

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 33-111**

16 SEPTEMBER 2002

Communications and Information

USAF ACADEMY TELEPHONE DIRECTORY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 10 CS/SCMT (MSgt Gramling)

Certified by: 10 CS/SCM (MSgt Whitney)

Pages: 5

Distribution: F

This instruction implements AFD33-1, *Command, Control, Communications, and Computer (C4) Systems*, by establishing procedures to ensure telephone resources are provided to cadet personnel who require government telephones to complete mission objectives. Provides procedure to establish, move, and disconnect telephones in cadet dormitories and to verify that telephones are being used for official government business in cadet dormitory rooms located on the USAF Academy. It applies to all USAF Academy cadets and personnel assigned to the 34th Training Wing (34 TRW).

1. Authority. The USAF Academy Telephone System is an official Air Force system managed under AFI 33-111, *Telephone Systems Management*.

2. 10th Communications Squadron (10 CS) Responsibilities:

- 2.1. Upon receipt of an approved AF Form 3215, **IT/NSS Requirements Document**, Telephone Management (10CS/SCMT) will install telephones in cadet rooms as indicated by the positions listed in **Attachment 1**.
- 2.2. Will provide a detailed report once each month to the 34 TRW representative of all calls made by cadets for verification that all calls are for official government business.
- 2.3. Restrict cadet telephones to on base and local (Colorado Springs local area) calls only.
- 2.4. Update **Attachment 1** of this instruction when an approved list is provided by the Commander, 34th Training Wing (34 TRW/CC) and certified by the Commander, 10th Communications Squadron (10 CS/CC).

3. 34 TRW Responsibilities:

- 3.1. Maintain an accurate listing of all government telephones provided to cadets by telephone number, room, and cadet position.

- 3.2. Submit changes to **Attachment 1** to 10 CS, in accordance with paragraph 2.5 of this instruction. Allow 90 days to process changes.
- 3.3. Submit requests to install, move, and delete telephones in cadet rooms via AF Form 3215. Allow 30 days to process and complete work request.
- 3.4. Submit requests to remove telephones from cadet rooms via AF Form 3215 within 1 month of the cadet position moving rooms, graduating, or when the telephone is no longer needed.
- 3.5. To the maximum extent possible, minimize the movement of cadets requiring phones to prevent excessive telephone moving expenses.

4. Telephone Listing Verification:

- 4.1. 34 TRW representative will verify and certify monthly that calls provided on the monthly cadet detailed calling list were for official government business.
- 4.2. Any calls made by cadets on government telephones that are not official government business and incur cost will be reimbursed by the cadet position assigned to the telephone that incurred the cost.

5. Forms Adopted . Air Force Form 3215, IT/NSS Requirements Document

KRISTEN A. DOTTERWAY, Lt Col, USAF
Commander, 10th Communications Squadron

Attachment 1

POSITION LISTINGS

WING STAFF

SECOND GROUP STAFF

POSITION	RANK	POSITION	RANK
Wing Commander	C/Col	Group Commander	C/Col
Vice Wing Comm.	C/Col	Deputy Group Commander	C/Lt Col
Director of Ops	C/Lt Col	Director of Operations	C/Lt Col
Director of Support	C/Lt Col	Director of Support	C/Lt Col
Wing Honor Chairman	C/Lt Col	Group Honor Chairperson	C/Lt Col
Honor Ed. Officer	C/Lt Col	Group Honor Chairperson	C/Lt Col
Human Relations Ed.Off.	C/Lt Col	Human Relations Ed. Off.	C/Lt Col
Executive Officer	C/Maj	Executive Officer	C/Maj
Superintendent	C/CMSgt	Superintendent	C/SMSgt
Operations NCO	C/SMSgt	Operations NCO	C/MSgt
Support NCO	C/SMSgt	Training NCO	C/MSgt
Training NCO	C/SMSgt	Academic NCO	C/MSgt
Stan/Eval NCO	C/SMSgt	Athletic NCO	C/MSgt
Athletic NCO	C/SMSgt	Stan/Eval NCO	C/MSgt
Academic NCO	C/SMSgt	Support NCO	C/MSgt
Services NCO	C/SMSgt	Honor NCO	C/MSgt
Honor NCO	C/MSgt	Honor NCO	C/MSgt
Honor NCO	C/MSgt	Services NCO	C/MSgt
		Class President (2004)	C/MSgt

FIRST GROUP STAFF**THIRD GROUP STAFF**

POSITION	RANK	RANK	RANK
Group Commander	C/Col	Group Commander	C/Col
Deputy Group Commander	C/Lt Col	Deputy Group Commander	C/Lt Col
Director of Operations	C/Lt Col	Director of Operations	C/Lt Col
Director of Support	C/Lt Col	Director of Support	C/Lt Col
Group Honor Chairperson	C/Lt Col	Group Honor Chairperson	C/Lt Col
Group Honor Chairperson	C/Lt Col	Group Honor Chairperson	C/Lt Col
Human Relations Ed. Off.	C/Lt Col	Human Relations Ed. Off	C/Lt Col
Executive Officer	C/Maj	Executive Officer	C/Maj
Superintendent	C/SMSgt	Superintendent	C/SMSgt
Operations NCO	C/MSgt	Operations NCO	C/MSgt
Support NCO	C/MSgt	Support NCO	C/MSgt
Training NCO	C/MSgt	Training NCO	C/MSgt
Stan/Eval NCO	C/MSgt	Stan/Eval NCO	C/MSgt
Academic NCO	C/MSgt	Academic NCO	C/MSgt
Athletic NCO	C/MSgt	Athletic NCO	C/MSgt
Services NCO	C/MSgt	Services NCO	C/MSgt
Honor NCO	C/MSgt	Honor NCO	C/MSgt
Honor NCO	C/MSgt	Honor NCO	C/MSgt
		Class President (2003)	C/MSgt

FOURTH GROUP STAFF

MISSION ESSENTIAL CADETS

POSITION	RANK	POSITION RANK	RANK
Group Commander	C/Lt Col	Operations Center Chief	C/Lt Col
Deputy Group Commander	C/Lt Col	Operations Center Vice Chief	C/Maj
Director of Support	C/Lt Col	Honor Guard CC	C/Maj
Group Honor Chairperson	C/Lt Col	D&B Corps CC	C/Maj
Group Honor Chairperson	C/Lt Col	Soaring Squadron CC	C/Maj
Human Relations Ed. Off.	C/Lt Col	Parachute Team CC	C/Maj
Executive Officer	C/Maj	Intramural CC	C/Maj
Superintendent	C/CMSgt	Sabre Drill CC	C/Maj
Operations NCO	C/MSgt	Ops Center 1 st Group NCO	C/SMSgt
Support NCO	C/MSgt	Ops Center 2 nd Group NCO	C/SMSgt
Training NCO	C/MSgt	Ops Center 3 rd Group NCO	C/SMSgt
Athletic NCO	C/MSgt	Ops Center 4 th Group NCO	C/SMSgt
Academic NCO	C/MSgt		
Services NCO	C/MSgt		
Honor NCO	C/MSgt		
Honor NCO	C/MSgt		