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OFFICE OF THE SECRETARY

AFI33-150_AFGM1

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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: SAF/CIO A6

SUBJECT: Air Force Guidance Memorandum to AFI 33-150, *Management of Cyberspace Support Activities*

References:

- (a) National Defense Authorization Act (NDAA) Fiscal Year 2012, § 2867, Data Servers and Centers, 31 Dec 2011
- (b) DoD CIO Memo, "Approvals/Waivers for Obligation of Funds for Data Servers and Centers", 26 Jun 2012
- (c) DoD CIO Memo, "Exemption for Obligation of funds for Data Servers and Data Centers Related to the High Performance Computing Modernization Program", 25 January 2013
- (d) DoD CIO Memo, "Approvals/Waivers for Obligation of Funds for Data Servers and Centers", 9 May 2013
- (e) Air Force Performance Plan for Reduction of Resources Required for Data Servers and Centers, 31 Jan 2012

By Order of the Secretary of Air Force, this is an Air Force Guidance Memorandum immediately changing AFI 33-150. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

As part of the Federal Data Center Consolidation Initiative (FDCCI) in 2010, the Office of Management and Budget (OMB) directed the Department of Defense Chief Information Officer (CIO) and Military Department Secretaries to develop plans to reduce the number of data centers in operation and the associated infrastructure footprint. In fulfillment of this mandate, the DoD CIO instructed all organizations procuring data servers and data centers to obtain prior approval from the DoD CIO before obligating funds.

Air Force data servers and data centers will be consolidated to the maximum extent practicable. The Air Force will transition to the DoD Joint Information Environment to the maximum extent possible. Consistent with the Clinger-Cohen Act and Section 2867 of the FY12 National Defense Authorization Act (NDAA), the Air Force approval process for obligation of

funds for data servers and data centers is in Attachment 1. Updated guidance since the publication of AFI 33-150 is in Attachment 2.

This guidance does not preclude requisite contract consolidation analyses or determinations as required by 10 USC 2382. The FDCCI does not exempt contracting activities from applicable contract consolidation and bundling rules.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

A handwritten signature in black ink, appearing to read "Michael J. Basla", with a long horizontal stroke extending to the right.

MICHAEL J. BASLA, Lt Gen, USAF
Chief, Information Dominance and
Chief Information Officer

Attachments:

1. Data Servers and Data Centers Approval Process
2. Guidance Changes

Attachment 1

DATA SERVERS AND DATA CENTERS APPROVAL PROCESS

1. AF Data Center Infrastructure Management. Under the Federal Data Center Consolidation Initiative (FDCCI), OMB defines a data center as a closet, room, floor or building for the storage, management, and dissemination of data and information. The AF must centrally manage data servers and centers across the AF as AF Data Center Infrastructure and gain DoD CIO approval for obligation of funds for data servers and data centers in order to effectively meet the goals and objectives of FDCCI. AF Data Center Infrastructure Management will use the Cyberspace Infrastructure Planning System (CIPS) to control the implementation of data centers and data servers in support of FDCCI with documentation of the required DoD CIO approvals for obligation of funds for data servers and centers in the AF.

1.1. This guidance applies to obligations of any and all funds to: construct or modify existing data center buildings, facilities, or rooms; or acquire items in the categories listed below regardless of appropriation, requirement, and/or originator.

1.2. This guidance applies to the acquisition of any item listed below planned for use in a data center as defined in paragraph 1 above:

1.2.1. Servers of any type

1.2.2. Server software of any type

1.2.3. Storage to include Storage Area Networks (SAN), Network Attached Storage (NAS), and Direct Attached Storage (DAS)

1.2.4. Racks

1.2.5. Uninterruptable Power Supply (UPS)

1.2.6. Routers, switches, etc (unless specifically approved by AFLCMC/A3I as an AFNET asset)

1.2.7. Cooling systems and environmental monitoring capabilities

1.2.8. Backup capabilities, regardless of medium

1.3. The following types of items in data centers are delegated to the AF CIO for approval:

1.3.1. End user devices (e.g., desktops, laptops, tablets, mobile devices), and associated software and services

1.3.2. Service, support, and maintenance contracts (e.g., warranty support, preventive, routine, and emergency maintenance) for existing data center capabilities

1.3.3. Replacement of casualty items

1.3.4. Tactical/Mobile Processing Nodes as defined in the DoD CIO Core Data Center Reference Architecture

1.4. The following types of items are excluded from AF Data Center Infrastructure Management and this approval process (no other waivers authorized):

1.4.1. National Intelligence Program and the High Performance Computing Modernization Program (HPCMP) are exempted by the 9 May 2013 DoD CIO memo.

