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Communications

**LAND MOBILE RADIO (LMR), CELLULAR
PHONE AND PAGER SYSTEMS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction gives direction and sets policy for the procurement, maintenance, operation and management of LMR, Cellular Phones, and Pager systems on Vandenberg Air Force Base (AFB). It implements and expands the guidance in Air Force Instruction (AFI) 33-106, *Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate Radio System*. It outlines responsibilities and sets up operational procedures for all 30th Space Wing (30 SW) units, tenant and contractor organizations, using LMR systems and equipment. This instruction applies to all 30 SW units, tenant units, and contractor organizations.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1. Responsibilities:

- 1.1. The 30th Communications Squadron (30 CS):
 - 1.1.1. Manages the Land Mobile Radio System for Vandenberg AFB.
 - 1.1.2. Approves requests for LMR assets and prepares technical solutions.
 - 1.1.3. Develop informational handbooks and train personnel on the use of LMR equipment.
 - 1.1.4. Budget for contract maintenance of government-owned LMR equipment.
- 1.2. 30 SW Units, Tenant Units and Contractor Organizations:
 - 1.2.1. Appoint primary and alternate Net Managers.

- 1.2.2. Maintain inventory of all LMR equipment.
- 1.2.3. Budget for new and additional LMR equipment.

2. LMR Management Procedures:

2.1. Base C4 systems officer (CSO) (30 CS):

- 2.1.1. Makes final decisions on policies and procedures for the Vandenberg AFB LMR Systems.
- 2.1.2. Exercises overall management of the entire LMR system.

2.2. Base LMR Manager (30 CS/SCXL):

- 2.2.1. Controls and supervises the management and operation of LMR trunking system to include announcement groups and talk groups, and the central base paging system.
- 2.2.2. Keeps accountable records for all LMR equipment and systems using the LMR Tracking and Reporting System developed by HQ/AFSPC.
- 2.2.3. Manages funds programmed for the LMR maintenance contract.
- 2.2.4. Keeps historical records on LMR equipment per AFI 33-106.
- 2.2.5. Reviews all AF Form 3215, **C4 System Requirement Document**, pertaining to LMR assets and prepares a technical solution before submission to the base C4 systems officer (CSO).
- 2.2.6. Ensures proper maintenance of government-owned LMR systems and equipment.
- 2.2.7. Provides ongoing technical training and assistance to unit LMR net managers.
- 2.2.8. Develops and provides a Net Manager Information Guide to all unit LMR net managers.

2.3. Organizations having LMR assets will provide an appointment memorandum assigning a primary and alternate unit LMR net manager to the base LMR office (30 CS/SCXL, Bldg. 12000, Room 107, 867 Washington Ave., Vandenberg AFB CA 93436-6120). Appointment memorandums must be initiated when there is a unit LMR net manager change and these appointments are revalidated once a year, normally by 30 January.

2.4. Unit LMR Net Manager:

- 2.4.1. Complies with the responsibilities in AFI 33-106 and all other publications governing LMR assets.
- 2.4.2. Completes and submits an annual inventory of all LMR equipment to the base LMR office (30 CS/SCXL, Bldg. 12000, Room 107, 867 Washington Ave., Vandenberg AFB CA 93436-6120), normally by 30 January of each year. Inventory will include, but is not limited to the following:

Equipment Nomenclature

Model number

Serial number

Manufacturer

Equipment location

Vehicle registration number (if applicable)

User's name

User's duty phone number

Equipment's cellular or pager number (if applicable)

2.4.3. Ensures equipment scheduled for an annual or intrinsically safe maintenance inspection is available when scheduled.

2.4.4. Reviews and approves AF Form 3215 for LMR assets before submission to the base LMR manager.

3. Policy.

3.1. Conventional or trunked two-way radios, pagers on the central base paging system and cellular phones are the property of the United States Air Force. LMR equipment is procured by the Air Force in support of 30 SW, tenant, and contractor organizations for operations at the Vandenberg AFB.

3.2. All pager allocations on the central base paging system are approved by the CSO. Allocation requests must be submitted on an AF Form 3215, with specific justification, to the CSO through the base LMR manager.

3.3. All government-owned LMR equipment not on warranty must be entered into the base LMR maintenance contract inventory.

3.4. Cellular phone requests, on an AF Form 3215, must be fully justified and require the narrative, "For purchase and activation of a cellular phone." The completed AF Form 3215 is submitted to the CSO through the base LMR manager.

4. Procurement of New LMR Equipment.

4.1. Request for LMR Equipment: All requests for LMR equipment must be submitted to the base LMR manager on an AF Form 3215. The base LMR manager prepares a technical solution and submits the request to the CSO. Once the request is approved, the customer will be contacted to prepare an AF Form 9, **Request for Purchase**, to purchase the requested LMR equipment. The completed AF Form 9, with the approved AF Form 3215, is submitted through to the base LMR manager to the Base Contracting office. The base LMR manager reviews and attaches a cover memorandum authorizing the purchase against the maintenance contract.

