action. The user will pay repair costs on NFWT items.

1.8. PWCS Replacement Plan. The PWCS replacement plan is a program that assesses points on each item of equipment according to age and maintenance actions performed due to malfunctions. The accumulated points are used to determine projected replacement dates. Once the user is notified to replace his/her equipment, he/she has one year in which to comply. Failure to replace the equipment will result in the equipment being removed from the PWCS maintenance contract, and the user will incur maintenance costs.

1.9. Data Encryption Standard (DES) PWCS Policy. DES IS NOT TO BE USED FOR CLASSIFIED TRANSMISSIONS.

1.9.1. The current JSTRS configuration does not accommodate communications security (COMSEC) Type I encryption (for classified use). COMSEC Type I encryption must be used for transmission of classified information.

1.9.2. DES radios provide a small measure of privacy because they cannot be monitored by commercially available scanning equipment or non-key loaded radios. PWCS users will determine if DES is needed for their communications requirements. DES use should be determined by the mission supported and the level of protection required.

1.9.3. PWCS management office personnel will load the DES cryptographic key algorithm into the command and control (“commanders net”) radios on a semiannual basis or in accordance with COMSEC guidance. Other agencies requiring DES must establish a COMSEC account through their COMSEC officer for the acquisitions of cryptographic codes. In addition, each agency must acquire their own cryptographic key loader equipment. Radios which operate primarily in the private mode will be used in the private mode except when operational conditions prevent that use (for example, while making a phone patch, when out of range for private or secure mode, and so forth).

1.10. Intrinsically Safe (IS) Radios. IS radios are designed to operate safely in specific combustible or explosive areas, such as in fuel environments. AF PWCS management office guidance states that there are very few instance where IS radios are needed for mission requirements. Operating a PWCS in a hazardous environment is considered beyond the scope of most job descriptions. **NOTE: Trunked radios CANNOT be considered IS. Trunked radios periodically transmit by themselves. Power down radios when no transmissions are permitted, such as near munitions.** Requirements for IS PWCS will be processed through command safety channels for validation before local approval and acquisition. Contact the Wing Safety Office for additional IS guidelines.

2. The Installation PWCS Manager will:

2.1. Forward all requirement documents that affect frequency allocations to the installation frequency manager, 3 CS/SCMGSL.

2.2. Validate all PWCS equipment orders processed through base supply and the base contracting office.

2.3. Validate/Approve PWCS service work requests (requirement documents) and route requests to the appropriate action office.

- 2.4. Review and endorse all PWCS requirements before submission to operational contracting.
- 2.5. Provide a customer walk-in service for processing routine maintenance requirements. (Current location and hours are: 7210 14th Street, Rm. 5; Monday, 1200-1600; Tuesday through Thursday, 0800-1600; Friday, 0800-1200.)
- 2.6. Assign job control numbers for each routine maintenance action required.
- 2.7. Annually provide fleet managers a list of equipment to be replaced by the using organization over the next 5 years.

3. PWCS Contract Maintenance Personnel. Will perform within the scope of the current contract.

4. The 3 CS Maintenance Control Work Center will:

- 4.1. Serve as the after-hours point of contact for reporting PWCS network trouble.
- 4.2. Report PWCS troubles directly to the PWCS manager or the on-call standby technician.

5. The Installation Frequency Manager, 3 CS/SCMGSL, will:

- 5.1. Assist the installation PWCS manager as appropriate.
- 5.2. Review applicable PWCS requirements and service requests as they apply to frequency assignments/authorizations and provide guidance to the installation PWCS manager.

6. The Using/Owning Organization Commander will:

- 6.1. Appoint a fleet (net) manager and alternates, in writing, to act as the organization's single point of contact for all PWCS matters. Address the appointment letter to 3 CS/SCMGSL.
- 6.2. Procure cryptographic key-loading equipment used to encrypt PWCS equipment, if required. Units requiring DES operation are responsible for maintaining a copy of USKAK 50172 as the keying standard for DES communications.
- 6.3. Appoint a frequency manager and alternates, in writing, to act as the organization's sole point of contact for all frequency matters. Also, provide a copy of the appointment letter to 3 CS/SCMGSL.

