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Communications



**MANAGEMENT AND CONTROL OF LAND  
MOBILE RADIO EQUIPMENT**

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This instruction sets forth the policy, procedures, and responsibilities for the management and control of the Land Mobile Radio (LMR) systems, cellular phones, and components at McConnell Air Force Base. It applies to all personnel assigned or attached to units located at McConnell Air Force Base who use LMR and cellular phone equipment. This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios, and the Military-Affiliate Radio System*.

**SUMMARY OF REVISIONS**

This revision changes references, office symbols, procedures and applicable forms. It also has added procedures for cellular phones. A “I” indicates revisions from the previous edition.

**1. General.**

1.1. This regulation sets policy and provides direction for all units involved in the operation, maintenance, acquisition, accountability, and control of two-way radios and pagers.

1.1.1. LMR equipment at McConnell Air Force Base is government-owned or leased and is serviced under civilian contracts. Details for ordering, maintaining, and replacing LMRs can be found in the references shown in paragraph 3.

1.1.2. Operator maintenance is not authorized. Attempts to relocate or tamper with LMR equipment may result in voiding contractor maintenance or equipment warranties. Violators could be subject to pay for repair or replacement cost if found liable.

1.1.3. LMR nets and cellular phones are not secure and will not be utilized to discuss or talk around classified information.

1.1.4. The 22d Communications Squadron Commander (22 CS/CC) is the base Command, Control, Communications, and Computers Systems Officer (CSO) for LMR matters.

1.2. Forms Adopted.

1.2.1. AF Form 2005, **Issue/Turn-in Request**.

1.2.2. AF Form 1297, **Temporary Issue Receipt**.

1.2.3. AF Form 3215, **Communications-Computer Systems Requirement Document (CSRD)**.

1.2.4. DD Form 1348-6, **DOD Single Line Item Requisition System Document**.

1.2.5. AF Form 714, **Unsatisfactory Service Letter** (See para [5.5.17](#)).

1.3. Explanation of Terms.

1.3.1. Ancillary Equipment. Components other than transmit and receive devices. These items include microphones, speakers, battery chargers, key variable loaders, etc.

1.3.2. Base Command, Control, Communications, and Computer Systems Officer (CSO): The individual responsible to the installation commander for matters relating to LMR systems management.

1.3.3. Base LMR Manager. The individual responsible to the CSO for implementing and conducting a comprehensive and responsive LMR program.

1.3.4. Base Station. A fixed piece of equipment, capable of two-way communications. It may be operated locally or from a remote location.

1.3.5. Base Support Radio (BSR). A LMR used at a static location not intended for deployment. Provides support ranging from general housekeeping to operational command and control. BSRs are divided into two categories:

1.3.5.1. Central Base Paging System. A common-user, one-way radio net serving all organizations assigned to McConnell Air Force Base.

1.3.5.2. Enhanced Two-Way Radio. A radio with such features as multiple channels, voice privacy, selective call, and tone coded squelch.

1.3.6. Combat Deployable Radio (CDR). A LMR used by forces designated to engage in combat-related tasks and forces identified for contingency or deployment. CDR systems are tunable so operation in different geographical areas is possible. These systems also provide voice privacy or secure voice capabilities.

1.3.7. Citizens' Band Radio. A radio operating on a citizens' band frequency. Authorized for limited military applications prescribed in AFI 33-106, Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate Radio System.

1.3.8. Base Approval Authority. A representative of the CSO charged with the following: review, validation, approval, or disapproval of new requirements (22 CS/SCX).

1.3.9. AF Form 3215, Communications-Computer Systems Requirements Document (CSRD). A document, which identifies, describes, and justifies the need for communications-computer systems equipment and services.

1.3.10. Data Encryption Standard (DES). The DES is a commercial cryptographic algorithm defined by National Communications Security Committee (NCSC) Policy Document 11. DES is approved for protection of unclassified but sensitive national related information.

1.3.11. Land Mobile Radio (LMR). A LMR consists of systems or equipment used to transfer information using frequency modulation through the use of hand-held and mobile radios.

