

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 33-103

**PACIFIC AIR FORCES COMMAND
Supplement 1**

12 JUNE 2002

Communications and Information

**REQUIREMENTS DEVELOPMENT AND
PROCESSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Robert D.V. Richards, Jr.)
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(Col James A. Wedertz)
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This supplement applies to all Pacific Air Forces (PACAF) personnel involved in managing communications and information systems, including the PACAF Computer Systems Squadron (CSS). Submit recommended changes, questions and notification of conflicts between this supplement and other publications to Headquarters Pacific Air Forces, Project Management Division (HQ PACAF/SCP), 25 E Street, Suite C-203, Hickam AFB, HI 96853-5400. This supplement does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC) and their units.

SUMMARY OF REVISIONS

This supplement supersedes PACAF Supplement 1, dated 16 December 1996, and replaces PACAFI 33-102, Introducing New Communications and Information (C&I) Systems, dated 27 March 1998. A “[” indicates revised material since the last edition.

AFI 33-103, 18 March 1999, is supplemented as follows:

1. See **Attachment 6 (Added)**, **Figure A6.1. (Added)** for the Non-PACAF C2 information technology or national security system (IT/NSS) requirement and **Figure A6.2. (Added)** for C2 IT/NSS requirement process flow details.

2.5.2. The Systems Telecommunications Engineering Manager – Base (STEM-B) assists the Communications and Information Systems Officer (CSO) in developing a ‘high-level’ technical solution and costing (TS&C), and ensuring all integration and interoperability standards are met. Any technical solution not developed by the STEM-B will need their review IAW AFI 33-104 paragraphs 3.2.5 through 3.2.6 and AFMAN 33-105 paragraph 4.3.2 to ensure compatibility with the PACAF and base architecture.

2.8. (Added) PACAF CSS/SCX may assist the CSO in developing technical solutions and cost estimates for MAJCOM Theater Battle Management Core Systems (TBMCS) requirements. PACAF CSS shall

coordinate these technical solutions with the STEM-B to ensure compatibility with the PACAF and base architecture, and provide periodic status to the staff element submitting the requirement.

2.9. (Added) Geographically separated units will submit IT/NSS requirements to their host base CSO.

3.2.1. The approving official for HQ PACAF and theater mission support requirements is the PACAF CIO in coordination with the appropriate functional area director. For most base-level requirements, the approving official is at wing level, except as indicated in **Attachment 7 (Added)**.

3.3. The preferred method for submission of an IT/NSS requirement is by e-mail (see **Figure 1. (Added)** below). This e-mail is initiated by the customer, processed through the organization approving authority, and then sent to the base CSO. As a minimum, the e-mail must include the following mandatory information: date needed; mission/system supported; requirement (mission deficiency or need); justification; and signature block (customer name, grade, organization, office symbol, and DSN number). The *date requested* will be derived from the “date” of the originator’s e-mail. The *requirement title* will be derived from the “subject” of the e-mail. The *point of contact* information will be derived from the e-mail “signature block.” The approving authority must then validate and approve the IT/NSS requirement by indicating “//signed//” above their signature block (name, grade, organization, office symbol, and DSN number). The approving authority must also indicate whether the IT/NSS requirement is funded before forwarding it to the base CSO. The *control number* will be added to the “subject” line by the CSO. (*NOTE: When forwarding or replying to IT/NSS requirement e-mail, please “courtesy copy” all addressees.*)

Figure 1. (Added) Sample IT/NSS Requirement E-mail Submission.

From: CSO@base.af.mil
Sent: Friday, November 03, 2001 3:36 PM
To: Base TS&C Resource and/or STEM and/or HQ PACAF/SCP
CC: Customer Grade Org/Office-Symbol; Approving Authority Grade Org/Office-Symbol
Subject: FW: Requirement (IT/NSS #YYBB:####)

IT/NSS requirement has been logged in and a control number assigned. Request (*review of / assistance to provide*) technical solution and costing (TS&C).

BASE CSO, GRADE
 ORG/OFC SYM
 DSN # (315/7) NNX-XXXX

-----Original Message-----
From: Approving Authority Grade Org/Office-Symbol
Sent: Thursday, November 02, 2001 3:36 PM
To: CSO@base.af.mil
CC: Customer Grade Org/Office-Symbol
Subject: FW: Requirement

This IT/NSS requirement is valid, approved, and funded or unfunded.

APPROVAL AUTHORITY, GRADE
 ORG/OFC SYM
 DSN # (315/7) NNX-XXXX

-----Original Message-----
From: Customer Grade Org/Office-Symbol
Sent: Wednesday, November 01, 2001 3:34 PM
To: Approving Authority Grade Org/Office-Symbol
Subject: Requirement

Date Needed, Requirement (*mission deficiency or need*), Justification, and, if known, recommended TS&C.

CUSTOMER, GRADE
 ORG/OFFICE SYMBOL } *POC information*
 DSN # (315/7) NNX-XXXX

Step 3. If the CSO or designated representative determines that a TS&C cannot be provided locally, then the IT/NSS requirement is forwarded to the STEM or other outside provider for assistance.

Step 2. Unit commander, approving authority, or designated representative indicates whether the IT/NSS requirement is valid, approved, and funded. IT/NSS requirement is then forwarded to base CSO for technical solution and costing assistance.

Step 1. Customer determines requirement cannot be met with a non-material solution and sends IT/NSS requirement to unit commander or designated representative for approval. (*NOTE: The e-mail example indicates what information is needed to process the requirement; the format or paragraph structure for submitting the information is up to the customer.*)

4. An information technology requirement document must have a technical solution before resources are allocated. The AF Form 9 can be used to document the technical solution when ordering from AFWay. AF Form 601 may be used to document the technical solution when ordering items available through normal supply channels. The requirement control number must be added to either form. A program element manager cannot plan for or allocate funds to an IT/NSS requirement unless it has been validated and approved. Commercial-off-the-shelf (COTS) software is a technical solution, not a requirement. COTS Software technical solutions will be processed via the Enterprise Standardization Board, chaired by HQ PACAF/SCO, and comprised of technical experts from HQ PACAF/SCP, HQ PACAF/SCI, and PACAF CSS. A COTS software version upgrade, software patch, service pack, modification, or security fix must be tested and approved by PACAF CSS, and included in a communications tasking order (CTO) before

being implemented. A CTO must be obtained from the PACAF CIO to deploy Enterprise technical solutions. Refer to the PACAF CIO IT Solutions Guide for approved COTS software versions.