7. The PWCS Fleet Manager will:

- 7.1. Ensure each assigned PWCS equipment item is on the PWCS inventory and any excess equipment is identified to the installation PWCS manager for reissue or turn-in.
- 7.2. Ensure all portable radios are protected with a carrying case. If a radio is damaged while not in the carrying case, the owning organization will pay the repair costs.
- 7.3. Establish a unit PWCS user education program to include education materials provided by the installation PWCS manager. Maintain a sufficient supply of PWCS user brochures to support the training program. Educate users before PWCS use, with refresher training conducted as significant operating changes occur. The user education program must emphasize COMSEC/ OPSEC training and identify specific safety hazards associated with operation of PWCS.
- 7.4. Ensure PWCS are not used after equipment discrepancies have been noted or suspected.

- 7.5. Report equipment discrepancies to the personal wireless communications systems (formerly LMR) office, which will process and track the equipment until repaired. The fleet manager will redistribute unit assets as appropriate, until equipment is repaired.
- 7.6. Compile and maintain a complete and current listing of the call signs used by their fleets and sub-fleets, and provide a copy to PWCS management. Ensure PWCS users follow proper call sign and radio operating procedures.
- 7.7. Coordinate the development of all PWCS requirements with the installation PWCS manager, prior to submission of requirement documents.
- 7.8. Assist the installation PWCS manager in maintaining the organization's PWCS replacement plan. Budget for replacement or new equipment appropriately, using the list of equipment provided in accordance with paragraph 2.7, this instruction.
- 7.9. Submit annual PWCS requirements, as projected by the replacement plan, and including any other known requirements, as a package for approval by the CSO no later than 1 August. Budget for these requirements using estimates provided by the installation PWCS manager. Complete requirement documents for new requirements.
- 7.10. Ensure all new PWCS assets are added to the PWCS inventory and are inspected by the installation PWCS manager prior to use.
- 7.11. Submit frequency requests through the unit frequency manager, to the installation frequency manager in accordance with AFI 33-118, prior to CSO validation/approval of the proposed PWCS requirement. Suggested lead-time prior to system commissioning/operational requirement is 270 days. Minimum lead-time for temporary authorizations overseas is 180 days. Minimum lead-time for temporary authorizations within USA and possessions is 120 days.
- 7.12. Perform or coordinate the annual physical inventory of assigned PWCS, upon request by the CSO. Provide a signed copy of the completed inventory to the installation PWCS manager.
- 7.13. Notify the installation PWCS manager within five duty days of any PWCS inventory changes.
- 7.14. Assist the installation PWCS manager in the development of fleet (network) block diagrams. Update these diagrams as changes occur and validate annually.
- 7.15. Use AF Form 1297, *Temporary Issue Receipt*, for temporary issue. If an item is required for an extended period, transfer of ownership may be appropriate.
- 7.16. Maintain AFI 33-106; WI 33-101; PWCS fleet manager's reference guide; and a supply of PWCS user brochures for each PWCS type on the unit PWCS inventory.
- 7.17. Process all PWCS equipment turn-ins through the installation PWCS manager prior to forwarding to base supply (for medical activities, medical equipment management office (MEMO).)
- 7.18. Ensure priority PWCS outages are immediately reported to the PWCS manager, 3 CS/SCMGSL, 552-3077. Provide network, equipment type/model, location, time of outage, and mission impact. Include the point of contact name, rank, and telephone number. Ensure only those troubles that affect network operations (for example, base station or network failure) are reported as priority troubles. After normal duty hours, report priority net outages to 3 CS Maintenance Control, 552-2666/7/8/9. Bring PWCS items (portables, pagers, and so forth) requiring routine repair to the PWCS Management Office, Building 7210, during established customer service hours.

- 7.19. Verify the PWCS are malfunctioning prior to turn-in for repair. Verify discrepancies using fully charged batteries and a known good antenna.
- 7.20. Process and coordinate PWCS service requests (installations, removals, or relocations) to 3 CS/SCMGSL. Provide equipment type/model, serial number, location, action required, and point of contact.
- 7.21. Notify COMSEC Account, 3 CS/SCBSC, 552-5443, immediately upon loss of DES key-loaded PWCS equipment or cryptographic materials.
- 7.22. Monitor the assigned PWCS network and report COMSEC/Operations Security (OPSEC) violations to your unit commander. Ensure the unit PWCS training program addresses COMSEC/OPSEC, and includes the unit essential elements of friendly information (EEFI) program as it applies to radio operations.
- 7.23. Submit requirements for DES key material to 3 CS/SCBSC with a 60-day lead-time to the date required and ensure the operational is replaced in accordance with COMSEC requirements. In addition, each agency must acquire their own cryptographic key loading equipment.
- 7.24. Ensure all assigned PWCS are clean, dust free, and maintained in good operating condition. Limit user maintenance to cleaning and the replacement of batteries and antennae. Only PWCS maintenance is authorized to provide further maintenance.
- 7.25. Advise the Installation PWCS and frequency managers immediately of any radio interference incidents not readily resolved (that is, through relocation from interference source; motors, cars, generators, and so forth).
- 7.26. Maintain a minimum of 20 percent spare batteries and antennae for each type of portable PWCS assigned. Order spare batteries and antennae through local vendors using the international merchant purchase authorization card (IMPAC) program. The installation PWCS manager can provide ordering information.
- 7.27. Ensure assets worth \$2,500 or more are on the pilferable items list (R15).