1.3.12. Mobile Radio. A two-way radio which operates in a vehicular environment with multi-channel capability.

1.3.13. Monitor Receiver or Scanner. A radio receiver capable of monitoring one or more frequencies.

1.3.14. Net Manager. The individual responsible for managing a LMR net in accordance with the policies and procedures established by this directive.

1.3.15. Pager. A selective signaled receive only radio device.

1.3.16. Hand-held Radio. A two-way portable radio with multiple channel capability.

1.3.17. Remote Control Unit (RCU). An item capable of operating a net from a site remote from the base station or repeater location. Allows access to multiple users.

1.3.18. Repeater. A fixed radio configured to retransmit all communications entering its receiver.

1.3.19. Special Feature. An option that can be purchased at additional cost which is necessary to meet operational requirements.

1.3.20. Tables of Allowance (TAs). A supply publication that prescribes basic allowances for communications equipment.

1.3.21. Cellular Phone. A two-way radio device used to provide direct access to telephone systems.

1.4. Description of System. A LMR system consists of radio communication nets with a specific mission. Each net is a group of radios linked by one or more frequencies and having a common mission.

## 2. Policy.

2.1. General. The CSO is responsible for establishing procedures for managing the LMR program, IAW AFI 33-106, and ensuring LMRs are cost effective.

2.1.1. All requirements are engineered to fulfill the needs stated on the CSRD. If the requirement can be approved at base level, engineering is the responsibility of the CSO. Requirements validated at base level and forwarded to the host MAJCOM or higher will include preliminary engineering documentation. The documentation must include antenna gain, transmit and receive frequency, power output, terrain (site elevation and above ground-level antenna height), and location of other LMR equipment in the area.

2.1.2. A continuing customer education program will be established.

2.1.3. The CSO will continually analyze local LMR requirements and make sure approving procedures restrict acquisition of LMR equipment to mission essential requirements.

2.1.4. McConnell Air Force Base will fund LMRs IAW AFI 65-601V1, *Budget Guidance and Procedures*.

2.1.5. A LMR replacement program will be established.

2.1.6. Base activities requiring LMR equipment will coordinate with the base LMR manager prior to submitting CSRDs to requirements management (22 CS/SCXR).

2.2. Maintenance. Maintenance and support services, including repair parts for LMR equipment are normally obtained by contract. Support services should be furnished through the most cost-effective means to ensure mission support. The CSO and Base Contracting Officer (BCO) will consider guidance provided in **Attachment 2** and AFI 33-106 when developing a performance work statement (PWS) for local contracts. The CSO will not include any equipment repair in the contract unless it is cost effective. Equipment requiring infrequent maintenance should be maintained on an as-required basis. All maintenance will be accomplished by authorized contractors.

2.3. Frequency Assignment.

2.3.1. Approval of LMR network does not include frequency assignments. Frequencies will be assigned according to AFI 10-707, *Spectrum Interference Resolution Program* and MAFBR 700-4, *Frequency Management*. Frequencies must be assigned **prior** to procuring radio equipment. Organizations that require new LMR nets must submit frequency requests prior to receiving AF Form 2005 approval.

2.3.2. Frequencies will be shared, if possible, using encoders to eliminate over crowding.

2.4. Pager.

2.4.1. A Central Base Pager Net serves all organizations on McConnell Air Force Base.

2.4.2. Special purpose paging nets (i.e. Tactical Aircrew Alerting Net (TAAN) and the Medical Services Paging Net) are authorized in addition to the Central Base Pager Net.

2.4.3. Pager authorizations are established by the base approval authority.

2.4.4. The base approval authority validates all new requirements and allocates pagers among base organizations.

2.4.5. When one-way "alerting" communications are sufficient, two-way radios should be replaced with pagers.

2.4.6. Pagers may be authorized for personnel with extensive standby duty. Pagers will not be authorized when standby duty is infrequent or immediate response is not required.

2.4.7. Approval for pagers will be based on cost versus benefits. Benefits include the degree to which pagers will:

2.4.7.1. Reduce the number of two-way radios.

2.4.7.2. Reduce telephone toll costs.

2.4.7.3. Reduce transportation time and cost.

2.4.7.4. Increase the morale of personnel with extensive standby duty.

2.4.7.5. Increase readiness posture.

2.4.7.6. Increase work productivity.

2.4.8. The master directory, listing all pager access numbers, will be designated "FOR OFFICIAL USE ONLY."

2.5. Citizens' Band Radio. The use of Citizens' Band Radios by the Air Force is authorized for limited security police operations.

