

SITFAA MANUAL

(U.S. Air Force Computer and Telecommunications System)



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FOREWORD

The SITFAA Manual establishes the procedures and means of communications to be applied in an efficient and reliable manner in order to provide permanent support to the System of Cooperation among the American Air Forces (SICOFAA). It is recognized that the System of Information Technology and Telecommunications of the American Air Forces (SITFAA) has certain autonomies similar to the SICOFAA Permanent Secretariat (SPS), and must function as its own entity in order to fulfill its mission. The changes made to this manual are a reflection of the commitment to serve SICOFAA with a communications system that helps promote the bonds of cooperation, friendship and fraternity that characterize SICOFAA's motto: "United Allies".

VERSION CONTROL

Version	Date	Observation
Version 1	November 2001	Regulation
Version 2	February 2005	Regulation
Version 3	August 2014	The following documents are combined: Regulations, Communications Operations Manual with its Annexes and the IT Operations Manual. It is renamed as SITFAA Manual
Version 4	December 2017	Modified 80-90% during the Workshop SITFAA July 2017
Version 5	May 2018	Approved in the LVIII PREPLAN
Version 6	May 2019	

SUMMARY OF CHANGES

This manual has been extensively updated and should be read in its entirety.

AMENDMENTS

This Manual may be updated as deemed necessary. Any recommendations for modifications should be channeled through the ECR for consideration and approval by the Liaison Officers.

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CHAPTER 1: General Information

1.1. Introduction.

1.1.1. Since its inception, the System of Cooperation among the American Air Forces (SICOFAA) entrusted the now Information Technology and Telecommunications System of the American Air Forces (SITFAA) with the mission of providing the former with an efficient and reliable communications system to help the latter strengthen cooperation, friendship and fraternity among its member air forces. The SITFAA has been fulfilling its mission since its creation in 1964.

1.1.2. In order for SITFAA to carry out its mission efficiently, its members meet periodically to review the communications means used to ensure that they are in tune with current technology. The first meeting was held in February 2005 at Reserve Air Force Base, Homestead, Florida, during the SITFAA 2005 Workshop. During this conclave, the Air Force representatives in attendance were tasked with evaluating and approving the SITFAA Network Modernization Plan, conceived in 2000. The evaluation of this Plan resulted in the structuring of the SITFAA Manual, which was set out in three books (Regulations, Communications Operations Manual with its Annexes and the IT Operations Manual). Consequently, SITFAA acquired a server with a Web page available for the entire system and had the capacity for e-mail, videoconferencing and chat.

1.1.3. In April 2014, another group made up of SITFAA Station Operators and Officers representing seven air forces (Argentina, Brazil, Colombia, Dominican Republic, Paraguay, Peru, United States and Peru), as well as international affairs personnel, met in Lima, Peru, during the execution of Exercise COOPERATION III, to integrate, standardize and modernize these three documents. The result of this work was integrated into a single document called "SITFAA Manual".

1.1.4. During the 2014-2015 cycle, the Station Control Network (ECR) implemented the "Google Drive, Adobe Connect and Skype" tools as official tools that are part of the SITFAA network communications. Additionally, the ECR incorporated a monthly communication exercise procedure to improve response times and participation of all member country stations.

1.1.5. During the 2016-2017 cycle, ECR incorporated the Virtual Cooperation Room (SAVICO) through Adobe Connect as a communication tool at a strategic level. It provides a central point where critical information is shared for the coordination of humanitarian aid during an emergency situation. The ECR also incorporates the "Office365" tool as a common window of operation composed of a more sophisticated and reliable e-mail including other essential Microsoft applications.

1.1.6. During the same cycle, the ECR conducts the SITFAA 2017 Workshop, conformed by 26 Communications Specialists (ECO, formerly operators) representing 15 air forces (Argentina, Brazil, Chile, Colombia, Ecuador, El Salvador, United States, Guatemala, Honduras, Mexico, Panama, Paraguay, Peru, Dominican Republic, and Uruguay). They met in Tucson, Arizona to integrate, standardize and modernize the SITFAA Network. The result of this workshop resulted in the updating of 80-90% of the SITFAA Manual.

1.2. Background of the SITFAA Committee.

1.2.1. The SITFAA Committee was created by the Commanders during the IV Conference of the Chiefs of the American Air Forces (CONJEFAMER) in 1964. This Committee was charged with developing operating procedures for a computer and telecommunications system.

1.2.2. During the VIII CONJEFAMER, the Commanders established the SITFAA Committee as a permanent committee of SICOFAA, providing for annual meetings.

1.2.3. During CONJEFAMER XLII, the Commanders decided that the SICOFAA Committees would be reduced to five, leaving the responsibilities of the former SITFAA Committee under the A-V Committee on Science and Technology.

1.2.4. During CONJEFAMER XLV, the Commanders agreed that the SITFAA has certain autonomies in order to fulfill its mission. For this reason, during the SITFAA 2005 Workshop, it was agreed that SITFAA should function in a similar way to the SICOFAA Permanent Secretariat (SPS), providing permanent communications support to the entire system and therefore should not be under a single committee. This CONJEFAMER approved a new organizational chart reflecting the new position of SITFAA within SICOFAA. Refer to Figure 1 of this Manual.

1.2.5. During CONJEFAMER LI, the Commanders decided to approve a new approach to SICOFAA, leaving aside the committees by functional areas and established a process by themes. They also affirmed that the focus of the SICOFAA Master Plan, 2012-2017, was on Humanitarian Disaster Relief and Institutional Strengthening. Therefore, any issues related to the old committees would be addressed during the new committees according to the thematic approach, using sequential numbering starting with Committee I.

1.2.6. Among the responsibilities established to address SITFAA issues at the meetings were the following:

1.2.6.1. Establish communications procedures and conduct studies on specific and related topics, leading to the optimal development of SITFAA's operational capacity.

1.2.6.2. Advise the SITFAA Network on communications tools, coordinating their selection and use, providing information and technical assistance to the stations that require it.

1.2.6.3. To be the official means of communication between the air forces members of SICOFAA in matters related to this area and others that the Commanders so order.

1.2.6.4. To carry out the planning, preparation and standardized integration of the SITFAA, in order to adapt it to the technological evolution operating in this field.

1.2.6.5. Develop changes to the SITFAA Manual.

1.3. Principles.

When considering the operating principles for communications, each of the requirements necessary for its operation are specified:

- Reliability
- Flexibility
- Simplicity
- Integration
- Speed

1.4. Motto.

"COMMUNICATIONS - ALLIES" is the motto that drives the philosophy of mutual communication between SITFAA stations.

1.5. Standard Time.

Greenwich Mean Time (GMT), Universal Time or Zulu Time (z).

1.5.1. Hours of Operation.

Each SITFAA station (ECR, ECC, stations) establishes its own working hours and publishes them in the OneDrive cloud / Contact Information. The ECR's working hours are Monday to Friday from 1500Z to 2330Z.

1.6. Language.

The official language of the SITFAA Network and SICOFAA is Spanish.