5.3. PACAF CSS may assist the CSO in developing technical solutions for small computers, TBMCS systems, and standard or non-standard small computer requirements, upon request.

5.3.3. IAW AFI 33-118, Radio Frequency Spectrum Management, the requesting organization will obtain frequency approval (including host nation spectrum supportability) prior to obligating Air Force funds for the development or procurement of IT/NSS equipment designed to radiate or receive electromagnetic energy in foreign countries (i.e. Japan, Korea) and to radiate electromagnetic energy in all other countries in the Pacific (reference USCINCPAC Instruction 24001.F).

6.1. (Added) If approval authority for the requirement is above wing-level (see **Attachment 7 (Added)**), the base CSO must endorse the requirement and forward the package through the wing to HQ PACAF/SCP. If a technical solution is provided, it must have the concurrence of the customer. The customer and/or CSO shall also include the funding strategy or identify specific cost trade-offs, a manpower assessment from the servicing manpower office or a statement of no impact to manpower, and an annual O&M cost projection. HQ PACAF/SCP will coordinate with the requesting organization's MAJCOM functional counterpart to validate the requirement before either approving the technical solution or endorsing it and forwarding to higher headquarters for approval. Refer to paragraph **10. (Added)** for introducing, screening, and accepting new IT/NSS systems in PACAF on a cross-functional basis.

6.2. (Added) Requirement waivers for non-standard contract procurement or non-compliance with Air Force Technical Reference Codes (TRC) (AFMAN 33-125), the Joint Technical Architecture, or the Department of Defense (DoD) Technical Architecture Framework for Information Management (TAFIM) or non-use of DoD-approved standardized data must be evaluated by HQ PACAF/SC. The format for submitting waivers for non-standard and non-compliant IT/NSS requirements can be found in AFI 33-112, Computer Systems Management. Requests for waivers to TRCs, the JTA, or the DoD TAFIM or requests for non-use of DoD-approved standardized data will be accepted only under exceptional circumstances. Requests for waivers must follow the format of AFI 33-112 and include complete identification of the portion of the TRC, the JTA, or the DoD TAFIM that cannot be met; a technical description of how the proposed solution differs from the TRC, the JTA, or the DoD TAFIM; and mission impact, if the best available compliant system is used instead of the proposed solution. Create and submit standard data elements per DoD 8320.1-M-1 procedures.

7. After the requester accepts the technical solution, the requester's organization has 90 days to obligate funds to support the requirement or place the requirement on their unfunded list. Any technical solution not implemented within 180 days of TS&C acceptance must be revalidated. Any requirement on an unfunded list for over two years should be closed without further action by the requestor.

9. (Added) Personal Computer Executive Agent for PACAF.

9.1. (Added) Authority for the purchase or lease of all personal computers (PCs) by PACAF assigned and attached units resides with COMPACAF and is delegated to the PACAF CIO, for all PCs not centrally managed by the USAF. This authority will not be delegated below MAJCOM level.

9.2. (Added) The PACAF CIO will provide for the economical and effective life-cycle management of the PACAF IT Enterprise. The standards, interfaces, and protocols included in PACAF and Air Force technical guidance and DoD information systems architectures will be used as the basis for functional and wing IT/NSS requirements, plans, architectures, templates and base blueprints. The blueprint is used to

evaluate the current IT/NSS infrastructure and document changes to enhance the information transfer capabilities.

9.3. (Added) PACAF PC requirements will be consolidated and standardized to maximize resource effectiveness and reduce costs, commensurate with operational requirements in a deliberate manner by the base CSO. Redistribution and reuse (cascading) of existing hardware and attendant or organic software will be employed as much as practical.

9.4. (Added) Wing Commanders or their designated representative shall validate all initial requirements for the replacement of PCs within their respective commands as identified by the PACAF CIO. Wings will validate their respective PC requirements by 31 May each year (RCS: PAF-SCO(A)0203). Validated requirements will be transmitted to HQ PACAF/SCO and PACAF CSS/CCP. Costing for validated replacements will be coordinated with the PACAF CIO Support Division, HQ PACAF/SCO, and later appropriate funding transfers via an OBAN transfer, Military Interdepartmental Purchase Request (DD Form 448), AF Form 616 (Fund Cite Authorization), or Form 9, may be required. Out-year sustainment for this effort will be as follows: execution year sustainment bills will be included in the command financial plan. FYDP sustainment bills will be included in the command POM.

9.5. (Added) The PACAF CIO shall execute all PC purchases or leases for this command, and shall do so based on a tri-annual business case analysis. AFWAY is the vehicle that will be used to execute all IT/NSS acquisitions, leases, or services. The base CSO will send the requirement to AFWay for possible inclusion, if an IT/NSS product or service is not currently available from AFWay. PACAF CIO policy is to get IT/NSS products and services on AFWay rather than waive the use of AFWay. The PACAF CIO will consider a waiver only after AFWay substantiates their inability to support the requirement. This will remain true as long as business case analyses validate this approach.

9.6. (Added) Unprogrammed or unforeseen PC requirements shall be worked directly with HQ PACAF/SCP by the base CSO. Validation and satisfaction of such requirements shall be at the discretion of PACAF CIO via HQ PACAF/SCO and IAW this supplement.

10. (Added) Introducing New Information Technology (IT) Systems.

10.1. (Added) General. Proposed IT/NSS systems don't always fit neatly into PACAF's operational, system, and/or technical architectures or can't be maintained with available PACAF system support. The result often creates problems such as strained budgets, "surprise" demands for support, new and unfamiliar systems administrator tasks, non-interoperable systems, and uncoordinated fielding schedules. This section establishes the PACAF cross-functional process for managing the introduction of new IT/NSS systems. A cross-functional view is key to ensuring end users can use all systems regardless of who sponsors or supports them. Additionally, this policy will help PACAF CIO execute their responsibilities to maintain a stable communications and information environment and to provide a sufficient IT/NSS infrastructure to support the PACAF warfighter.

10.2. (Added) New Systems Defined. This applies to all new IT/NSS systems, whether coming from outside PACAF (e.g., the Systems Program Offices (SPOs) at the Electronic Systems Center (ESC), Defense Information Systems Agency (DISA), Air and Space Command and Control Agency (ASC2A)), or originating within PACAF. Not all systems must be reviewed under this process (paragraph **10.2.2. (Added)**).

10.2.1. (Added) A new system may be defined as meeting at least one of the following criteria:

10.2.1.1. (Added) Has not previously been implemented in PACAF.

