

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 21-116**

**10 DECEMBER 2000**



**Maintenance**

**MAINTENANCE MANAGEMENT OF  
COMMUNICATIONS-ELECTRONICS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 21-1, Managing Aerospace Equipment Maintenance. It establishes the Maintenance Management System and provides the directive guidance for Air Force activities that perform maintenance on Communications-Electronics (C-E) systems, equipment, or circuits. It applies to all organizations and personnel that maintain C-E systems, equipment, and circuits regardless of AFSC (to include AFRC, ANG, and DoD civilian C-E organizations). In this document, the term "maintenance" is defined as any action which requires the removal of an equipment cover or panel to conduct an alignment, adjustment, modification, removal and replacement of a line replaceable unit (LRU), reset action, etc. to restore a system to operational status; to perform preventive maintenance inspection (PMI) routines; or to install or remove C-E systems, equipment, or circuits. **Chapter 8** requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of records notice F021 AFSPC A, Cable Affairs Personnel/Agency Records, applies.

**SUMMARY OF REVISIONS**

This is a major AFI revision and requires complete review. This AFI specifically identifies the minimum requirements that non-traditional maintenance technicians must adhere to when performing maintenance. It clearly defines time requirements for Air National Guard C-E maintenance responsibilities. All references to Quality Air Force (QAF) have been removed and all general terminology updated. All obsolete references have been updated to reflect current Air Force directives. Responsibilities have been added to the Chief of Maintenance/Chief of Mission Systems Flight (**Chapter 3**). **Chapter 4** renamed "Maintenance Control" and rewritten to define duties and responsibilities more clearly. **Chapter 5** clarifies and defines the duties and responsibilities of Maintenance Support and the Maintenance Support Representative (MSR). **Chapter 7** was rewritten and renamed "Deployable Communications" making this instruction applicable to all Air Force C-E units with deployable unit type codes (UTCs). Added **Chapter 9** "Management of Commercial Off-The-Shelf (COTS) C-E Equipment." Updated attachments to reflect changes to this AFI and completely revised **Attachment 11** "Air Traffic Control and Landing Systems (ATCALS) Certification."

8.4.2.3.2. Requirements and procedures for requesting consent-to-cross over or under the HICS ROW.

8.4.2.3.3. The necessity of keeping CA advised of any planned construction or earth-moving activities along the HICS ROW.

8.4.2.3.4. A request for update information, such as additional names of tenants, changes in ownership, erosion problems, and known construction requirements. Use AF Form 3951 (or OMB Form 0701-0141) to gather public information. See AFI 37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections, for more guidance on requesting information from the public.

8.4.2.3.5. Notify landowners or tenants in advance with details of any planned cable work on their property. In all cases where digging takes place, make every effort to contact the landowner.

8.4.2.3.6. Ensure all non-routine maintenance of the ROW (i.e., erosion repair work, earth moving, cable lowering or relocation, etc.) is monitored and inspected.

## 8.5. ROW Maintenance.

8.5.1. Deficiencies. The HICS ROW is USAF Real Property. Correction of deficiencies is a BCE responsibility. However, the CAO is the single point of contact for all ROW deficiencies and ensures corrective actions are implemented. The CAO:

8.5.1.1. Inspects all ROW problems (erosion, access/gate discrepancies, etc.) and determines corrective actions in accordance with TO 21M-LGM30F-2-20-1 and/or applicable drawings.

8.5.1.2. Coordinates with cable maintenance to either perform repairs or monitor BCE/contractor efforts as required.

8.5.1.3. Requests Base Civil Engineer (BCE) assistance, as required. If BCE cannot support the ROW repair with in-house resources, the CAO processes a BCE funded Request for Purchase (AF Form 9) for contract support. (NOTE: At bases where the missile wing is a tenant, BCE funding/reimbursement for missile support actions is in accordance with local support agreement. The CAO must submit annual requirements to BCE well in advance for funding and programming. When out-of-cycle funding is necessary, the request and justification must be submitted to BCE for joint resolution.)

## 8.6. ROW Projects.

8.6.1. The CAO provides annual funding requirements for ROW projects, excluding ROW (HICS) gate projects, requiring contract support to the communications unit budget officer. These fund requirements are included in the yearly financial plans, Program Element Code (PEC) 11323F, under Electronic Equipment and Inter/Intra Site Cable Maintenance (EEIC) 56970 funds. Based on these estimates, HQ AFSPC/SCX allocates funds for specific projects as they occur. The expenses generated by reimbursable projects are paid from funds pre-deposited by the crossing agency in Deposit Fund Account 57F3875 (see Reimbursements in paragraph 8.7.4.2.).

8.6.2. The CAO coordinates unprogrammed project requirements with unit and base budget offices to immediately notify HQ AFSPC/SCOM and SCX. HQ AFSPC/SCX will fund validated projects on a case-by-case basis.