1.7. SITFAA Day.

SITFAA Day is March 25, in commemoration of the first SITFAA contact between Guatemala (Captain Chinchilla, Guatemalan Air Force rescue coordinator) and U.S. personnel in Panama (Major Uribe, Albrook Rescue Control Center) at 0950 on March 25, 1965 on frequency 7.387 KCs.

CHAPTER 2: Organization

2.1. Mission.

The mission of the SITFAA Network is to establish and maintain timely and reliable means of communication and information between SICOFAA member countries and their activities.

2.2. Objective.

The objective of the SITFAA Network is to strengthen the SICOFAA through current means of communications, in order to facilitate cooperation among the American and equivalent Air Forces.

2.3. Integration.

The SITFAA Network is made up of IT, telecommunications or other personnel designated by the air forces and/or equivalents of the SICOFAA member countries. Therefore, these personnel are referred to as "Communications Specialist (ECOs)". The purpose of this is to link the SITFAA ECOs through the means of communication and procedures established in this manual.

2.4. Structure.

The SITFAA Network is structured under the authority of CONJEFAMER and it is recognized that SITFAA has certain autonomies in order to fulfill its mission.

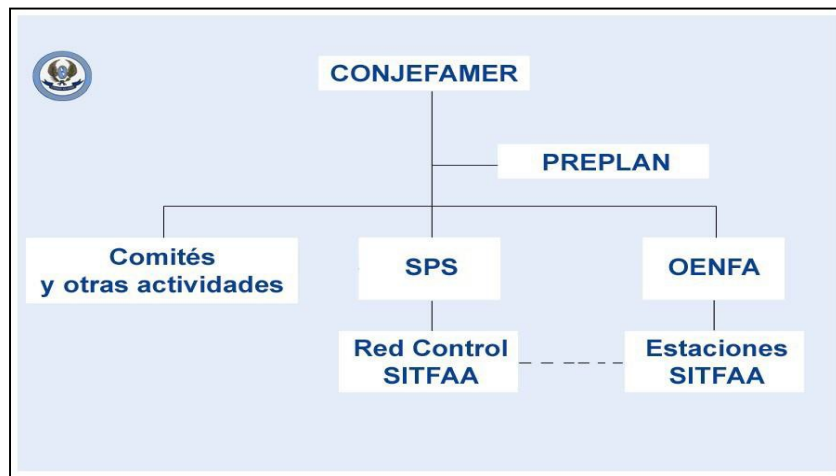


Figure 1. SICOFAA organization chart

2.4.1. The SITFAA Network has a Control Network Station (RCS), located in the headquarters country of the SICOFAA Permanent Secretariat (SPS), two circuit stations and one SITFAA station for each SICOFAA member country, as shown in Figure 2.

2.4.2. Network Control Station (ECR).

The ECR is the main body responsible for the SITFAA Network, which includes the SITFAA circuits and stations. Therefore, it provides leadership in the different matters in the area of information technology and telecommunications of SICOFAA. The ECR will not belong to any of the circuits while performing this function.

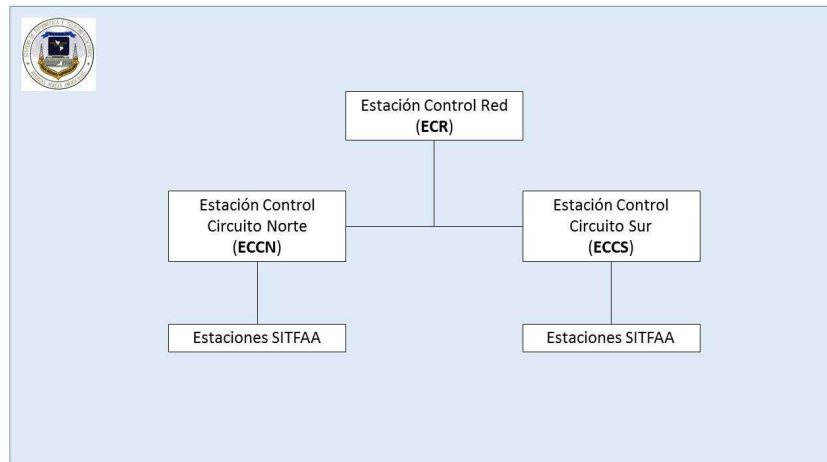


Figure 2. SITFAA Network Organizational Chart

2.4.3. Circuits.

The circuit control stations assist the ECR in its function and are responsible for the stations under their area of responsibility. The SITFAA Network is divided into two circuits, North and South:

2.4.3.1. North Circuit Control Station (ECCN).

The Northern Circuit is made up of stations in Canada, Colombia, Dominican Republic, El Salvador, Guatemala, Honduras, Jamaica, Mexico, Nicaragua, Panama and the United States.

2.4.3.2. South Circuit Control Station (ECCS).

The Southern Circuit is made up of stations in Argentina, Bolivia, Brazil, Chile, Ecuador, Guyana, Paraguay, Peru, Uruguay and Venezuela.

2.4.4. SITFAA stations.

The SITFAA Station is a work area integrated by ECOs and the necessary equipment to access the SITFAA Network communication tools. The SITFAA Station is the communication link between the SICOFAA member air forces. Therefore, it is recommended that the SITFAA Station, as a minimum, be integrated by:

- A primary ECO.
- An Auxiliary ECO, if necessary.

Note: As determined by each air force, the OENFA may assume the functions of the ECO.

Note: The number of personnel assigned to the SITFAA station is determined by each air force.

2.4.5. Jurisdiction.

The jurisdiction of the ECR, ECCs and SITFAA stations is limited to the functions within the mission of the SITFAA Network.

2.4.6. Selection.

It is a privilege to be selected as the ECR or one of the circuit stations and to carry out the powers and duties pertaining to the affairs of the SITFAA Network. At the same time, this selection brings with it a great responsibility and commitment that the station must assume in such a position.

2.4.6.1. Network Control Station (ECR).

The ECR will be named based on the location of the Air Force headquarters of the SICOFAA Permanent Secretariat (SPS).

2.4.6.2. Circuit Control Stations (ECC).

The ECC will be appointed by alphabetical rotation and on a voluntary basis from among the stations in each circuit, except the Air Force home of the ECR. If there is no volunteer in that circuit, the SITFAA station with the highest annual ratings score will assume this position. The term as ECC will be from April 1 to March 31 as illustrated in Figure 3.

