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Communications and Information

**CABLE TELEVISION (CATV)
OFFICE SERVICES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes guidelines for requisition, validation, funding, and installation of CATV Service in government offices on Scott AFB. This instruction applies to all individuals assigned or attached to Scott AFB IL.

SUMMARY OF REVISIONS

Updates name change; Base Contracting procedures updated (**paragraphs 2.3.6. and 2.5.1.**); and terminology.

1. Terms Explained:

- 1.1. Government Office. Any area or room not designated on the Base Real Estate Plan as living quarters or commercial facilities.
- 1.2. CATV Service. Commercial television package purchased from commercial vendor.
- 1.3. Official Use. Activities that will normally have access to CATV are Intelligence, Public Affairs, and any Command Post for mission-related reasons and 24-hour work centers for mission and morale purposes. All other requests for CATV will require specific justification based upon mission essentiality.
- 1.4. Unauthorized Hookup. Any hookup or splice from an existing cable run not installed by a representative of the commercial vendor.
- 1.5. Premium Channels. Any channel not included in basic service.

2. Responsibilities:

- 2.1. The requester will:

- 2.1.1. To ensure mission essentiality, thoroughly review requirement for CATV. Premium channels are not authorized for official use.
 - 2.1.2. Prepare and submit an AF Form 3215, **C4 Systems Requirements Document**, to 375 CS/SCX that clearly identifies and justifies CATV and/or satellite dish requirements.
 - 2.1.2.1. For 375 AW, obtain group commander's signature in the Requester Approval Authority block of the AF Form 3215.
 - 2.1.2.2. For tenant organizations on Scott AFB, USTRANSCOM, HQ AMC, AFCA, and HQ 3d FIR, obtain directorate's signature in Requester Approval Authority block of the AF Form 3215. These signatures are required on the annual revalidation letters.
 - 2.1.3. Prepare a single-line drawing of the proposed CATV installation area and attach it to the AF Form 3215.
 - 2.1.4. Identify a CATV focal point for installation and operational management of CATV connections.
 - 2.1.5. Provide fund cites for CATV installation and service charges, including filter devices for classified areas as required.
 - 2.1.6. Ensure CATV connections are not altered to allow unauthorized hookups.
 - 2.1.7. Directly notify the vendor or designated representative within the customer's facility of any breakdown in service access—TCI Cable Partners of St. Louis LP (AKA AT&T Broadband and Internet Services) 618-234-1060. Notify 375 CS/SCX if vendor does not provide good service.
 - 2.1.8. Assist in the annual physical inventory of CATV connections within the assigned area of responsibility.
- 2.2. Base Communications-Computer Systems Officer (CSO) will be the approval authority for all official use CATV requests.
- 2.3. The 375 CS/SCX will:
- 2.3.1. Function as the CATV manager for connections supporting official business.
 - 2.3.2. Receive, review, and monitor each AF Form 3215 submitted for CATV connectivity.
 - 2.3.3. Present the AF Form 3215 to the CSO for approval/validation.
 - 2.3.4. Execute order action for approved requirements or advise requester of disapproved requirements.
 - 2.3.5. Certify monthly charges for payment to the CATV supplier.
 - 2.3.6. For 375 AW organizations, prepare and forward an AF Form 9, **Request for Purchase**, through the Automated Business Services System (ABSS) to 375 CONS/LGCB for processing. Tenant organizations on Scott AFB will submit AF Forms 9 through ABSS upon receiving the cost of the service from the CATV Manager, 375 CS/SCX. Contracting requests that the CATV Manager be in the ABSS flow. Once the funded AF Form 9 is received in Contracting, an order/modification to existing order will be processed for the requested services. A copy of the order/modification will be provided to 375 CS/SCX after award with a proposed completion date. Status/follow-up requests will be coordinated through the CATV Manager.

- 2.3.7. Perform annual physical inventory of installed CATV communications.
- 2.3.8. Execute annual revalidation of CATV connections.
- 2.3.9. Take action to remove existing CATV connections that are no longer required.
- 2.4. The TEMPEST Officer will:
 - 2.4.1. Evaluate, preinspect, and validate all requirements for CATV to be installed within secure facilities.
 - 2.4.2. Inspect all CATV installations within secure facilities for compliance with TEMPEST directives after CATV installation.
- 2.5. Each organization that pays for CATV will:
 - 2.5.1. Submit to 375 CONS/LGCB the first of Aug each year through ABSS a planning/unfunded AF Form 9 for CATV services for the upcoming FY. To aid in AF Form 9 preparation, the 375 CS/SCX, CATV Manager will provide annual CATV service costs in Jul.
 - 2.5.2. Ensure that all installation and service charges for new CATV hookups are funded.

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