

**BY ORDER OF THE  
INSTALLATION COMMANDER**

**GRAND FORKS AIR FORCE BASE  
INSTRUCTION 33-106**

**1 MAY 2004**



**Communications and Information**

**MANAGEMENT, OPERATION, AND CONTROL  
OF PERSONAL WIRELESS COMMUNICATION  
SYSTEMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This regulation is designed to familiarize personnel with procedures used in the procurement, operation, user training, maintenance, and management of Personal Wireless communication systems (PWCS), to include Land Mobile Radio (LMR) and cellular telephones assets on Grand Forks Air Force Base

### ***SUMMARY OF REVISIONS***

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

#### **1. Explanation of Terms.**

- 1.1. **Attachment 1:** Glossary of References.
- 1.2. **Attachment 2:** Glossary of Land Mobile Radio terms.
- 1.3. **Attachment 3:** Cellular telephone user briefing and risk assessment.
- 1.4. **Attachment 4:** Cellular telephone acquisition decision.
- 1.5. Attachment 5: Appointment letter.

#### **2. Control and Accountability.**

##### **2.1. General.**

- 2.1.1. The LMR Tracking and Reporting System (TRS) is the single point of control for base LMR assets.
- 2.1.2. The signed annual inventory will be the official document for unit assets and will be used to reconcile base LMR assets.

##### **2.2. 319th Communications Squadron Commander (319 CS/CC) will.**

2.2.1. Be responsible for monitoring the procurement, management, and maintenance of base LMR assets. He/she monitors this function in accordance with the procedures established in AFI 33-106, *Management, Operation, and Control of Personal Wireless Communication Systems* and supplements.

2.2.2. Appoint a minimum of two individuals, in writing, to act as the primary and alternate Base WCS Managers.

### **2.3. Base PWCS Managers will.**

2.3.1. Direct the removal, relocation, frequency changes, and installation of LMR equipment and ensure appropriate maintenance documentation is maintained.

2.3.2. Prepare and maintain an annual budget to ensure adequate funds are identified to support LMR contract maintenance.

2.3.3. Assure the Unit LMR Manager (Reference paragraphs 2.4. and 2.5. for a description of Unit LMR Managers) performs a "hands-on" inventory of all LMR equipment annually, sending all changes or corrections to the Base PWCS Manager. Provide technical assistance to the Unit LMR Manager, if requested, during the course of the annual inventory.

2.3.4. Consolidate maintenance requirements for all base users.

2.3.5. Act as Quality Assurance Evaluator (QAE) for LMR equipment maintenance contracts; ensure all installations and other contract work are satisfactorily accomplished in accordance with contract specifications.

2.3.6. Ensure appropriate action is taken to terminate payment of maintenance charges (through the base contracting office) to the contractor for equipment removed from service.

2.3.7. Establish controls to ensure notification to the contractor for scheduled or unscheduled maintenance is accomplished in accordance with the provisions of the maintenance contract.

2.3.8. Establish an effective replacement program to ensure optimal operation of all LMRs is maintained. Replacement of individual radios, not entire nets, will be made based on actual condition. Close scrutiny of maintenance data is required to ensure continued equipment operation is not economically feasible prior to all replacement actions.

2.3.9. Assist with reports of survey as required.

2.3.10. Provide or arrange for communications technical engineering assistance at the request of the customer.

2.3.11. Prepare correspondence from the 319 CS/CC advising unit commanders of each non-fair wear and tear (NFWT) incident in accordance with (IAW) paragraph 3.3. The correspondence will indicate the maintenance cost associated with the current NFWT incident, and include a cumulative cost total for all NFWT incidents experienced on that unit commander's LMR assets.

2.3.12. Coordinate with the 319 CS Resource Advisor (319 CS/SCXR) to recover maintenance costs from owning organization when maintenance is a result of NFWT actions and when all repair costs exceed \$2,500.

2.3.13. Assign each unit, owning or using LMR equipment, a three-digit account number.

### **2.4. Unit Commanders' Responsibilities.**

2.4.1. If a unit owns or uses LMR equipment, appoint, in writing, a minimum of two individuals to act as the primary and alternate Unit LMR Manager (Unit LMR Managers will also act as the Unit Frequency Manager). A copy of the letter will be provided to the primary and alternate Unit LMR Managers and the Base PWCS Manager (319 CS/SCML). See Attachment 5.

2.4.2. Unit commanders will appoint, in writing, new custodians when current personnel depart from the base due to PCS or retirement. Appointment of personnel must be accomplished not later than 60 days prior to the custodian's departure date. A new unit inventory validation must be accomplished, in its entirety, prior to departure.

**2.5. Unit LMR Managers will:**

2.5.1. Forward a letter listing all unit sub-account designators, office symbols, primary and alternate Element Managers, and phone numbers to 319 CS/SCML.

2.5.2. Receive initial training within 30 days of appointment, and refresher training annually. The Base PWCS Manager provides both initial and refresher training.

