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**1 NOVEMBER 2005**

**Communications and Information**

**TELEPHONE SYSTEMS MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-111, **Telephone Systems Management**, 24 March 2005. The AFI is published word-for-word without editorial review. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. This instruction applies to HQ AFSPC, subordinate units, and all organizations receiving telephone support from AFSPC assets. This supplement does not apply to Air Force Reserve Command nor Air National Guard units. Upon receipt of this integrated supplement discard the Air Force basic publication. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Records Disposition Schedule (RDS) which may be found on-line at <https://afrims.amc.af.mil>.

**SUMMARY OF CHANGES**

This publication needs to be reviewed in its entirety. This supplement was revised to match the new numbering scheme of the basic.

9.3. Certification of funds for the next Fiscal Year (FY) will be provided to AFSPC CSS/SCII not later than 1 Aug of the current year. Send notice of completion with the Annual Funds Certification

10.2.1. If your switch has the capability to identify all long-distance calls by extension or user, the AF Form 1072, **Authorized Long Distance Telephone Calls**, is optional. The switch call detail listing serves as the record of call usage and can be used for validation and verification.

11.1.1.1. Submit all new major requirements (to include additions and/or upgrades) to AFSPC CSS/SCI prior to requesting rough order of magnitude (ROM) or firm-fixed price (FFP) from Network-Centric Solutions (NetCents) program office.

11.2.3. (Added) AF Form 1218, **Request for Communications Service**, for AFSPC units/sites must be forwarded to AFSPC CSS/SCII, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730, for processing and submittal to the contracting officer. Any changes required to an existing Communications Service Authorization (CSA) must be requested via AF Form 1218 and approved by the contracting

officer before authorizing vendor to proceed. Formal training in AF Form 1218 preparation is provided by 38 EIG/PKK, request training allocations through AFSPC CSS/SCII.

13.6. (Added) In an effort to keep the number of direct access long-distance telephone service users and phones to a minimum, the base switchboard will place calls for long-distance users who do not justify direct access to the Federal Telecommunications Service 2001 (FTS2001) (or its designated replacement).

14.1. (Added) If when a wing commander authorizes acceptance of collect calls, AF Form 1218 must be submitted by the Base Communications and Information Systems Officer (CSO) to obtain CSA authorization to ensure contract vehicle is in place to allow payment for collect calls.

15.6. (Added) FTS2001 (or its designated replacement) can be used for urgent emergency personal calls. These calls must be cleared through local commanders and supervisors.

16.1. Authority to designate official telephones in personal quarters resides with wing commanders.

16.1.3. Request waivers for unofficial services in quarters through AFSPC CSS/SCI.

17.1. The wing commander approves the use of long-distance telephone calling cards on the base. This may be delegated to the Base CSO.

17.5. Long-distance telephone calling cards may be used from home station for official calls; user determines need.

18.4. Send waiver request through AFSPC CSS/SCIS.

18.6. (Added) Every installation will review existing on-call Voice Mail/Messaging Systems (VMS) maintenance and service contracts to ensure they have a cost effective support arrangement matched to mission needs. There is strong evidence indicating that we are paying substantial sums for contract support we do not need or can obtain from alternate sources.

21.1.1. Before accepting "abandoned" cables from any commercial telephone company contact AFSPC CSS/SCI.

25.3. (Added) Forward requirements for new key systems through AFSPC CSS/SCI.

26.3. Wing Commanders are responsible for approving, funding, and tracking cellular telephones (CT) service within their respective wings. For specific guidance, see AFI 33-106, ***Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate Radio System***, paras. 4.6.10 – 4.6.14 and Attachment 5.

26.5.1. The CT user must use the cash collection voucher process to reimburse costs associated with "unauthorized personal use" (see AFI 33-111, **para 15**). Wings are authorized to manage the reimbursement process in the most effective manner, while complying with the applicable regulations. Wings may also add a processing fee, for the cost to the government in processing the cash collection.

26.10. (Added) Call detail records/bills associated with CTs will be verified in full. Statistical sampling is not allowed. This is initiated to focus the user on the danger of cloned phones and resultant illegal calls billed to the Air Force.

34.1. FTS-2001 (or its designated replacement) is the only authorized CONUS long-distance service provider. Special long distance requirements that cannot utilize FTS2001 (or its designated replacement) require a waiver. AFSPC CSS/SCI provides waiver guidance on a case-by-case basis.