4.2. Budgeting: Units will budget for new and additional LMR equipment. Replacement portable radio batteries and antennas are purchased by the owning organization.

5. Loss of LMR Equipment and User Abuse.

5.1. Responsibilities: All organizations and LMR users must make every effort to prevent loss and abuse of LMR equipment.

5.1.1. Supervisory personnel must set up control policies and procedures to ensure equipment operators know:

Precautionary Measures

Proper Operating Procedures

Equipment Use

5.1.2. Monitoring personnel must spot check LMR equipment to reduce loss and abuse.

5.1.3. Equipment operators are personally responsible for the LMR equipment they operate.

5.1.3.1. Lack of individually signed hand receipts does not relieve equipment operators of custodial responsibility.

5.1.3.2. Equipment operators reimburse the government for repair or replacement of abused or lost equipment.

5.1.4. Unit LMR net manager responsibilities are referenced in:

AFI 23-111, *Management of Government Property in Possession of the USAF*

AFMAN 23-220, *Reports of Survey for Air Force Supply*

5.2. Investigation Procedures.

5.2.1. Owning Organization:

5.2.1.1. Immediately notifies the base LMR manager of any lost or stolen LMR asset.

5.2.1.2. Investigates circumstances surrounding all lost, stolen, or suspected abuse of LMR assets to decide which form should be submitted:

(NOTE: Damages caused by unauthorized maintenance is abuse)

DD Form 2090, **Government Property Lost or Damaged Survey Certificate**

DD Form 362, **Statement of Charges for Government Property Lost, Damaged, or Destroyed**

AF Form 198, **Report of Survey for Air Force Property**

5.2.1.3. Immediately following the investigation, the unit commander notifies the base LMR manager of the results. (This must happen before suspected abused equipment is repaired.).

5.2.2. Base LMR Manager:

5.2.2.1. Notifies unit commander of LMR equipment defects that are found beyond the scope of fair wear and tear and require an investigation.

5.2.2.2. Delays repair of suspected abused equipment until a completed AF Form 9 is received.

5.3. Reimbursement Procedures: Owning units send an AF Form 9 to 30 CS/SCXL to provide funds for repair or replacement of lost, stolen, or abused equipment.

6. Operational Procedures.

6.1. Control of Equipment: Each organization must initiate procedures to control use of assigned LMR equipment. All operating personnel must know the proper policies and procedures and supervisory personnel must ensure their personnel adhere to these guidelines.

6.1.1. Network Operation: Assign all equipment in each network a specific designator (call sign) for use when transmitting radio signals. These designators will identify specific units, alert the

desired message recipient, and reduce confusion in case of multiple network occupancy. Use the designator at the beginning and ending of each message.

6.1.2. Voice procedures will be per Allied Communications Publications 125, *Radio Telephone Procedures*.

6.2. Communications Security:

6.2.1. Do **NOT** discuss classified information over an UNSECURE LMR asset.

6.2.2. Do **NOT** use locally developed codes when referring to classified information over LMR equipment.

6.2.3. Consider Operations Security (OPSEC) and avoid transmitting sensitive information.

6.2.4. LMR assets equipped with fascinators may be encrypted for secure transmissions by encoding with Communications Security (COMSEC) material. Classification levels range from UNCLASSIFIED to TOP SECRET. Unit's mission requirement determines what level of keying material is to be loaded into radios.

6.2.5. Users of COMSEC equipped LMR assets must have the following:

A Security Clearance on file with the Base COMSEC office

A COMSEC account established with the Base COMSEC office

Proper Key Loading equipment on hand

Received COMSEC awareness training and Control Cryptographic Item (CCI) briefing

6.3. Use of LMR assets in Safety Hazard Areas: To provide the greatest safety factor and reduce the possibility of serious accidents involving the use of LMR assets, users must not operate LMR assets within 50 feet of refueling points, wing tanks, any oxygen servicing points, or in any area where explosives are kept.

6.4. Trunking Operations:

6.4.1. Base LMR manager is the sole manager of trunking operations.

6.4.2. All changes to the trunking system must be submitted on an AF Form 3215 to the base LMR manager. The base LMR manager approves and accomplishes trunking system changes.

6.4.3. If requested change involves another organization, the AF Form 3215 must be endorsed by each unit's LMR manager before submission to the base LMR manager.

6.4.4. Unit LMR managers must notify their net users of any changes to reduce confusion.

6.4.5. The following changes may be requested:

Dynamic Re-Grouping of specifically programmed radios

Authorizing radios for use in the trunking system

Enabling/disabling radios

Enabling/disabling specific functions in the trunking system, i.e., private call, phone interconnect, secure, etc.

