

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 33-103

**AIR FORCE RESERVE COMMAND
Supplement 1**

15 February 2000

Communications and Information

**REQUIREMENTS DEVELOPMENT AND
PROCESSING**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-103, 18 March 1999. It provides Air Force Reserve Command (AFRC) personnel and tenants of AFRC bases guidance and procedures for developing and processing communications and information systems requirements. Attachment 6 includes a flowchart summarizing the AFRC communications and information systems requirements process. Attachment 7 includes a matrix for the approval and coordination of communications and information systems requirements. Submit recommended changes to this supplement to HQ AFRC/SCPP, 155 2nd Street, Robins AFB GA 31098-1635. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in bold-face type. Upon receipt of this integrated supplement, discard the Air Force basic.

SUMMARY OF REVISIONS

The OPR for this supplement is HQ AFRC/SCPP (MSgt Gregory L. Alexander). This revision updates the AFRC supplement to coincide with the recent version of AFI 33-103, 18 March 1999. Pertinent references to command, control, communications and computer (C4) systems are changed to communications and information systems. This revision also references the AFRC Information Technology Management Plan.

2.1. Includes requirements containing investment funds in your base program objective memorandum (POM) submission. As a general rule, if you cannot implement the entire requirement without the investment funds portion, don't procure the non-investment fund items. Coordinate with the appropriate agency to make this determination.

2.2. The base Communications and Information Systems Officer (CSO) develops and implements procedures to track and report the status of base-level requirements. The CSO establishes, as a minimum, an annual communications and information systems review by key personnel (that is, wing commander, civil engineering, Systems Telecommunications Engineering Management-Base (STEM-B), finance, operations, logistics, legal). This review includes, but is not limited to, the Communications and Information

Systems Blueprint and major projects. The CSO conducts the review independently or as part of another base agency briefing such as the Civil Engineer Base Comprehensive Plan review. The CSO establishes procedures to identify key personnel, defines meeting format, and outlines any product (that is, minutes) resulting from the review.

2.3. Each AFRC base CSO establishes procedures to manage communications and information systems requirements generated at base level. AFRC tenant units must process requirements according to host base guidance (AFI 33-104, *Base-Level Planning and Implementation*, Chapter 4). It is not mandatory to use a separate requirements document with procurement documents such as AF Form 9, Request for Purchase, or AF Form 601, Equipment Action Report; however, as a minimum, the base CSO:

2.3.1. (Added) Provides tracking numbers in the format prescribed in attachment 2, paragraph A2.2.

2.3.2. (Added) Provides proper authorization/funding guidance.

2.3.3. (Added) Ensures the technical solution conforms to AFRC architecture.

2.3.4. (Added) Informs the STEM-B of the final action for inclusion in the base Communications and Information Systems Blueprint, as appropriate.

2.3.5. (Added) Coordinates with the appropriate base agencies to develop procedures for documenting requirements (that is, Contracting, Supply).

2.3.6. (Added) Forwards all necessary requirements to higher headquarters and/or other agencies.

2.3.7. (Added) Uses e-mail, facsimile, or messages to transmit requirements that must leave the base.

3.1.1. (HQ AFRC only) Each directorate appoints a POC for submitting its requirements.

3.2.1. Develop and document procedures to delegate requirements authorizing responsibilities to the lowest level deemed appropriate. Delegation of this authority applies only to locally authorized requirements. HQ AFRC/SC is the authorizing official for all requirements impacting more than one AFRC base or location. See attachment 6.

3.2.2. Refer to AFMAN 37-123, *Management of Records*, chapter 7; AFI 37-124, *The Information and Reports Management Program, Controlling Internal, Public, and Interagency Air Force Information Collections*; and AFRCI 37-108, *Document Imaging System*, chapters 1 and 3, for further guidance.

3.3. (AFRC) The CSO may use an AF Form 3215, C4 Systems Requirements Document, or other locally developed forms for local requirements approval. An AF Form 3215 must be used for requirements which need MAJCOM approval. However, an AF Form 3215 should include information at attachment 2.

4. Host base CSO develops technical solutions for tenant units according to tasking outlined in the Support Agreement (SA). If not addressed in the SA, the tenant sends the requirement to the parent MAJCOM. Upon receipt of the technical solution, the tenant unit coordinates it with the host base architecture office for base infrastructure impact.

4.3. (AFRC) Consult with the Systems Telecommunications Engineering Manager-Base (STEM-B) to ensure communications and information system configurations properly integrate with local, Air Force, and DoD Communications and Information Systems Architectures. AFRC bases without a STEM-B should request assistance through HQ AFRC/SCPI.

5. Use DoD, GSA, or service support contracts, if available, to develop initial and technical solutions. Use the AFRC Information Infrastructure Planning and Implementation Guide as AFRC command guid-

ance. Technical solutions that affect the base infrastructure or target architecture must be reviewed by the STEM-B for compliance and incorporation into the Communications and Information Systems Blueprint.

5.3.4. Coordinate a technical solution containing visual information hardware or software with the Base Visual Information Manager (see AFI 33-117, *Visual Information (VI) Management*).

5.4. Coordinate all network and off-base connectivity requirements with the base Air Force Network Control Center (AFNCC). In those instances where Telecommunications Service Requests are necessary, send the feeder request to HQ AFRC/SCM.

5.5. (Added) When communications and information systems requirements involve information protection (IP), the CSO contacts the unit or MAJCOM IP office for guidance (See AFPD 33-2, *Information Protection*).

5.6. (Added) Coordinate technical solutions containing an Automated Information System (AIS) with the base communications and information systems security manager (see AFI 33-211, *Communications Security (COMSEC) User Requirements*).