2.5.3. Designate a minimum of two individuals, in writing, to act as the primary and alternate element LMR manager. A copy of the letter will be provided to the primary and alternate element LMR managers, unit LMR manager, and to 319 CS/SCML. See Attachment 5.

2.5.4. Provide training to the Element LMR Managers.

2.5.5. Accomplish the annual LMR inventory and cell phone inventory.

2.5.5.1. The inventory listing is an automated product supplied by the Base PWCS Manager. A separate listing will be produced for each unit sub-account. The unit inventory will be accomplished annually, 60 days prior to appointment of a new primary Unit LMR Manager or sub-account primary custodian, or when directed by the communications squadron commander. A unit sub-account inventory will be accomplished whenever items are added or deleted from a sub-account.

2.5.5.2. Review inventory listing for accuracy and ensure equipment requirements are still valid.

2.5.5.3. If equipment is missing, submit a report of survey IAW para 2.8. of this instruction.

2.5.5.4. Sign the inventories, and return the original to 319 CS/SCML. Maintain a copy in the Unit LMR Manager's folder.

2.5.6. Initiate documentation for LMR equipment requirements IAW para 2.9. Retain a copy of all requests and equipment documentation in the Unit LMR Manager's folder for future reference.

2.5.7. Report malfunctioning equipment to the Base PWCS Manager directly or, after duty hours, to the 319 CS Maintenance Control at 7-2666, option 2.

2.5.8. Ensure delivery of portable and mobile assets for maintenance to the delivery point, Building 314. Bulk delivery (in excess of 5 items) will not be used for equipment maintenance turn-in.

2.5.9. Initiate replacement LMR equipment when necessary.

2.5.10. Ensure effective use of unit LMR assets to satisfy regular duty hour and standby requirements.

2.5.11. Promptly notify the Base PWCS Manager of unsatisfactory contractor performance. The following information is required:

- 2.5.11.1. Name of person reporting the problem.
- 2.5.11.2. Duty phone number.
- 2.5.11.3. Office symbol.
- 2.5.11.4. Brief, concise description of the problem.

2.5.12. Develop in-house operating procedures/instructions tailored to their mission requirement in accordance with existing directives. Write these operating procedures to supplement GFAFBI 33-106. Supervisors and operators will become familiar with their custodial responsibilities for the government owned LMR equipment issued to them.

2.5.13. Evaluate the operational needs within his/her area of responsibility to ensure the LMR assets meet the requirements of the organization. Turn in any nonessential LMR equipment to the Base PWCS Manager. Furnish 319 CS/SCML with LMR actions (removals, relocation's, new requirements) for the next fiscal year when requested by the Base PWCS Manager. File a copy in the unit LMR manager folder.

2.5.14. Assist the Base PWCS Manager with 5-year frequency reviews.

## 2.6. Element LMR Managers will:

2.6.1. Ensure all unattended LMR equipped vehicles are locked and parked in secure areas as much as possible. Always lock doors and roll up the windows when unattended. The only exception to this is emergency vehicles exempted IAW AFI 24-301, *Vehicle Operations*.

2.6.2. Ensure each LMR-equipped vehicle operator checks the LMR equipment for completeness and proper operation prior to acceptance of the vehicle.

2.6.3. Issue AF Form 1297, **Temporary Issue Receipt**, to all branches and individuals using the LMR equipment on a temporary basis.

2.6.4. Sign and issue an equipment receipt when turning in the LMR equipment to be repaired. These must be returned when the repaired unit is picked up.

2.6.5. Submit equipment requests IAW para 2.9. to 319 CS/SCML to transfer equipment no longer used by personnel inside the manager's span of control.

2.6.6. Advise all supervisors and operators of their custodial responsibilities regarding the LMR equipment they are using/operating. Bring to their attention that any loss or damage to LMR assets may require a report of survey.

2.6.7. Coordinate with 319 CS/SCML to determine repair/replacement actions when maintenance is a result of NFWT.

## 2.7. Unit LMR Folder.

2.7.1. All Unit and Element LMR Managers will maintain an LMR Folder in accordance with AFMAN 37-139, *Records Disposition Schedule* to include the following:

2.7.2. A copy of AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communications Systems, and the Military Affiliate Radio System*.

- 2.7.3. A copy of GFAFBI 33-102, *Radio Frequency Spectrum Management*.
- 2.7.4. A copy of GFAFBI 33-106, *Management, Operation, and Control of Personal Wireless Communication Systems*.
- 2.7.5. A copy of GFAFBI 33-107, *Telephone Billing and Cable Television*.
- 2.7.6. Copies of issue/turn-in request documentation requesting options or accessories to his/her LMR equipment.
- 2.7.7. A copy of all documentation for addition or deletion of radio equipment.
- 2.7.8. A copy of all documentation, request for purchase, for LMR services not specified in the maintenance contract
- 2.7.9. A copy of all documentation requesting removal or installation of equipment.
- 2.7.10. Annual LMR inventories for the unit.
- 2.7.11. Unit LMR Manager designation letter.
- 2.7.12. Unit Element LMR Manager appointment letters.
- 2.7.13. Authorization letters to monitor nets owned by other units.
- 2.7.14. Reports of survey.

