

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 33-5**

1 MARCH 2002

Communications and Information

**BASE LEVEL COMMUNICATIONS/
SWITCHED VOICE SYSTEMS MANAGEMENT**

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Supersedes AFSPCCL 33-5, 1 Dec 98.

Certified by: SCT (Lt Col Robert F. Wright)
Pages: 6
Distribution: F

This checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of Base Level Communications and Switched Voice Systems Management.

SUMMARY OF REVISIONS

This checklist has been revised to reflect changed references, replace obsolete checklist items, and incorporate critical task guidance from AFSPC/IG.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security and fiscal responsibility. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This publication establishes a baseline checklist. The Command IG will also use the checklist during applicable assessments. Use the checklists at **Attachment 1** and **Attachment 2** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of the unit base level communications program.

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Director, Communications and Information

Attachment 1

BASE LEVEL COMMUNICATIONS

Table A1.1. Checklist.

SECTION 1: MAJCOM			
MISSION STATEMENT: To provide prompt, accurate support to NORAD, USSPACECOM and AFSPC telecommunications requirements and to assist in the effective and efficient management of command telecommunications resources.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are accurate base level Communications Service Authorization (CSA) records maintained and reflect the services and equipment actually installed? (AFI 33-111, <i>Telephone Systems Management</i> , Para 1.1.1 & DODD 4640.13, Para D.1.a(3))			
1.1.2. Are all responsibilities for telephone services complied with? (AFI 33-111, Para 9)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Is guidance/direction provided concerning the submission of requests for base-level communications service (AF Form 1218, Request for Communications Service)? (AFI 33-111, Para 1.2.1)			
1.2.2. Are the base level AF Forms 1218 actively monitored to the completion of the CSA (DD Form 428)? (AFI 33-111, Para 1.2.1)			
1.2.3. Does the MAJCOM require wings/bases to submit system upgrades for approval to ensure compliance with Configuration Control Board baselines? (AFI 33-111, Para 19)			
SECTION 2: BASES/WINGS			
MISSION STATEMENT: To provide prompt, accurate Base Communications support and assist in the effective and efficient management of base level communications resources.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Does the base level telephone service meet the installation's mission requirements and complies with DODD 4640.13? (AFI 33-111, Para 10.1.1 and DODD 4640.13)			
2.1.2. Are accurate base level CSA records maintained and reflect the services and equipment actually installed? (AFI 33-111, Para 1.1.1)			
2.1.3. Are leased telephone services inventoried annually and verified with service authorized on the CSA? (AFI 33-111, Para 10.1.3)			
2.1.4. Are CSA discrepancies identified and an AF Form 1218 submitted to request any required modifications? (AFI 33-111, Para 10.1.3)			

2.1.5. Are all invoices for communications equipment and services verified and certified to the Accounting and Finance Office (AFO) for processing? (AFI 33-111, Para 10.1.6, 36.1)			
2.1.6. Are Federal Telephone Service 2001 (FTS-2001) and International Direct Distance Dialing (ID3) the only long distance telephone services being used by the base? (AFI 33-111_AFSPCSUP1, Para 12.3)			
2.1.7. Are users notified of the possible disciplinary action for unauthorized use of the FTS-2001 for personal or unofficial business? (AFI 33-111_AFSPCSUP1, Para 12.5 added)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Is a CSA established in areas where a public utility commission requires tariff or regulated services? (AFI 33-111, Para 1.1.2)			
2.2.2. Are AF Forms 1218 being forwarded to AFSPC CSS for processing and submittal to the contracting officer? (AFI 33-111_AFSPCSUP1, Para 1.1.4.1 added)			
2.2.3. Are the number of individuals and phones having direct access to FTS-2001 held to a minimum? (AFI 33-111_AFSPCSUP1, Para 3.6 added)			
2.2.4. Is a Personal Identification Number (PIN) system used to determine individual responsibility for FTS-2001 calls? (AFI 33-111, Para 12.4).			

Attachment 2

SWITCHED VOICE SYSTEMS MANAGEMENT

Table A2.1. Checklist.

SECTION 1: MAJCOM			
MISSION STATEMENT: To support the AFSPC mission by providing the command with detailed command, control, communications and computer (C4) systems planning, architecture, standards and policies to guide our C4 systems into the future.			
1.1. CRITICAL ITEM:	YES	NO	N/A
1.1.1. Is a command level telephone system security program implemented? (AFI 33-111, Para 9.8 and Attachment 7)			
1.1.2. Does the telephone service at command installations meet mission requirements and comply with DODD 4640.13? (AFI 33-111, Para 10.1.1 & DODD 4640.13, <i>Management of Base and Long Haul Telecommunications Equipment and Services</i>)			
1.1.3. Are communications systems checked for compatibility and interoperability with other units, commands, services and national or theater compatibility, prior to implementation? (AFI 33-103, Para 3.1.2 and CJCSI 6212.01)			
1.1.4. Does the Defense Switched Network (DSN) access comply with ratios for Flash Override, Flash, Immediate, and Priority? (AFI 33-111, Para 15 & DISA Circular 310-225-1, <i>Information Services - DSN Services Guide</i>)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Is the Configuration Control Manager (CCM) responsible for the overall network configuration management of the Air Force Space Command/Command and Control Switch Network (AFSPC/CCSN), to include configuration control, and configuration identification auditing and status accounting? (AFSPCI 33-102, <i>Command and Control Switch Network (CCSN)</i> , Para 10)			
1.2.2. Are reviews conducted to ensure command installations have control over their communications services and resources? (AFI 33-111, Para 9.3)			
1.2.3. Does the CCM serve as the chairman of the AFSPC/CCSN Configuration Control Board (CCB)? (AFSPCI 33-102, Para 4.5)			
1.2.4. Is the CCM receiving courtesy copies of all approved Defense Red Switch Network (DRSN) change requests to be briefed at the AFSPC/CCSN CCB? (AFSPCI 33-102, Para 12.2.2)			
1.2.5. Are hardcopy DRSN phone books produced and distributed by the CCM in a timely manner? (AFSPCI 33-102, Para 21).			

