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Supersedes AFI 33-103, ARPC Supplement 1,  
18 June 2002

Pages: 2  
Distribution: F

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-103, 18 March 1999. The AFI is published word-for word without editorial review. This supplement describes ARPC procedures to be used in conjunction with the basic instruction and AFRC Supplement. It identifies and assigns ARPC Directorate of Communications and Information (SC) responsibilities for the Information Technologies/National Security Systems (IT/NSS) requirements process. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

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

1. **The Communications and Information Systems Requirements Process.** The ARPC IT/NSS Requirements Process officer is the Director of SC.

2.3.8. (Added) HQ ARPC/SC determines documentation requirements at each step of the process. SC certifies technical solutions meet architectural and interoperability standards, prioritizes resource allocation, determines project implementation timeframes, and ensures completion.

2.3.9. (Added) The IT Resources office is located in HQ ARPC/SCX. All ARPC AF IMTs 3215, **IT/NSS Requirements Document**, are processed by the IT Resources office. The IT Resources office makes Automated Data Processing Equipment (ADPE) hardware and software purchases.

3.3.1. (Added) The HQ ARPC/SC IT/NSS Review Board. The HQ ARPC/SC IT/NSS Review Board (IT/NSSRB) reviews each AF IMT 3215 submitted by ARPC requesters. The IT/NSSRB consists of the SC Director (ARPC CSO), all SC division chiefs, the IT Resource office, the IT Plans office, and other personnel with technical expertise as appropriate. The IT/NSSRB meets weekly, or more frequently, if required. The IT/NSSRB assigns technical review for each IT/NSS request to the appropriate SC division through use of Remedy software.

3.3.2. (Added) AF IMT 3215. The AF IMT 3215 is used to document requirements for telephones, software, hardware, programming, connectivity, turning in equipment, and moves or changes to equipment. The AF IMT 3215 is not used for tools, supplies, books, or equipment carrying cases. The AF IMT 3215 is used to ensure every SC division is involved in reviewing each requirement submitted. Allocation, and costs expended to complete the AF IMT 3215 are recorded, and due diligence is taken to ensure the most complete and adequate solution is provided to the requester. The acquisition office, HQ ARPC/SCX, maintains the original IT/NSS request plus the Remedy database for each requirement submitted.

3.3.3. (Added) The requester's approval authority is the Director. In the absence of the Director, the Deputy Director, acting director or directorate superintendent has the authority to approve and sign the AF IMT 3215.

6.2. (Added) The ARPC Financial Management Board approves the ARPC budget and funding for ARPC ADPE requirements. The SC IT/NSS Review Board prioritizes purchases and allocates resources to complete approved actions. The SC IT/NSSRB forwards requirements for consideration for AFRC/SC central IT funds.

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