2.6. Voice Protection Policy-Data Encryption Standard (DES): Some nets require protection of information. DES equipment is used to protect sensitive UNCLASSIFIED. DES cannot be used to protect classified transmissions.

**3. General Management Policy.** A single point management concept, directly responsible to the CSO, will be established to perform the duties of systems management.

3.1. References.

3.1.1. AFIs 10-707, 33-103, 33-106, 33-118 and 65-601V1.

3.1.2. AFM 67-1V2 and AFOSH 127-100.

3.1.3. AFR 68-1, MAFBR 33-101, MAFBR 700-4.

3.1.4. Table of Allowances (TA) 660, 420, 896, 897, and 903.

3.1.5. Allied Communications Publication (ACP) 125.

3.1.6. AFKAO-1.

3.1.7. AFKAG-1.

**3.2. Establishing Requirements.**

3.2.1. LMR requirements fall into two categories: replacement/upgrade and new requirements. Contact 22 CS/SCML (LMR), ext. 3010, prior to submitting requests for LMR equipment. Failure to go through the LMR office could result in the incompatibility of equipment with base systems. The requesting unit's resource advisor will validate requests. **NOTE:** All LMR procurements must be coordinated through 22 CS/SCML (LMR).

3.2.2. The CSO, technical advisor for the base approval authority, will ensure all requirements meet matters relating to standardization, technical adequacy, compatibility, and cost effectiveness before presenting requirements to the approval authority.

3.2.3. The base approval authority has the authority to validate LMR requirements and approve or disapprove LMR technical solutions.

3.2.3.1. Replacement or Upgrade of Equipment. Contact 22 CS/SCML for technical assistance and system compatibility prior to submitting requests for LMR equipment. An AF Form 3215 is **not required** when replacing or upgrading previously validated equipment. Any equipment identified for replacement in the base Five-Year Replacement Plan is also exempt from filling out a AF Form 3215. An AF Form 2005 or IMPAC Card can be used for purchases. Each unit is responsible for funding replacement assets. **Note:** A one-for-one swap is required when upgrading equipment.

3.2.3.2. New Requirements. An AF Form 3215 **must** be filled out and signed by the resource advisor, fund manager, or commander before submitted to the 22 CS/SCX Requirements section. At this point it will be assigned a CSRD tracking number and sent to the LMR section for

a technical solution. See AFI 33-103, *Requirements Document and Processing*, for specific instructions on completing AF Form 3215.

3.2.3.3. All new or special purpose LMR net requirements are researched by the base LMR manager before the submission to the base approval authority. The requiring unit will fund all new LMR units costing under \$50,000.00. Items exceeding \$50,000.00 are requested through AMC (3080 Investment Funds).

### 3.3. Procurement for Base Approved CSRDs.

3.3.1. The equipment custodian initiates the procurement cycle by submitting an AF Form 2005 or if under \$2500.00 by IMPAC Card.

3.3.2. Base Supply verifies and processes the request. Supply must ensure base approval authority's approval prior to initiating the requisition cycle. The Stock Control Section coordinates with the base LMR manager to ensure that the DD Form 1348-6 reflects the correct information, then forwards the documents to Base Contracting.

3.3.3. Base Supply Stock Control prepares a statement to Base Contracting. It is attached to the DD Form 1348-6 and will read, "All information on the DD Form 1348-6 has been verified with the Base LMR Manager and is correct. Refer any questions pertaining to this request to the Stock Control NCOIC." The LMR manager will assist contracting personnel in completing cost analysis, cost comparison, and technical adequacy studies to make sure the equipment meets mission parameters.

## 4. Operations.

4.1. Operating Procedures. LMR nets will be operated in accordance with Allied Communications Publication (ACP) 125, *Communications Instruction-Telephone Procedures*. Transmissions should be brief, concise and accurate. Operating procedures in ACP 125 and AFKAO-1, *USAF Voice Call Sign Instructions*, will be used. Procedures in the above documents will be incorporated into the customer education program to ensure exposure to policy, operating techniques, operating procedures, and maintenance practices. The net manager assigned by the unit is responsible for net control operations.