8. The Chief of Supply or Accountable Supply Officer will:

- 8.1. Ensure all PWCS orders have PWCS management before processing.
- 8.2. Ensure all AF Forms 2005, *Issue/Turn-In Request*, for PWCS (radios, pagers, and cellular tele-phones) turn-ins have been endorsed by PWCS management.
- 8.3. Only accept for turn-in those PWCS items with condition tags endorsed by PWCS management.
- 8.4. Consult with the installation PWCS manager before processing any PWCS order from any source other than the DD form 1348-6, *DoD Single Line Item Requisitioning System Document*, endorsed by the installation PWCS manager and provided with each request.
- 8.5. Consult the installation PWCS manager before issuing PWCS equipment from existing supply stock to fill orders or before directing issues based on requester priority. Ancillary items like antennae, batteries, and microphones are excluded from this requirement.
- 8.6. Provide a copy of the "L13" Account Custodian Listing to the installation PWCS manager, upon request.

9. Cellular Telephones (CT):

9.1. CTs are becoming increasingly common in the Air Force. Although CTs provide an alternate means of immediate communication, they do not replace permanent government-owned communications systems. Careful consideration of long term use, cost, and security may point to a more economical or effective means of mobile communication. The government does not own the CT infrastructures. Communications over this media are controlled by commercial companies that monitor, modify, and turn off their systems without user knowledge or coordination. CT systems are subject to saturation during peak periods, natural disasters, and other contingencies. Natural disasters outside the Anchorage area will also cause the local CT system to become saturated, due to people outside the disaster area attempting to contact people in the disaster area. The base paging system will be the normal system for contacting standby or on-call personnel.

9.2. CTs will not be used to transmit sensitive, unclassified, or classified information. Monitoring a CT is easily accomplished with the use of off-the-shelf radio scanners. Pursuant to federal information processing standard (FIPS) Pub 140-1 and COMSEC/OPSEC guidance, personnel will **NOT** discuss Privacy Act and/or For Official Use Only (FOUO) information over CTs.

AFI 33-111, *Telephone Systems Management*, prohibits the use of government CTs for personal business. Personal calls authorized by the commander become official calls, providing they meet the following guidelines:

9.2.1. The call does not adversely affect the performance of official duties and is of reasonable duration.

9.2.2. A normal telephone (landline) is not available.

9.2.3. No long-distance charge will be incurred by the government. Commander authorized personal calls may be placed, but the caller must reimburse air-time charges to the government.

9.3. Procedure for Obtaining CTs and Services:

9.3.1. Submit a completed AF Form 3215, *Communications-Computer Systems Requirement Document (CSR)*, to 3 CS/SCX to establish a requirement. Request a cellular telephone” is not a requirement, it’s a preference. The communications need must be stated. Statements like; “Require immediate communication with personnel when out of the office” may be appropriate starting points for your situation. The justification must be as complete as possible and detail why a CT is needed instead of a pager or radio.

9.3.2. The installation cellular telephone manager, 3 CS/SCMGSL, will review the CSR against AFI 33-106, attachment 5, for validity, and provide a technical solution for the request and forward the CSR and attachments to the CSO.

9.3.3. The CSO reviews the requirement and recommendations, makes additional comments as necessary, and forwards the CSR to the group commander of the requester. The group commander is the approval authority for cellular telephone assets. Government credit cards (IMPAC) are authorized for purchasing **CTs after receiving an IMPAC authorization number from 3 CS/SCMGSL**; however, accessories may be purchased under the IMPAC program without PWCS coordination.