5.7. (Added) Coordinate technical solutions containing automatic data processing equipment (ADPE) with the base Equipment Control Officer/Small Computer Support Center (see AFI 33-112, *Automatic Data Processing Equipment (ADPE) Management*).

5.8. (Added) Coordinate technical solutions obtained from sources other than organic Air Force organizations (that is, base communications squadrons, 38 EIW, SSC, or HQ AFRC/SC) with your STEM-B.

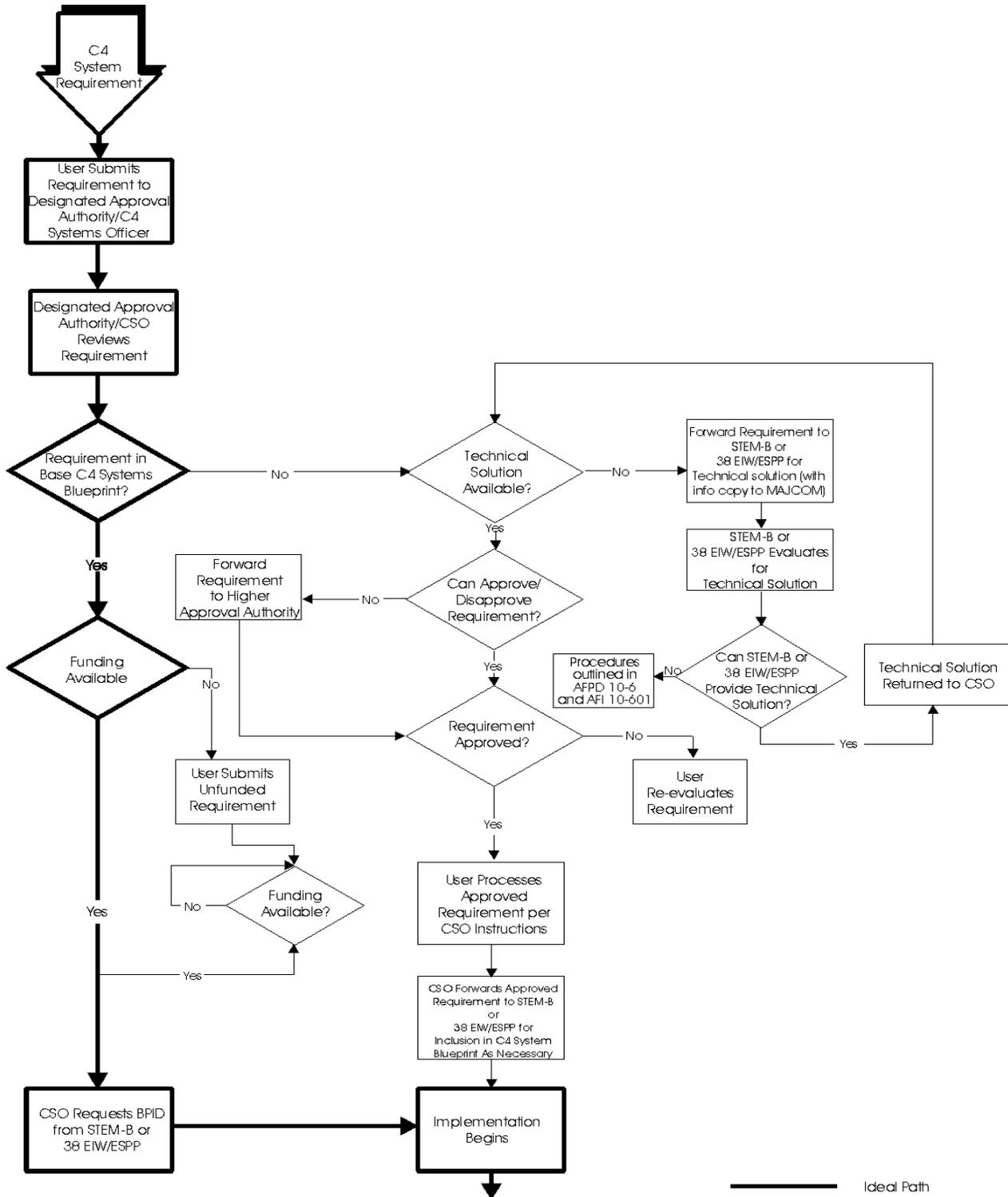
5.9. (Added) Coordinate technical solutions which impact AFRC local area network with HQ AFRC/SCPP.

5.10. (Added) Coordinate technical solutions which impact the AFRC Enterprise/Wide Area Network with HQ AFRC/SCI or the Network Operations Security Center (NOSC).

6.1. (Added) Refer to the AFRC IT Management Plan (<http://wwwmil.afrc.af.mil/hq/sc/default.htm>) for the process of identifying and approving command-wide/cross-functional IT requirements and consideration for HQ AFRC/SC central funds.

Attachment 6

AFRC COMMUNICATIONS AND INFORMATION REQUIREMENTS PROCESS



Attachment 7

**APPROVAL AND COORDINATION OF COMMUNICATIONS AND INFORMATION
SYSTEMS REQUIREMENTS**

REQUIREMENTS SATISFIED BY:	APPROVAL LEVEL	LEAD COM- MAND COORD	SOURCE FOR TS
AF DESKTOP CONTRACT	BASE	NO	CSO
DoD STANDARD INFRASTRUC- TURE CONTRACTS (PC-LAN, SMSCRC, ETC.)	<\$100K BASE >\$100K MAJCOM	YES	STEM
COMMERCIAL-OFF-THE-SHELF NOT ON A STANDARD INFRA- STRUCTURE CONTRACT	< \$25K BASE >\$25K MAJCOM	YES	STEM

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Commander