## 2.8. Report of Survey Requirements.

2.8.1. LMR Managers will familiarize themselves with Air Force, MAJCOM, and wing directives regarding report of survey requests and accomplishment, reference AFMAN 23-220, *Report of Survey for Air Force Property*. The Unit LMR Manager will initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, on all LMR equipment that falls in to one of the following categories:

- 2.8.1.1. Equipment damaged through unauthorized maintenance or repair.
- 2.8.1.2. Equipment damaged or destroyed through negligence, abuse, or accident.
- 2.8.1.3. Equipment lost or stolen.

2.8.2. Users will report all equipment lost or damaged to the Base PWCS Manager within 3 working days.

2.8.3. Submit a copy of the Report of Survey to the Base PWCS Manager; the Unit LMR Managers will also retain a copy in the LMR folder. This letter will contain the description of item(s) lost or damaged to include:

- 2.8.3.1. Equipment type.
- 2.8.3.2. National stock number.
- 2.8.3.3. Part number.
- 2.8.3.4. Nomenclature.
- 2.8.3.5. ID number.
- 2.8.3.6. Serial number.

2.8.3.7. Model number.

2.8.3.8. Frequency assigned.

2.8.3.9. Talk Group assigned.

2.9. Requesting New, Additional, or Replacement LMRs and Pagers.

2.9.1. Requests for new or additional LMR requirements will be submitted on an AF Form 3215, IT/NSS Requirements Document, in accordance with communications systems requirements processing guide located on the 319 CS Web Page. Requests will contain, as a minimum, the following information:

2.9.1.1. Primary talk group.

2.9.1.2. Unit account and sub-account number.

2.9.1.3. Item location.

2.9.1.4. Organization, office symbol, and phone number of primary user.

2.9.1.5. Presently authorized and on-hand assets.

2.9.1.6. Changes in operational concept or missions, which require initial or increased authorization.

2.9.1.7. Detailed description of how equipment presently on-hand is utilized and how new equipment will be utilized.

2.9.1.8. Benefit to be gained if initial or additional equipment is authorized.

2.9.2. Unit LMR Managers will submit all requirements (see GFAFBI 33-102, *Radio Frequency Spectrum Management*) to the Plans Flight (319 CS/SCX).

2.9.3. 319 CS/SCX will assign a control number and then forward the request to the Base PWCS Manager, 319 CS/SCML.

2.9.4. The Base PWCS Manager will validate the request as to technical accuracy and compatibility with existing system and equipment.

2.9.5. Unit LMR manager will file a copy of the request in the unit LMR folder.

2.9.6. Do not take any action to procure new LMR equipment until radio frequency support has been obtained through the frequency manager. If the new equipment comprises a completely new net or a complete frequency change on an existing net, a delay time of 180 days is anticipated to obtain a frequency assignment.

2.9.7. Upon receipt of the approved form, units may order the requested assets. New LMR assets will be delivered to the Base LMR Office at the following address:

Base Land Mobile Radio

319 CS/SCML

371 Steen Ave. Bldg 314, Room 178

Grand Forks AFB, ND 58205

2.9.8. Ensure the control number is referenced on the order. Only radios and pagers need to be delivered to the LMR Office. Accessories (battery chargers, batteries, etc.) may be delivered directly to the user.

2.9.9. After the new equipment has been processed by the Base PWCS Manager; the Unit LMR Manager will be notified that the equipment is ready for pick up. Only a Unit LMR Manager may pick up equipment.

#### **2.10. Unrecorded or Unauthorized Equipment.**

2.10.1. The Base PWCS Manager/Unit LMR Manager determines if any piece of LMR equipment is not authorized. If equipment is in question immediately turn the item into the Base PWCS Manager (319 CS/SCML) along with a letter answering the following questions:

2.10.1.1. Is this organization authorized this equipment?

2.10.1.2. Does the organization have a need to keep this equipment?

2.10.2. The Unit LMR Manager will retain a copy of the letter for their records.

2.10.3. If the Base PWCS Manager/Unit LMR Manager determines the equipment is authorized, the Unit LMR Manager will submit a detailed description and justification using an AF Form 3215 IAW para 2.9. of this instruction.

### **3. Maintenance of Equipment.**

#### **3.1. Recurring Maintenance.**

3.1.1. Preventive Maintenance Inspections (PMIs) are planned, scheduled inspections performed on the fixed equipment to preclude equipment failure.

3.1.2. The contractor performs all PMIs.

3.1.3. User maintenance is limited to keeping the equipment clean and replacing batteries. Spare batteries and replacement batteries must be bought with user's unit funds. Remove radio/battery when charging is complete; do not leave radio/battery in charger.