10.2.1.2. (Added) Requires consideration in the POM cycle.

10.2.1.3. (Added) Is not an upgrade, patch, or modification (see paragraph 10.5.).

10.2.1.4. (Added) Is a replacement for a previous system with a significant (30% or more) change in functionality.

10.2.1.5. (Added) Significantly impacts the mission support or the system's architecture.

10.2.1.6. (Added) Potentially requires alteration of desktop workstations, network hardware, or IT/NSS infrastructure.

10.2.2. (Added) Not every system needs to go through the formal process. Systems do not need formal reviews when the proposed system meets one or more of the following criteria; however, every system must have a Certificate to Operate (CtO) or interim CtO before it is put on the network:

10.2.2.1. (Added) only be used at one site and is not intended, nor has the capacity, for use at other PACAF bases.

10.2.2.2. (Added) Has minimal mission impact (determined by HQ PACAF/SC and sponsoring user).

10.2.2.3. (Added) Is a customized COTS application (such as a custom Access database).

10.2.2.4. (Added) Costs less than \$2,000.00.

10.2.2.5. (Added) Does not connect to the PACAF Enterprise, i.e. a stand-alone system.

10.2.3. (Added) Systems must be reviewed under this process when the proposed system:

10.2.3.1. (Added) Does not meet the criteria in paragraph **10.2.2. (Added)** above or accompanying plans are incomplete (see paragraph **10.3.1.2. (Added)**)

10.2.3.2. (Added) Has the potential to be used across PACAF or, in cases of PACAF developed systems, may save the AF future development costs.

10.2.3.3. (Added) If there is any doubt as to whether or not a system should be considered for review, contact HQ PACAF/SCP, Project Management Division.

10.3. (Added) Integration Checklist for New Systems. The checklist at **Attachment 10 (Added)** is the cornerstone of this process and is synchronized with related PACAF Instructions. The purpose of this list is to provide a tool to ensure all key acquisition level, system management, and Joint issues have been considered prior to accepting and implementing a new IT/NSS system. HQ PACAF/SCP will provide an IT professional to assist with this process.

10.3.1. (Added) The checklist items are organized under three categories: acquisition, program management, and Joint:

10.3.1.1. (Added) Acquisition: For downward directed systems, acquisition issues are normally resolved by the AF SPO prior to system release. For PACAF developed systems, this section of the checklist needs to be worked carefully. The purpose of the acquisition level review is to ensure:

10.3.1.1.1. (Added) The PACAF community has a bona fide need for the system (requirements review).

10.3.1.1.2. (Added) The system performs as designed and to the level required by PACAF.

10.3.1.1.3. (Added) The system fits into the PACAF architecture (compliance with the Joint Technical Architecture (JTA), Defense Information Infrastructure (DII) and Common Operating Environment (COE) requirements).

10.3.1.1.4. (Added) Logistics support, training, funding, and system interoperability with other systems have been adequately planned and programmed.

10.3.1.2. (Added) “Program management” issues are local, internal concerns and must be accomplished by HQ PACAF prior to formal implementation on the PACAF IT Enterprise. Final implementation readiness is determined by the PACAF CIO in coordination with the functional sponsor, and a CtO is granted. Implementation approval occurs only after key PACAF program management items are in place such as:

10.3.1.2.1. (Added) Implementation plans

10.3.1.2.2. (Added) Systems management plans

10.3.1.2.3. (Added) Security accreditations

10.3.1.2.4. (Added) Outage reporting plans

10.3.1.3. (Added) “Joint level” issues involve any support levied on the Joint DII and the Defense Information Systems Network (DISN) (i.e. SIPRNET) and are accomplished prior to implementation primarily by HQ PACAF/SC with DISA-PAC or PACOM/J6 assistance. The Joint review ensures:

10.3.1.3.1. (Added) Sharing long-haul circuits does not interfere with existing systems.

10.3.1.3.2. (Added) Adequate base network support exists (circuit support must be addressed prior to connecting AF systems into the DISN).

10.3.1.3.3. (Added) Consideration of application to other joint and coalition partners in USPACOM.

10.3.2. (Added) Some systems may not achieve 100% compliance prior to acceptance. However, each checklist item must be addressed and non-compliance risks weighed and accepted by the PACAF CIO.

10.3.3. (Added) Conditional acceptance (interim CtO) may be allowed (every checklist item isn’t in place) after the risk of non-compliance is weighed by the sponsor (usually a headquarters functional staff element) and the technical support staff (SC). Both will work together to complete the critical checklist items. Unresolved differences are arbitrated by the PACAF CIO Council.

10.4. (Added) Process Flow. Proposed systems flow through the review process (depicted in **Attachment 8 (Added)**, **Figure A8.1. (Added)**) described below.

10.4.1. (Added) Systems may be proposed from multiple levels including AF or Joint Program Offices, MAJCOMs, NAFs, or Wings.

10.4.2. (Added) Sponsors (functional users) and communications and information staff will review new systems using the checklist at **Attachment 10 (Added)**, and the communications and information staff will make their recommendations to one of the steering groups (C2 or all other). Steering groups make sure:

10.4.2.1. (Added) The system functionality isn’t unnecessarily or unintentionally duplicated elsewhere.

10.4.2.2. (Added) Systems support requirements can be met and then recommends adoption or rejection by the PACAF CIO Council. The PACAF CIO Council has final approval and arbitration authority.

10.4.3. (Added) Systems acceptance into PACAF. Checklist items in **Attachment 10 (Added)** help determine how well critical acquisition level items have been satisfied. Systems developed or acquired by Wings or NAFs may not have accomplished many of these items, but each must be at least addressed prior to implementation.

10.4.3.1. (Added) The functional sponsor (for support systems) and the C2WG evaluates mission needs, logistics support, releasability, interoperability, funding, etc.

10.4.3.2. (Added) HQ PACAF/SC evaluates systems and technical architecture compliance (COE/DII compliance), hardware and IT/NSS infrastructure logistics support, and risks associated with accepting systems with unresolved technical and logistical discrepancies.

10.4.4. (Added) C2 Systems and non-C2 (support) systems reviews.

10.4.4.1. (Added) The C2WG and C2SG (chaired by HQ PACAF/DOQ), coordinate C2 requirements (MNS, ORDs, etc.) and proposed solutions.

10.4.4.2. (Added) Non-C2 requirements and solutions are sponsored by a PACAF functional community (DO, LG, SG, CE, etc.) through the coordination process and are coordinated with the PACAF CIO Council.