9.3.4. Base organizations will not purchase CTs without the approval of the installation cellular telephone manager, 3 CS/SCMGSL.

9.4. Control of CT Services:

9.4.1. The unit telephone control officer (TCO) must ensure users are provided customer training. Customers are informed that calls must be official, necessary, and as brief as possible. Supervisors, managers, and users at all levels are responsible for proper telephone use. All government CT users will sign a CT user's briefing form, which will be kept on file by the TCO.

9.4.2. CTs may be approved for handheld portable use, or for installation in government vehicles, but may only be used for official business. CTs will not be approved when land mobile radios or pagers can satisfy the requirement.

9.4.3. CTs must be revalidated annually. CTs not revalidated within the 30-day suspense will be terminated from service by means of 3 CS/SCMGSL, notifying the IMPAC office and commercial carrier that the requirement is not valid.

9.5. Security. Unencrypted CTs will not be used for operational communications due to the ease with which critical operational information can be obtained by frequency monitoring. The relatively weak cellular signal is also very susceptible to interference.

9.6. User's Responsibilities. The user of a CT has specific responsibilities for the equipment and the way in which it is used.

9.6.1. Properly secure your CT when not on your person. Depending on the circumstances, you could be held fiscally liable for the loss and/or any calls made on your assigned CT.

9.6.2. Immediately report all lost or damaged CTs to your TCO and the installation cellular systems monitor (552-3077).

9.6.3. Shelter the CT from the outside environment as much as possible. Excessive water or dirt will damage the equipment and extreme cold will shorten battery life.

9.6.4. Absolutely no classified, sensitive, Privacy Act, or FOUO material will be discussed using the CT, unless the CT has FIPS Pub 140-1 compliant (sensitive/unclassified) or COMSEC Type I (classified) capabilities installed and properly keyed.

9.6.5. The CT will be used for official calls of a non-operational nature only.

9.6.6. Never use profane, obscene, or indecent language when talking on a CT. Ensure the people around you aren't using such language or shouting during your conversation, since ambient sounds are also picked up and transmitted.

10. Telephone Control Officer Responsibilities. Unit TCOs will ensure each cellular telephone has a DD Form 2056, *Telephone Monitoring Notification Decal* (or locally acquired substitute), and an "If found, call . . ." tag/label attached. The "If found . . ." tag is to be locally procured. TCOs will also certify/verify cellular airtime invoices on a monthly basis to ensure all calls were official. Suspected unofficial calls will be reported to the user's unit commander for review and action. Unit TCOs will also

maintain customer training certification (see attachment 2) and users' briefing letters for each cellular telephone user. See CT user's guide for additional information on TCO responsibilities.

JONATHAN S. GRATION, Colonel, USAF
Commander

Attachment 1

TERMS EXPLAINED

Terms

Ancillary Items--Accessory items that will not work alone, but enhance items such as base stations, remotes, portables, and so forth. Vehicular adapters, batteries, chargers, speakers, microphones, encoders/decoders, carrying cases, and antennae are only a few of the many PWCS ancillary items.

Base Station--Consists of a transmitter and receiver at a fixed location. They may be locally or remotely controlled. Base stations and their antennae are installed near operational control functions or in locations that will provide a suitable area of coverage.

Communications-Computer Systems Staff Officer (CSO)--The CSO is the individual responsible to the installation commander for all matters relating to communications-computer systems. His/Her function is to provide recommendations, technical advice, policy guidance, and to review, validate and/or approve/disapprove communications systems requirements to include PWCS requirements. On Elmendorf AFB the 3 CS/CC is appointed as the CSO.

Communications-Computer Systems Requirement Document (AF Form 3215, CSRD)--The document completed by requesting organizations to present communications computer systems requirements to the 3 CS/CC.

Data Encryption Standard (DES) Privacy PWCS--Radios that provide "privacy" communications. **NOTE:** DES and other "privacy" equipped radios are strictly for reducing exposure of unclassified, non-sensitive, nonoperational information. **PRIVACY RADIOS ARE NOT FOR CLASSIFIED USE.**

Fixed Equipment--Equipment which is not easily relocated and is permanently installed, such as base stations, repeaters, remotes, and so forth.

