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COMPLIANCE WITH THIS PAMPHLET IS MANDATORY

LA ANG

Communications Requirements Guide

LA ANG Communications Requirements Processing Guide

This guide outlines the process the 159th Communications Flight will use to provide a technical solution and cost (TS&C) for communications requirements identified by Louisiana Air National Guard (LA ANG) personnel.

1. Purpose: The 159th Communications Flight Commander (159CF/CC) is designated as the C4 Systems Officer (CSO) and is responsible for helping users define communications requirements. Once identified, the CSO develops, obtains, and implements technical solutions and cost (TS&C) for the user's communications requirement. In addition to AFI 33-103, *Requirements, Development and Processing*, guidance for specific types of communications requirements is referenced in Section 2. Additional information may be obtained from the 159th Communications Flight Plans and Implementation office (159CF/SCX) website at <https://159cf/Plans & Programs/Plans Home Page.htm>

2. Communications Requirements. This applies to all LA ANG users who identify a communications requirement and must request support from the 159th Communications Flight. Communications requirements arise from a variety of reasons such as deficiencies in existing communications operational capability, a need for a new communications capability, or replace or modernize an existing system with improved technology when operationally and economically practical. Once identified, the requester submits communications requirements to the 159 CF/SCX office on AF Form 3215, **IT/NSS Requirements Document**.

3. AF Form 3215, IT/NSS Requirements Document.

3.1. Locations to obtain AF 3215, IT/NSS Requirements Document.

3.1.1. 159 CF/SCX website: <https://159cf/Plans & Programs/Plans Home Page.htm>

3.1.2. Contact the 159 CF/SCX office at ext 8313 or 8314, provide a FAX number and POC, an AF 3215 will be sent.

3.1.3. The USAF e-Publishing website:
<http://www.e-publishing.af.mil/forms/formlist.asp?puborg=AF&series=3200-3299>

3.2. Methods for submission. An AF 3215 may be submitted to the 159 CF/SCX office in one of the following ways:

3.2.1. The AF 3215 can be hand carried to Building 149, Room 106.

3.2.2. The AF 3215 can be faxed on-base to ext 8301 or off-base (504) 391-8301 or DSN 457-8301.

3.3. Types of Communications Requirements submitted on AF 3215. The following is a list of common communications requirements that are identified and submitted to the 159 CF/SCX office on an AF 3215:

- 3.3.1. Telephone Service Requests
- 3.3.2. New/Relocate network drops
- 3.3.3. New/Upgrade Computer Hardware
- 3.3.4. Cellular Phone/Pager Requests
- 3.3.5. Public Address (PA) System Requests
- 3.3.6. AFN Service Requests
- 3.3.7. New/Relocate Long Haul Circuits

3.3.8. An AF 3215 is not required for the following communications requirements: problems with existing service such as telephone problems (contact your Unit Telephone Control Officer or the Help Desk at x8312 or <mailto:Helpdesk@lanewo.ang.af.mil>), computer problems (contact your Workgroup Manager-WGM), or new network accounts.

3.4. Information Required on AF Form 3215, IT/NSS Requirements Document. Each AF 3215 submitted to the 159 CF/SCX must contain certain information. Without this information, the AF 3215 will be returned to the requester.

3.4.1. Attachment 1 contains instructions on completing each block of the AF 3215. Each block must be accurately completed. Attachment 2 contains the minimum required information for specific types of communications requirements.

3.4.2. Additional information for telephone support/services can be found in the Telephone Control Officer Handbook located at <https://159cf/Plans & Programs/Plans Home Page.htm>

3.5. AF Form 3215, IT/NSS Requirements Document Process. Attachment 3 provides a flowchart of how the AF 3215 process works at the 159 FW.

4. Referenced Publications. AFI 33-103, *Requirements, Development and Processing*, AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*, AFI 33-111, *Telephone Systems Management*, AFI 33-112, *Computer Systems Management*, AFI 33-114, *Software Management*, AFI 33-115 V1, *Network Management*, AFI 33-116, *Long-Haul Telecommunications Management*.

5. Forms Prescribed. AF Form 3215, **IT/NSS Requirements Document.**

Attachment 1

Instructions for completing AF Form 3215, IT/NSS Requirements Document:

Entries can be typed or handwritten, but must be legible.

DATE – Enter date of request

CSO CONTROL NUMBER – Leave blank. (159 CF/SCX office will assign a CSO Control Number that will be used when inquiring on the status of an AF Form 3215, C4 Systems Requirements Document)

REQUIREMENT TITLE – Enter "Telephone Service Request", "Computer Request" or an informative description of the communication requirement.

REQUESTING AGENCY POINT OF CONTACT – Complete name, grade, organization, office, and telephone number of requester. This is typically the person who will receive the equipment or services. *Note:* If the request is for Information Technology (IT) equipment, have the unit IT Equipment Custodian (EC) initial the AF 3215 in this block. If the request is for telephone services, have the unit Telephone Control Officer initial the request.

DATE NEEDED – Enter a calendar date as YYYYMMDD "20021201". DO NOT ENTER entries such as "ASAP", "next week", or "as soon as feasible".

