

**BY ORDER OF THE COMMANDER  
TRAVIS AIR FORCE BASE**

**TRAVIS AIR FORCE BASE  
INSTRUCTION 33-107**

**15 APRIL 2002**



**Communications and Information**

**MANAGEMENT AND CONTROL OF  
PERSONAL WIRELESS COMMUNICATION  
SYSTEMS EQUIPMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems* and AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*. It establishes policies, procedures, and responsibilities for management, operation, acquisition, control, and maintenance of Personal Wireless Communication Systems (PWCS) at Travis Air Force Base. It applies to all personnel (officer, enlisted, and civilian) assigned or attached to units located at Travis AFB utilizing PWCS equipment. It also pertains to the 349th Air Mobility Wing personnel as concurred by the Commander.

**SUMMARY OF REVISIONS**

This rewrite reflects extensive revisions to TAFB Instruction 33-107, dated 5 June 1997. These changes are required because Travis has a completely new Trunked Land Mobile Radio (TLMR) system.

**1. One-Way Radio (PAGERS):**

1.1. Management of the base paging system contract is accomplished in accordance (IAW) AFI33-106 and this instruction.

**2. Two-Way Radio:**

2.1. Management of the Land Mobile Radios (LMR) is accomplished IAW AFI 33-106 and this instruction.

**3. Operator Maintenance:**

3.1. This is not authorized under any circumstance. User attempts to relocate or tamper in any way with LMR equipment may void warranted contractor maintenance.

**4. Land Mobile Radio Equipment:**

4.1. All land mobile radio equipment at Travis AFB is maintained under civilian contract.

**5. Base Command, Control, Communications, Computer and Information Systems Officer (60CS/CC):**

5.1. 60 CS/CC will validate all requests for new PWCS services and/or equipment.

**6. Using Organizations:**

6.1. Commander, communications monitors, or officer in charge will:

6.1.1. Appoint in writing a primary and alternate PWCS manager. All matters concerning PWCS will be coordinated through these focal points. The letter of appointment or any changes in appointment will be forwarded to the base PWCS manager (60CS/SCXR). Appointments must be made in sufficient time to allow training, prior to assuming responsibility for their account.

6.1.2. Ensure PWCS equipment is used only by authorized personnel for official business.

6.1.3. Initiate appropriate actions when PWCS equipment is found to be lost, stolen, or damaged due to abuse.

**7. Unit PWCS Managers:**

7.1. Serve as monitor for all procurement actions of PWCS equipment. Ensure that additional equipment is not procured or transferred without proper base PWCS manager coordination and 60 CS/CC validation.

7.2. Ensure all PWCS equipment is used properly and kept in good repair.

7.3. Report equipment malfunctions IAW Paragraph 15.

7.4. Ensure only authorized contractors repair or make internal adjustments to PWCS equipment. Also, ensure no unauthorized attempts are made to remove or transfer mobile racks from one vehicle to another.

7.5. Submit an AF Form 3215, **Communications-Computer Systems Requirements Document (CSR)** to 60 CS/SCXR for installations, removals, and relocations of PWCS equipment.

7.5.1. Installations, removals, and relocations may only be accomplished by approved contractors or base PWCS management personnel and should be kept to a minimum.

7.5.2. The operating agency will be responsible for payment of installations, removals, and relocations.

7.6. Attend initial unit PWCS manager training held by base PWCS personnel. Attend all additional training deemed necessary by the base PWCS manager.

7.7. Ensure personnel who use PWCS equipment are properly trained.

7.8. Review LMR network assignments annually and update when changes occur.

7.9. Do annual inventory. Annually an inventory listing will be generated by the base PWCS manager and sent to the unit PWCS manager. Corrections to the inventory listing will be made in red ink. The

listing will be signed by the unit PWCS manager, keep one copy, and the original will be returned to the base PWCS manager. The base PWCS manager will make the appropriate changes to the database.