10.4.4.3. (Added) The C2SG and HQ PACAF/SC are the first review levels. Both resolve cross-functional issues and ensure integration and support plans are acceptable.

10.4.5. (Added) The HQ PACAF/SC makes the system acceptance recommendation to the PACAF CIO Council for all non-C2 systems.

10.4.5.1. (Added) The DO makes the system acceptance recommendation to the PACAF CIO Council for all C2 systems.

10.4.5.2. (Added) The PACAF CIO Council arbitrates disagreements and is the final authority for accepting all new support and C2 systems.

10.4.5.2.1. (Added) If a system is rejected by the PACAF CIO Council, the system developer/owner is notified.

10.4.5.2.2. (Added) Once the deficiencies that caused rejection are resolved, the system may be reconsidered through the process or directly by the PACAF CIO Council chair (provided all discrepancies are resolved).

10.4.6. (Added) System Implementation in PACAF. Once the PACAF CIO Council accepts a system, it enters the implementation phase.

10.4.6.1. (Added) Upon system acceptance by the PACAF CIO Council, the sponsor and HQ PACAF/SC staff form a partnership and complete the implementation actions from paragraphs 10.3.4.2 and 10.3.4.3.

10.4.6.2. (Added) If checklist items aren't completely resolved but conditional implementation is allowed, HQ PACAF/SC helps the sponsor satisfy critical system management items and work on the remaining items (e.g., interim security accreditation's until full accreditation). Both HQ PACAF/SC and the systems owner will notify the PACAF CIO Council when 1) critical resource shortfalls or operational issues that require PACAF CIO Council support or resolution are identified and 2) system implementation is completed.

References (Added)

PACAF CIO IT Solutions Guide

Abbreviations and Acronyms (Added)

ACES—Automated Civil Engineering System

ADPE—Automated Data Processing Equipment
AFCA—Air Force Communications Agency
AFCESA—Air Force Civil Engineer Support Agency
AFFSA—Air Force Flight Systems Agency
AFPC—Air Force Personnel Center
AFWA—Air Force Weather Agency
AMC—Air Mobility Command
ATCALs—Air Traffic Control and Landing Systems
AWDS—Automated Weather Dissemination System
C&I—Communications and Information
C2—Command and Control
C4—Command, Control, Communications, and Computers
CADD—Computer Aided Design and Drafting
CIS—Combat Intelligence System
CoN—Certificate of Networthiness
CtO—Certificate to Operate
CTO—Communications Tasking Order
DFAS—Defense Finance and Accounting Service
DISA—Defense Information Systems Agency
EIW—Engineering and Installation Wing
ESB—Enterprise Standardization Board
ESC—Electronic Systems Center
FAA—Federal Aviation Administration
FTP—File Transfer Protocol
GIS—Geographic Information System
HNA—Host Nation Approval
ILS—Integrated Landing System
IT/NSS—Information Technology or National Security System
IWIMS—Interim WIMS
JTA—Joint Technical Architecture
NCC—Network Control Center
NEXRAD—Next Generation Radar

PINES—PACAF Interim National Exploitation System

RtO—Request to Operate

SATCOM—Satellite Communications

SSG—Standard Systems Group

TBMCS—Theater Battle Management Core System

TS&C—Technical Solution and Costing

WIMS—Work Information Management System

Terms (Added)

Approval (of a Technical Solution)—Approval of a technical solution signifies corporate agreement on both the validity of the requirement and the technical solution proposed to satisfy it. For a solution to be approved it shall: (a) satisfy a valid operational requirement; (b) be consistent with DoD, AF, and PACAF communications and information systems standards; (c) be technically sound and cost effective; (d) have the capability to be integrated into the base-level IT/NSS environment and infrastructure; and (e) be logistically supportable.

Connection Approval—The approval given by a host nation Postal, Telephone, and Telegraph (PTT) agency to connect and operate equipment on leased point-to-point circuits and on the Public Switched Telecommunications Network (PSTN) within the host nation PTT system.

Final Acceptance—Final acceptance means the system has completed all critical acquisition steps, PACAF has accepted the system from the originator (SPO, NAF, etc.), and has agreed to field it.

Host Nation Approval—The approval given by a host nation for the operation of US-owned electronics equipment within the host nation borders. Requirement for HNA varies among countries. HNA is frequently confused with the term Connection Approval. HNA is obtained prior to requesting Connection Approval. Coordinate requests for an HNA with HQ PACAF/SCP and CINCPAC/J6.

Initiative—An unfunded or not approved unique product or service.

MAJCOM Functional Manager—The individual within HQ PACAF responsible for oversight of a specific IT/NSS system or category of systems.

Project—A temporary requirement for a unique product or service, which is approved and funded.

Program—A group of related projects.

Spectrum Supportability—The conceptual concurrence provided by the host nation in response to a formal request for information as to whether their national table of frequency allocations will support the electronic emitter. The technical data contained in the DD Form 1494 (Application for Frequency Allocation) may be required for HNA. HNA in itself does not authorize use of the sovereign host nation radio frequency spectrum.

Technical Reference Codes (AFMAN 33-125)—A series of Air Force documents that consolidate all the standards and guidance for specific C4I services, software, and hardware components. These codes are used to ensure C4I systems meet interoperability criteria.

Technical Solution—A detailed description of the hardware, firmware, software, data, connectivity, logistics support, and other resources necessary to provide the most cost-effective solution to correct a