3.1.4. Anyone performing unauthorized maintenance or altering LMR equipment in any fashion may be held liable for the cost of restoring the equipment to its original condition.

#### **3.2. Non-Recurring Maintenance.**

3.2.1. All requests for installation or removal, frequency changes, or local fabrication of LMR assets will be submitted as per instructions on the LMR web page. Improperly filled out requests will be returned to the originator. Additional information and questions can be addressed by calling the Base PWCS Manager.

3.2.2. The Base PWCS Manager schedules installations, removals, modifications, and relocations of LMR equipment after receiving a request from the using organization, signed by the Unit LMR Manager.

3.2.3. Vehicle radio maintenance must be coordinated through the Unit LMR Manager and the vehicle owner, when time is permissible, prior to delivery. Primary or alternate Unit LMR Managers must notify the Base PWCS Manager of the requirements via telephone or e-mail. The vehicle owner may then deliver the vehicle to the LMR shop.

3.2.4. Unscheduled maintenance is an action that occurs due to unforeseeable failures in LMR equipment. Report discrepancies for non-fixed equipment to the Unit LMR Manager. Malfunctions of fixed equipment will be immediately reported during duty hours to the Base PWCS Manager and after duty hours to the 319 CS Maintenance Control Center. The following information is required:

- 3.2.4.1. Name of person reporting the problem.
- 3.2.4.2. Duty phone number.
- 3.2.4.3. Office symbol.
- 3.2.4.4. Net the equipment operates on.
- 3.2.4.5. Serial number of equipment.
- 3.2.4.6. Brief, concise description of the problem.

3.2.5. The 319 CS Maintenance Control Center will then issue a Job Control Number (JCN) for Fixed LMR equipment and determine the priority of maintenance, and then notify the contractor through the Base PWCS Manager.

3.2.6. The Base PWCS Manager office (Bldg 314) will be the pickup and delivery point for the customer. All accessories (e.g., batteries and antennas) will accompany the LMR when turning it in for repair. When repair is complete, the PWCS Manager will notify each customer for pickup.

3.2.7. The user/operator/custodian will telephonically report, and follow up with a letter, any incident which seems to indicate unsatisfactory maintenance by the contractor. Give this information to the QAE/Base PWCS Manager.

3.2.8. Any LMR equipped vehicle turned into salvage will have the LMR equipment removed from the vehicle prior to turn-in. If the vehicle has been involved in an accident or cannot be moved, notify the Base PWCS Manager for coordination for removal of the LMR equipment. **NOTE:** Remove portable LMR equipment from vehicles prior to turn-in to the motor pool for maintenance.

3.2.9. Forward AF Forms 3215 to 319 CS/SCML requesting removal or relocation actions at least 5 duty days prior to required completion date.

### 3.3. **Non-Fair Wear and Tear (NFWT).**

3.3.1. When it is determined that equipment maintenance is required as a result of NFWT actions, the Base PWCS Manager will prepare correspondence from the 319 CS/CC advising the respective unit commander of each NFWT incident. The correspondence will indicate, at a minimum:

- 3.3.1.1. Serial Number, model number, and description of equipment.
- 3.3.1.2. Description and likely cause of the damage and probable cause.
- 3.3.1.3. A cumulative total cost of all NFWT incidents experienced on that unit's LMR assets.
- 3.3.1.4. The equipment repair and replacement cost.

3.3.2. Inform the unit commander of the requirement to perform a Report of Survey IAW para **2.8.** of this instruction.

3.3.3. The 319 CS/CC will determine if the equipment will be repaired, replaced, or condemned. Repair or replacement actions will be at the owning unit's expense.

#### 4. Operational Procedures.

4.1. Operator training is the responsibility of the unit commander and is carried out by the commander's delegate (Unit LMR Manager). The Unit LMR Manager and the unit training section should work together to ensure that all unit personnel receive complete customer user education and that training is posted in each training record.

4.2. The following general operating rules will be followed:

4.2.1. Transmission by radio will be as short and concise as practicable. The use of standard terminology enhances brevity.

4.2.2. Transmissions should be clear with natural emphasis on each word and should be spoken in natural phrases, not word by word.

4.2.3. Send only the most essential information; this is even more important during an emergency situation. A lack of proper discipline can hamper effective emergency responsiveness.

4.2.4. To avoid interfering with other traffic, listen to make certain a circuit is clear before making any transmission.

4.2.5. When it is necessary for a station to transmit, to adjust a transmitter or receiver, such signals will continue for more than 10 seconds and will be composed of spoken numerals (1, 2, 3, etc.) followed by the call sign to the station transmitting the signals.

4.2.6. Voice call signs will be IAW Allied Communications Publication (ACP) 125f para 104 when authorized by the net control station.

