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Communications and Information

**AIR FORCE NETWORK OPERATING
INSTRUCTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
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This Air Force instruction (AFI) implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and prescribes the publication and distribution of Air Force Network Operating Instructions (AFNOI). It applies to all Air Force military and civilian personnel and Air Force contractors who operate, maintain, or troubleshoot Air Force network software and equipment. Major commands (MAJCOM) may supplement AFNOIs as necessary to meet unique mission requirements. Refer technical questions about this instruction to Headquarters, Air Force Communications Agency (HQ AFCA/GCLO), 203 West Losey Street, Room 3100, Scott AFB IL 62225-5222. Send recommended changes or comments to HQ AFCA/ITXD, 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222, through appropriate channels, using AF Form 847, **Recommendation for Change of Publication**, with an information copy to HQ AFCA/GCLO. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force WEB-RIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>. Public Law 104-13, *Paperwork Reduction Act of 1995*, and AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, affect this publication. Refer to **Attachment 1** for a glossary of references and supporting information.

This is the initial publication of AFI 33-115, Volume 3.

1. Definition - Air Force Network Operating Instructions (AFNOI). These are directive specialized publications as prescribed in AFI 33-360, Volume 1, *Publications Management Program*. Network Managers will ensure they are used in day-to-day operations to operate and maintain network software and equipment. AFNOIs provide specific procedures and checklists on how to operate or maintain Air Force network components and respond to events. AFNOIs are used to document standard operating procedures as currently defined in special instruction to communicators (SPIN-C) documents. AFNOIs are directly tied to career field job qualification standards as the training reference for all systems that do not have a

technical order as well as any standard processes. AFCA is responsible for creating AFNOIs via the process outlined in paragraph 3.2.

2. Responsibilities.

2.1. Headquarters United States Air Force, Director of Communications Operations (HQ USAF/ILC):

2.1.1. HQ USAF/ILCO has responsibility for developing communications and information policies and procedures for Air Force enterprise operations and maintenance. HQ USAF/ILCO is the approval authority for all new AFNOIs.

2.2. Headquarters Air Force Communications Agency, Global Connectivity Directorate (HQ AFCA/GC) will:

2.2.1. Exercise functional control over all AFNOIs.

2.2.2. Act as the certification authority for all AFNOIs that it publishes/posts electronically. AFNOIs will reflect the current authentication element of HQ USAF/IL.

2.2.3. Determine the method of identifying and numbering AFNOI specialized publications (see paragraph 3.3.). Maintain an index of these publications at the Air Force Operationalizing & Professionalizing the Network (OPTN) web site (<https://www.afca.scott.af.mil/optn/>).

2.2.4. Notify Air Force Departmental Publishing Office (AFDPO/PP) when the URL for the Air Force OPTN web site changes.

2.2.5. Notify MAJCOM/SCs and HQ USAF/ILCO quarterly, via E-mail, on added and deleted AFNOIs with a synopsis describing significant changes.

2.2.6. Initiate a review every 2 years in the anniversary month using AF Form 1382, **Request for Review of Publication and/or Form(s)** of AFNOIs for continued need, accuracy and currency.

2.2.7. Establish, maintain, and dispose of record sets as required by AFI 33-360, Volume 1, AFMAN 33-123, and Air Force WEB-RIMS RDS located at <https://webrims.amc.af.mil/rds/index.cfm>, for published AFNOIs and the directory. No requirement exists for back stock of physical products.

2.3. Air Force Network Operations and Security Center (AFNOSC) will:

2.3.1. Participate in review of all AFNOIs.

2.3.2. Distribute updated AFNOIs via a Directive Command, Control, Communications and Computer Notice to Airmen (C4 NOTAM). See paragraph 3.2.7.

2.4. MAJCOMs will:

2.4.1. Appoint a MAJCOM AFNOI OPR as the focal point for all AFNOI issues. The MAJCOM focal point will work closely with and provide inputs to HQ AFCA Global Connectivity Directorate, Local Networks Division, Network Strategies Branch (HQ AFCA/GCLO), to develop and revise AFNOIs as required. The OPR should be familiar with the day-to-day operations and procedures within their MAJCOM Network Operations and Security Center (NOSC) and respective base Network Control Centers (NCC). Preferably the OPR will be the NOSC itself or a subset therein.