2. SAF/CIO A6 will:

2.1. Ensure all requirements support the FDCCI prior to endorsement for DoD CIO review and approval.

2.2. Coordinate with AFSPC and other Lead Commands to determine if existing capabilities across the AF or DoD will satisfy the requirement. Requests satisfied by existing capabilities will be disapproved and returned to the requestor along with appropriate rationale and recommended alternatives.

3. SAF/AQ will:

3.1. Oversee the acquisition and sustainment of all Acquisition Category (ACAT) programs and ensure data center consolidation is addressed and planned for in the appropriate acquisition documentation.

4. AFSPC will:

4.1. Support data center consolidation goals and objectives when managing and distributing the consolidated funding for Engineering & Installation (EI) projects.

5. MAJCOM/A6s will:

5.1. Determine if existing capabilities within the MAJCOM will satisfy the requirement. Requests satisfied by existing capabilities will be disapproved and returned to the requestor along with appropriate rationale and recommended alternatives.

5.2. Evaluate Area Processing Centers (APCs), Defense Enterprise Computing Centers (DECCs), and Joint Information Environment (JIE) Core Data Centers (when available) as the preferred data centers for fulfillment of data center requirements and must be considered by the MAJCOM prior to approval.

5.3. Coordinate any Defense Information Systems Network (DISN) Long-Haul Communications changes required to support data server and data center requests.

5.4. Approve all requirements for their MAJCOM organizations in CIPS prior to submittal for SAF/CIO A6 approval. Approval may not be delegated.

6. Organizations will:

6.1. Not execute obligations of funds under the purview of AF Data Center Infrastructure Management in paragraph 1 until final approval is received in CIPS from the DoD CIO via SAF/CIO A6.

6.2. Clearly state requests for obligation approval in terms of requirements.

6.2.1. Requests must address achievement of data center consolidation goals or rationale for why existing capabilities of data servers and data centers do not meet requirements.

6.2.2. Requests must reference a Budget Identification Number (BIN) from Enterprise Information Technology Data Repository (EITDR) to correspond to the Unique Investment Identifier (UII) in Select & Native Programming Data Input System for Information Technology (SNaP-IT) for submission to the DoD CIO.

6.3. Submit AF Data Center Infrastructure requirements via CIPS using the program dashboard titled "AF Data Center Infrastructure" and the prescribed format therein. Reference <https://cipsaf.tinker.af.mil/user/> for CIPS user access. Emergency/mission essential requests can be submitted directly to AFFDCC@pentagon.af.mil or DSN 260-2512 for expedited processing and will be considered by the DoD CIO on a case-by-case basis.

6.4. Work through their appropriate level Cyberspace Systems Integrator (CSI) (formerly Systems Telecommunications Engineering Manager [STEM]) for assistance. Communications squadrons can provide information regarding CSI assignments. Issues with CSI assistance should be directed to the Workload Control Center at 38ESEWOC@tinker.af.mil. Reference Methods and Procedures Technical Order (MPTO) 00-33D-2002, *Engineering & Installation Procedures*, for CSI services and MPTO 00-33D-3003, *Managing the Cyberspace Infrastructure with the Cyberspace Infrastructure Planning System*, available through Enhanced Technical Information Management System (ETIMS) to enter requirement in CIPS and associate them with the AF Program Dashboard.

7. Program Managers (PMs) will:

7.1. Address data center consolidation in acquisition planning and plan for consolidation prior to the next major increment or modification.

7.2. AFI 63-101/20-101, *Integrated Life Cycle Management*, directs the use of CIPS for PMs as the AF enterprise-wide communications and information equipment, systems and infrastructure planning tool. CIPS includes downward directed enterprise solutions including AF Data Center Infrastructure.

Figure 1. DoD CIO Data Servers and Data Centers Approval Process in the AF



Attachment 2

GUIDANCE CHANGES

(Replace) 2. Roles and Responsibilities. Note: For this instruction, the term major command (MAJCOM) also applies to Field Operating Agencies (FOA) and Direct Reporting Units (DRU) when not assigned to MAJCOM.