4.3. Only personnel who attend equipment operator's education training classes are authorized to operate LMR equipment in assigned radio talk groups. Each using organization's LMR equipment custodian will monitor and record training.

4.4. Operators will adhere to procedures prescribed by the Unit LMR Manager and custodian.

4.5. Basic rules are essential to transmission security and are strictly enforced on all LMR Talk Groups. Do not transmit on unauthorized channels. The following practices are specifically forbidden on all military radio talk groups:

4.5.1. Violation of a directed radio silence.

4.5.2. Unofficial conversation between operators.

4.5.3. Excessive testing.

4.5.4. Profane, indecent, or obscene language, which are punishable as Federal criminal offences under FCC regulations.

4.5.5. Transmission of intentional false emergency calls.

4.5.6. Transmission of classified information.

4.6. Radio stations will accept, with absolute priority, distress calls and messages regardless of origin. Repeat in same manner as received, and immediately take any action(s) as required.

## 5. Interference.

5.1. Using organizations will take all possible measures to identify, report, and reduce interference incidents. When experiencing interference, attempt to identify the source, if possible. Also identify the call sign, time of incident, frequency, type of modulation (e.g., voice, telegraphy) and nature of traffic or information, which are the fundamental sources of identity. Report incidents in accordance with AFI 10-707, *Spectrum Interference Resolution Program* and GFAFBI 33-102, *Radio Frequency Spectrum Management*.

## 6. Radiation Hazards and Safety.

### 6.1. Radio Frequency Injury.

6.1.1. Do not operate a vehicle radio when anyone is within two feet of the antenna. Operators inside the vehicle are protected by metal and glass shielding.

6.1.2. Do not allow the antenna of a portable radio to touch your face or other parts of your body while transmitting.

6.1.3. Do not work within five feet of a base station antenna. Insist operations stop if work must be accomplished close to a base station antenna. Base station dispatcher/controllers should warn personnel performing building maintenance near the antenna site (such as roof or air cooler repair).

### 6.2. Safety.

6.2.1. Only radios certified as intrinsically safe may be used in an explosive atmosphere. All non-intrinsically safe radios are capable of igniting in an explosive atmosphere. If you are using a non-intrinsically safe radio:

6.2.1.1. Do not transmit within 50 feet of a possible explosive atmosphere such as a refueling operation, gas or fuel spills, open ungrounded containers of flammable substances, or within 10 feet of wing tank fuel vents on aircraft.

6.2.1.2. If you smell explosive fumes or see possible sources of explosive fumes, which are not being controlled by experienced personnel, report these sources as explosive hazards.

6.2.2. Electro-explosive devices must be under the control of experienced personnel when not secured with electrical safety devices. Do not transmit on any radio within 50 feet of igniters or munitions that are electrically ignited, unless they have been secured for operation or safe storage.

6.2.3. Radios, which are missing cover plates, are capable of causing electrical shock. Secure radios with loose or missing covers by removing the power source (unplug power cords from electrical sources) and report them immediately to the Base PWCS Manager or the 319 CS Maintenance Control.

## 7. Base and Unit Pagers.

7.1. Pager Radio Systems. Pagers are used to improve response capabilities and save time. Pagers must be in use on a regular basis or should be turned in for redistribution. Refer to AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communications Systems, and the Military Affiliate Radio System*, on pager policy.

7.2. The central base paging net can be accessed by any telephone. Dial 7-PAGE (7-7243). Wait for the voice prompt to enter the pager number then dial the four digit number assigned to the target pager. Wait again for the voice prompt to begin speaking for voice pagers or enter the phone number for alphanumeric pagers.

7.3. Alphanumeric pagers can also be accessed via the Base PWCS Web page. The Base PWCS Manager will guide any work center on installation and operation.

7.4. Voice pager messages can be heard by several monitoring stations including civilian scanners and public media. Do not pass classified/sensitive information or profane language on this net.

7.5. Pagers are one-way, receive only radios. The pager holder must call in by telephone or report to base if they must comment or act on your message.

7.6. Alert force pagers are similar to central base pagers and are held by the alert crews. The only point from which alert force pager messages can be sent is the 319 ARW Command Post.

#### **7.7. Battery Care and Usage.**

7.7.1. Rechargeable batteries must be kept charged with the battery charger issued with each pager set.

7.7.2. Spare batteries and replacement batteries must be bought by funds from the user's unit. Spare rechargeable batteries are charged in the socket next to the pager socket on the pager charger unit.

7.7.3. Refer to your user booklet to remove and insert batteries in your pager when necessary. If no booklet is available, visit the Base PWCS Manager's office in Building 314 for help. The battery door is delicate on most pagers; do not force it open or closed. Be sure batteries are inserted with the "+" or "-" sign up as indicated near or in the battery holder pocket.