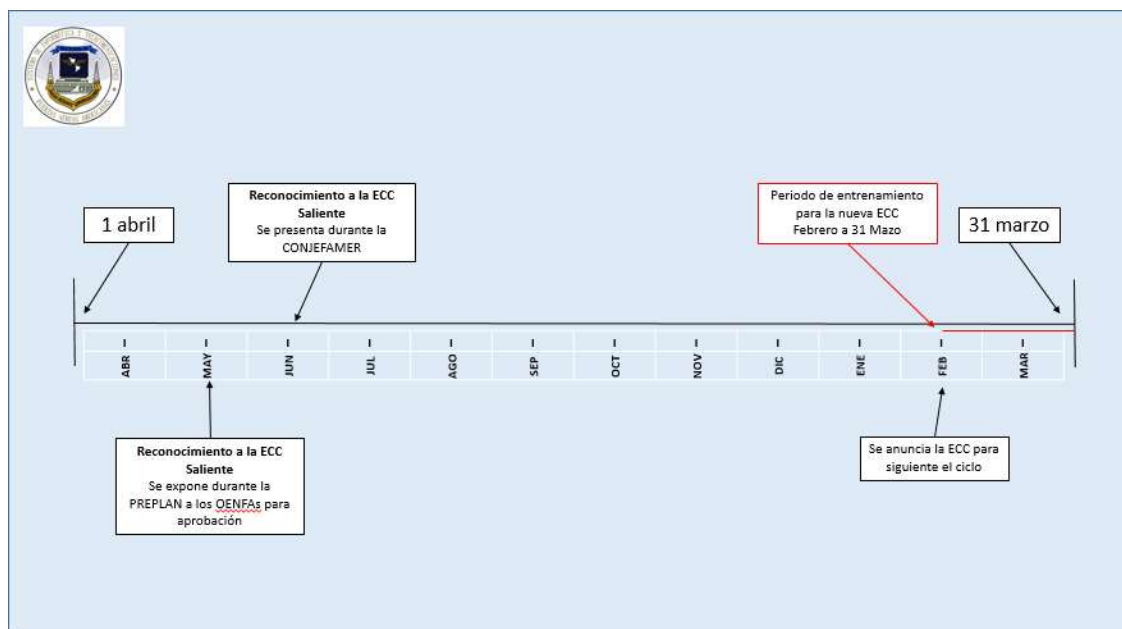


Figure 3. Cycle Control Stations Control Circuit

CHAPTER 3: Roles and Responsibilities

3.1. Role of the SITFAA Network

- Communication support in case of Natural Disasters and Humanitarian Aid.
- Support to SITFAA stations in areas such as:
 - a. Administrative communications
 - b. Communications authorized by the Chiefs of the American Air Forces.

3.2. Network Control Station (ECR)

- Provides technological guidance to the SITFAA Network.
- Responsible for the continuous and efficient operation of the SITFAA Network.
- Updates the actions and events scheduled in the SITFAA calendar.
- Trains and provides support to the CCPs in their functions.
- During humanitarian disasters, it notifies and distributes the relevant information to all SITFAA stations and makes communications means available.
- Conducts communications exercises.
- Submits an annual report that includes the following but not limited to:
 - a. SITFAA award winners.
 - b. Selection of circuits
 - c. Advances
 - d. Activities carried out and lessons learned.

Note: The report will be submitted to PREPLAN for recommendation and to the respective CONJEFAMER for approval by the Air Chiefs.

- Presents SITFAA Network updates as needed during any committee.
- Manages the SICOFAA website.
- Provides technical support of the SITFAA Network media.
- Plans, organizes and executes workshops and training when necessary.
- Standardizes the procedures of the SITFAA Network.
- Certifies the knowledge and formal training of ECOs.
- He is part of the Exercise Evaluation Team (3E).

3.3. Circuit Control Station (ECC):

Within their respective circuits:

- Main point of contact.
- They follow the ECR instructions.
- Manages the SITFAA Network in case the ECR is unable to do so.
- Responsible for the continuous and efficient operation of the stations.
- They virtually update the ratings achieved by the stations.

- They submit an annual report (2nd week of April) to the ECR that includes, but is not limited to:
 - a. Activities carried out:
 1. SITFAA Meetings
 2. Exercises
 3. Exchanges
 - b. The status of the equipment assigned to the stations.
 - c. Problems encountered in the operation of the circuits.
 - d. Recommendations.
- He is part of the Exercise Evaluation Team (3E).

3.4. SITFAA Station:

- SITFAA stations are composed of:
 - a. SITFAA Officer (OST)
 - b. SITFAA Station Manager (EES)
 - c. Communications Specialists (ECO)

Note: If no personnel are available, the Air Force may choose between an OST or EES.

- They assist their Liaison Officer (OENFA) in their responsibilities before SICOFAA.
- Update the contact list every 3 months (April, July, October and January).
 - a. Equipment status assigned by ECR
 - b. New ECOs
- Informs your CCP of activities carried out
 - a. Cooperations
 - b. Exchanges
 - c. Training
- They keep a record of Sitfagrams.
- Responsibilities during SICOFAA activities (Committees, PREPLAN and CONJEFAMER):
 - a. They are part of the coordination and support center before and during the activity.
 - b. They are part of the technical staff for the management of the conference equipment.
 - c. They manage the presentations during the event.
 - d. They provide a copy of each presentation to the SICOFAA Permanent Secretariat (SPS) at the end of each day.
 - e. Other activities established by its OENFA.
- Records changes to the web page and provides the information to be edited to the ECR.
- They use the means available during real events and exercises.
- SITFAA's main point of contact.
- Coordinate with the ECR to update procedures and applications of this manual.

3.4.1. Permanence.

It is recommended that the personnel assigned to the SITFAA station remain for a minimum of three years in order to achieve better performance, optimize staff expertise and strengthen the SITFAA Network.

3.4.2. Requirements for a SITFAA Station.

In order to operate a SITFAA station efficiently, at least the following is required:

- Two (2) ECOs
- One (1) computer
- Internet connection (50 Mbps recommended)
- One (1) webcam
- Microphone
- Audio/headphones

Note: These minimum requirements apply to SITFAA, ECC and ECR stations.

CHAPTER 4: Communications

4.1. Official Communication Media (Sitfagrama).

The Sitfagram is used to communicate within SICOFAA officially and with other agencies. The Sitfagram can be addressed to specific officials, single offices or multiple offices.

4.1.1. The template to be used is provided in Annex C and OneDrive (*Web link: [Examples of Templates](#)*). The Sitfagram at a minimum, in addition to the theme and content, should contain these elements:

- Date
- Destination
- Promoter
- Control number
- Signature of the promoter

4.2. Primary Media.

The primary communications media provide the SITFAA with the capacity to transmit information instantaneously. These media are used on a day-to-day basis during routine operations and are accessible by all stations in the system.

4.2.1. Common Work Platform.

This platform provides a common work window composed of applications with online access from anywhere in the world.

Note: The link can be found on the SICOFAA website.

4.2.1.1. E-mail.

E-mail is the medium where most communications between SICOFAA air forces use to transmit Sitfagrams or other documents.

4.2.1.1.1. E-mail format.

The format of the e-mail addresses is set up in a simple and efficient way, as follows:

For OENFAs: [country].oenfa@sicofaa.org

Example: colombia.oenfa@sicofaa.org

For SITFAA: [country].sitfaa@sicofaa.org

Example: argentina.sitfaa@sicofaa.org

4.2.1.1.2. Reading Confirmation.

The request for "reading confirmation" (formerly "acknowledgement of receipt") is only for messages of an official nature, of importance or when the sender deems it necessary (see Annex B).

4.2.1.2. Virtual File Sharing (Cloud).

It is an online file hosting service that allows you to securely manage, share and collaborate on your work files. Each user has a personal cloud storage where other users do not have access unless given permission. The SITFAA network storage cloud is the ECR cloud, only a portion of which is shared to the entire network.