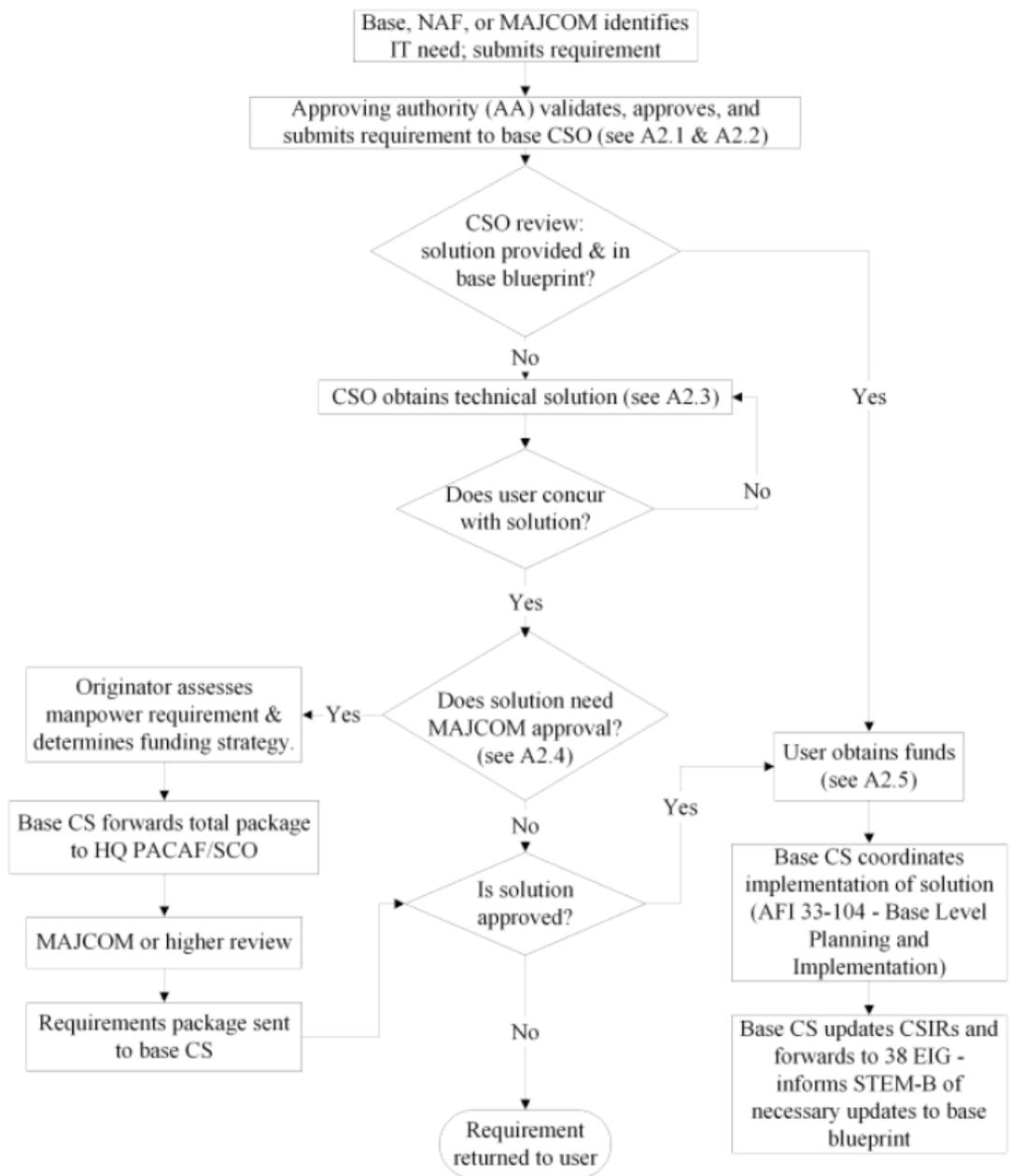
deficiency or shortfall in mission capability, which in turn satisfies the customer's requirement. The technical solution shall include: the recommended acquisition method and strategy to ensure interoperability, estimates of all one-time and recurring costs, manpower requirements or statement that there is none, engineering and installation support (if required), and milestones.

Attachment 6 (Added)

PACAF IT/NSS REQUIREMENTS PROCESS

A6.1. (Added) For base Communications and Information Squadrons - if originator is from NAF level, and the requirement meets criteria in **Attachment 7 (Added)** or **Attachment 9 (Added)**, **Table A9.1. (Added)**, provide courtesy copy and status of requirement to NAF requirements POC. If originator is from HQ PACAF, and requirement meets criteria in **Attachment 7 (Added)**, provide courtesy copy and status of requirement to HQ PACAF/SCP.

Figure A6.1. (Added) PACAF Non-C2 Requirements Process.



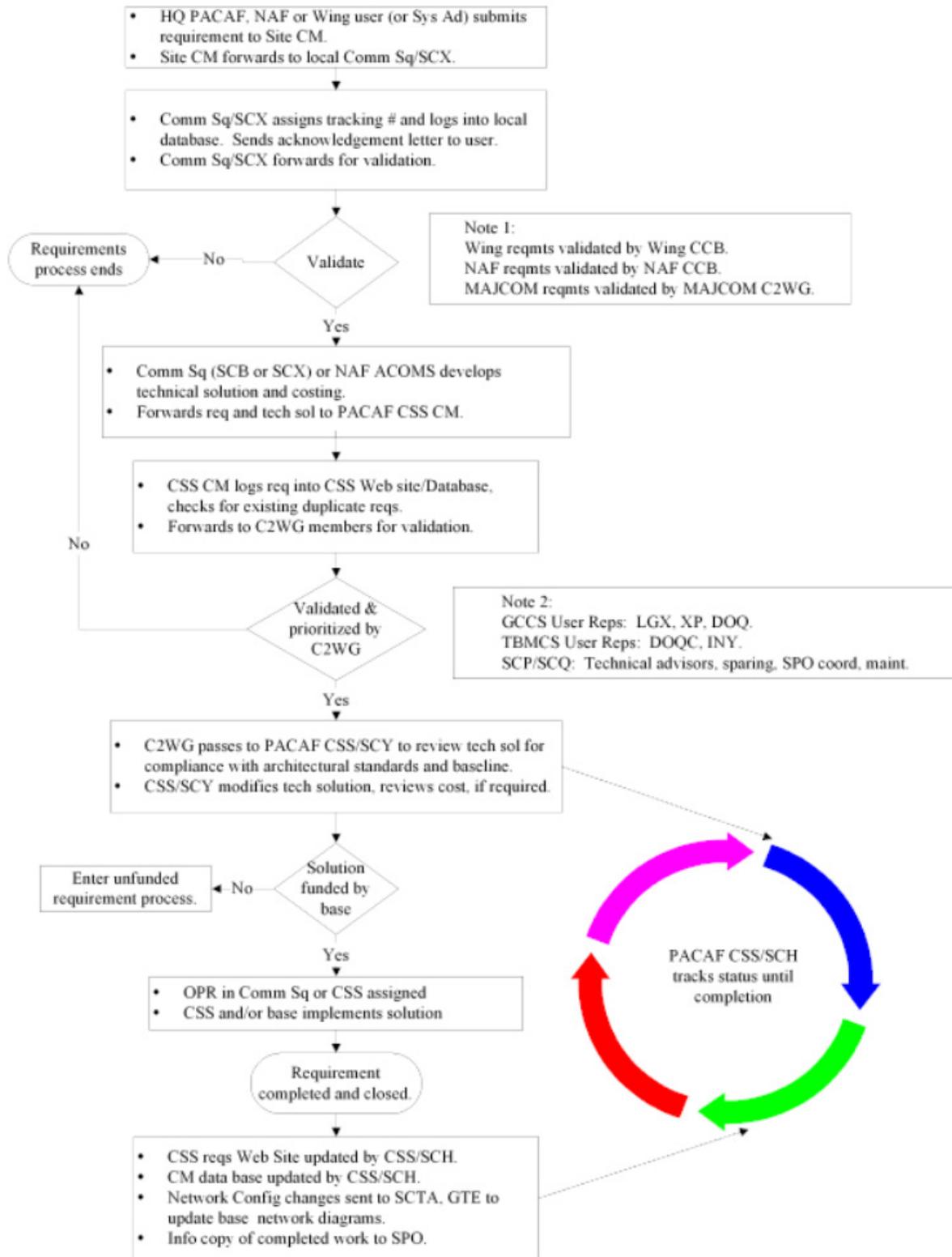
A6.2. (Added) For all requirements that have *major* impact on the IT/NSS infrastructure (i.e. routers, fiber lines, etc. *between buildings*) ensure STEM-B and higher headquarters (NAF and HQ PACAF/SCP) receive a courtesy copy.