#### **7.8. Pager Maintenance.**

7.8.1. Pagers that have been carelessly broken may require user or unit funding to repair.

7.8.2. The range of Grand Forks AFB paging system has been increased to a distance of a 20 mile radius from the base and an overlapping area which has a radius of 20 miles from a center point on US Highway 81 three miles south of 32nd Ave in Grand Forks. There are no known dead spots in Grand Forks, and pager reception has been successful as far away as Warren, MN to the east and as far west as Larimore, ND. Please report dead spots to the Base PWCS Manager so a record and attempt to cure them can be made.

7.8.3. If your pager functions differently then when it was first received, bring it to the LMR shop Bldg 314 for a checkup. Unusual sounds or missed calls, as well as reduced range, are some of the reasons to bring your pager in for repair.

7.8.4. Pagers now cost between \$155.00 and \$405.00 each. If you no longer need your pager, bring it to the Base LMR Manager for redistribution.

7.9. Base pager operating instructions are located on the Base PWCS Web page.

## 8. Cellular Telephones.

8.1. Cellular telephones, with the exception of cellular STU-III or other encrypted cellular telephones, will not be used to discuss classified, sensitive, or critical information. Information concerning operational missions or any information covered by the Privacy Act of 1974 will not be discussed.

8.2. Cellular telephones will be used for non-operational requirements only. Standard cellular telephones are even more susceptible to monitoring than conventional administrative desk-top telephones; for that reason, all requests for cellular telephones will include a security risk assessment.

8.3. QAE's will be required to contact 10% of the customers by using the random sampling. The information will be used to complete the customer surveys.

### 8.4. Requesting Cellular Telephones.

8.4.1. The requester will get a quote from the vendor on a selected plan and/or phone, and route the paperwork through the following offices: the Unit LMR Manager, Unit Telephone Control Officer (TCO), squadron commander, 319 CS/SCX, 319 CS/SCML, 319 CS/CC.

8.4.2. Requests for cellular telephones will be submitted as prescribed in AFI 33-103, *Requirements Development and Processing*, using an AF Form 3215 found on the Base PWCS Web page.

8.4.3. All cellular telephones are required to have a cellular telephone acquisition decision matrix on file and will be submitted with the initial request IAW AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communications Systems, and the Military Affiliate Radio System*.

8.4.4. Users are required to read and sign the *Cellular Telephone Users Briefing and Risk Assessment* Form (**Attachment 3**) when the following actions occur: A new cellular telephone is activated, during annual revalidations, and when a cellular telephone is transferred.

8.4.5. The 319 CS/CC, SCM Flight Commander (319 CS/SCM), 319 CS/SCX, and the PWCS Managers from the Communications Squadron would be authorized to provide approval, which the vendor would keep on file. This would also give the approving official an opportunity to double-check that the phone being activated is properly accounted for. The 319 CS/CC has final approval/disapproval authority.

8.4.6. The LMR office will notify the requester and 319 CS/SCX of final disposition of the request. If the request is approved, the PWCS Manager will finalize the process by placing a call to the vendor giving final approval. The requester may obtain the cellular telephone and service from the current cellular contractor. All cellular telephone information will be sent to the PWCS office.

8.5. Cellular telephones are for official use only. Personal calls placed on or received by cellular telephones for the sake of personal convenience cost the government money, in addition to the airtime charges. Cellular telephones are prohibited for TDY use unless prior authorization is received from your Squadron CC. The user will reimburse all long distance charges incurred. An occasional personal call on a cell phone is justified under some circumstances. However, you must reimburse the government for personal calls that cause the cellular phone bill to exceed its monthly-allotted usage charge. See AFI 33-111, *Telephone Systems Management*, for further guidance.

8.6. The Unit TCO will validate cellular phone bills. The TCO will ensure compliance with directives for the legal operation of cellular telephones by verifying all incoming and outgoing calls are official.

The TCO will sign the certifying statement, and have the squadron commander initial the review block. After confirmation, the TCO will submit the bill to the squadron resource advisor for payment.

8.7. The Cell Phone Quality Assurance Evaluators (QAE), Contracting, or other designated representatives should conduct random periodic audits to ensure the records are being maintained. Failure to do so may result in the squadron receiving a warning to suspension of cellular phone service

8.8. Cellular telephones should not be solely relied upon for performing critical tasks due to the fragile nature of the cellular system. We recommend users have a back-up communications plans to ensure communications are not totally lost during a crisis. Commercial cellular telephone sites are not under Air Force control. The Air Force is like any other customer of the service provider in that it is subject to the policies of the said provider. Cellular services are easily disrupted from service by acts of vandalism, terrorism or natural disasters such as tornadoes and thunderstorms. In addition, cellular service often becomes unreliable during peak periods of use.

**8.9. Revalidation of cellular telephones.**

8.9.1. Annual revalidation of cellular telephones will be conducted as required by AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communications Systems, and the Military Affiliate Radio System*. The intent of the revalidation is to ensure the user still has a verifiable need for continued use of the cellular telephone.