4.2.1.3 Virtual Meetings.

The SITFAA Network uses the application available in the system for virtual meetings. To participate in a virtual meeting you must have the following:

- Web browser
- Flash Player
- Internet connection
- Webcam
- Microphone and speakers

4.2.2 Exercise Platform and Real Events

The Adobe Connect virtual platform is a vital tool for SICOFAA's strategic operations.

Note: The application can be replaced according to the need of the system.

4.2.2.1 The capabilities in an event depend on the role and permissions they have assigned. They could also access an Adobe Connect session from a smartphone or tablet.

Note: For more information see the Adobe Connect manual.

4.2.2.2. SICOFAA Virtual Room.

The SITFAA Network has the following Virtual Rooms, but not limited to:

SPS Hall.

Web link: <https://sicofaa.adobeconnect.com/sps/>

ECR Hall.

Web link: <https://sicofaa.adobeconnect.com/ecr>

ECCN (North Circuit) and ECCS (South Circuit).

Web link (ECCN): <https://sicofaa.adobeconnect.com/eccn>

Web link (ECCS): <https://sicofaa.adobeconnect.com/eccs>

SAVICO.

Web link: <https://sicofaa.adobeconnect.com/caoc>

Alternate: <https://sicofaa.adobeconnect.com/savico>

4.2.2.3. Virtual Cooperation Room (SAVICO).

The SAVICO is an Adobe Connect room specially designed to facilitate the flow of information to SICOFAA. This room contains some "Pods" (small windows) that have been intelligently selected to complement the room design. See description of each SAVICOA Pod in APPENDIX C.

4.3. Complementary Means.

Complementary communications media provide the SITFAA with the ability to transmit information by alternate means supplementing the primary media.

4.3.1. Website.

The SICOFAA website (www.sicofaa.org) contains information on the system and the entities within it.

4.3.2. HF radio.

Historically HF radio was the primary means of communication, but technological advances have given the SITFAA Network other more efficient means. However, SITFAA stations can still use HF radio.

4.3.3. Phone.

The telephone is an available tool, but has an additional cost due to the nature of our system and the distance between SITFAA stations. It is recommended that each SITFAA station should have a 24/7 contact number. A list of contacts can be found in the cloud.

Note: It is recommended to use other more economical means of communications for daily tasks such as messaging, voice and data applications.

4.4. Communication Equipment Upgrade.

Communications equipment upgrade is defined as the periodic replacement of existing communications equipment used by the SITFA Network. It is recommended that the upgrade of communications equipment be evaluated every five (5) years or as needed.

CHAPTER 5: Training

5.1. The development of the ECOs is a priority of the SITFAA Network where training efforts are key to their own functioning and to producing an adaptable and creative staff based on knowledge and experience. This plan identifies initial, intermediate, and advanced skills as well as refresher and ongoing training and coaching.

5.2. Network Control Station (ECR).

The ECR will complete the following requirements:

- It will complete the requirements of the ECO9 level.
- Completion will award the badge "ECO9."

5.2.1. Transition to a new ECR.

To ensure an orderly transition of ECR assets, the change of ECR headquarters from one Air Force to another will take effect within the SPS transition period.





5.3. Circuit Control Station (ECC).

CCPs will complete the following requirements:

- Complete 4 interactive training meetings with the ECR and outbound ECCs.

5.4. Communications Specialists (ECO).

ECOs have five levels of progressive training as follows:

ECO Level	Basic (ECO1)	Apprentice (ECO3)	Technical (ECO5)	Advanced (ECO7)	Expert (ECO9)
Badge	No Badge				
Examination	No examination	ECO3 Examination > 80%	ECO5 Examination > 80%	ECO7 Examination > 80%	ECO9 Examination > 80%
Activities	None	None	1 activity	3 activities	5 activities
Years SITFAA	None	None	2 years	5 years	10 years

5.5. Occupational Badge.

The insignia shall be placed in the center of the left pocket or as each air force so determines.

5.6. Registration.

ECR will update the training record with the following:

- Members of each SITFAA station
- Day the ECO started its performance at SITFAA
- Completed training level of each ECO
- Day badge was awarded

5.6.1. Upon completion of the requirements for each ECO level (e.g., exam, activities and years of SITFAA tenure), the SITFAA station will send a Sitfagram signed by its OENFA or OST listing the requirements met by each corresponding ECO.

5.6.2. Upon receipt of the signed Sitfagram, the ECR will certify the ECO by recording the requirements fulfilled in the record. The ECR will deliver the certificate and the badge(s) during the next committee or at the PREPLAN.

Note: Training logs are located in the cloud under the "Training Task" folder.

CHAPTER 6: Communication Process (Actual Events and Exercises)

6.1. The SICOFAA Air Operations Manual for Humanitarian Aid establishes that all SITFAA communications tools will be made available to SICOFAA in the event of a disaster in a member country of the system. This same procedure will be established when communications exercises are carried out.

6.2. Opening Procedures of the Virtual Cooperation Room (SAVICO).

After the opening of SAVICO in the event of a disaster, it will function as follows:

1. ECR notifies SITFAA stations of the opening of SAVICO.
2. SITFAA stations enter SAVICO and monitor according to each country's regulations.
3. SITFAA stations will share and update information as follows:
 - a. Affected Country: When possible, provide a brief description of the event to the SPS/ECR.
 - b. Affected country: Provide information through Annex 1 (SICOFAA Air Operations Manual for Humanitarian Aid) or Sitfagrama of the resources required by other Air Forces.
 - c. Aid Provider Country: Provide information through Annex 2 (SICOFAA Air Operations Manual for Humanitarian Aid) or Sitfagram of the resources offered by its Air Force.
4. The ECR or station in control of SAVICO will update the boxes. (See article 4.3.2.3. for functions of each box).
5. Closure of SAVICO will be determined by the SPS/ECR.

6.3. Exercises.

The exercise program exists to improve the SITFAA Network's communications systems.

6.3.1. Standards and Procedures.

The ECR will use an Exercise Evaluation Team (3E) to evaluate the capability of the SITFAA Network in conducting its mission during exercises. The 3E plans, conducts, and evaluates exercises in accordance with this instruction and other applicable directives. The 3E must measure, record, and analyze the performance of SITFAA stations to identify problems and their causes that require corrective action.

6.3.2. Objectives of the SITFAA Network

Objectives of the SITFAA Network			
Missio n	Resources	Enhancement	Through
Maintain media	Administration	Processes	Training
			Discipline
	Appropriate Use	Technology	Development
			Communication

6.3.3. Exercise Evaluation Team (3E). The 3E

will be composed of:

- ECR
- ECCN
- ECCS

6.3.3.1. The ECR is the point of contact for exercise planning and coordination. The ECCN and ECCS are the link with the SITFAA stations in their circuit.

6.3.4. Exercise Planning.

The ECR works with the circuit stations (ECCN and ECCS) to establish exercise objectives. Objectives will be developed in the areas of special interest, requirements in the manuals, past exercise reports and corrective action reports.