A6.3. (Added) See **Attachment 9 (Added)**, **Table A9.1. (Added)**, for a list of systems that need MAJ-COM or higher headquarters approval.

A6.4. (Added) Customers should keep copies of all approved IT/NSS requirements for future planning or possible audits.

A6.5. (Added) Originator may have to resubmit the requirement and technical solution, put it on their wing unfunded list, or submit it through their wing commander to PACAF for funding support.

Figure A6.2. (Added) PACAF C2 Requirements Process.



A6.6. (Added) When your Air Force Program Office is telling you a “new” or modified Automated Information System (AIS) or IT/NSS systems requirement will be fielded and you are appointed the func-

tional owner or sponsor responsible for implementing it in PACAF. Your first step is to contact HQ PACAF/SCP; who can help you get started with your Request to Operate (RtO). The IT/NSS program manager will explain what the Request to Operate (RtO) is, the steps involved, and how you go about submitting the RtO via the base CSO in the form of an IT/NSS requirement.

A6.7. (Added) The RtO is a memorandum with attachment that the PACAF functional sponsor (usually a HQ PACAF director or staff agency chief) uses to initiate the Certificate to Operate (CtO) package and review process. Many of the CtO elements are based on the data provided in the RtO package; therefore, the functional representative must provide the complete RtO package before the CtO package can be built. HQ PACAF/SCP builds each item in the CtO package by coordinating with appropriate stakeholders within HQ PACAF/SC. HQ PACAF/SCP consolidates the inputs from each stakeholder and creates a single recommendation concerning the application's fitness for the Enterprise. HQ PACAF/SCP prepares the package and submits the complete package to HQ PACAF/SC (or designee), who is the sole approval authority for the CtO. All applications must have an approved CtO before placement on the Enterprise. The one necessary element required as an attachment to your RtO is a signed Certificate of Networthiness from the Air Force Communications Agency (AFCA).

A6.8. (Added) You are a vital part of the CtO process as the PACAF point of contact for your IT/NSS system or application. *The most important question you can ask* of your program office or Air Staff counterpart is: "Have you initiated a request for a Certificate of Networthiness (CON) through AFCA and an Air Force Command, Control, Communications, Computers, and Intelligence Support Plan (AFC4ISP)?" This is an Air Force-wide requirement as of 13 June 2000, as stated in the Air Force CIO memo.

Attachment 7 (Added)

APPROVAL AUTHORITY

A7.1. (Added) The wing commander has approval authority for all IT/NSS requirements except for the following categories:

A7.1.1. (Added) Standard Managed Systems. Those systems (**Table A9.1. (Added)**) that have been designated as centrally managed, which must be approved by an external agency. Requirements impacting these systems must be reviewed and coordinated by HQ PACAF and forwarded to the appropriate approval authority for final approval.

A7.1.2. (Added) Non-Standard ADPE. Non-standard ADPE is defined as a system (or systems) that cannot be acquired via a standard requirements contract (i.e., AFWay) or does not comply with the specifications outlined in the PACAF Preferred Products and Solutions List section of the PACAF CIO IT Solutions Guide. Peripheral devices (displays, printers, disk drives, etc.) will be locally approved regardless of the source. Any such equipment must be ENERGY STAR compliant or approved by HQ PACAF/SC.

A7.1.3. (Added) Multi-Base Support. An IT/NSS requirement not categorized as a standard managed system or non-standard ADPE, which impacts more than one PACAF base must be reviewed and approved by HQ PACAF/SC.

A7.1.4. (Added) PACAF Enterprise : The PACAF Enterprise (**Figure A7.1. (Added)**) encompasses the point where a PACAF warrior uses an information appliance to send or receive data and/or information, and the distant end of the service or where the long-haul communications infrastructure transitions outside the PACAF area of responsibility. Any piece of equipment or software applications that connects to or uses the PACAF Enterprise (communications and information infrastructure, i.e., network interface card, telephone, facsimile, computer, printer, video teleconferencing equipment, modems, building inside cable plant, base local/wide area network, base outside cable plant, office applications, etc.) is under the purview of the PACAF CIO.

