

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING (AETC)**

**AF INSTRUCTION 33-103
KEESLER AIR FORCE BASE
Supplement 1**



23 October 2001

Communications and Information

★ REQUIREMENTS DEVELOPMENT AND PROCESSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

NOTE: Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol. 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This supplement is modified to reflect the following: Use of Keesler AFB Form 15, **Public Address Support Request**; Use of AF Form 833, **Visual Information Request**, and Command, Control, Communications, and Computer (C4) Systems Requirements Development (CSRD) procedures. Disposition instructions included.

2.3. A Command, Control, Communications, and Computer (C4) Systems Requirements Document (CSRD) is any document that informs the 81st Communications Squadron (CS) that a communications-computer systems requirement exists within your unit. The CSRD itself can take the form of several different documents, depending on what type of equipment or services are required. You may submit any requirement on an AF Form 3215, but using Keesler specific forms may speed the processing of your request. Requirements concerning computers, computer peripherals, computer software, pagers, cellular telephones, fiber optic or copper cable, radios, cable television, and various other pieces of equipment and services will utilize the AF Form 3215. The Keesler AFB Form 1 is used to identify telephone, telephone line, services related to telephone equipment, network installation, new computer installation, and all relocation requirements. The Keesler AFB Form 15 is used for public address requests (refer to Keesler AFB Instruction 33-102, *Public Address/Sound System*, for more details). The AF Form 833 is used to request visual information support. The AF Form 601 and AF Form 2005 are used to

identify requirements for communications equipment that can be readily ordered through base supply channels (i.e., stand-alone facsimile machines, stand-alone telephone answering machines, etc.). All forms may be submitted electronically, by facsimile, or by paper copy to the appropriate 81 CS office.

2.3.1. (Added) If a computer component is to be placed inside a computer, you must submit an AF Form 3215. If you are ordering a peripheral (printers, zip drives, external modems, CD ROM drives, and external hard drives), you must submit an AF Form 3215. If you are ordering external components (mouse, keyboard, or cables) for the computer, they are considered office supplies and DO NOT require an AF Form 3215.

2.3.2. (Added) If your request is for computer related purchases, forward a completed CSRD to 81 CS/SCBE for technical solution coordination and approval consideration.

2.3.3. (Added) If your requirement is for telephone-related equipment or services, forward Keesler AFB Form 1 through your unit telephone control officer (TCO) to 81 CS/SCMP. When your form is received, 81 CS/SCMP will assign a control number used to identify and track the requirement.

2.3.4. (Added) Send AF Form 3215 requirements for land mobile radios (LMRs), pagers, or cellular phones to 81 CS/SCMF.

2.3.5. (Added) Send Keesler AFB Form 15 requirements for public address support to 81 CS/SCMG.

2.3.6. (Added) Send AF Form 3215 requirements for cable television to 81 CS/SCMS.

2.3.7. (Added) Send AF Form 833 requirements for visual information services directly to 81 CS/SCPV.

2.3.8. (Added) Send all other requirements to 81 CS/SCP.

2.3.9. (Added) CSRDs are valid for one year. Technical solutions are valid for 180 days unless otherwise stated. If you do not purchase the equipment or services before the expiration date of the technical solution, you will need to obtain an updated/revised technical solution before attempting to purchase the equipment or services. If you do not purchase the equipment or service within one year, you must revalidate the CSRD. The customer shall revalidate every valid, unfulfilled CSRD annually.

2.3.10. (Added) Unless a CSRD becomes a project involving an engineering and installation (EI) unit, CSRDs, technical solutions, and all accompanying documentation is returned to the submitting organization. Each unit is responsible for maintaining these documents in the event they need to be revised or possible problems occur in obtaining the equipment or services. These documents can also prove to be useful for the unit's accountability records and for historical purposes.