6.3.4.1. Design and Development.

Planning encompasses all aspects of exercise design and development. The 3E develops the exercise. The 3E will meet as follows:

- Approx. 14 days prior to exercise (planning and coordination)
- Approx. 07 days prior to exercise (planning and coordination)
- Approx. 03 days before the exercise (briefing)

6.3.4.1.1. This planning and coordination will include, at a minimum:

- Exercise scenario
- Date, time, duration and place of the exercise
- List of events
- Stations to be evaluated
- Considerations
- Media and communications

6.3.4.2. Confidentiality.

All aspects of the planning will be conducted in strict confidentiality to facilitate a true assessment of the SITFAA Network's capabilities. If confidentiality is not maintained, the exercise should be terminated.

6.3.4.3. List of Events.

The Event List is a compilation of events scheduled during the exercise. The events will be executed by an "injection" at a specified date-time.

6.3.4.4. 3E.

The 3E will trigger the actions programmed in the Event List. The 3E's should bring realism to the exercise and are the key entities for exercise control.

6.3.5. Execution of the exercise.**6.3.5.1. Scenario.**

The exercise scenario is executed at the date and time planned or modified by 3E management. The following terms establish the status of the exercise:

- ACTIV-EX: Start of fiscal year
- PAUS-EX: Exercise pause
- TERMIN-EX: Termination of the fiscal year

Note: Ideally, the scenario should be brought to a logical conclusion point, but the 3E may end the exercise early because of conflicting considerations with the real world or if the 3E determines that all exercise objectives were met.

6.3.5.2. Communication.

Prominently mark exercise documents, forms, publications, messages, etc., intended for injection, as follows:

"EXERCISE EXERCISE EXERCISE EXERCISE".

6.3.6. Evaluation.**6.3.6.1. Data Collection.**

The 3E members will collect and evaluate data on the actions of exercise participants, significant events of the exercise and lessons learned for inclusion in the final report. The 3E will meet as follows:

- Approx. 03 day after exercise

6.3.7. Reports.

The report shall include, but not limited to:

- Information and recommendations on all observations and performances.
- Lessons learned by describing the problem encountered.
- If any, successful action for inclusion in future exercises.
- If any, corrective action and whether it has been resolved.

6.3.7.1. Distribution.

The final exercise report will be distributed within 30 days of service/work after the exercise. The report will be saved in the OneDrive / SITFAA.

6.3.8. Exercise Requirements.

Minimum list of requirements:

EXERCISES	1 week	6 months	1 year or more
SAVICO		x	
COOPERATION			x
Contact Exercise	x		

CHAPTER 7: Exchange Program

7.1. The SITFAA Exchange Program is an instrument by which the SITFAA Network builds, sustains and expands relationships among its stations. This is a critical element for the improvement of our system. The Exchange Program allows SICOFAA's member Air Forces to exchange Communications Specialists (ECOs) in order to enhance our ability to perform the SITFAA mission. To maximize the effectiveness of the exchanges, they must support the mission, goals and objectives established by the SITFAA and the SICOFAA member Commanders.

7.2. Goals.

The purpose of the exchanges is to:

- Promote cooperation and trust.
- Improve interoperability through mutual understanding of SITFAA doctrine, techniques and procedures.
- Strengthen the bonds of friendship through reciprocity.
- Develop long-term professional relationships.
- Exchange ideas and experiences.
- Provide training related to the SITFAA Network.
- Develop working groups.

7.3. SITFAA Workshop

The SITFAA Workshop is a cooperative forum that brings together the ECOs from each SITFAA station to create dialogues and exchange knowledge on critical IT and telecommunications challenges of the system. Multilateral exchanges:

- They will be carried out when funds are available.
- The ECR creates an itinerary of events and work.
- ECR and ECCs develop and provide training.

7.4. Exchanges

Bilateral or multilateral exchanges are those that take place between ECOs of two or more SITFAA stations. The countries involved must:

- Establish the date of the exchange.
- Create an itinerary of work and events.
- Inform the ECR and ECC about your exchange.
- Make a final report.

7.5. Permanence

The permanence of the visit should be at the discretion of the outcome of the respective coordination between the stations involved.

Note: It is recommended that the duration of an exchange be at least 3 days.

7.6. Costs

The air force sending personnel on exchange shall bear all costs associated with the exchange (e.g. flight tickets, lodging, transportation, food, etc.).

Note: The host air force may, at **its discretion**, provide lodging, meals and transportation according to its capacity.

7.7. Report

The ECOs participating in an exchange must issue, to their CCP, a collaborative report. The template for exchange reports can be found in the SITFAA cloud or at the following link: [Exchange Report](#).

Note: ECOs have the option to send the ECR a courtesy copy.

CHAPTER 8: Grading System

8.1. The rating system consists of parameters for rating the stations that make up the SITFAA Network in predetermined areas.

8.2. Areas to be Evaluated.

- Weekly Inventory of Active Stations
- Participation
- SICOFAA Activities
- Cooperation with other stations
- Exercises

8.3. Qualification Tables and Criteria.

Each of the areas to be evaluated will have a specific rating, as follows:

1. Weekly Active Station Contact

Rating	Explanation
1 point	<ul style="list-style-type: none"> • The ECR sends the start message to each ECC and sets a zulu time limit. • ECC forwards the start message to its stations. • ECC counts and records the score of stations that reported within 24 hours/1 day.

2. Participation

Rating	Explanation
1 point	<ul style="list-style-type: none"> • Each SITFAA station must participate in the virtual meetings of the ECR and those of its ECC. • The respective ECC awards points for each participation.
2 points	<ul style="list-style-type: none"> • Each SITFAA station must participate in SITFAA virtual exercises. • The respective CCP scores each station for its active participation from the beginning to the end of the exercise.
3 points	<ul style="list-style-type: none"> • Each SITFAA station must participate in real events. • The respective CCP awards points to each station for its active participation from the beginning to the end of the event.

3. Exchanges

Rating	Explanation
1 point	<ul style="list-style-type: none"> Elaboration of the agenda for the exchange with the ECR and the respective ECC.
3 points	<ul style="list-style-type: none"> Guests at the Exchange. Bilateral Exchange Host
5 points	<ul style="list-style-type: none"> Multilateral Exchange Host
1 point	<ul style="list-style-type: none"> Submit Final Report to ECR and respective ECCs

4. Inter-Station Cooperation

Rating	Explanation
3 points	<ul style="list-style-type: none"> Cooperation is defined as a collaboration between SITFAA stations that as a result strengthens SICOFAA. The following areas are considered: <ul style="list-style-type: none"> ECO Training Provide assistance in SICOFAA committees and/or activities. Other activity that strengthens SICOFAA The providing or receiving station will send a Sitfagram to the ECR with the justification. The ECR determines and confirms whether such cooperation is within the definition of "cooperation" mentioned above.

5. Execution of Tasks during Real Events and Exercises

Rating	Explanation
0 point	Performance was not observed or the element was not performed.
1 point	Performance indicates a limited level. Makes mistakes.
2 points	Performance is essentially correct. Recognizes and corrects errors.
3 points	Performance is correct, efficient and expert.

