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**COMMUNICATIONS SQUADRON**

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OPR: HQ AMC/XPMPO (Ms. Mary Lager)  
Supersedes AMCMD 706, Paragraph 2.3.  
and Attachment 4, 18 May 1994

Certified by: HQ AMC/XPMP (Mr. Frank Rohan)  
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This mission directive implements policy guidance in AFD 10-1, *Mission Directives*, AFI 10-101, *Format and Content of Mission Directives* and AFI 38-101, *Air Force Organization*. The mission directive defines the mission, command, responsibilities, and organization of the Communications Squadron. It also applies to the Air National Guard and Air Force Reserve units, effective upon the date of unit activation. **AMCMD 706 will be superseded in phases. Each organization identified in AMCMD 706 will be replaced by a AMCMD 7XX series publication. Once all Mission Directives have been issued AMCMD 706 will be rescinded in its entirety.**

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

- 1. Mission.** The Communications Squadron manages, operates, and maintains communications and computer systems; base visual information program; and information management processes. Maintains air traffic control systems. Serves as the systems manager for base-level infrastructure.
- 2. Command.** The Communications Squadron is assigned to the Mission Support Group.
- 3. Responsibilities:**
  - 3.1. Exercises command over all assigned personnel, including subordinate detachments and operating locations.
  - 3.2. Serves as command, control, communications, computer (C4) systems staff officer for the host unit commander.
  - 3.3. Serves as the Chief Information Officer for the host unit commander.

- 3.3.1. Responsible for the efficient management of information and data elements throughout the life-cycle.
- 3.3.2. Trains all base personnel in the concepts and tenets of Information Resources Management.
- 3.3.3. Responsible to provide and monitor base workgroup management training.
- 3.3.4. Manages base Freedom of Information Act and Privacy Act programs.
- 3.3.5. Manages all base 3A0 manning and deployment requirements.
- 3.3.6. Manages base publishing programs and administrative communications programs.
- 3.4. Plans and implements C4 systems in support of host, tenant, and associated units.
  - 3.4.1. Manages the development, planning (to include contingency support), and integration of base C4 systems.
  - 3.4.2. Manages C4 systems requirement and implementation process. Ensures C4 systems architecture, configuration, and integration conformity.
  - 3.4.3. Plans and conducts base meetings regarding planning and implementation of C4 systems.
  - 3.4.4. Manages and resolves Information Protection issues affecting base C4 systems.
- 3.5. Manages and maintains C4 systems in support of host, tenant, and associated units to include telephone, cable infrastructure, computers, switching or cryptographics, Air Traffic Control and Landing Systems (Radar, Meteorological and Navigational), Satellite Communications/ Wideband, Personal Wireless Communications (Land Mobile Radio, Paging, Frequencies), and Antenna systems.
- 3.6. Manages and provides messaging, data storage, local, metropolitan, and wide area network support, global communications connectivity (access to the Global Information Grid).
  - 3.6.1. Provides communications security, computer security, emanations security, and security awareness, training and education.
- 3.7. Serves as the installation frequency manager.
- 3.8. Serves as the Installation C4 Equipment Control Officer.
- 3.9. Manages and provides base visual media programs/services.
- 3.10. Manages the Document Automation and Production Service (DAPS) program.
  - 3.10.1. Appoints individual to serve as liaison between DAPS and the installation to oversee DAPS program in-garrison and deployed.
  - 3.10.2. Appoints individual to oversee Installation Copier Program in-garrison and deployed, and serve as copier liaison for DAPS.

PAUL W. ESSEX Major General, USAF  
Director of Plans and Programs

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 10-1, *Mission Directives*

AFI 10-101, *Format and Content of Mission Directives*

AFI 38-101, *Air Force Organization*

***Abbreviations and Acronyms***

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

**DAPS**—Document Automation and Production Service

Attachment 2

COMMUNICATIONS SQUADRON