7.10. Notify using organization commander when equipment is found to be missing, destroyed, or determined to be abused.

7.11. When new LMR equipment is received do the following:

7.11.1. Notify base PWCS manager.

7.11.2. Deliver LMR equipment to base PWCS manager for programming.

7.12. When turning in LMR equipment do the following:

7.12.1. Prepare a letter to request turn-in of LMR equipment. Include serial number, item nomenclature, and account number.

7.12.2. Forward request to base PWCS manager for processing.

## **8. Users:**

8.1. Report inoperative LMR equipment to unit PWCS managers. When equipment is repaired on-site and returned to operational status, unit PWCS managers will be notified.

8.2. Make no internal adjustments to radio equipment.

8.3. Prevent loss or damage due to carelessness or abuse, and keep external area of equipment clean.

8.3.1. "Leased" pagers are not owned by the government. Individuals issued leased pagers are responsible for reimbursement to the leasing company for loss or damage beyond normal wear and tear.

8.3.2. Air Force owned equipment is the property of the United States Air Force. Individuals issued Air Force owned equipment are responsible to the United States Air Force for losses or damages beyond normal wear and tear.

8.4. Use of LMRs:

8.4.1. Only for official business. Keep radio transmission as short as possible. Use of indecent or profane language is strictly prohibited.

8.4.2. Do not make radio transmissions within 50 feet of a refueling point, wing tank vents, oxygen servicing point, or areas where explosives are kept.

8.4.3. Keep copies of LMR user's guide available for reference.

## **9. Base Personal Wireless Communication Systems Manager:**

9.1. The 60th Communications Squadron Commander (60 CS/CC) will select and designate, in writing, a primary and alternate base PWCS manager.

9.2. Base PWCS manager will:

9.2.1. Function under guidance of AFI 33-106.

9.2.2. Present relevant requests for system purchases, to 60 CS/CC for review, approval, or disapproval.

9.2.3. Serve as single base manager for PWCS systems.

9.2.4. Prepare and maintain annual budget to ensure adequate funds are identified and available to support maintenance requirements.

9.2.5. Ensure each account manager does an annual hands-on inventory of all PWCS equipment.

9.2.6. Act as Quality Assurance Personnel (QAP) as specified in AFI 63-124 for PWCS contracts.

## **10. Base Contracting (60 CON SQ/LGC):**

10.1. Ensure base PWCS manager is involved in all Business Requirements and Acquisitions Group (BRAG) meetings as required by AFI 63-124.

## **11. LMR System Security:**

11.1. LMR systems are considered "radio-telephone communications" and are not secure. Radio transmissions are no more secure than ordinary telephone communications. Even though these systems are short range, line-of-sight communications, security is just as vital as that required for long distance radio-telephone communications. In the interest of security, transmissions will be as brief as possible, consistent with clarity. All personnel must be on guard to the fact that transmissions are subject to enemy interception and thus have no security. Any variations from established procedures are not allowed because they will often cause confusion, reduce reliability and speed, and tend to negate security precautions.

11.2. Users will observe all OPSEC and transmission security policies when use in any type of PWCS systems.

## **12. Initial Procurement/Increase of PWCS Equipment:**

12.1. PWCS equipment is authorized only if mission essential requirements cannot be met by telephone or existing communications facilities.

12.2. For PWCS equipment requests, the unit PWCS manager must submit a completed PWCS request package, with required routing and signatures, to base PWCS manager. The base PWCS manager will provide technical assistance upon request.

12.3. Upon gaining appropriate approval for equipment procurement; the base PWCS manager will provide assistance in determining the best method of procurement. Disapproved requests will be returned to the originator without further action.

## **13. Replacement of PWCS Equipment:**

13.1. Equipment to be replaced must fall under one of four categories.

13.1.1. Requests for equipment scheduled for replacement under the five-year replacement plan will be validated by the base PWCS manager.

13.1.2. Requests for replacement of equipment damaged beyond economical repair (exceeds 75 percent of replacement cost) must include letter of authorization from the owning units commander.

13.1.3. Request for replacement of individual equipment items, which no longer fulfill user's needs, must be approved by the 60 CS/CC.

13.1.4. Requests for replacement of lost equipment items must be accompanied by some form of approval from the owning units commander (i.e., report of survey, letter of authorization).