4.2. Meaconing, Intrusion, Jamming, and Interference (MIJI) Reporting: Procedures for MIJI of Electronic Systems Reporting, RCS: JCS-1066, will be included in customer education packages to make sure users are aware of possible net impairments caused by other than equipment failure (AFI 10-707, *Spectrum Interference Resolution Program*).

4.3. Frequency Requirements. Requests for frequency assignments will be submitted by the proposed user to the base frequency manager (AFI 10-707) prior to ordering any equipment.

4.4. Communications Security (COMSEC) and Operations Security (OPSEC). COMSEC techniques and user vulnerability to interception by third parties will be included in the customer education program. Local COMSEC and OPSEC programs must highlight the LMR system. Access to classified and unclassified COMSEC equipment key material and key fill devices will be restricted to authorized personnel in accordance with AFKAG-1.

4.5. Safety Hazard. The customer education program and LMR operator handbooks must include precautions in hazardous operating areas such as aircraft alert areas, munitions storage and handling areas, petroleum, oil and lubricants (POL) refueling zones, and other areas outlined in AFMAN 91-201, *Explosives Safety Standards*.

## 5. Responsibilities.

5.1. 22 ARW/CC will control and allocate all LMR assets to ensure:

5.1.1. The minimum number of LMRs are issued to satisfy requirements.

5.1.2. The total number of LMR assets on McConnell Air Force Base is within the appropriate TA authorization.

5.2. Base Approval Authority will:

5.2.1. Validate all requests for LMR equipment, IAW AFI 33-106, and locally established procedures.

5.2.2. Approve/disapprove all technical solutions proposed by the CSO, IAW MAFBR 700-1.

5.2.3. Review the allocation of pagers annually. This review will consider local changes in mission requirements to ensure pagers in use are cost effective. Units that have pagers which are no longer required will turn them into the LMR manager. The LMR manager will identify organizations that have shortages and recommend transfer action (FET).

5.3. 22 CS/SCM, Mission Systems Flight will:

5.3.1. Function as the LMR systems manager for McConnell Air Force Base.

5.3.2. Provide systems engineering and coordinate all LMR purchases.

5.3.3. Consider the use of pagers when reviewing requests for new or replacement two-way radios.

5.3.4. Assist the units to select the LMR equipment, including support equipment, required to meet mission needs. Provide a costing/technical solution that satisfies the requirement.

5.3.5. Assist the units in processing supply forms and other documents after the request has been approved.

5.3.6. When requested, assist the net manager or equipment custodian in performing inventories of LMR equipment.

5.3.7. Keep control records, IAW AFMAN 37-139, using an automated data base and hard-copy files on all LMR equipment.

5.3.8. Verify the accuracy of contractor repair and maintenance billing and certify payment to the Base Accounting and Finance Office.

5.3.9. Schedule Preventive Maintenance Inspections (PMIs) on LMR equipment ([Attachment 1](#)) and ensure they are performed IAW the maintenance contract. Observe the contractors performance of PMIs as required.

5.3.10. Perform quality assurance inspections on all equipment prior to turn-in to base Supply, IAW AFI 33-106, for contractor surveillance.

5.3.11. Submit budget requirements to ensure that adequate funds are identified to support LMR contract maintenance, rental fees, and maintenance of leased equipment.