(Replace) 2.1.6.1. Proposed temporary T-1 AFNET program system/equipment modifications according to AFI 63-131, *Modification Program Management*.

(Replace) 2.9. Unit Commanders. Unit or Group commanders of communications personnel will:

(Replace) 2.9.1. Implement all applicable programs listed in TO 00-33A-1001. TO 00-33A-1001 topics include Quality Assurance Program, Control of Production, Air Traffic Control and Landing Systems (ATCALs), Communications Inspection, Corrosion Prevention and Control Program (CPCP), Historical Record Management, Life Cycle Management, Material Management, Publications Programs, Antenna Identification, Tool Management, Performance Metrics and Algorithms for Communications, Centralized Repair Activities (CRA), System Managers, Specialized Communications Teams (SCT), Common Communications Procedures, and Climbing Training Requirements.

(Replace) 2.9.2. Unit establishes QA work center directly under the commander.

Communications or Operations Group as applicable establishes a QA work center logically under the commander, but may reside physically in the Commander or Operations Support Squadron. **Note:** except for ATCALs work centers, systems, and personnel which will be accomplished by the MAJCOMS via the Air Traffic System Evaluation Program (ATSEP). *DATCALs (Deployable Air Traffic Control and Landing Systems) will continue to be aligned under the purview of the local unit.*

(Replace) 2.9.9. Communications Groups/Squadrons only be the “Approval Authority” for CIPS accounts IAW MPTO 00-33D-3003.

(Replace) 2.9.10. Base Communications units only validate the base blueprint in CIPS prior to Installation commander’s endorsement (reference AFTO Form 330, Base Blueprint Endorsement Checklist).

(Replace) 2.9.11. Manage and document base infrastructure projects in CIPS as applicable. Coordinate and prioritize base infrastructure projects in CIPS for current and out years. Reference MPTO 00-33D-3003.

(Add) 2.9.11.1. Infrastructure Requirements add a new capability in the form of a new system, asset, or a change to the network/cyberspace infrastructure configuration that affects the Communications Mission Data Set (CMDS). Generally they cannot be funded/accomplished at the base level.

(Replace) 2.9.12. Prioritize and approve projects on Work Plan submissions in CIPS as applicable. Follow the process IAW MPTO 00-33D-2002 for including Cyberspace Infrastructure requirements in the AF EI Work Plan process.

(Replace) 2.9.13. Base Communications Units only appoint a primary and alternate CIPS Organizational Structure Manager to maintain the organizational tree IAW AFI 38-101, *Air Force Organization*, and AFPD 38-1, *Organization and Unit Designations*.

(Replace) 2.10.1. Designate, in writing, personnel authorized to perform ATCALs facility certifications, if performed locally for units with ATCALs maintenance responsibility.

(Delete) 2.11.9.

(Replace) 2.11.11. Maintain historical files and master inventories on communications systems/equipment in applicable AIS.

(Add) 2.11.11.1. Maintain asset/commodity information in CIPS as applicable in accordance with MPTO 00-33D-3003.

(Delete) 2.11.12.

(Modify) 2.12. Communications Focal Point (CFP). In the base communications squadron/flight, the CFP is the combination of the Maintenance Operations Center (MOC), telephone helpdesk and the traditional network helpdesk functions. The CFP function has tactical control (TACON) of the client service team (CST) Work center. The CST unit commanders retain administrative control of CSTs. The CST Work center retains TACON of all CSTs assigned to the base. A separate MOC may exist at bases where cyber systems are assigned to an Operations Group in addition to equipment/systems assigned to Communications Group/Squadron. The standalone MOC will comply with applicable CFP responsibilities contained in TO 00-33A-1001. Note: CFP and ESD integration is contained in MPTO 00-33A-1001. The CFP/MOC will:

(Add) 2.12.1.1. Manage service requests, trouble tickets, and/or service incidents according to Control of Production procedures in TO 00-33A-1001.

(Add) 2.12.1.2. Manage work orders according to procedures in TO 00-33D-3003. Work Order Management System (WOMS) is an integrated tool that permits users to create, track, and process work orders within CIPS at both the base and MAJCOM levels, while keeping work orders and infrastructure requirements as separate business objects.

The following additions to AFI 33-150 replaces guidance previously published in AFI 33-101, *Commanders Guidance and Responsibilities*:

(Add) 2.14. Installation Communications Squadron Commander or equivalent will:

(Add) 2.14.1. Meet the cyberspace support mission needs of the entire installation, assigned tenant units, and geographically separated units (GSUs) not receiving support from another host wing, command, or Service.

