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This supplement implements and extends guidance of Air Force Instruction (AFI) 33-111, 22 October 2002. The AFI is published word-for-word without editorial review. The OPR for this supplement is 934 CF/SCMY, Memory M. Roberts. 934 AW supplementary material is indicated by "(934AW)" in boldface type. This supplement describes local procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic. It applies to all personnel that use telephone communications through the 934 AW.

**SUMMARY OF REVISIONS**

In this revision time requirements have been waived. A bar (|) indicates revision from the previous edition.

1.1.6. (Added) All requests for commercial, long haul circuit requirements must be submitted through 934 CF/SCQ using AF Form 3215, **IT/NSS Requirements Document**. Commercial telecommunications companies will not respond to request from agencies other than the 934 CF/SC.

3.3.1. (Added) The Base Telephone Directory provides detailed information accessing DSN and FTS service, including information on acquiring DISA directed personal identification numbers (PIN) for FTS access.

3.4.1. (Added) Calling Cards are available for official use for those instances when users do not have access to FTS or DSN. The cards are controlled and issued to unit users by the Base Telephone Control Officer to the Unit TCO. If no calling card is available, official calls will be placed by the Base Operator, only, with information logged on the AF Form 1072, **Authorized Long Distance Telephone Calls**. Any additional toll charges will be applied to the unit's regular telephone billing.

4.1. (Added) Collect telephone calls will be accepted only when it has been determined that the call is an emergency. Once received, note the date, time, and length of call, originator, and origin of the call. Notify the unit TCO as soon as possible. The TCO will notify 934 CF/SCXB. Collect calls of an unofficial nature will not be accepted.

6.9. (Added) Health Morale and Welfare Calls. Local authorization and identification of need for the "Hearts Apart" program is coordinated through the 934 AW Family Readiness Office at 612-713-1516.

10.1.15. (Added) The 934 CF/SCMY will:

10.1.15.1. (Added) Maintain an active file of TCO appointments.

10.1.15.2. (Added) Provide each tenant unit or other agency TCO a copy of AFI 33-111 and this supplement.

10.1.15.3. (Added) Provide written instructions to Unit TCOs as changes occur.

10.1.16. (Added) The Resource Advisor, 934 CF/SCXB will forward all itemized bills and other correspondence pertaining to FTS and commercial overseas calls by telephone extension number, to the responsible TCO at the end of each quarter.

11.1.1. (Added) Primary and alternate TCO appointment letters are submitted to the 934 CF/SCMY. At least one of the appointments must be in a full time military status or civilian employee.

11.2.2.1. (Added) For routine moves, adds, or changes, send one copy of the AF Form 3215 to 934 CF/SCQ at least 10 days prior to required date of change. The unit TCO (or alternate) signature is required in the "Requestor Approval Authority." Users are not authorized to move any instrument.

11.2.2.2. (Added) Contact the 934 CF/SCM, x1253 for advice on requirements that are not of a routine nature prior to submission of the AF Form 3215. Moves, adds, or changes of a major nature, often require special equipment and project status.

11.2.2.3. (Added) Special programmable features on Meridian telephone sets include, but are not limited to: auto-dial, speed call, call pickup, call transfer, call forward, and ring again. When requesting a telephone, the TCO needs to specify which functions are required.

29.1.3. (Added) All Secure Data Device (SDD) requests, such as STU-III or STE requirements must be coordinated through the 934 AW Wing Information Assurance Office (WIAO).

37.1. (Added) The 934 CF/SCXB uses random sampling of telephone bills. Unit TCOs need to verify and return all telephone bills to 934 CF/SCXB within five working days of receipt.

JAMES J. MUSCATELL JR., Colonel, USAFR  
Commander