8.9.2. The Base PWCS Manger will send a list of cellular telephone assets maintained by each unit to that unit's LMR manager.

8.9.3. The Unit LMR Manager will revalidate the requirement for each cellular telephone by using the Cellular Telephone Revalidation Form located on the PWCS Web page. The revalidation will be sent to 319 CS/SCML no later than 30 days after receipt of the cellular telephone asset list.

8.9.4. The Base PWCS manager will summarize the data. If the Base PWCS Manager determines that the customer no longer has a justifiable need for continued use of the cellular telephone, the Base PWCS Manager will recommend turn-in or transfer of the equipment to another customer with a validated requirement. The report will be routed IAW para. 8.3.4. of this instruction.

**8.10. Temporary Issue of Cellular Telephones.**

8.10.1. The LMR office maintains a limited number of cellular telephones for temporary issue.

8.10.2. Requests for temporary issue of cellular telephones, up to 10 days, will be in writing and signed by the requesting unit's commander. Request for temporary issue of cellular telephones, 11 to 30 days, will be in writing and signed by the requesting unit's group commander. The letter may be sent to 319 CS/SCML or taken directly to the LMR office at Building 314. The letter will include, at a minimum:

8.10.2.1. Dates the cellular telephone will be required.

8.10.2.2. Location the cellular telephone will be used.

8.10.2.3. A summary of how the cellular telephone will be used, type of information that will be transmitted, and name of the person or work center that will be using the cellular telephone.

8.10.2.4. A statement that the cellular telephone will not be used to transmit classified, sensitive, or critical information, or any information covered by the Privacy Act of 1974; and use will be restricted to nonoperational requirements only.

8.10.3. A one-time letter may be submitted, by the unit commander, for offices with recurring requirements. This letter will include the information in paragraphs 8.8.2.1 thru 8.8.2.4, and list personnel authorized to request and pickup the cellular telephones. The personnel authorized to request the cellular telephones must still complete a letter listing the items in paragraphs 8.3.2. and 8.3.3.

8.11. Personnel are required to log all incoming and outgoing calls on an AF Form 1072, **Authorized Long Distance Telephone Calls**

MARK F. RAMSAY, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-707 *Spectrum Interference Resolution Program*

AFMAN 10-100 *Airman's Manual*

AFMAN 23-220 *Reports of Survey for Air Force Property*

AFI 24-301 *Vehicle Operations*

AFI 33-106 *Managing High Frequency Radios, Personal Wireless Communication Systems, and The Military Affiliate Radio System*

AFI 33-118 *Radio Frequency (RF) Spectrum Management*

AFMAN 33-120 *Radio Frequency (RF) Spectrum Management*

AFI 33-219 *Telecommunications Monitoring and Assessment Program (TMAP)*

AFI 37-139 *Records Disposition Schedule*

ACP 125f *Allied Communications Publication*

***Terms***

**Alpha Numeric**—Information containing numbers, letters or characters

**Announcement Group**—The ability of a radio to transmit to multiple talk groups simultaneously as indicated by its programming.

**Base Station**—Fixed equipment, capable of two-way communicating or transmitting only, used to call one or more users. It may be operated locally or by a remote control unit.

**Central Base Paging System**—A common-user, one-way radio net serving all organizations on an installation. Broadcasts audio to selectively signaled, or groups of pagers.

**Conventional Radio System**—Very High Frequency (VHF) wide band radio equipment requiring separate frequencies for each channel/net used.

**Digital Encryption Standard (DES/ XL/ OFB)**—An option in some radios that allows sensitive but unclassified information to be broadcast over the air.

**Direct Radio Communication**—Any radio that transmits to another radio without using a repeater.

**Emergency/Conventional Mode**—In the event of a catastrophic system failure, the radio equipment can be used in VHF mode for a limited time and with limited capability.

**Fail Soft**—A default setting that allows the use of radio equipment in the event of a complete trunking system failure.

**Fixed Equipment**—LMR equipment that is stationary (i.e. Base stations, Antennas, Gold Elite consoles, etc..).

**Frequency Sharing**—The use of a common frequency by more than one net.

**Interconnect**—The radio's ability to access and utilize phone lines.

**LMR Equipment / LMR Assets**—Land mobile radios and associated equipment, pagers, and cellular telephones.

**Mobile Unit**—A DC powered two-way radio that may be mounted in or on a vehicle and has no self-contained power supply. A mobile unit consists of microphone, speaker, antenna, interconnecting cables, mounting hardware, and the transceiver.

**Non-Fair Wear and Tear (NFWT)**—Damage resulting from abuse or other than normal wear and tear (considered on case by case bases).

**Non-Fixed Equipment**—LMR equipment that is mobile (i.e. portables, mobiles, pagers, cellphones, etc.).

**Non-Recurring Maintenance**—Non routine maintenance consisting of repair of equipment and projects.

**Numeric**—Information containing numbers or groups of numbers.

**Page**—A means to contact radio users even if they are away from their radios or in a noisy environment.

**Portable Unit**—A lightweight unit consisting of a battery-powered transceiver that is hand transportable-  
NOTE: A transceiver is a unit designed to transmit and receive as a self-contained unit.