#### **14. Requests for Frequencies:**

14.1. In order to conserve the frequency spectrum, frequencies should be shared whenever possible.

14.2. If a new frequency is required; the operating agency will coordinate with the base spectrum manager (60 CS/SCXR), and provide necessary information for frequency request in standard message format.

#### **15. Equipment Malfunctions:**

15.1. Unit PWCS manager will notify the base PWCS manager of the outage. The following information is required:

15.1.1. Type of equipment (base station, console, etc.).

15.1.2. Location (building, room number, vehicle location).

15.1.3. Description of malfunction.

15.1.4. Name and telephone number of point of contact.

15.2. Outages of portable equipment (i.e., hand-held radios, cellular phones, and pagers) will be brought to the base PWCS manager for repair or replacement.

#### **16. Safety:**

16.1. General policy: AFOSH Standard 48-9 establishes an electromagnetic radiation safety standard that applies to radio equipment. The following are recommended:

16.1.1. DO NOT allow antenna to touch exposed parts of the body, especially face or eyes, while transmitting.

16.1.2. DO NOT allow children to play with radio equipment containing a transmitter.

16.1.3. DO NOT hold the transmitter near unshielded electrical blasting caps or an explosive atmosphere, unless specifically qualified for such use.

#### **17. PWCS Annual Budget:**

17.1. Base PWCS manager will provide operating agencies the dollar amount required to maintain and operate their equipment for the upcoming fiscal year.

17.2. Operating agencies will identify PWCS funding requirements in the appropriate operating budget element of expense/investment code (EEIC).

17.3. Funds will be set aside and managed via an AF Form 4009. Base PWCS manager will maintain the original working copy.

#### **18. Redistribution/Transfer/Turn in of PWCS Equipment:**

18.1. Base PWCS manager must approve all permanent redistribution or transfer of PWCS equipment.

18.2. If there is an excess of PWCS equipment on base and no established need, base PWCS manager will report it to higher headquarters for redistribution.

18.3. Owning organizations will turn in unusable or outdated equipment to DRMO.

## **19. Restrictions:**

19.1. PWCS equipment will not be installed in privately owned vehicles.

19.2. Transmission on fire or crash frequencies is restricted to specific organizations by AFI 32-2001, unless authorized by MAJCOM.

## **20. Definition of Terms:**

20.1. Base Communications Systems Officer (CSO). The 60th Communications Squadron Commander, host to the 60th Air Mobility Wing Commander for all matters relating to communications systems.

20.2. Base PWCS manager. The individual appointed base focal point, technical advisor, and Quality Assurance Personnel (QAP) of base PWCS assets.

20.3. Unit PWCS manager. A responsible person appointed by his or her organization to maintain accountability of the units PWCS equipment.

20.4. Leased pagers. Pagers leased on an annual basis and not government owned.

20.5. Land mobile radio (LMR). Radios used for base support and include portable, mobile, and communications consoles.

20.6. Quality assurance personnel (QAP). An individual nominated by 60 CS/CC and designated by 60 AMW/CC to monitor contractor performance, and accept services provided for the government.

20.7. Mobile radio. Radio made to be installed in a vehicle. It can operate while the vehicle is mobile or stopped.

20.8. Operating activity. Any staff agency or organization that has a validated PWCS account and is accountable for PWCS equipment.

20.9. Pager. Portable receive only radio.

20.10. Portable radio. A radio that uses a battery and is designed to be carried and operated by one person.

20.11. User. The individual who actually operates PWCS equipment.

## **21. Forms Adopted:** AF Form 3215, PWCS Request Worksheet, and AF Form 4009

JEFFREY N. LEKNES, Lt Col, USAF  
Director Wing Staff

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 33-1, *Command Control, Communications, and Computer (C4) System*

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

AFI 32-2001, *The Fire Protection Operations and Fire Protection Program*

AFI 63-124, *Performance Based Service Contracts (PBSC)*

AFOOSH Standard 48-9, *Radio Frequency Radiation (RFR) Safety Program*

AFOOSH Standard 91-50, *Communications Cable, Antenna and Communications Electronic (C-E) Systems*