MISSION OR SYSTEM SUPPORTED – Enter mission or system it will support. If one cannot be determined, identify whether it's "New" or "Change in Service" (such as a telephone service request).

REQUIREMENT – Describe your requirement in full detail. Refer to Section for minimum requirements depending on type.

JUSTIFICATION – Enter why you need it. DO NOT enter "Because we want it" or "Because General John Doe wants it". Provide justification for ALL REQUIREMENTS identified. Include as much information as possible. This allows 159 CF to prioritize project implementation, resource allocation and work center workload. State how it will impact your mission; will it cause mission failure or serious mission degradation? State how and why. Will it cause personal or equipment safety hazards? State how and why.

CSO's PROPOSED SOLUTION/ALTERNATIVES – Leave Blank. The 159 CF will complete this block.

TECHNICAL SOLUTION AUTHORITY – Leave Blank. The 159 CF will complete this block.

RECORDS MANAGEMENT APPROVAL AUTHORITY – Leave Blank. The 159 CF will complete this block.

REQUESTER APPROVAL AUTHORITY – Enter name, title, and organization of unit commander or unit designated approval authority. The unit commander or designated approval authority must approve and sign all AF 3215s prior to submission to 159 CF/SCX office.

HOST BASE APPROVAL AUTHORITY - Leave Blank. The 159 CF will complete this block.

MAJCOM APPROVAL AUTHORITY - Leave Blank. The 159 CF will complete this block.

Attachment 2

AF Form 3215, IT/NSS Requirements Document minimum required information for specific types of communications requirements.

The “Justification” block must contain the following information as determined by the type of communications requirements:

Telephone Service Request: (ref. AFI 33-111, *Telephone Systems Management*)

- Include unit, building, room, and telephone numbers.
- Include any additional equipment required.
- Include the calling features required such as local dialing, DSN, long distance, or direct ring.
- Provide any additional information that will clarify your requirement. ***Note: An AF 3215 must be submitted for long distance PIN number requests.**

IT Equipment Requests: (ref. AFI 33-112, *Computer Systems Management*, & AFI 33-114, *Software Management*)

- At a minimum, state the item and purpose of the IT equipment request.
- If the equipment is to fulfill a UTC requirement, provide a copy of the MISCAP, LOGDET, and source of funding. ***159 FW will support small UTC requirements with the 159 FW Laptop Library.***
- If the requirement is a laptop or desktop computer, include the following:
 - List the required minimum specifications of the computer (hard drive, processor speed, memory, peripherals, CD ROM, DVD, CAC card reader, etc.)
 - State whether a LA ANG LAN drop exists where the laptop/desktop will be located? Where will the LAN drop need to be installed if it does not exist?
 - Provide the capabilities required on the IT equipment, (e.g. dial-in capability, VPN, and/or LAN connectivity, etc.)
 - List non-standard (additional or special) software applications required to operate on the system? Does the software have to be purchased?
 - State if the computer will process CLASSIFIED information and if a removable hard drive is required.
- If the requirement is a printer, include the following information:
 - Type (desktop, laser, etc)
 - Color or black and white

- Features (duplexing, high speed, network capable, etc.)

LAN drop Requests: (ref. AFI 33-115V1, *Network Management*)

- State if the request is for new or relocation of an existing LAN drop (if not stated in "Mission or System Supported").
- Include building and room number where new or relocated LAN drop will be located. If being relocated, state the current location of the LAN drop.
- Include a floor plan if possible.
- Provide any other additional information that will help clarify your requirement.

LMR Requests: (ref. AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*)

- State the type of radio required (i.e. portable, base or mobile)
- State if the request is for new or existing service.
- Provide required range of LMR and location it will be utilized.
- Provide frequencies required to be programmed into the LMR.

Pager Requests: (ref. AFI 33-106)

- State the type of paging required (i.e. tone, numeric, alpha-numeric).
- State if the request is for new or existing service.
- Provide required range the pager and coverage area.

Cellular/Mobile Telephone Requests: (ref. AFI 33-106, Attachment 5)

- State if the request is for new or existing service.
- Provide required range the pager and coverage area.
- State if classified or sensitive information will be communicated.
- State if there is serious mission degradation, failure, or life and death impact that cannot be met through the use of an LMR or Pager.
- **Note: 159LS/LGC will handle the negotiation for the service from the vendor; however, upon receipt of the equipment, the 159CF/SCM must receive the following information: M/N, S/N, ACCESS #, MANUFACTURER and VENDOR of the product.**

New/Relocate Long Haul Circuits: (ref. AFI 33-116, *Long-Haul Telecommunications Management, & Service Level Agreement*) *

- State if the request is for a new circuit or relocation of an existing circuit.
- Include point-to-point building and room numbers, addresses, and POC for both locations.
- Include equipment that will have to be relocated and who is responsible for it.
- If being relocated, state the current location of the circuit.

- Provide any other additional information, which will help clarify your requirement. Include a floor plan if possible.

Other requirements: If you have any other type of requirement not identified above, contact the 159th Communications Flight Plans and Implementations office at x8313/8314.

Attachment 3

AF Form 3215, IT/NSS Requirements Document Process Flowchart

Internal CSRD Process

