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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://private.afca.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.

2.4.2. MAJCOM AFNOI OPRs will:

- 2.4.2.1. Coordinate all draft AFNOIs submitted for Air Force publication with the appropriate MAJCOM offices.
- 2.4.2.2. Provide HQ AFCA/GCLO recommended changes and updates as required.
- 2.4.2.3. Evaluate and validate AFNOIs before forwarding to HQ AFCA/GCLO for publication.

3. General.

3.1. Introduction. AFNOIs are directive specialized publications providing operating procedures and checklists for network operations. AFNOIs are used to document standard processes as well as operate, maintain, or troubleshoot network software and equipment and are generated for technical subjects not covered by Air Force publications or technical orders. All AFNOIs are specifically linked to one or more of the Network Operations AFSC's Job Qualification Standards (JQS) as the training reference. Network Managers must ensure their use in day-to-day operations.

3.2. Process.

3.2.1. AFNOIs are developed and processed one of two ways.

3.2.1.1. HQ AFCA/GCLO will develop new and revised AFNOIs as technical, operational, and training demands require. HQ AFCA/GCLO will utilize NCC/NOSC/AFNOSC operational expertise to help develop AFNOIs.

3.2.1.2. MAJCOMs/agencies help develop new and revised AFNOIs. MAJCOMs will coordinate intent to develop an AFNOI with AFCA to help eliminate duplication of effort. NCCs forward AFNOI proposals through their respective MAJCOM OPR.

3.2.2. Local AFNOIs. The Officer in Charge (OIC)/Noncommissioned Officer in Charge (NCOIC) of any NCC/NOSC/AFNOSC may authorize development and use of local Network Operating Instructions (NOI). These local NOIs may be in the form of supplements to AFNOIs or may be unique to the MAJCOM/NCC. Local NOIs (whether at base, MAJCOM, or AFNOSC) will be forwarded through the respective MAJCOM or Headquarters-level for consideration as an Air Force-level AFNOI. The requirement to accomplish local AFNOIs must be documented in a local JQS or AF Form 797, **Job Qualification Standard Continuation/Command JQS**.

3.2.2.1. Local NCC/NOSC may supplement Air Force or MAJCOM NOIs as local requirements dictate. When supplementing AFNOIs, only subparagraphs may be added. Do not change or renumber main paragraph headings. This will maintain standard steps throughout the Air Force.

3.2.2.2. MAJCOM/NCC may develop local NOIs that are unique to their organization or Command. Do not create local NOIs for which there is already an AFNOI. In most cases, local NOIs are created for MAJCOM-unique systems that are not used Air Force-wide.

3.2.2.3. Local NOI procedures:

3.2.2.3.1. Conspicuously mark or label the NOI as local use only.

3.2.2.3.2. Number local NOIs using the system in paragraph **3.3**.

- 3.2.2.3.3. Rescind local NOIs after an Air Force or MAJCOM NOI is published on the same subject.
 - 3.2.2.4. Local NOIs cannot contradict an AFNOI or MAJCOM NOI. Changes can restrict requirements but not override or negate them.
 - 3.2.2.5. The Air Force OPTN web page referenced in paragraph 2.2.3, provides guidance on format and content of local NOIs. An AFNOI template can be downloaded from the web page and used as a guide for developing local NOIs.
 - 3.2.2.6. Maintain and dispose of local NOIs according to procedures in AFI 33-360, Volume 1, AFMAN 37-123, and Air Force WEB-RIMS RDS located at <https://webrims.amc.af.mil/rds/index.cfm> for NOI publication record sets.
 - 3.2.3. Proposed AFNOIs. MAJCOMs will evaluate and field-test proposed AFNOIs before forwarding them to HQ AFCA/GCLO, 203 W. Losey St, Room 3100, Scott AFB IL 62225-5222, email: <mailto:afca.gclo@scott.af.mil>.
 - 3.2.4. Changes to AFNOIs. Forward changes (except for minor punctuation and spelling errors) as AFNOI revisions. To revise an AFNOI, the completed AFNOI is reaccomplished and processed in the same manner as new AFNOIs. Submit recommended changes, additions, or deletions through the MAJCOM channels (MAJCOM AFNOI OPR) to HQ AFCA/GCLO.
 - 3.2.5. Implementation. Implement AFNOIs upon notification unless otherwise specified.
 - 3.2.6. Approval Process. Prior to certification, each AFNOI will go through a thorough review process.
 - 3.2.6.1. Initial review will be an internal AFCA review.
 - 3.2.6.2. Following AFCA internal coordination, AFNOIs will be sent out to all MAJCOM AFNOI POCs as well as the AFNOSC for review. MAJCOM POCs are expected to coordinate with the appropriate offices or personnel to ensure an accurate analysis is done. For example, if the AFNOI covers network outage reporting, then the NOSC crew should be involved in the analysis. MAJCOMs and the AFNOSC will be given 30 days for review and coordination on AFNOIs.
 - 3.2.6.3. Once all coordination is complete, HQ AFCA/GCL will certify and HQ AFCA/GC will approve the AFNOI.
 - 3.2.7. Notification. Notification of new or revised AFNOIs will take place via C4 NOTAM. HQ AFCA/GCLO will notify the AFNOSC, as described in AFI 33-115 Volume 1, *Network Management* (will become Network Operations), that a new AFNOI is available for download and use. The AFNOSC will then generate a Directive C4 NOTAM to each MAJCOM announcing the new AFNOI and directing units to download and use the new document.
 - 3.2.8. Rescission of AFNOIs. AFNOIs are rescinded when no longer pertinent. Notify HQ AFCA/GCLO, through command channels, on an AF Form 1382, when an AFNOI should be rescinded.
- 3.3. Numbering and Indexing. AFNOIs are broken down into 9 series and 4 subseries.
 - 3.3.1. Functional area series numbering:
 - 3.3.1.1. 100-series - Workgroup Management (i.e., end-user desktop/office applications).