5.3.12. Review for technical accuracy and coordinate on all documentation required in the acquisition process.

- 5.3.13. Not certify maintenance charges for any that are inoperative for periods exceeding those specified by the contract.
- 5.3.14. Prepare and coordinate with all concerned agencies the PWS for the maintenance contract.
- 5.3.15. Notify the owning unit by letter when LMR equipment damage is other than normal wear and tear or appears to have been neglected, misused, or abused.
- 5.3.16. Prepare all purchase requests for maintenance and repair of LMR equipment not covered in the basic contract or blanket purchase agreement (BPA).
- 5.3.17. Assist Disaster Preparedness activities and other organizations in preparing an annex to the base disaster preparedness plan and other plans as required.
- 5.3.18. Delete from the maintenance contract any equipment lost, damaged beyond use, or otherwise not in use.
- 5.3.19. Perform or obtain from the Equipment Authorization Inventory Data (EAID) custodian, an inventory of all EAID accountable LMR assets 90 days before the contract renewal. Provide a copy of the inventory to base Supply (EMS).
- 5.3.20. Be the net manager for the central base paging system. Assign pager numbers, issue spare pagers, change pager numbers and maintain a master directory (for limited distribution) marked "FOR OFFICIAL USE ONLY." Prepare documentation for the repair of defective pagers.
- 5.3.21. Serve as technical advisor to the base approval authority on LMR matters.
- 5.3.22. Conduct and document net manager training annually or within 30 days of notification of change in net managers.
- 5.3.23. Maintain net and systems diagrams showing interfaces with other base communications systems, control centers, location of base stations, repeaters, and coding devices. Provide a copy of each net diagram to the appropriate net manager for validation and file.
- 5.3.24. Provide instructions and arrange for contractor escorts during work estimates.
- 5.3.25. Assist customers in preparing reports of survey.
- 5.3.26. Inspect equipment received in Supply before issue to the customer.
- 5.3.27. Check all condemned equipment and demilitarize it before turn-in to Supply for salvage. The following statement, signed by the LMR manager, must be on the DD Form 1577, *Unserviceable (Condemned) Tag Materiel*, Per DOD Manual 4160.21; "I certify that demilitarization has been accomplished. Material is salable quality scrap."
- 5.3.28. Implement and maintain a five-year replacement plan. Coordinate the LMR replacement plan with the net managers before presenting it to the base CSO for validation.
- 5.3.29. Reconcile the monthly Q09/S33 Allowance Source Code Listing for TA 660 against the net managers' records and coordinate with EMS for correction of in-use details. Return one copy to EMS for updating purposes. Also, reconcile the medical equipment records monthly to ensure inventory, contract, and equipment listings are accurate.
- 5.3.30. Assist customers in preparing the annual equipment and leased services budget.

- 5.3.31. Assist customers in identifying LMR requirements.
  - 5.3.32. Coordinate with user and local COMSEC custodian to establish keying requirements to support base LMR nets.
  - 5.3.33. Prepare documentation for defective items, including those under warranty, for return to the appropriate commercial repair facility.
  - 5.3.34. Maintain a current inventory that contains the identification of all accountable LMR assets in use at McConnell Air Force Base. Use this data in the verification of the Q09, maintenance contract, five year replacement plan, contingency planning, and other management actions.
- 5.4. Base Supply (LGS)/Medical Equipment Management Office (MEMO) will:
- 5.4.1. Verify that proper coordination has been made with the LMR manager prior to processing new requirements or replacement equipment and turn-in of LMR equipment.
  - 5.4.2. Base Supply will provide the CSO (22 CS/CC) a Q09/S33 listing each month in two copies for TA 660. The LMR manager will screen the Q09 against their records and identify discrepancies. Copy one will be returned to EMS for corrective actions.
  - 5.4.3. Advise the LMR manager when new equipment is received to permit inspection prior to issue to the using organization. Provide the LMR manager an information copy of the issue document.
  - 5.4.4. Provide administrative guidance and assistance to custodians preparing reports of survey for lost or damaged LMR equipment.
- 5.5. The using unit will:
- 5.5.1. Appoint in writing an officer, enlisted (E-4 or above), or a civilian employee of equal grade, as the unit net manager. A copy of the letter will be sent to the base LMR manager (22 CS/SCML) no later than 5 workdays after the appointment.
  - 5.5.2. Ensure that all LMR equipment is properly used and excess LMR equipment is promptly identified to the LMR manager and base Supply EMS.
  - 5.5.3. Prepare and coordinate requirements for new nets, relocations, removals, installations, and new LMR equipment using AF Form 3215. Requirements will be sent to 22 CS/SCX for processing.
  - 5.5.4. Prepare and coordinate with LMR personnel all supply documents for LMR equipment. All AF Forms 2005 actions must be coordinated with the LMR manager before being sent to the supply activity (EMS/MEMO).
  - 5.5.5. Promptly report all lost or damaged equipment. Initiate reports of survey or cash collection vouchers through your unit commander. **NOTE:** A copy of the report or voucher must be sent to the 22CS/SCML section before the item can be deleted from the account.
  - 5.5.6. Ensure all LMR equipment on hand is in the LMR Tracking and Reporting Database. Unrecorded or unauthorized equipment will be reported to the LMR manager.
  - 5.5.7. Ensure that sufficient batteries, antennas, battery chargers, mobile harnesses, microphones, and mounting brackets are available to enable maximum use of assets. The owning unit will obtain these items through normal supply channels.