3.3.1. (Added) When an organization identifies a need for some type of communications or computer-related equipment or service, this need must be identified on a requirements document. Before identifying your requirement(s), coordinate with your unit's Computer System Management Equipment account custodian, LMR monitor, resource advisor, or TCO. These personnel are your main points of contact concerning communication requirements and may already know of actions that have been taken to fulfill your requirement. Your underlying mission requirement must be clearly stated so 81 CS can recommend the technology or method that will best meet your needs. When describing your unit's requirement, provide as much detail as possible concerning what capability or service is needed. If the requirement is for a system or an upgrade to an existing system in which electronic records are the only record, state this in the requirement. Procedures set forth in AFMAN 37-123, paragraph 7.3.7, will apply and the requirement will be forwarded to 81 CS/SCBR for coordination. Refer to AFI 33-103, Attachment 4, for instructions to completing an AF Form 3215.

3.3.2. (Added) The CSRD must be signed by the unit commander or deputy commander. If signature/approval authority has been delegated to others, a delegation letter signed by the unit commander must be on file at 81 CS/SCBE. All such delegation letters will be reviewed and updated annually (at the beginning of the fiscal year) or when there is a change.

3.3.3. (Added) Before a CSRD number is assigned to the requirement, personnel from the appropriate agency will review the document for completeness and accuracy. If the necessary information is provided, a CSRD number is assigned and the 81 CS provides the technical solution (equipment or services that fulfill the requirement) and determines if the requirement will fit in with the present and forecasted base C4 architecture. If further information is needed, the point of contact, as identified on the CSRD, is contacted. For this reason, the point of contact should be familiar with the CSRD and the specifics of what is required by the unit.

4. When a requirement is received, a full technical solution is provided. The technical solution will include the name of the product or service that will fill the requirement along with the part number, estimated cost, and a suggested source from which the product or service can be obtained. The technical solutions also provide an expiration date after which the costs quoted by the suggested source can no longer be guaranteed.

5.1.1. (Added) The time necessary to provide the technical solution depends upon the complexity of the requirement, the availability of the user point of contact to answer questions, and the availability of vendors to answer questions regarding their products or services.

5.1.2. (Added) Emergency Walk-Throughs. If your unit has a requirement that must be filled as soon as possible due to an emergency or other extenuating circumstances, attach a letter to your CSRD explaining the circumstances and have the letter signed by your unit commander. If the circumstances justify, your CSRD will be processed in the most expedient manner possible; this includes being processed before any other CSRDs at that time. The requesting unit is responsible for hand carrying the CSRD to all offices necessary for coordination. In most cases, a CSRD that has been "walked-through" can be returned to the customer the same day it is brought to 81 CS; however, when formulating a technical solution, it is sometimes difficult to contact vendors and may therefore take longer. The 81 CS advises agencies to start the CSRD

process as soon as a need is identified to avoid delays in the CSRD process. The 81 CS will not "walk-through" unfunded CSRDs.

5.1.3. (Added) If the CSRD can be approved locally, the CSRD and technical solution are forwarded to the local approval authority who reviews the documentation for completeness and accuracy. Once the CSRD is approved, the point of contact is notified that the CSRD is ready for pickup and further processing if necessary. If the point of contact cannot be reached when the CSRD is approved/disapproved, or if the point of contact fails to pick up the CSRD within five duty days of being notified that it is ready for pickup, the CSRD is sent back to the point of contact through the base distribution system.

5.1.4. (Added) If the CSRD cannot be approved locally, 81 CS will forward it to the agency exercising approval authority. When the CSRD is returned, the user point of contact is notified that the CSRD is ready for pickup and further processing, if necessary.

5.1.5. (Added) The point of contact, as identified on the CSRD, may call the appropriate office the CSRD was submitted to in 81 CS at any time to obtain the status of their CSRD. If the appropriate office the CSRD was submitted to in 81 CS determines a routine solution cannot be provided, they will contact the customer and provide an estimated completion date for the technical solution.

5.3.2. If the equipment being ordered is replacing equipment components of a previously accredited system, then you should check with your unit COMPUSEC manager (UCM) to see if it will affect that system's accreditation. For automated data processing equipment that will process classified information, notify the unit EMSEC manager of the proposed equipment replacement.

6.1. (Added) If an IMPAC card is used to purchase computer systems equipment, notify 81 CS/SCBE, the base equipment control officer, immediately when the equipment is received to ensure proper accountability. Maintain CSRDs as required by IMPAC guidance.

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