

13 November 1995



Communications

**COMMUNICATIONS-COMPUTER SYSTEMS
REQUIREMENT BOARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 512 SPTG/SCP (Alan Dutton)

Certified by: 512 SPTG/CC (Col E. Venett, Jr)

Pages: 3

Distribution: F

This instruction provides guidance for establishing and operating the Communications-Computer Systems Requirement Board (CSRB) and Communications-Computer Systems Requirement Board Working Group (CSRBWG) for the 512th Airlift Wing. It implements applicable sections of AFI 33-101, *Communications and Information Management Guidance Responsibilities*, and AFI 33-103, *Requirements Development and Processing*, defines local board structure, membership, and frequency of meetings for validation of requirements and approval of the technical solutions for communications-computer systems (C-CS). It applies to all organizations within the 512 Airlift Wing family.

1. Objectives of the CSRB:

- 1.1. Provides a corporate forum to review C-CS requirements and establish Wing C-CS policies.
- 1.2. Validates mission-essential requirements and approves or disapproves the technical solutions.
- 1.3. Selects and approves the most cost- and mission-effective technical solutions.
- 1.4. Consolidates and prioritizes wing C-CS requirements.
- 1.5. Delegates the review, validation, recommended approval, or disapproval authority to the appropriate levels commensurate with the nature and cost of the requirement.
- 1.6. Establishes long range goals and objectives for C-CS in order to meet mission requirements and stay within the realm of the Base Blueprint.

2. Objectives of the CSRBWG:

- 2.1. Acts as intermediate review, validation, and disapproval authority, as delegated by the CSRB.
- 2.2. Ensures requirements needing CSRB or higher review are complete and all necessary actions have been accomplished prior to submission to the CSRB.

2.3. Makes recommendations for the validation, approval or disapproval of requirements and technical solutions submitted to the CSRB.

2.4. Consults functional staffs to ensure all issues on each requirement are identified prior to submission to the CSRB.

3. Membership Composition :

3.1. CSRB: Chairperson: 512 SPTG/CC.

Secretariat: 512 AW/SC (LAN Administrator)

Group Commanders

512 AW/XP

512 AW/FM

512 MSS/IM

3.2. CSRBWG:

3.2.1. Membership of this group will be composed of Wing personnel approved by the CSRB to work an issue or requirement. The group can be a standing group or established for a single short-term requirement. Personnel may be members of more than one group at a time and should have some expertise or interest in the requirement being worked.

4. Responsibilities:

4.1. CSRB:

4.1.1. Approve members of CSRBWG and the groups "tasking."

4.1.2. Conduct minimum of quarterly meeting. Meeting will be during the second month of each quarter.

4.1.3. Notify units of time and date of "special" CSRB meetings, ensuring enough time for units/CSRBWGs to input packages for consideration.

4.2. CSRBWG:

4.2.1. Process requirements according to applicable Directives and Instructions.

4.2.2. CSRBWG members represent Wing interest when applying their functional expertise in board deliberations. The goal is: Communication-Computer Systems Standardization throughout the Wing, conformance with the Base Communications-Computer Systems Blueprint, and alignment with HQ AFRC Network and Small Computer Baseline. Recognition of "unique" requirements will be considered. Assess the operational validity of each requirement and the proposed technical solutions.

4.2.3. Ensure packages submitted to the CSRB are complete and ready for submission upon the Board's Approval (i.e., All required forms, etc. are ready to go, proposed technical solutions consider and identify the total resource needed to satisfy requirements, such as hardware, software, training, personnel, safety, and facilities where needed.)

5. SECRETARIAT Responsibilities:

- 5.1. Ensures quarterly and “special” meetings are published in advance with a suspense date for items to be considered.
- 5.2. Ensures meeting agenda, minutes of CSRB and CSRBWG are recorded, published and distributed in a timely manner.
- 5.3. Processes and tracks C-CS requirements, and provides status on request.
- 5.4. Maintains “letters of appointment” for CSRB and CSRBWG.

6. Validation and Approval Authority:

- 6.1. Attachment 1 identifies the approval process for CSRBs. Requirements outside these limits will be forwarded to higher headquarters approval.
- 6.2. Out-of-Cycle requirements will be processed only in urgent or emergency situations. A vote will be solicited from each member or alternate. Majority rule required for validation or approval.

MICHAEL J. QUARNACCIO, Brig Gen, USAFR
Commander