

01 SEPTEMBER 2003



*Communications and Information*

**C4 SYSTEMS INSTALLATION/  
MODIFICATION AUTHORIZATION AND  
SCHEDULING PROCESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 6

Distribution: F

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This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It defines the methods and establishes the procedures for contractors and government agencies when requesting approval to perform communications systems installations, modify installations or de-install an installation/modification on Schriever Air Force Base (SAFB). This includes but is not limited to all changes to hardware (H/W), facilities, and technical documentation that are used to maintain the SAFB Configuration Baseline. The 50 SW Form 19 process and the SAFB Scheduling process shall be adhered to once it is determined by the 850 CS Configuration Management Office that a 50 SW Form 19 is required. This instruction applies to all contractor and government agencies on SAFB. This publication is to be used as the replacement for SATAF OI 800-2. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through channels to 850 SCS/SCYC, 300 O'Malley Avenue, Suite 30, Schriever AFB, CO 80912.

## **1. Introduction:**

1.1. **Scope.** This instruction deals with facility preparation, cable installation and modification, H/W installation, and modifications to the SAFB Configuration Baseline for communications. A modification is defined as any change which departs from a description in approved documentation including changes to any depiction in engineering drawings, wiring lists, cable lists, floor plans and/or installation instructions. By implementing the 50 SW Form 19, Installation/Modification Authorization Request process and SAFB Scheduling process, SAFB is assured that all on-site installations/modifications to the SAFB Configuration Baseline for those areas under Site Integration (see 50 SWI 33-105, C4 Systems Installation Standard) are properly coordinated, approved, scheduled, monitored, and documented.

1.2. **General.** If a question arises whether a 50 SW Form 19 (hereafter referred to as *Form 19*) is required, please contact the Installation and Modification Approval Request (I/MAR) administrator for assistance. If required the requesting organization shall meet with their Configuration Management Integration Site Lead (ISL) or designee to determine requirements for the Form 19.

1.2.1. A Form 19 is required for:

1.2.1.1. All installations or modifications to the SAFB Configuration Baseline (facility, H/W, or documentation).

1.2.1.2. All installations/modifications that interface with or that may change/alter interfaces with the SAFB Configuration Baseline.

1.2.2. A Form 19 is not required for installation or modification of the software (S/W) baseline. However, all S/W installations or modifications that require utility outages or AFSCN downtime must be scheduled through SAFB Scheduling and coordinated by 22 SOPS/MAO.

## **2. 50 SW Form 19 Process/Preparation:**

2.1. The requesting organization shall meet with the Configuration Management Office or their designees to discuss the installation/modification requirements. The Configuration Management Office ISL or their designee shall assist the requesting organization in preparing the Form 19 and associated Technical Data Package.

2.2. The Form 19 package shall incorporate and/or reference the detailed instructions for installation of the proposed work.

2.3. When the Form 19 involves signal cable installation, including growth or spare cables, cable management data as described in 50 SWI 33-114, Cable Management, shall be included in the Form 19 package.

2.3.1. When the installation/modification involves equipment/rack installation or power requirements, a 50 SW Form 20, Reservation/Removal Request Form, shall be submitted to the Configuration Management Office for floor space/rack space allocation and/or circuit assignments per 50 SWI 33-105.

2.3.2. A copy of the approved Reservation/Removal Request Form must be included in the Form 19 package.

2.4. When the installation or modification involves a change to the facility or other work normally controlled by Base Civil Engineering, the requesting organization shall prepare an AF Form 332, Civil Engineering Work Order Request, and obtain a work authorization number from the base Civil Engineering Squadron. The requesting organization shall include a copy of the approved AF Form 332 (with the work authorization number) in the Form 19 package. The requesting organization shall notify SAFB Scheduling of updates to the AF Form 332 status. In no case does a Form 19 supersede or replace an AF Form 332.

2.5. Once the Form 19 package has been prepared by the requesting organization it shall be submitted directly to the I/MAR administrator.