**Private Call**—One-on-one calls involving two specific radios in which the conversation will not be heard by others in the current talk group.

**Recurring Maintenance**—Routine maintenance consisting of PMIs. Recurring Maintenance includes all work requirements for which schedules of accomplishment have been included in the contract, or for which the Contractor is required to submit monthly work schedules.

**Repeater**—Equipment designed to increase the range of the portable and mobile units by receiving a signal from the low powered portable/mobile units on one frequency, amplifying the signal, and retransmitting it on a second frequency.

**Simplex Radio**—Radio communications that use only a single frequency for both transmitting and receiving signals.

**System Wide Announcement Group**—The ability of a radio to transmit simultaneously to all talk groups.

**Talk Group**—A programmed channel on a radio.

**Trunked radio system**—Computer controlled sharing of multiple repeaters by multiple users.

**User**—The individual who actually operates LMR equipment.

**Attachment 2**

**GRAND FORKS AFB  
CELLULAR TELEPHONE USER BRIEFING  
AND  
RISK ASSESSMENT**

The weak signal used in cellular telephone systems is very susceptible to jamming, intrusion, and interference. Although FCC regulations specifically prohibit monitoring cellular telephone frequencies in the CONUS, many inexpensive devices are available on the open market for this activity.

Cellular telephone system infrastructures are owned by civilian companies who can monitor, turn off, or modify their systems or parts of their systems without user knowledge or coordination.

Standard cellular telephones are even more susceptible to monitoring than conventional administrative desk top telephones. For that reason, cellular telephones, with the exception of cellular STU-III or other encrypted cellular telephones will not be used to discuss classified information. Care should be taken when discussing sensitive unclassified, critical information, or information concerning operational missions. The privacy of individuals should be considered before discussing Privacy Act information over cellular telephones.

This briefing is directed by an AIA, (Air Intelligence Agency) message dated 17 Mar 94.

I HAVE READ THE ABOVE AND AGREE TO THE FOLLOWING:

The cellular telephone assigned to me is for authorized use only. I will not discuss, transfer, process, or transmit classified information. Use of this telecommunications system/device constitutes consent to monitoring.

---

User Signature

Organization and Office Symbol / Duty Phone

---

Rank, Name, Date (Printed)

Cell Phone Number

<p>This agreement and assessment will be filed and retained by: Base Land Mobile Radio Office, 319 CS/SCML 7-3954</p>
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**NOTE: Return to 319 CS/SCML**

**Attachment 3****CELLULAR TELEPHONE ACQUISITION DECISION MATRIX**

1. Does the requirement document specify that the primary use is for Command & Control Communications? (If "YES," look for a technical solution other than a cellular telephone. If "NO," proceed to the next paragraph.)
2. Does the requirement document identify a need for transmission/reception of Classified, or Sensitive Unclassified Information in a mobile environment? (If "YES," look at a portable/mobile STU-III technical solution rather than a conventional cellular instrument. If "NO," proceed to the next paragraph.)
3. Does satisfaction of this requirement with a cellular telephone result in the net reduction in the number of LMRs or pagers in use on the base? (If "YES," examine paragraphs 4., and 5. If "NO," proceed to paragraph 6.)
4. Does the requirement document identify a mission that was previously satisfied by an LMR or pager? (If "YES," proceed to paragraph 5. If "NO," proceed to paragraph 6.)
5. What aspect of the original mission has changed, which makes the continued use of LMR or pagers unworkable? (If the requirement is essentially the same as before and convenience is the primary reason for the request, acquisition of a cellular telephone is not warranted. If there is a substantial change to the mission, proceed to paragraph 6.)
6. Is there a serious mission degradation, failure, or life and death impact not previously present that you cannot meet through the use of LMRs or pagers? (If "YES," consider the applicability of cellular instruments. If "NO," look for technical solution other than cellular telephone.)

Attachment 4

APPOINTMENT LETTER



DEPARTMENT OF THE AIR FORCE  
YOUR SQUADRON  
GRAND FORKS AIR FORCE BASE, ND

MEMORANDUM FOR 319 CS/SCML

FROM: Organization

SUBJECT: *(Unit LMR Manager/Element LMR Manager/Unit Frequency Manager)*

1. The following individuals are appointed duties as *(Unit LMR Manager/Element LMR Manager/Unit Frequency Manager)* for \_\_\_\_\_ *(Account)*.

2. Name (Last, First, MI): \_\_\_\_\_

Rank: \_\_\_\_\_

Primary / Alternate: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

3. Name (Last, First, MI): \_\_\_\_\_

Rank: \_\_\_\_\_

Primary / Alternate: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
Unit Commander's Signature Block