3.3.1.2. 200-series - Information Protection Operations (i.e., security/firewall/virtual private networks/intrusion detection system).

3.3.1.3. 300-series - Network Administration (i.e., operating systems, router access control lists, messaging).

3.3.1.4. 400-series - Network Management (i.e., network management software).

3.3.1.5. 500-series – NOSC Crew Operations.

3.3.1.6. 600-series - Reserved/TBD.

3.3.1.7. 700-series - Reserved/TBD.

3.3.1.8. 800-series - Reserved/TBD.

3.3.1.9. 900-series - Reserved/TBD.

3.3.2. AFNOIs are numbered in 4 subseries:

3.3.2.1. -1000 subseries - Installation, Configuration and Operational Procedures.

3.3.2.2. -2000 subseries - Abbreviated Checklists (i.e., Quick Reaction Checklists).

3.3.2.3. -3000 subseries - Troubleshooting and Test procedures.

3.3.2.4. -4000 subseries - Periodic Tasks (i.e., Preventative Maintenance Inspections (PMI)).

3.3.3. AFNOIs are indexed on the HQ AFCA web page (<https://www.afca.scott.af.mil/optn/>) maintained by HQ AFCA/GCLO. In the event one of the Reserved/TBD series is used, the web page will reflect the latest numbering scheme.

4. Information Collections, Records, and Forms or Information Management Tools (IMT).

4.1. Information Collections. No information collections are created by this publication.

4.2. Records. Master record sets are created and controlled as stated in paragraph 2.2.8. Retain and dispose of these records according to Air Force WEB-RIMS RDS, Table 37-9, Rule 2, located at <https://webrims.amc.af.mil/rds/index/cfm>.

4.3. Forms or IMTs (Adopted and Prescribed).

4.3.1. Adopted Forms or IMTs: AF Form 847, **Recommendation for Change of Publication**; AF Form 1382, **Request for Review of Publications and/or Forms**; AF Form 797, **Job Qualification Standard Continuation/Command JQS**.

4.3.2. Prescribed Forms or IMTs: No forms or IMTs are prescribed by this publication.

DONALD J. WETEKAM, Lt Gen, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Paperwork Reduction Act of 1995

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

AFI 33-115 Volume 1, *Network Management* (will become Network Operations)

AFI 33-115 Volume 2, *Licensing Network Users and Certifying Network Professionals*

AFI 33-360, Volume 1, *Air Force Content Management Program--Publications*

AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*

AFMAN 37-123, *Management of Records*

Abbreviations and Acronyms

AFCA—Air Force Communications Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFNOI—Air Force Network Operating Instruction

AFNOSC—Air Force Network Operations and Security Center

AFPD—Air Force Policy Directive

C4 NOTAM—Command, Control, Communications and Computer Notice to Airmen

MAJCOM—Major Command

NCC—Network Control Center

NCOIC—Noncommissioned Officer in Charge

NOI—Network Operating Instruction

NOSC—Network Operations and Security Center

OIC—Officer in Charge

OPR—Office of Primary Responsibility

OPTN—Operationalizing & Professionalizing the Network

RDS—Records Disposition Schedule