

“HOLDOVER”

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



**AIR FORCE INSTRUCTION 33-115**

**AIR FORCE SPACE COMMAND  
Supplement 1**

**1 MAY 1998**

**Communications and Information**

**NETWORKS MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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*HOLDOVER: The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.*

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>.

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-115, **Networks Management**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to organizations receiving network support from Air Force Space Command (AFSPC) assets. HQ AFSPC Director of Communications and Information (SC) is the approval authority for requests which require MAJCOM validation. This supplement does not apply to Air Force Reserve Command nor Air National Guard units, where their units are tenants on AFSPC bases. The reporting requirement in this directive is exempt from report control symbol (RCS) licensing in accordance with AFI37-124, The Information Collections and Reports (ICR) Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections. Upon receipt of this integrated supplement discard the Air Force basic publication.

2. AFSPC bases and sites will form consolidated Network Control Centers (NCI) and establish work centers to perform NCI functions, as specified in attachments to this supplement.

**3.3.5. (Added) Help Desk/Job Control Collocation.** Communications Squadron Job Control may be collocated with the NCI Help Desk in order to consolidate all C4 trouble reporting into a single facility. Job Control personnel will be functionally realigned under the Help Desk NCOIC. The Help Desk NCOIC may be a Job Controller if the local mission will be better supported. The Job Control Manpower Standard (38BC) will be used to provide manpower authorizations for the Job Control. The NCC Manpower Standard (38DA) will be used to provide manpower authorizations for the Help Desk. Other than local cross-utilization training, personnel from the two collocated functions will not attend formal training intended for the respective work center. (I.e., Job Control personnel will not receive formal network training, and Help Desk personnel will not receive specialized maintenance training - beyond that which is locally provided as required to accomplish the common trouble reporting mission.)

6.4.33. (Added) Provides status reports to HQ AFSPC CSS/SCN, 150 Vandenberg St, Ste 1105, Peterson AFB CO 80914-4730 by the 21st of each month. These reports must follow the specific format and

## “HOLDOVER”

requirements shown in the first attachment to this supplement. It is called Attachment 5 to dovetail with existing attachments to AFI33-115.

6.4.34. (Added) Follows guidance found in the Base Network Control Center (BNCC) Template, AF Technical Reference Codes, and Defense Information Systems Agency (DISA) Technical Architecture Framework for Information Management (TAFIM). All new projects a

6.4.35. (Added) Forwards information copies of all network and network-related projects exceeding \$25K to HQ AFSPC CSS/SCN. This is not for approval/disapproval, but rather to encourage standardization and careful consideration of AF and AFSPC-preferred solutions. Further, all base communications requirements including CSRDs and IMPAC purchases coordinated with the local NCC, and must be documented in the Blueprint Implementation Plan prior to fund obligation exceeding \$50K. Contact System Telecommunication Engineering Manager (STEM-B) for detailed assistance.

6.4.36. (Added) Submits waiver requests prior to deviating from prescribed procedures or requirements found in AFI33-115, the BNCC Concept of Operations (CONOPS), or this supplement. Submit requests for waivers through communications unit commanders to the HQ AFSPC/SCMA NCC Program Manager.

6.6.3. (Added) Assign Workgroup Management (WM) responsibilities to the 3A0X1, Information Management (IM) Journeyman/Craftsman. The squadron commander or designated representative will appoint, in writing, the primary and alternate Work Group Managers. The Base CSO must approve all waivers to this guidance and waivers will be kept on file by the NCC. Only when an Information Manager is not available for the position will a waiver be considered. Work Group Managers will receive any required training from the NCC within 30 days of appointment. Work Group Managers will provide unit level support to their respective community and function as the customer focal point to the NCC.

“HOLDOVER”

**Attachment 5 (Added)**

**NETWORK CONTROL CENTER STATUS REPORTING GUIDE**

**A5.1.** The purpose of this document is to provide guidance and direction for reporting status of Air Force Space Command (AFSPC) Air Force Network Control Center (NCC) implementation efforts. In order to standardize the monthly reports from AFSPC bases, use the following paragraphs when assessing your status for your monthly report. Decisions as to acceptability of deliverables will be made by HQ AFSPC/SCM.