Fleet (NET)--The organization of PWCS equipment that together forms a means of communication to support a specific Air Force operation, function, or mission, is referred to as a fleet or net. A net may operate on one or more frequencies and may consist of only a few portables or, as with major networks, may consist of repeaters, base stations, controllers, and many remotes, portables, mobiles, and so forth. The term "net" is used for conventional radios. The terms "fleet," "subfleet," or "talkgroup" are terms characteristic of a trunked radio infrastructure.

Fleet Manager (NET Manager)--The individual appointed by each organization owning or using a specific network as the organization's single point of contact for PWCS matters concerning the appointed network. Fleet Manager duties are outlined in this instruction and in AFI 33-106.

Heliflex Antenna--A very durable, short, flexible antenna which is useful in most Air Force PWCS portable applications.

Installation PWCS Manager--The individual appointed by the Communications-Computer Systems Officer (CSO) to develop, implement, and conduct the installation PWCS management program. This individual evaluates and recommends actions on all PWCS-related documents prior to submission to the CSO, Base Supply, or Contracting. The installation PWCS manager is the single point of contact for all PWCS matters for Elmendorf AFB.

Intrinsically Safe (IS) PWCS--PWCS designed to operate safely in specific combustible or explosive areas, such as in fuels environments. IS PWCS are inspected and certified every 6 months to ensure oper-

ation within specific combustible or explosive environments does not present a hazard. Trunked radios transmit without user input and CANNOT be considered intrinsically safe.

PWCS--Personal Wireless Communications Systems. Communications equipment that supports base operations and deployments.

PWCS Maintenance--Contractor-maintained workcenter that provides PWCS repairs attributable to normal wear and tear and performs other PWCS services (for example, installations and removals).

PWCS Services--PWCS equipment support provided to the base populace other than repairs. Examples are equipment relocations, installations, and programming.

MIJI--Meaconing, Intrusion, Jamming, and Interference. The Spectrum Interference Resolution Program replaced the MIJI program. Refer to AFI 10-707 for guidance.

Mobile--A vehicle-mounted PWCS, ranging from a single unit mounted under the dash to a remotely mounted radio and power amplifier with a control unit and speaker mounted in the cab.

Operational Control--The authority to regulate communications on a PWCS network.

Pager--A receiving device used for alerting and providing information to users. Pagers are commonly used by standby or alert personnel to ensure positive response to Air Force needs without confining personnel to specific locations.

Portable--A handheld radio, usually called a "brick", which provides two-way communications while in the field.

Remote--A unit which controls a base station's operation. Control may include changing channels and mode of operation, monitoring, and transmitting. These devices are connected by telephone lines to a remotely located transceiver. **NOTE:** Remotes will not operate as stand alone radios.

Repeater--The primary function of a repeater is to receive the low power signal of portable PWCS and retransmit at a much higher level, effectively increasing the area of coverage by providing the equivalent of base station power to all PWCS within its range. **NOTE:** Repeaters require two radio frequencies; one for receive and one for transmit.

Trunked PWCS--A trunked PWCS gets its name from the "trunk" line used in commercial communications. A "trunk" is a communications path between two or more points. Radio communication over a trunked system is similar to the telephone system. The transmitting and receiving radio units can be thought of as the calling and receiving parties and the repeater can be thought of as the telephone equipment. Instead of telephone lines the radio system uses radio channels to place calls. The radio users are not aware of which "trunk" or radio channel they are communicating over. They are only aware that a communication path has been established between the radios. Trunking a multichannel radio system increases the efficiency of the radio and the available radio spectrum.

Vehicular Adapter/Charger (Converta-Comm)--A vehicle-mounted console which provides a means of charging and adapting a portable radio as a mobile. Vehicular adapters normally consist of a console with on/off/volume control, speaker, microphone, and antenna. **NOTE:** Vehicular adapters will not operate without inserting a portable radio in the radio slot.

Attachment 2

CELLULAR PHONE TRAINING CERTIFICATION LETTER (SAMPLE)

MEMORANDUM FOR (Unit TCO)

FROM: (Unit/Name)

(Address)

SUBJECT: Cellular Phone Training Certification

I, (Name) acknowledge receiving cellular telephone number (number) on (date). I will safeguard this cellular telephone from loss and fraudulent or unofficial use. My failure to do so may result in disciplinary action and direct billing. I agree to return the cellular telephone to the issuing office when I am transferred, separated from the service, or no longer require it to perform my official duties. On a monthly basis, I will certify all calls as official calls with my unit Telephone Control Officer.

(Signature)

(Signature Block)