- 5.5.8. Designate a point of contact within their organization to which LMR equipment malfunctions will be reported (usually the net manager). This designated central point of contact will be responsible for notifying the 22 CS/AFNCC, Job Control, for all fixed equipment (base stations, remote control units) malfunctions and the LMR section for all other (hand-held radios, mobile radios, pagers) malfunctions.
  - 5.5.9. Ensure that all equipment has been properly tagged with a "Property of the US Government" tag which will allow for possible recovery of lost equipment.
  - 5.5.10. Deliver malfunctioning portables, mobiles, pagers, and other items of equipment to LMR, Bldg 739, Rm 109, during duty days (0730-1630).
  - 5.5.11. Complete an annual inventory of all LMR equipment within 90 days of receipt or when changing custodians. Ensure account custodian appointment letters are current and on file with the LMR Office. Send a corrected copy to the LMR manager.
  - 5.5.12. Report frequency requirements to the base frequency manager and the base LMR manager. **NOTE:** Frequencies must be obtained prior to ordering LMR equipment.
  - 5.5.13. Establish a customer education and training program, including training programs provided by the base LMR manager, OPSEC, COMSEC, and essential elements of friendly information (EEFI).
  - 5.5.14. Perform operational checks of all LMR equipment returned from maintenance.
  - 5.5.15. Initiate LMR replacement action for equipment when necessary.
  - 5.5.16. Ensure effective use of LMR assets to satisfy regular duty hour and standby requirements.
  - 5.5.17. Promptly notify the LMR manager of unsatisfactory contractor maintenance. Use an LMR Unsatisfactory Service Letter ([Attachment 2](#)). LMR manager will validate the complaint and complete an AF Form 714 to send to base Contracting.
  - 5.5.18. Immediately report MIJI incidents IAW AFI 10-707.
  - 5.5.19. Establish written procedures for setting DES codes and frequencies on radios that have multiple code and frequency capability.
  - 5.5.20. Coordinate with local COMSEC custodian to establish keying requirements to support the DES or crypto equipped LMR nets.
- 5.6. Accounting and Finance Officer will.
- 5.6.1. Upon request, advise CSO, or BCO of the availability of funds to support LMR equipment requirements.
  - 5.6.2. Certify funds availability, cite accounting classification, and forward purchase requests to the BCO (22 CONS/LGCO).
  - 5.6.3. Pay all bills/invoices which have been certified by the CSO or designated representative.
- 5.7. Base Contracting Officer will.
- 5.7.1. Contract for all repairs, maintenance, and acquisition of new equipment upon receipt of a properly executed purchase request/requisition.

5.7.2. Provide guidance to the CSO and his/her representative in regard to contractor responsibilities.

5.7.3. Keep a current copy of the contract applicable to the purchase and maintenance of LMR equipment and assure contractor compliance.

**6. Emergency Use of LMR Assets.** Mobility Net. During disasters that require search and rescue efforts, this net will be shared with 22 SVS personnel to allow for mortuary, billeting, and food service support. The following procedures apply: 22 SVS personnel will contact Logistics Plans, 22 ARW/XP, ext. 3290 during normal duty hours or the Chief, Logistics Plans through the command post at ext. 3251 during non-duty hours. If there are no mobility operations, Logistics Plans will hand receipt LMRs for 22 SVS use.

**7. Restoration Priorities.** Equipment restoral priorities are established in 22 CS Operating Instruction 33-4, *Maintenance Response Priorities and Restoral Precedence*.