**A5.2.** Initial Operational Capability (IOC) Criteria:

**A5.2.1.** IOC Criterion 1. To declare completion of this IOC criterion, you must accomplish the following:

A5.2.1.1. Realign NCC under the Information Systems Flight with a designated officer or NCO as the NCC Chief. Deliverable: Copy of approved and implemented organizational chart. 25 percent

A5.2.1.2. Consolidate all personnel from previous work centers into your NCC. (Base Central Test Facility (BCTF), Small Computer Systems, Defense Data Network (DDN) Node (AF Concentrator) Site Coordinator, DDN (AF) Concentrator Coordinator, DMRD-924 residual manning.) Deliverable: Copy of UMD and UPMR excerpts that show these manpower slots, as well as all manpower slots assigned to the NCC (in AFMSs 38DA and 38DF.) 35 percent

A5.2.1.3. Base CSO designate a facility for your NCC that is environmentally controlled, surge protected, UPS protected, with sufficient floor space and office equipment. Ensure the NCC facility is physically protected (i.e., designate as a restricted or controlled area with cipher locks and procedures to prevent unauthorized access to network management systems (NMS) equipment or network data.) Deliverable: Building and room numbers in which all NCC functions are consolidated, or, if not yet consolidated, a copy of a formal migration plan with timelines for consolidation. 25 percent

A5.2.1.4. Ensure all NCC personnel have acquired security clearance equivalent to the security level of the systems and networks they have access to. Deliverable: Document showing what security level of red traffic your NCC personnel will have access to (in the NCC or while dispatched), as well as a database showing current and in-process clearances. 15 percent

**A5.2.2.** IOC Criterion 2. To declare completion of this IOC criterion, you must accomplish the following:

A5.2.2.1. Create a Help Desk as the single contact number for all C4I trouble reporting on base. Deliverable: Phone book listing showing NCC Help Desk, or, publicity announcing Help Desk number and functionality. 40 percent

A5.2.2.2. Establish hours of operation for your Help Desk. If the help desk is not staffed 24-hours/day, establish procedures to ensure C4I trouble calls are forwarded to a 24-hour point of contact (POC) for the remaining time. Publish the single point of contact number and hours of operation to the base customers. Deliverable: Copy of written "after-hours" procedures showing how NCC supports 24/7 operations. 40 percent

A5.2.2.3. Collocate personnel from AFMS 38DF with the NCC Help Desk. Deliverable: Copy of approved and implemented local policy which specifies how personnel from AFMS 38DF will be collocated, not merged, with NCC Help Desk. 20 percent

## “HOLDOVER”

**A5.2.3.** IOC Criterion 3: To declare completion of this IOC criterion, you must accomplish the following:

A5.2.3.1. Procure a transmission control protocol / internet protocol (TCP/IP) and simple network management protocol (SNMP)-compliant NMS. Deliverable: Statement as to type, model, and version of hardware and software. 30 percent

A5.2.3.2. Arrange training and write lesson plans for NMSs. Deliverable: Copy of all training plans. 15 percent

A5.2.3.3. Connect NMS to a network and place it in operation. Deliverable: Statement as to number and type of networks you are managing with the NMS, including type and version of NOS. 40 percent

A5.2.3.4. Develop written procedures for managing network. Deliverable: Copy of written procedures. 15 percent

**A5.2.4.** IOC Criterion 4: To declare completion of this IOC criterion, you must accomplish the following:

A5.2.4.1. Determine NCC Wing-Sponsored Steering Group (WSSG) membership. Deliverable: Listing of all NCC WSSG members listing rank, name, organization/office symbol, DSN number, and e-mail address. 10 percent

A5.2.4.2. Convene the NCC WSSG and publish meeting minutes at least quarterly. Deliverable: Copy of all meeting minutes, including attendee list. 15 percent

A5.2.4.3. Complete a NCC WSSG Charter. Deliverable: Copy of NCC WSSG Charter. 30 percent

A5.2.4.4. Imbed your NCC full operational capability (FOC) migration plan’s strategic objectives and requirements into the Blueprint Implementation Plan (BIP). Deliverable: Demonstrate how you’ve imbedded your FOC migration strategy into the BIP. 45 percent

**A5.3.** Full Operational Capability (FOC) Criteria:

**A5.3.1.** FOC Criterion 1. To declare completion of this FOC criterion, you must accomplish the following:

A5.3.1.1. All networks must be managed (accessed and controlled) by the Hewlett Packard OpenView (or equivalent) NMS or have their NMS platform (as in the case of TimeView-2000 for SDIN) located in the NCC. Coordinate with all customers and the STEM-B to identify present and projected requirements. Include existing systems for modernization and integration and incorporate these requirements in your Blueprint Implementation Plan (BIP). Deliverable: BIP excerpts showing migration plan requirements and number of connections required. 75 percent

