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**10TH COMMUNICATIONS SQUADRON**

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This mission directive prescribes the mission, organization, and responsibilities of the 10th Communications Squadron, Headquarters United States Air Force Academy, Colorado.

- 1. Authority.** AFI 38-101, as implemented by DAF/PE 690r letter, 13 October 1994, Organizations Actions Affecting Certain United States Air Force Academy Units, and Special Order Number GS-6, Headquarters US Air Force Academy, 21 October 1994.
- 2. Mission.** Provides all communications and computer support to the US Air Force Academy.
- 3. Organization.** The 10th Communications Squadron is assigned to the Headquarters 10th Air Base Wing. The 10th Communications Squadron is comprised of the Commander's Support Staff, Software Systems Flight, Mission Systems Flight, Support Flight, Information Systems Flight, and Plans Flight.
- 4. Responsibilities.** The 10th Communications Squadron Commander:
  - 4.1. Plans and programs, budgets for, and implements all communications and computer systems and support, as well as maintaining and operating all related equipment.
  - 4.2. Provides MAJCOM-level communications-computer systems (C-CS) support for the USAF Academy.
  - 4.3. Manages, controls, and directs the maintenance and logistics support for telephone services, public address, ground radios, Base Central Test Facility, and USAFAnet.
  - 4.4. Responsible for the accountability and contract administration of USAF Academy automated data processing equipment.
  - 4.5. Manages the telephone switchboard, base communications center, and base trunked land mobile radio system.

4.6. Develops and maintains the USAF Academy Cadet Administrative Management Information System. This system tracks cadets from initial application through nominations, acceptance, class scheduling, placement, graduation, and their active duty career.

4.7. Manages the USAF Academy Information Assurance program: Computer Security; Communications Security; Security Awareness Training, and Education; and Emission Security.

4.8. Oversees the management of visual information services which includes graphics support, television production and distribution, still photo support and classroom training aids.

4.9. Responsible for publishing all USAFA standard publications, designing all USAFA and office forms, maintaining publications and forms on the Academy website, and publishing the Academy Bulletin and the USAF Academy Directory.

4.10. Responsible for providing official mail distribution and delivery services, records management, freedom of information and privacy act services and training, document imaging and administrative communications support.

4.11. The 10th Communications Squadron Commander, or the Headquarters 10th Air Base Wing Commander, may impose nonjudicial punishment on enlisted members assigned to the 10th Communications Squadron.

**5. Relationship to Other Units or Agencies.** Direct communications with other US Air Force Academy agencies, Headquarters US Air Force, other US Air Force MAJCOMs, and other Department of Defense agencies and activities is authorized.

THOMAS G. RACKLEY, Colonel, USAF  
Director of Plans & Programs