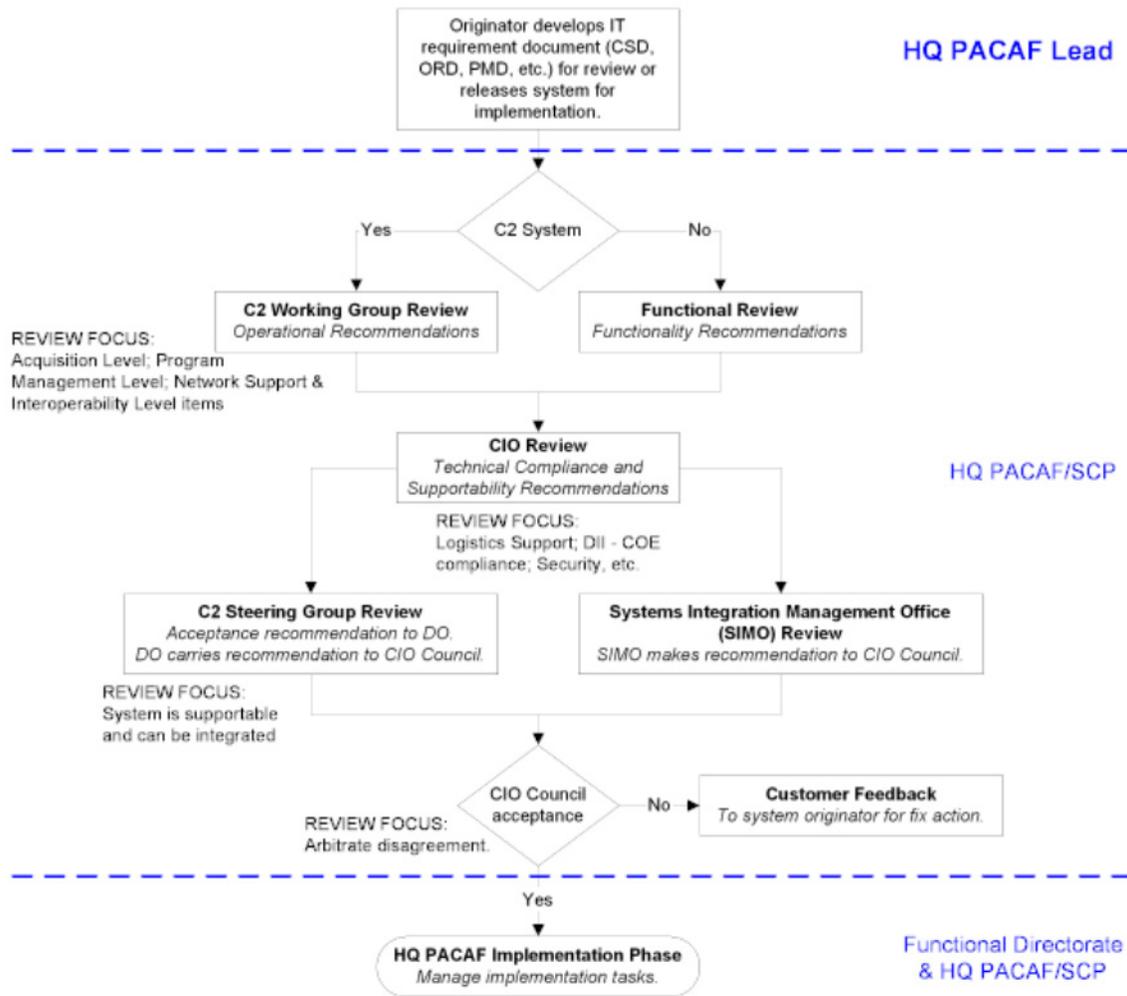
Figure A7.1. (Added) PACAF Enterprise.

Warrior Service GIG-PACAF		Voice	Data	Video	Communications and Information Infrastructure
		<i>(Aircraft – Vehicle – Desktop – Briefcase – Belt clip)</i>			
First Aerospace Mile	Information Appliances	Microphone, Telephone, Fax	Weapon, Message, E-mail	Helmet, VTC, Imaging	Applications (COP)
	First 400 Feet	Key System, Cell Node	Hub, Bridge	VTC Rollaround	Cable Plant (Fiber/Wire)
	Inside the Gate	Defense Switched Network	Router, Gateway	VTC Studio	LAN, WAN
	Outside the Gate	Satellite Links	Terrestrial Links	Under Water Links	Long-Haul Transport

Attachment 8 (Added)

PROCESS FLOW FOR ACCEPTANCE, INTEGRATION AND IMPLEMENTATION OF NEW SYSTEMS

Figure A8.1. (Added) New System Process Flow.



Attachment 9 (Added)

STANDARD MANAGED SYSTEMS

Table A9.1. (Added) Centrally Managed Systems.

<i>SYSTEM</i>	<i>MANAGER (MAJCOM Validation Authority)</i>	<i>TECHNICAL SOLUTION ASSISTANCE</i>
Accounting & Finance Data Systems	DFAS (FM)	PACAF CSS/SCD
Recommended software enhancements for standard systems shall be submitted via the Suggestion Program. Enhancements to Korean Local National Pay System shall be submitted as an IT/NSS requirement.		
ATCALs (FAA, ILS, etc)	AFFSA (DOCS)	38 EIW/ES
Standard Procurement System	SSG (LGC)	AFCIS Gunter (HQ SSG/IP)
Civil Engineering Data Systems (ACES, CADD, GIS, IWIMS)	AFCESA (CEOC)	NCC
Command & Control Information Processing System (C2IPS)	AMC (SCNS)	PACAF CSS/SCH
Core Automated Maintenance System (CAMS)	SSG (LGMM)	NCC
Recommended software enhancements for standard systems shall be submitted via Suggestion Program. Additional terminals can be approved at base level.		
C2 Systems: Theater Battle Management Core System (TBMCS) Global Command & Control System (GCCS) Joint Operation Planning and Execution System Deliberate and Crisis Action Planning and Execution System	ESC (SCNS)	HQ PACAF/DOQ; PACAF CSS/SCY; HQ PACAF/SCP
Defense Red Switch Network (DRSN)	DISA-PAC (SCP)	38 EIW/ES
Intelligence Systems (CIS, PINES, etc.)	HQ PACAF/INYS	HQ PACAF/INYS
Long-Haul Communications	PACAF CSS/SCX	STEM-B
IT/NSS requirements requesting long-haul communications circuits will be approved at Wing level. Upon approval, submit an RFS with funding source and cite the approved IT/NSS requirement number in block 417. PACAF CSS/SCX will supply the Program Designator Code (PDC) at that time and continue processing.		
NIPRNET / SIPRNET	CSO	NCC
An upgrade to or an additional service delivery point (SDP) connection for the NIPRNET or SIPRNET node must be approved by the CSO and will be requested from DISA-PAC through an RFS.		
Personnel Concepts III (PC III)	AFPC (DPX)	NCC
Any configuration changes to the PC III system (additional units to be serviced) must be approved by AFPC. Simple relocations of equipment shall be locally approved.		
Precedence Access Threshold (PAT) Settings	HQ PACAF/SCP	HQ PACAF/SCP
Satellite Communications (SATCOM)	DISA, CINCPAC (SCP)	PACAF CSS/SCX
Video Teleconferencing (VTC) / Distance Learning (DL)	HQ PACAF/SCP	AFCA
Weather Systems (AWDS, NEXRAD, etc.)	AFWA (XOO)	AFWA prepares TS through contract vehicle

Attachment 10 (Added)