A5.3.1.2. Provide connections to the base population. Deliverable: When the formula below equals 100 percent, you may declare this portion complete. 25 percent

Divide -->Connections to the base populace completed

By ----->Total number of connections required (whole base populace)

**A5.3.2.** FOC Criterion 2. To declare completion of this FOC criterion, you must accomplish the following:

A5.3.2.1. Coordinate and document your base’s network security policies. Deliverable: Copy of Base Network Security Policy. 40 percent

## "HOLDOVER"

A5.3.2.2. Obtain and install all computer emergency response team (CERT) patches, interim toolsets and firewalls on your NMS and network components (as applicable). Deliverable: Listing of CERT patches, tools, and firewalls installed on the network. Include name and version. 30 percent

A5.3.2.3. Develop and perform training for security tools and systems. Training must be provided to all NCC personnel and base customers. Deliverable: Copy of all training plans and percentage of base populace trained. 30 percent

**A5.3.3.** FOC Criterion 3. To declare completion of this FOC criterion, you must accomplish the following:

A5.3.3.1. If you do not have a deployment requirement, which would be stated in your unit's Designed Operational Capability (DOC) statement, you may declare this requirement non-applicable (N/A). Deliverable: Copy of your unit's DOC statement, or a letter from the wing commander stating that no deployable NCC is needed for their wing.

A5.3.3.2. If an AFSPC unit determines a deployable NCC is needed, contact HQAFSPC CSS/SCNM for specific percentage reporting standards.

**A5.3.4.** FOC Criterion 4. To declare completion of this FOC criterion, you must accomplish the following:

A5.3.4.1. Identify all organizations and their networks which will require formal written agreements specifying electrical, physical, and logical demarcation points, operational mission requirements, and priorities for response times. Deliverable: Listing of all organizations and networks. 20 percent

A5.3.4.2. Complete written and signed Memorandums of Agreement (MOA) or Memorandums of Understanding (MOU), for all host and tenant units. Complete Service Level Agreements (SLA) as required with DISA agencies (Level II Network Operations Centers, Defense MegaCenters, etc.) A wing OI may only be used when all networks are virtually identical and electrical, physical, and logical demarcation points are identical for all covered networks. Deliverable: Copy of all MOAs, MOUs, SLAs, or wing OIs that establish NCC vs. customer responsibilities. When the formula below equals 100 percent, you may declare this portion complete. 80 percent

Divide --> Number of MOUs, MOAs, and SLAs completed

By ----->Total number of MOUs, MOAs, and SLAs required

"HOLDOVER"

**Attachment 6 (Added)**

**NETWORK CONTROL CENTER ESTABLISHMENT CRITERIA**

**A6.1.** Certain bases and sites have been identified by HQ USAF to receive funding, hardware, and software under the Combat Information Transport System (CITS) Program. These locations must establish formal NCCs to ensure adequate support during implementation, as well as operation and maintenance of the CITS infrastructure after implementation is complete. These locations are: Peterson AFB, Schriever AFB, Cheyenne Mountain AS, F. E. Warren AFB, Malmstrom AFB, Patrick AFB, Vandenberg AFB, Cape Canaveral, Onizuka AS, Thule AB, Clear AS, New Boston AS, and Cape Cod AS.

**A6.2.** All other AFSPC Geographically Separated Units (GSU) and Sites must designate a network point of contact responsible for ensuring downward-directed programs (Defense Messaging System (DMS), Global Command and Control System - Air Force (GCSS-AF), SECRET Internet Protocol Network (SIPRNET), etc.) are properly planned and installed at their GSU/Site. Network POC name, rank, duty title, organizational mailing address, DSN and commercial telephone numbers and e-mail address must be sent to HQ AFSPC/SCMA. This POC will be responsible for managing manpower, equipment, and funding for network projects and initiatives at their location. They will work with program management offices to ensure network projects are fully staffed and bedded down at their locations.

**A6.3.** Although not mandatory, all AFSPC units that are tenants on bases and sites hosted by other MAJ-COMs/FOAs should establish network POCs. They could then be included in informational message groups to keep them abreast of changes in network programs and policies.

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Director, Communications and Information