2.6. Requesting organizations shall submit a work plan as part of all Form 19 packages. Upon approval of the Form 19 package, the agencies performing the module/area work shall submit a 50 SW Form 21, Activity Scheduling Form, 14 calendar days prior to the planned activity, or as specified by module/area scheduling requirements, to allow full coordination and conflict resolution. After the Activity Scheduling Form is approved the requesting organization shall provide status updates to SAFB Scheduling. Contact SAFB Scheduling to extend the access or schedule additional time if the scheduled activity will not be completed during the approved access period. Once the requesting orga-

nization has determined work is complete, they shall notify the I/MAR administrator within 10 calendar days to schedule final verification. When issues or discrepancies are noted and require corrective work to be performed, the requesting organization shall notify and provide the necessary details to SAFB Scheduling. These activities shall be added to the work plan. Prior to performance of the corrective work an Activity Scheduling Form shall be submitted 14 calendar days prior to the planned activity or as specified by module/area scheduling requirements.

2.6.1. When an activity requires a utility outage, an Activity Scheduling Form shall be submitted to SAFB Scheduling at least 14 calendar days prior to scheduled outage.

2.6.2. When an activity requires AFSCN downtime, a Downtime Forecast/Request shall be submitted to SAFB Scheduling at least 14 calendar days prior to the activity or 10 days prior to the effective date of the 7-day forecast in accordance with 50 SWI 10-217, Air Force Satellite Control Network (AFSCN) Users Operations Instruction.

2.6.3. When requesting an activity to be performed during a configuration freeze, the requesting organization must submit a Freeze Waiver Request, 7 to 10 calendar days prior to the activity. For further information, reference 50 SWI 10-206, Satellite Launch Operations.

### **3. 50 SW Form 19 Administrative Review:**

3.1. Upon receipt of a Form 19 package, the I/MAR administrator shall review it for completeness, work plan detail, technical evaluation, and assign a tracking number. The Form 19 package may be rejected during the initial administrative review due to lack of technical information, improper completion of the request, or any other administrative error or omission. A rejected Form 19 package shall be returned to the requesting organization with an explanation of why it was rejected.

3.2. The 50 SW Local Area Network (LAN) shall be used for notification of the Form 19 status. Paper copies shall be used if required. Using the LAN, the I/MAR administrator shall send review and disposition notices to originators as needed.

3.3. The I/MAR administrator shall list the reviewers/coordinators in block 22 of the Form 19 who may be impacted by the Form 19 installation. Form 19 packages shall not include proprietary contractor data or classified data.

3.4. The I/MAR administrator has no later than close of business (COB) to process new Form 19 packages (COB for Form 19 processing is 1500 local time). New Form 19 packages received after 1500 will be processed the following duty day.

3.5. The I/MAR administrator shall maintain a Form 19 Status Report and files.

3.6. After the administrative review and processing is complete, any changes/deviations to the work performed must be annotated (redlined) on the appropriate forms and drawings in the Form 19 package.

**4. Forms Prescribed.** 50 SW Form 19, **Installation/Modification Authorization Request**, 50 SW Form 20, **Reservation/Removal Request Form**, 50 SW Form 21, **Activity Scheduling Form**.

SUZANNE M. VAUTRINOT, Colonel, USAF  
Commander

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

50 SWI 10-206, *Satellite Launch Operations*

50 SWI 10-217, *Air Force Satellite Control Network (AFSCN) Users Operations Instruction.*

50 SWI 33-105, *C4 Systems Installation Standard*

50 SWI 33-114, *Cable Management*

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AFPD**—Air Force Policy Directive

**AFSCN**—Air Force Satellite Control Network

**C4**—Command, Control, Communications, and Computer

**CCB**—Configuration Control Board

**COB**—Close of Business

**CS**—Communications Squadron

**H/W**—Hardware

**I/MAR**—Installation and Modification Approval Request

**LAN**—Local Area Network

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**S/W**—Software (includes firmware)

**SAFB**—Schriever Air Force Base

**SW**—Space Wing

**SWI**—Space Wing Instruction

**SWM**—Space Wing Manual

***Terms***

**AFSCN**—All CCS ground equipment, communication channels, computational resources, personnel, administration and facilities for the support of satellite tracking, commanding and telemetry reception controlled by the 22 SOPS.

**I/MAR Administrator**—The individual in the Configuration Management Office responsible for customer service and administrative tasks for the Form 19 process.

**SAFB Configuration Baseline**—Standard base-wide installation configuration, as described in 50 SWI 33-105, used for review of proposed installations and modifications regarding C4 systems.