SECTION 2: BASES/WINGS MISSION STATEMENT: To support the AFSPC mission by providing detailed command, control, communications and computer (C4) systems capabilities and sustainment to the bases/wings.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Is a telephone system security program implemented? (AFI 33-111, Para 46 and Attachment 7)			
2.1.2. Are all proposed Configuration Item (CI) changes to the AF-SPC/CCSN certified by either the Information Systems Security Officer (ISSO) or CCB? (AFSPCI 33-102, Para 12)			
2.1.3. Do changes involving Sensitive Compartmented Information (SCI) high or low access have written concurrence from the applicable Special Security Office (SSO) prior to implementation? (AFSPCI 33-102, Para 13)			
2.1.4. Do activities with capability to record telephone conversations follow governing procedures? (AFI 33-111, Para 30 & 31)			
2.1.5. Are communications systems checked for compatibility and interoperability with other units, commands, services and national or theater compatibility, prior to implementation? (AFI 33-103, Para 3.1.2 and CJCSI 6212.01, <i>Interoperability and Supportability of National Security Systems, and Information Technology Systems</i>)			
2.1.6. Are procedures established to promptly restore telephone service? (AFI 33-111, Para 10.2.3).			
2.1.7. Are telephone monitoring violations reported to the nearest AFOSI office? (AFI 33-111, Para 34.2)			
2.1.8. Are changes that operationally impact the DRSN forwarded to Defense Information Systems Agency (DISA) for processing? (AFSPCI 33-102, Para 16)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Does the C4 Systems Officer (CSO) ensure the telephone service meets installation mission requirements? (AFI 33-111, Para 10.1.1)			
2.2.4. Has a Telephone Control Officer (TCO) been appointed for each activity? (AFI 33-111, Para 11.1)			
2.2.5. Are installation telephone directories published in a timely manner? (AFI 33-111, Para 47)			
2.2.6. Is an installation telephone operations customer education program in effect? (AFI 33-111, Para 10.1.10)			
2.2.7. Are positive controls established to prevent telephone switching system software modifications except from specific programming and maintenance stations within the dial central office? (AFI 33-111, Para 10.2.1)			

2.2.9. Does the CSO monitor construction activity to protect government-owned and commercial C4 systems cables during excavation and construction? (AFI 33-111, Para 10.3.1)			
2.2.10. Are prescribed conditions followed when placing health, morale, and welfare (HMW) calls over the DSN? (AFI 33-111, Para 6)			
2.2.12. Is HQ AFSPC approval received before new key systems are purchased? (AFI 33-111, Para 24)			
2.2.13. Is an ISSO appointed for each DRSN switch location? (AFSPCI 33-102, Para 9)			
2.2.15. Are courtesy copies of approved requests for changes that do not operationally affect the AFSCN/CCSN forwarded to the AFSPC/CCSN CCM? (AFSPCI 33-102, Para 12.2.2)			
2.2.16. Are proposed changes that affect the AFSPC/CCSN routed through the AFSPC/CCSN CCB prior to implementation? (AFSPCI 33-102, Para 12.1)			
2.2.17. Are modem lines assigned a separate, distinctive Class of Service? (AFI 33-111, Para A7.7.2.)			
2.2.18. Are modem numbers programmed as inward or outward dial only? (AFI 33-111, Para A7.7.3.)			
2.2.19. Are the associated battery systems maintained according to manufacturer specifications? (AFI 33-111, Para 10.1.2.)			
2.2.20. Is a plan in place to eliminate key telephone equipment where mission allows? (AFI 33-111, Para 23)			
SECTION 3: SENSOR SITE SECURE VOICE NETWORK (SSSVN)			
MISSION STATEMENT: To ensure effective operation of the SSSVN.			
3.1. NON-CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Has the site commander appointed an on-site ISSO to control access to the SSSVN telephone instruments? (AFSPCI 33-102, Para 23)			
3.1.2. Does the site complete an annual review of the SSSVN and provide certification to the AFSPC/CCSN CCM? (AFSPCI 33-102, Para 27)			
3.1.3. When the SSSVN utilizes a STU-IIIR, does the Red Switch operator verbally confirm the security access level to the STU-III? (AFSPCI 33-102, Para 26)			
3.1.4. When a change affects or changes access to the trunk from the site to the Cheyenne Mountain Red Switch, is approval obtained from the AFSPC/CCSN CCM prior to implementation? (AFSPCI 33-102, Para 24.2)			