NEW IT/NSS SYSTEM CHECKLIST

Checklist: Use the following checklist items for reviewing all proposed new systems.	OPR	OCR
Acquisition Level Items. Relevant items prior to acceptance into PACAF from the SPO, system's developer or owner.		
Has PACAF system owner/user reviewed an approved requirements document (Operational Requirements Document (ORD), Joint ORD, Needs Assessments, IT/NSS requirement, etc.) or implementing directive for whether system's functionality supports PACAF requirements?	Systems Program Office (SPO) & Primary functional user	HQ PACAF/SCP
Has satisfactory operational & technical testing, to include Security Test & Evaluation (AFSSI 5024), been completed?	ESC (technical) & HQ AFOTEC (operational) & JITC	HQ PACAF/SCP
Does the system have Air Force and/or Joint interoperability/interface system requirements that have been identified for development?	SPO	Primary functional user, HQ PACAF/SCP
Does the system comply with JTA & DII COE interoperability standards & requirements for IT/NSS systems?	SPO	HQ PACAF/SCP
Has the required level of DII COE compliance been identified & does the delivered capability satisfy required level of compliance?	SPO	HQ PACAF/SCP
Does the IT/NSS system data comply with DoD, Joint, and/or Air Force data dictionary standards?	SPO	PACAF CSS & HQ PACAF/SCP
Does the system requirements & implementation documentation address sufficient logistics support & life-cycle management (resource requirements such as manpower, systems administration support, spares, training plans, contractor support, funding (POM) for current year plus 5 years, licenses, etc.)?	Primary functional user & SPO	HQ PACAF/SCP & SCQ
Is there an approved functional user concept of operations (CONOPS) for the required IT/NSS system?	Primary functional user & SPO	HQ PACAF/SCP & SCQ
Is the system being transferred to the operational command as an "accreditable system" per AFSSI 5024 (i.e., fully certified & ready to begin local accreditation process for full accreditation by the command functional Designated Approval Authority (DAA))?	Primary functional user	HQ PACAF/SCP
PACAF Program Management Level Items. Items internal to PACAF to be addressed by HQ PACAF prior to implementation in theater.		
Is a program manager appointed in writing? (Include name, grade, organization, e-mail address, & phone number of the person appointed as program manager as well as a definition of responsibilities.)	Primary functional user	HQ PACAF/SCP
Is the in-theater system/network manager & Computer System Security Officer (CSSO) appointment in writing? (The letter of appointment shall include name, grade, organization, e-mail address, & phone number of the person appointed as the in-theater system/network manager as well as a definition of responsibilities.)	Primary functional user	HQ PACAF/SCP
Has a System/Network Management Plan & security policy been developed that identifies required base LAN support & security measures to protect the LAN from intrusion through the system?	SPO	HQ PACAF/SCP
Does this system/network replace an existing system/network? If so, is there a migration plan from current systems/networks to new systems/networks?	HQ PACAF/SCP	Primary user community
Is there a System Implementation Plan to include items such as installation schedule, funding & resources?	Primary functional user	HQ PACAF/SCP
Are daily operations procedures (including management process & management resources required) established?	Primary functional user	HQ PACAF/SCP

Checklist: Use the following checklist items for reviewing all proposed new systems.	OPR	OCR
Does system/network topology demonstrate redundancy (survivability & system failure protection), such as secondary routers, servers, etc.? Redundancy requirements shall be determined by criticality/availability assignments.	Primary functional user	HQ PACAF/SCP
Has a DAA been assigned to ensure security requirements are being met IAW DoD 5200.28-D & AFSSI 5024?	Primary functional user	HQ PACAF/SCP
Is there a security/risk assessment (as required by AFSSI 5024) for the type system/network to include highest system/network security level & any restrictions imposed?	Primary functional user	HQ PACAF/SCP
Is there a signed DAA local accreditation letter authorizing system operation (interim or final approval to operate based on the requirements specified in AFSSI 5024)?	Primary functional user	HQ PACAF/SCP
For systems requiring COMSEC (CRYPTO) materials prior to operation, has an account been established with the Base COMSEC Custodian?	Primary functional user	HQ PACAF/SCP
Are there security waivers for new or existing systems/networks, if necessary?	Primary functional user	HQ PACAF/SCP
Did the system OPR coordinate with the Base or MAJCOM Records Manager to ensure records management requirements (as prescribed in DoD-STD-5015.2, Design Criteria Standard for Electronic Records Management, & AFMAN 37-123, Management of Records) were met?	Primary functional user	HQ PACAF/SCI
Have criticality & availability ratings been assigned?	PACAF Functional OPR	HQ PACAF/SCP
Has a System Restoral Plan been developed to meet criticality & availability categories assigned?	Primary functional user	HQ PACAF/SCP
Has an Outage Reporting Plan been developed & coordinated with the Communications Squadron Control Center identifying to whom & when to report system outages?	Primary functional user	HQ PACAF/SCP & PACAF CSS
Will the system support any PACAF Oplan? If so, has it been identified in the plan?	Primary functional user	HQ PACAF/SCP & SCC
Are existing facilities able to support the system to be fielded? If not, has the necessary facility work been identified, approved, & funded within an appropriate program?	Primary functional user	CEP & HQ PACAF/SCP
Network Support and Interoperability. Items that that must be addressed with DISA-PAC & USPACOM/J6 prior to implementation.		
Has DISA-PAC been coordinated with for DISN & on off-base circuit/bandwidth requirements, to include Host Nation approvals (HNA) for connectivity with foreign allies?	Primary functional user	HQ PACAF/SCP & DISA-PAC Liaison
Are circuit capacity & funding resources available to support criticality/availability requirements of system?	Primary functional user	HQ PACAF/SCP & DISA-PAC Liaison
For systems requiring SIPRNET connection, has an accreditation package been sent to DISA-PAC (info copies to HQ PACAF/SCM) for approval to connect?	Primary functional user	HQ PACAF/SCP
Has there been an impact assessment on DISN & base level networks (i.e. bandwidth demands)?	HQ PACAF/SCP & DISA-PAC & Base Comm Sdqn.	Primary functional user
Have service level agreements and/or contracts been established for systems that cross service infrastructure (i.e., an AF GCCS server supporting a USN GCCS client) & provide end-to-end support?	HQ PACAF/SCP & SCQ	Primary functional user
Are there USCINCPAC overall theater criticality/availability ratings for the system/network?	Primary functional user	PACOM/J6
Does the system have Joint and/or multinational interoperability/interface requirements which have been identified for development?	SPO	Primary functional user & HQ PACAF/SCP

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