Access to management reports

Tracking system usage

Assignment of Announcement Groups and Talk Groups

Patching of Talk Groups to other Announcement Groups not currently on users' Centra Comm terminals if Centra Comm terminals are installed.

6.5. Temporary Equipment Loans.

6.5.1. LMR assets, radios, pagers and cellular phones, may be obtained from Base LMR Office for up to 90 days, depending upon availability, to fulfill a temporary requirement on an AF Form 1297, **Temporary Issue Receipt**.

6.5.2. An AF Form 3215 must be processed through the unit LMR net manager and submitted to the base LMR manager at least 5 duty days prior to date needed.

6.5.3. After a cellular phone request is approved, the user will sign the Cellular Phone User Responsibility memorandum in addition to the AF Form 1297.

7. Maintenance.

7.1. Using organizations will not perform any maintenance on LMR assets. This includes fuse changes, antenna repair, transfer of speakers or control heads from vehicle to vehicle, relocation of remote control units, or adding ancillary equipment/circuits to equipment. Damage to equipment and/or contractor time will be charged to the unit.

7.2. LMR Equipment Installations, Relocations and Removals.

7.2.1. Unit Responsibilities:

7.2.1.1. The unit LMR net manager submits an AF Form 3215 to the base LMR manager for equipment installs, relocations and removals. If a reinstallation is not accomplished at the time of removal, the equipment is returned to the owning agency until installation is scheduled. The following information must be included in the request:

Justification/requirement for maintenance action

Net designation, (Announce Group and Talk Group)

Type of equipment involved

Vehicle registration numbers, old and new, if applicable

Building number with room number, old and new, if applicable

Equipment serial number

Point of contact (POC) name and phone number

7.2.1.2. If operational requirements dictate short-notice requests, the AF Form 3215 may be brought to the base LMR office for expedited processing.

7.2.1.3. Unit LMR net managers must coordinate the removal of mobile radio equipment from vehicles scheduled for turn-in to the Defense Reutilization and Marketing Office.

7.3. Base LMR Manager Responsibilities:

- 7.3.1. Reviews requests and schedules approved requests with maintenance contractors for action.
- 7.3.2. Notifies customers of scheduled delivery (to maintenance contractors) and maintenance time.

NOTE:

At no time will users request any work, engineering, etc., directly from the maintenance contractor. All requests must come through the base LMR manager.

7.4. Equipment Outage Reporting Procedures:

7.4.1. Network outages and outages involving fixed LMR equipment (base stations or Centra Comms) will be reported to 30 CS/Base Network Control Center (BNCC), ext. 6-2622.

7.4.2. Non-network and outages to non-fixed LMR equipment will be reported to the base LMR office, ext. 6-9927. These outages do not effect the operation of the entire net, for example, failure of individual portable or mobile radios, or pagers. Secure capable radios must be de-encrypted prior to turn-in. Turn-in and repair procedures for individual types of equipment are as follows:

7.4.2.1. Mobile radio repairs will be scheduled with the base LMR office, ext. 6-9927, and the vehicle containing the equipment will be brought to Bldg. 12000. If vehicle cannot be delivered, arrangements can be made to dispatch the maintenance contractor.

7.4.2.2. Portable radios and pagers will be brought to the base LMR office, Bldg. 12000, Room 107 for maintenance. Items should be brought in by the Unit LMR net manager. A maintenance work order receipt will be issued to the customer. The work order receipt must be returned to the base LMR office when the equipment is ready for pick-up.

7.4.3. Equipment Restoration Priorities:

Trunking System

Command Announcement Group; Centra Comms and Radio Frequency (RF) Remote stations

Security Police Announcement Group; Centra Comms and RF Remote stations

Law Enforcement Announce Group; Centra Comms and RF Remote stations

Fire Crash Announcement Group; Centra Comms and RF Remote stations

Medical Group Announcement Group

Communications Squadron Announcement Group; Remote stations

Civil Engineering Announcement Group; RF Remote stations

OSI Announcement Group

Central Base Paging System

30th Range Squadron

2nd Space Launch Squadron

4th Space Launch Squadron

30th Logistics Squadron

Tenant/contractor organizations

7.5. Meaconing, Intrusion, Jamming and Interference Reporting Procedures:

7.5.1. All users of the Vandenberg AFB LMR system must be aware of the possible meaconing, intrusion, jamming and interference problems and methods of reporting, per AFI 33-118, *Radio Frequency Spectrum Management*, and 30 SWI 33-102, *Radio Frequency Management*.

7.5.2. Users experiencing electromagnetic interference must report the occurrence, per AFI 10-107, *Spectrum Interference Resolution Program*, and 30 SWI 33-102, to the 30 CS/BNCC, ext. 6-2622 immediately. If possible, try to determine the call sign of the interfering station. If you cannot determine the call sign, report the text of the conversation.

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