CHAPTER 9: Acknowledgments

9.1 This chapter establishes and describes the SITFAA Network awards to be granted for outstanding contribution during the SITFAA cycle.

9.2. Purpose.

The purpose of the awards is to:

- Promote the reliability, efficiency and creativity of ECOs.
- Adequately reward stations and ECOs that perform outstandingly.
- Project and highlight a positive image of the SITFAA Network.

9.3. Cost.

The cost of awards (plaques, certificates and SITFAA badges) to SITFAA stations and ECOs are part of SICOFAA's annual budget and are therefore covered by the SPS.

9.4. Quarterly Acknowledgments.

The grading period will cover the following Trimesters:

- 1^{er}. Quarter: April, May, June
- 2^{do}. Trimester: July, August, September
- 3^{er}. Trimester: October, November, December
- 4^{to}. Quarter: January, February, March

9.4.1. Recognition - SITFAA Station of the Quarter.

9.4.1.1. Selection Standard.

The selection of the SITFAA Stations of the Quarter will be based on the highest rating score in the months corresponding to that quarter. One winning station will be selected in each circuit, ECCN and ECCS. These stations will be awarded SITFAA Stations of the Quarter.

Note: ECR, ECCN and ECCS cannot compete in this selection.

9.4.2. Recognition - ECO of the Quarter.

9.4.2.1. Selection Standard.

Selection of the ECO of the Quarter will be based on performance during the months corresponding to that quarter. One winning ECO will be selected in each circuit, ECCN and ECCS. These ECOs will be awarded the "**ECO of the Quarter**" recognition.

9.4.2.1.1. All SITFAAs will submit nominations via sitfagram to their respective ECC no later than 7 days after the end of that quarter (April 7, July 7, October 7, January 7). The respective ECC selects the best nomination and submits it by the 15th of the respective month to the ECR for approval and publication.

Note: All nominations submitted after this deadline **will not be considered**.

9.4.2.1.2. The nomination shall have the following:

- Nominee's name and rank
- Specifically and concisely listed accomplishments (maximum 3), framed within the following areas:
 1. Effectiveness in the performance of duties within the SITFAA (Participation during exercises/meetings/actual events, communications, etc...)
 2. Support to SICOFAA's mission (Participation/support in committees, Exercise Cooperation, other SICOFAA activities, exchanges, etc.).
 3. Professional development as SICOFAA ECO (training, courses, SITFAA workshop, etc...)

Note: ECR, ECCN and ECCS cannot compete in this selection.

Note: If there is no nomination in one of the circuits (ECCN / ECCS), the ECR will have the option to select an ECO if it so determines.

9.4.3. Recognition Award Ceremony.

ECOs and the SITFAA station will be awarded a certificate during the committee next quarter.

9.5. Annual Recognition.

The grading period will cover all quarters of the SITFAA cycle:

- Period: April 1 to March 31 (SITFAA Cycle)

9.5.1. Recognition - SITFAA Station of the Year.

9.5.1.1. Selection Standard.

The selection of the SITFAA Stations of the Year will be based on the highest rating score in the corresponding months (April 1 to March 31). One winning station will be selected in each circuit, ECCN and ECCS. These stations will be awarded "**SITFAA Stations of the Year**".

Note: ECR, ECCN and ECCS cannot compete in this selection.

Note: The ECR will name the winning stations during PREPLAN.

9.5.2. Recognition - ECO of the Year.

9.5.2.1. Selection Standard.

Selection of the ECO of the Year will be based on performance during the corresponding months (April 1 to March 31). One (1) winning ECO will be selected from the SITFAA Network. This ECO will be awarded the "**ECO of the Year**" Award.

9.5.2.1.1. All SITFAAs will submit the nominations, via sitfagram, to their respective ECC, no later than 7 days after the end of that cycle (April 7). The respective CCP selects the best nomination and submits it to the ECR for final selection no later than April 15.

Note: All nominations submitted after this deadline **will not be considered**.

9.5.2.1.2. The nomination shall have the following:

- Nominee's name and rank
- Specifically and concisely listed accomplishments (maximum 7), framed within the following areas:
 1. Effectiveness in the performance of duties within the SITFAA (Participation during exercises/meetings/actual events, communications, etc...)
 2. Support to SICOFAA's mission (Participation/support in committees, Exercise Cooperation, other SICOFAA activities, exchanges, etc...).
 3. Professional development as SICOFAA ECO (training, courses, SITFAA workshop, etc...)

Note: ECR, ECCN and ECCS cannot compete in this selection.

9.5.2.2. Award Ceremony.

The ECO and SITFAA stations will be awarded a plaque or recognition during the corresponding CONJEFAMER.

9.5.3. Reconnaissance - Circuit Station.

9.5.3.1. Selection Standard.

The "**Circuit Station**" recognition will be awarded to the ECCN and ECCS for the successful performance of their work as circuit stations.

Note: The ECR will nominate the stations to receive this recognition during the PREPLAN.

9.5.3.2. Award Ceremony.

Circuit Stations will be awarded a plaque or recognition to the station during the corresponding CONJEFAMER.

9.5.4. SITFAA badges.

9.5.4.1. Badge Description.

The badge is a specific pin awarded to ECOs with 2, 5, 10, 10, 15 and 20 years of distinguished service in the SITFAA Network.

- The ECO that receives the service badge will receive a certificate of recognition together with the badge.

Note: The use of the badge will be in accordance with the Manuals/Internals of each Air Force.

9.5.4.2. Selection Standard.

The ECR, through the training record of each ECO, will determine the recipients of this recognition.

9.5.4.3. Award Ceremony.

The ECO will be awarded this recognition during the corresponding CONJEFAMER.

9.5.5. Retirement Distinctive.

9.5.5.1. Selection Standard.

The ECO who is about to retire from his institution with a minimum of 5 years of service to the SITFAA Network will receive the "**Retirement Distinction**" award.

Note: Each station is responsible for maintaining a record of personnel who have provided service to the SITFAA and requesting this badge well in advance by notifying the ECO to their station.

9.5.5.2. Award Ceremony.

The ECO will be presented with this award at the discretion of his or her institution.

9.6. History of the SITFAA Distinctives.

During the XXVII CONJEFAMER - 1987 - a request presented by the Chilean Air Force to award a diploma to "radio operators" who complete 2 years and a badge to those who complete 5 years of continuous service in the SITFAA Network was approved.

9.6.1. During the XXXI CONJEFAMER - 1991 - it was approved to grant to the personnel of the SITFAA stations, allusive badges when they have completed 5, 10, and 15 years of service in the SITFAA. Likewise, it was decided that special recognition be given to "radio operators" who complete 20 years of service.

9.6.2. During the XXXI CONJEFAMER - 1991 - it was also decided to award a representative SITFAA badge to all officers who serve in that command for a period of no less than two years.

