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*Communications and Information*

**COMMUNICATIONS AND INFORMATION  
PLANNING FORUM**

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This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and AFI 33-104, *Base-Level Planning and Implementation*. It provides direction for planning Communications and Information (C&I) systems by establishing the Westover periodic formal planning forum, called the C&I Planning Forum (CIPF), chaired by the installation commander. The CIPF meets to discuss current and future issues affecting the C&I infrastructure and various systems it supports and to formalize approval of the C&I Systems Blueprint. The forum's purpose is to coordinate planning of the C&I infrastructure with a proactive, centralized, base-wide focus. This instruction applies to all organizations at Westover Air Reserve Base using C&I systems, including new systems, changes to existing capabilities, or deletion of functions in a C&I system.

**1. General.** The Communications Squadron Manager (439 CS/SC), as the designated C&I Systems Officer (CSO), is ultimately responsible for overall management of C&I systems. In this capacity, the CSO reports to the installation commander, through the Mission Support Group commander on all C&I related issues. The Communications Squadrons Plans Flight will administer the C&I planning forum upon the direction of the CSO in accordance with Air Force, AFRC and local procedures.

**2. Communications and Information Planning Forum (CIPF).** The CIPF is composed of senior members of all Westover's host and tenant organizations who control and manage information technology and C&I system resources to support the Westover mission. The installation commander, through the CIPF, will review C&I Systems Blueprint initiatives and provide formal approval as necessary. Through the CIPF, all unit commanders and their staff will ensure appropriate exchange of information through the administrator that enables proper planning of all C&I systems as a result of mission changes, new construction, or any other activity that impacts C&I systems.

2.1. CIPF membership:

2.1.1. Chair, Installation Commander (439 AW/CC).

- 2.1.2. Vice Chair, special assistant to the Installation Commander (439AW/CV).
  - 2.1.3. C&I System Officer, CSO.
  - 2.1.4. Administrator, 439th Communications Squadron, Plans Flight Chief (439 CS/SCX).
  - 2.1.5. Mission Support Group Commander (439 MSG/CC).
  - 2.1.6. Maintenance Group Commander (439 MXG/CC).
  - 2.1.7. Operations Group Commander (439 OG/CC).
  - 2.1.8. Base Civil Engineer (439 MSG/CE).
  - 2.1.9. Base Civil Engineering Planning (439 MSG/CEC).
  - 2.1.10. Financial Management (439 AW/FM).
  - 2.1.11. Logistics Plans (439 LRS/LGRR).
  - 2.1.12. Contracting (439 CONF/LGC).
  - 2.1.13. Security Forces (439 SFS/SFF).
  - 2.1.14. Airfield Manager (439 OSS/OSA).
  - 2.1.15. Others as determined by individual unit or group commanders.
- 2.2. CIPF responsibilities:
- 2.2.1. Helps Westover to achieve its mission through a proactive, centralized, base-wide focus to coordinate planning of the C&I infrastructure. This includes computers, networking, telephones, land mobile radios, cellular telephones, air traffic control and landing systems, or any other support provided to Westover by the Communications Squadron.
  - 2.2.2. Ensures base users and base leadership are kept abreast of future communication system upgrades impacting future architecture to meet mission directives.
  - 2.2.3. Discusses C&I Systems Blueprint and formalize approval, project implementation status, downward directed communication projects and programs, funding issues, civil engineering projects supporting communication initiatives, mission changes and taskings, and other issues as locally determined as reflected in AFI 33-104.
- 2.3. The CISG will convene semiannually or as often as necessary to oversee and assess the continued achievement of C4 systems and infrastructure goals. Meetings may be called by the chair or CSO as needed. The CIPF may task external working groups to provide additional information in order to make a decision or complete a tasking related to the C&I responsibilities.

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Commander