7.1. Multiple individual net repairs will be accomplished in the following order:

7.2. Base stations.

7.3. Control units (CEB, Centra-Comm, RCU).

7.4. Other ancillary equipment affecting the entire net.

7.5. Mobiles.

7.6. Portables.

7.7. Pagers.

7.8. All other equipment.

## **8. Cellular Telephones.**

8.1. General: According to AFI 33-106, cellular telephones are restricted to non-operational requirements. Cellular telephones will not be approved for use where classified, sensitive, or critical information may be inadvertently overheard and transmitted. Cellular STU-III should be used to satisfy operational mission requirements. Use cellular telephones as a last resort when fixed telephone service is unavailable and hand held radios and pagers will not meet the minimum communications needs. Cellular telephones are extremely vulnerable to monitoring and present a greater security risk than landline administration telephones.

8.2. Acquisition. Using organization requester **must** submit a unit approved AF Form 3215, signed by the resource advisor, fund manager, or commander before submitting it to the 22 CS/SCX, requirements section in Bldg. 739, Rm. 49. At this point, it will be assigned a CSRD tracking number and sent to the LMR section for a technical solution and evaluation. As a minimum, the AF Form 3215 should contain the following:

8.2.1. In the "Requirement" block:

8.2.1.1. Identify communications capability needed.

8.2.1.2. Who will be using the phone?

8.2.2. In the "Justification" block:

8.2.2.1. Explain why a cellular phone is required instead of alternative communications methods such as pagers and hand held radios. How does the person requiring a cellular phone currently stay in contact? Why is instant contact required? Why doesn't the present system work? How is the mission impaired without a cellular telephone?

8.2.2.2. Provide the following security statement: "Cellular telephones are highly vulnerable to monitoring and will not be used for classified or sensitive information. Cellular telephone use constitutes consent to monitoring at all times."

8.3. Approval. The LMR office will use the Cellular Telephone Acquisition Decision Matrix out of AFI 33-106 to make recommendations to the base approval authority on approval or disapproval of cellular telephones (See [Attachment 3](#) for matrix). If approved, LMR will assist the customer in the purchase of the cellular telephone by coordinating with the contracted agency. Customer will go with the LMR QAE to the contractor and purchase the cellular phone and make sure all aspects of service are taken care of. The customer will follow the QAE back to the LMR office and the cellular phone will be entered into the LMR Tracking and Reporting System.

8.4. Repair. Contact your LMR office at extension 3010 if you discover any problems with your cellular phone. LMR will coordinate with the contractor on repair. Warranty work may need to be sent to Kansas City, in the meantime, the LMR manager will coordinate the use of a loaner phone. Individual units will be responsible for purchasing new phones, chargers, and batteries that need replacing.

8.5. Lost or Stolen Cellular Telephones. Immediately contact the LMR office at extension 3010. LMR will call and advise the contractor of the situation. The assigned telephone number will be turned off preventing incoming or outgoing calls. After duty hours, call the 22 CS/ AFNCC Help Desk at extension 3090. The user reports the incident to the 22d Security Police Squadron and accomplishes the required written report. This establishes an official record of lost or stolen government property. A report of survey should then be accomplished through your unit. A copy of the report of survey must be sent to the 22CS/SCML office in order to delete the equipment from your account. Without this report, you will still be responsible for the asset.

8.6. Cellular Validations. The cellular phone bill will be validated monthly by each unit's Telephone Control Officer (TCO). The TCO will be required to evaluate the bill and ensure that all numbers called were for official use only. The TCO will sign and return the bill to the 22CS/SCML office. The SCML office will do a 10% inspection of all cellular phone bills monthly to ensure the TCO is properly validating cellular calls in accordance with directives.

8.7. Revalidations. The LMR office will send the TCO a revalidation sheet for each cellular phone. The TCO certifies cellular telephones annually to ensure they are still being used as previously approved. Cellular telephones failing to be revalidated are subject to being shut off.

8.8. Billing For Cellular Air Time. Cellular telephones are for "Official Use Only."

8.8.1. The 22 CS receives monthly cellular air time billing. The 22 CS/SCML breaks down the monthly bill by organization and forwards them to the TCO's. Unit TCO's, in turn, send the bills to the responsible individuals for official call certification. The TCO verifies all charges and returns the bill to 22 CS/SCML.