APPENDIX A: Abbreviations and Acronyms

3E - EXERCISE EVALUATION EQUIPMENT

CONJEFAMER - CONFERENCE OF THE CHIEFS OF THE AMERICAN AIR FORCES

ECC - CIRCUIT CONTROL STATION

ECCN - NORTH CIRCUIT CONTROL STATION

ECCS - SOUTH CIRCUIT CONTROL STATION

ECO - COMMUNICATIONS SPECIALISTS **ECR** -
CONTROL STATION NETWORK

EES - SITFAA STATION MANAGER

FA- AIR FORCE

GB - GIGABYTE (1,024
MEGABYTES) **GMT** - GREENWICH

MERIDIAN HF - HIGH FREQUENCY

JPEG - JOINT PHOTOGRAPHIC EXPERTS GROUP

MP3 - MOVING PICTURE EXPERTS GROUP LAYER-3

OENFA - AIR FORCE LIAISON OFFICER OST -
SITFAA OFFICER

PDF - PORTABLE DOCUMENT FORMAT

PPT - POWER POINT FILE FORMAT

PPTX - POWER POINT FILE FORMAT XML

PREPLAN - CONJEFAMER PLANNING MEETING

RETIFAA - AMERICAN ARMED FORCES INTEGRATED TELECOMMUNICATIONS
NETWORK

RITN - INTER-AMERICAN NAVAL TELECOMMUNICATIONS NETWORK

SAVICO - VIRTUAL COOPERATION ROOM

SGT - SERGEANT

SICOFAA - SYSTEM OF COOPERATION AMONG AIR FORCES

AMERICAN

SICOMEA - MILITARY COMMUNICATIONS SYSTEM FOR AMERICAN ARMIES

SITFAA - AMERICAN AIR FORCE COMPUTER AND TELECOMMUNICATIONS SYSTEM

SPS - SICOFAA PERMANENT SECRETARIAT

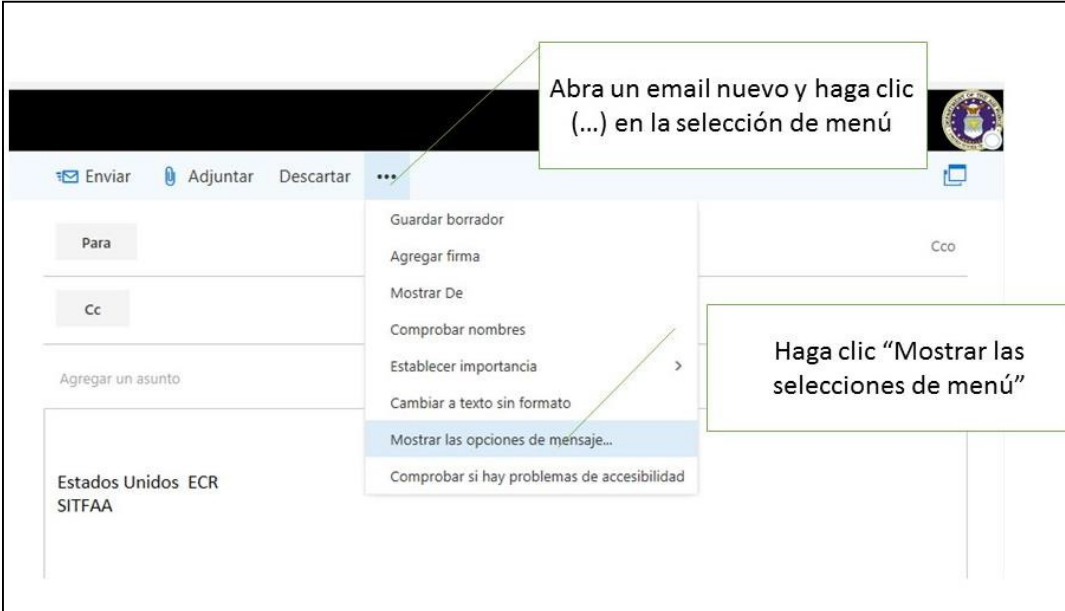
SWF - SMALL WEB FORMAT

TB - TERABYTE (1,024 GIGABYTES)

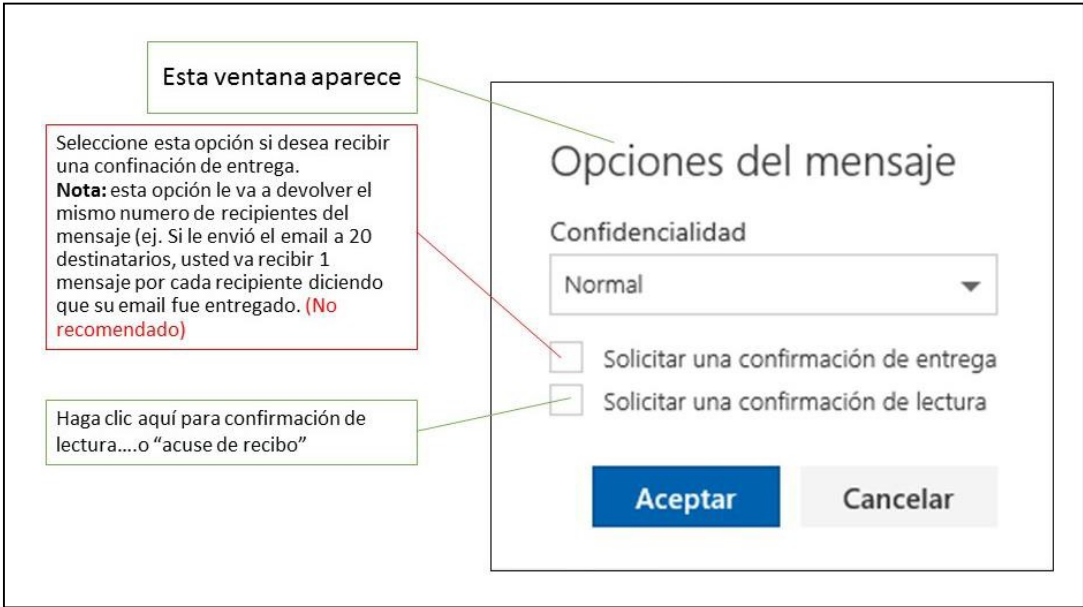
USAF - UNITED STATES AIR FORCE

APPENDIX B: Reading Confirmation

1.



2.



3.

The screenshot shows an email interface with the following elements:

- Header:** "Acuse de Recibo" (Receipt Confirmation).
- Sender:** "Estados Unidos SITFAA" with a logo and a green checkmark icon. The time is "Hoy, 03:31 p.m.".
- Message Content:**
 - "El mensaje" (The message)
 - "Para: Estados Unidos SITFAA"
 - "Asunto: Acuse de Recibo"
 - "Enviados: martes, 04 de abril de 2017 03:31:04 p.m. (UTC-07:00) Arizona"
 - "fue leído el martes, 04 de abril de 2017 03:31:58 p.m. (UTC-07:00) Arizona."
- Callout Box:** A green-bordered box with a pointer to the subject line containing the text: "Usted recibirá su 'confirmación de lectura' de esta manera he indicara cuando usted envió el mensaje y cuando fue leído. De esta forma usted utilizara nuestros recursos de una forma mas eficiente."
- Actions:** On the right side, there are icons for thumbs up, thumbs down, and a dropdown arrow.

4.