(Add) 2.14.2. Organize, train, and lead all cyberspace support personnel.

(Add) 2.14.3. Manage the installation level infrastructure, host systems, and tenant systems as defined in support agreements.

(Add) 2.14.4. Serve as the focal point for the installation's cyberspace support system needs and as the accountable officer for all IT hardware equipment accounted for in their assigned Asset Inventory Management (AIM) Defense Reporting Activity (DRA).

(Add) 2.14.5. Appoint a Base Equipment Control Officer to oversee the installation Air Force Equipment Management System-Asset Inventory Management (AFEMS-AIM) program IAW AFI 33-112, *Information Technology Hardware Asset Management*.

(Add) 2.14.6. Plan the evolution of systems supporting the installation users' missions; ensure communications unit can meet all Designated Operational Capability (DOC) Statement taskings.

(Add) 2.14.7. Develop communications and information annexes and appendices, for installation specific contingency plans and support plans. Review and assist with the development of tenant plans involving communications and information resources or activities.

(Add) 2.14.8. Identify and collect cyberspace infrastructure requirements and incorporate them into the CIPS base blueprint, as necessary. Coordinate with the 38th Cyberspace Engineering Installation Group (CEIG) assigned base-level CSI on the blueprint endorsement. Work with the CSI to integrate base requirements into prioritized project plans that can be submitted to an appropriate Air Force/MAJCOM work plan. Reference MPTO 00-33D-3003.

(Add) 2.14.9. Coordinate CSI visits with installation level Functional Area Managers (FAMs) and installation Civil Engineering Squadron planners.

(Add) 2.14.10. Coordinate the communications and information systems blueprint with the host wing and other tenant units. Ensure the communications and information systems blueprint in CIPS, the installation comprehensive plan, and military construction programs complement each other (see AFI 32-7062, *Air Force Comprehensive Planning*).

(Add) 2.14.11. If the wing commander delegates, serve as base-level approval authority for the Implementation Document and other requirements documents submitted for implementation of communications and information systems.

(Add) 2.14.12. Serve as the overall interface with the CSI to establish priorities and render decisions concerning the base cyberspace infrastructure.

(Add) 2.14.13. Manage cyberspace support projects.

(Add) 2.14.13.1. Manage all Communications and Information Systems Installation Records (CSIR) for inside plant per MPTO 00-33A-1001 in CIPS.

(Add) 2.14.13.2. Manage the outside plant Communications Mission Data Set (CMDS) layer in the CIPS Visualization Component (CVC) per MPTO 00-33D-3004.

(Add) 2.14.14. Initiate and process the AFTO 229 to request Engineering Installations services for Emergency Maintenance Restorals and Antenna Preventive Maintenance Inspection per instructions on page 3 and MPTO 00-33D-2002.

(Add) 2.14.15. Assign an individual as the Wing/Base 3DXXX Cyber Support Functional Manager for accession, training, classification, utilization, and career development of enlisted (3DXXX) personnel. These personnel operate in every functional area and often do not work in the Wing/Base communications unit. Nevertheless, they are specialized extensions of the total capability for cyber support to the Air Force mission. A network of open communications is critical among these personnel at all levels.

(Add) 2.15. Tenant Unit Commanders (or equivalent) will:

(Add) 2.15.1. Appoint a tenant communications responsible officer to serve as their single focal point and accountable officer for the cyberspace support systems of their respective activities.

(Add) 2.15.2. Define specific tenant and installation communications squadron commander (or equivalent) responsibilities in the support agreement or similar document. Upon appointment, unit commanders (or equivalent) notify the installation communications squadron commander (or equivalent).

(Add) 2.15.3. Coordinate with the installation communications squadron commander (or equivalent) to ensure their systems will integrate and interoperate, when necessary, with the

GIG, AF-GIG, AFNET or host base systems.

(Add) 2.15.4. Identify to the host installation, MAJCOM, and lead MAJCOM for Cyberspace Operations, the special engineering, installation, operation and/or maintenance requirements for NSS, SAP or SCI or other federal agency systems that are used by the tenant.

Administrative Changes

OPR is hereby changed to “AF/A3CS/A6CS”

References throughout to “SAF/A6O” are hereby changed to “AF/A3C/A6C”