8.8.2. Unofficial calls in excess of one minute will be charged to the use. If an individual is identified as using the cellular telephone for unofficial calls, the TCO will annotate the AF Form 649, Verification of Long Distance Calls, and accomplish a memorandum addressed to 22 CS/SCML

identifying the responsible person. The AF Form 649, the memorandum, and the bill will then be forwarded to 22 CS/SCML for processing. The 22CS/SCML will then prepare a memorandum for the individual to take to the 22 CS Billing Clerk (22 CS/SCXB) for payment, with a total cost equal to or greater than \$1.50 will be charged to the user. If an individual is identified as using the cellular telephone for unofficial calls, the TCO will highlight the calls that were deemed unofficial by the user and return the bill to the billing clerk (22CS/SCXB). The TCO can contact the Billing office at extension 3012.

8.8.3. The 22 CS Billing Clerk (SCXB) will prepare a DD Form 1131, Cash Collection Voucher, and return it to the TCO for the user to process at the cashier's cage in Finance. If the collection is not paid in a reasonable amount of time, the individual's squadron first sergeant and/or commander will be notified for appropriate administrative action.

8.8.4. Direct any questions or concerns regarding this instruction to 22 CS/SCML at extension 3010.

EARL D. MATTHEWS, Lt Col, USAF  
Commander, 22d Communication Squadron

## Attachment 1

## PREVENTIVE MAINTENANCE INSPECTION SCHEDULE

MONTH	NET	LOCATION	ANTENNA STRUCTURE
JAN	FIRE/CRASH	Bldg 1501	Wood Pole
	COMM. SQ.	Bldg 1501	Wood Pole
FEB	TAXI	Bldg 1408	Rooftop
	MOBILITY	Bldg 1408	Rooftop
	E MAINT	Bldg 1408	Rooftop
MAR	A MAINT	Bldg 1107	Rooftop
APR	B MAINT	Bldg 1106	Rooftop
	TAAN	Bldg 384	Wood Pole
MAY	C MAINT	Bldg 1090	Rooftop
JUN	D MAINT	Bldg 1501	Wood Pole
	DP	Bldg 1501	Wood Pole
JUL	LE	Bldg 1115	Metal Pole
AUG	POL/ SUPPLY	Bldg 990	Rooftop
SEP	RAMP	Bldg 70	Rooftop
	OSI	Bldg 48	Rooftop
OCT	CIVIL ENGINEER	Bldg 23004	Metal Tower
NOV	COMMANDERS	Bldg 738	Water Tower
	BASE PAGER	Bldg 738	Water Tower

DEC	MEDICAL	Bldg 738	Water Tower
	START	Bldg 738	Water Tower

**NOTES:**

1. Above location are for base station only, and does not reflect the location of all of the other system parts.
2. All inspections listed above are PMI's.

Attachment 2

UNSATISFACTORY SERVICE LETTER

MEMORANDUM FOR 22 CS/SCML (LMR 3010/3009)

FROM:

SUBJECT: Unsatisfactory Service on Land Mobile Radio Equipment

1. The below listed equipment was given to the Land Mobile Radio section for repairs:

a. Nomenclature: \_\_\_\_\_

b. Serial Number: \_\_\_\_\_

c. Net: \_\_\_\_\_

d. Frequency(s): \_\_\_\_\_

e. Location: \_\_\_\_\_

2. The equipment was turned-in for the following reason:

Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

3. The radio was returned from the contractor in the following condition:

Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. The listed equipment has been in repair in excess of 10 working days.

5. This unsatisfactory performance has caused an unnecessary degradation to this unit's mission. Request that actions be taken by the contract quality assurance evaluator to ensure that similar performance does not recur in the future.

---

Net Manager (Signature)

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

**A3.1.** 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.)

**A3.2.** 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.)

**A3.3.** 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 **A3.4.** and **A3.5.** If "NO" proceed to paragraph **A3.6.**)

**A3.4.** Does satisfaction of this requirement identify a mission that was previously satisfied by an LMR or pager? (If "YES" proceed to paragraph **A3.5.** If "NO" proceed to paragraph **A3.6.**)

**A3.5.** 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 **A3.6.**)

**A3.6.** 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 a technical solution other than cellular telephone.)