The screenshot shows an email interface with the following elements:

- Header:** "Estados Unidos SITFAA" with a logo and a green checkmark icon. The time is "Hoy, 03:31 p.m.".
- Sender:** "Estados Unidos SITFAA" with a dropdown arrow.
- Message Content:**
 - "Bandeja de entrada; Elementos enviados"
 - A grey banner with the text: "El remitente del mensaje pidió una confirmación de lectura. Para enviar una confirmación, [haga clic aquí.](#)"
 - "Estados Unidos ECR SITFAA"
- Callout Box:** A green-bordered box with a pointer to the banner containing the text: "Esta bandera aparecerá en el mensaje del recipiente. El recipiente del mensaje hace 'clic aquí' Esto enviara un acuse de recibo. Si, facilito!"
- Actions:** On the right side, there are icons for thumbs up, thumbs down, and the text "Responder a todos" with a dropdown arrow.

APPENDIX C: Sitfagram Format



SISTEMA DE INFORMÁTICA Y TELECOMUNICACIONES
DE LAS FUERZAS AÉREAS AMERICANAS (SITFAA)



09 de mayo de 2019

SITFAGRAMA PARA: País Cargo

PROMOTOR: País Cargo

NO. CONTROL: País AAAA-#

TEMA: Formato Nuevo para Sitfagramas

1. Use solo el encabezamiento aprobado por el SITFAA para toda correspondencia oficial.
 - a. En el lado izquierdo del encabezamiento debe posicionarse el logo del SITFAA.
 - b. En el lado derecho del encabezamiento debe posicionarse el Logo del SICOFAA
 - c. En el centro del encabezamiento se debe escribir "SISTEMA DE INFORMÁTICA Y TELECOMUNICACIONES DE LAS FUERZAS AEREAS AMERICANAS" (SITFAA).
 - d. Estos textos se deberán escribir en letras mayúscula, tamaño 12, Times Romans, en **negrita** y centradas. El encabezamiento no lleva puntuación.
2. La fecha es un menú desplegable. La localización standard dela fecha es 1.75" desde el borde de la página y alineado hacia la derecha.
3. Posicione "SITFAGRAMA PARA:" en la segunda línea debajo de la fecha. País y cargo que debe recibir el mensaje. Los destinatarios pueden ser individuales o múltiples.
 - a. Por ejemplo de un solo destinatario: Colombia OENFA.
 - b. Ejemplo de múltiples destinatarios (en orden alfabético): Argentina OENFA, ECR, Chile SITFAA, Perú OENFA, SPS.
4. Posicione "PROMOTOR:" en la segunda línea debajo de "SITFAGRAMA PARA:"
 - a. Nombre del País seguido por el cargo de la persona que envía el mensaje

País AAAA -#

- b. Ejemplo: Estados Unidos OENFA
5. Posicione "NO. CONTROL:" en la segunda línea debajo de "PROMOTOR." Debe incluir:
 - a. Las primera tres letras del nombre del país en mayúscula. (Ejemplo: ARG para Argentina, PAN para Panamá, SPS para la Secretaria Permanente del SICOFAA)
 - b. Seguido por el año, mes, día y número de mensaje continuo del día, (AAAAMMDD-# (Ejemplo: ARG 20170213-1)
 - c. El encabezado de la segunda página en adelante tendrá el "NO. CONTROL" marginado hacia la derecha, como mostrado en esta página.
 6. Posicione "TEMA:" en la segunda línea debajo de "NO. CONTROL:" Indica en forma sucinta y simple el cuerpo del mensaje.
 7. Cuerpo del mensaje comienza en la segunda línea debajo de "TEMA:" marginado hacia la izquierda.
 - a. El cuerpo del mensaje debe incluir un corto saludo de introducción, explicar el tema y la acción que se requiere por parte de él o los destinatarios.
 - b. Redacción del mensaje. El redactor de un mensaje debe ser breve, claro y conciso.
 - c. Textos se deberán escribir en forma normal, tamaño 12, (no menos de fuente 10) en Times New Roman.
 8. Numeración de cada párrafo comienza como ya establecido en este formato del 1 al 7 y si requiere un o más subpárrafo, seguirá como a continuación:
 - a. Subpárrafo nivel 2
 - b. Subpárrafo nivel 2...n
 1. Subpárrafo nivel 3
 2. Subpárrafo nivel 3...n

País AAAAA-#

9. Numeración de las páginas comenzara en la página 2 como en este ejemplo. La numeración será centrada, tamaño 10, Arial.

10. Siga los espacios establecidos en este ~~Sifograma~~.

NOMBRE I. APELLIDO ~~APELLIDO~~ Rango, FA
Posición, SICOFAA

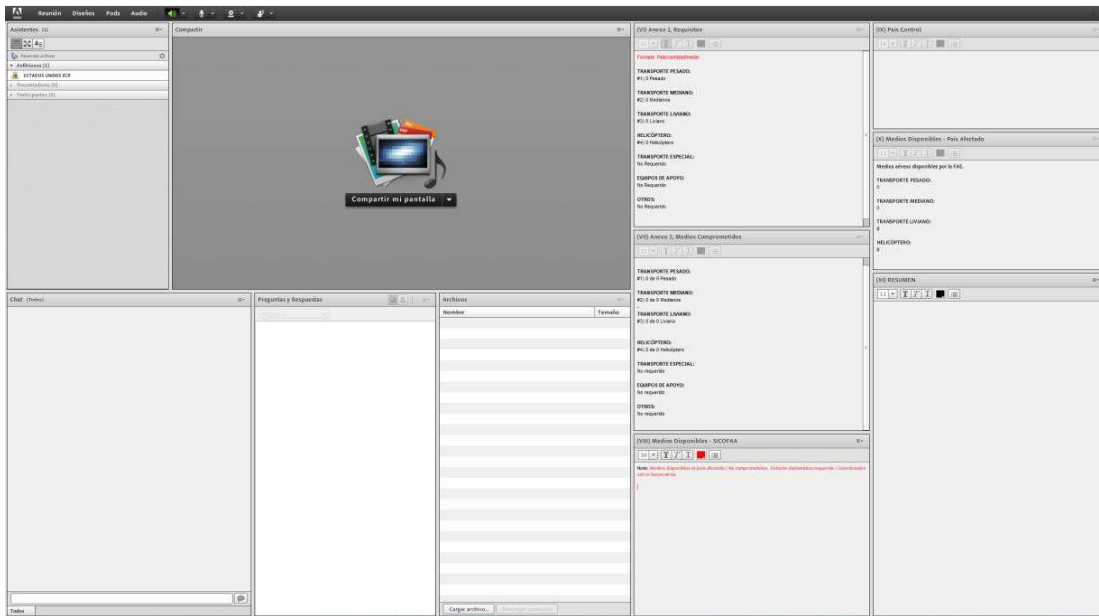
or

Nombre y Apellido
Grado, posición ante el SICOFAA, Fuerza Aérea procedente.

Documentos Adjuntos:

1. Documento 1
2. Documento 2
3. Documento...n

APPENDIX D: SAVICO Visuals



SAVICO is composed of nine pods, identified by Roman numerals from I to IX.

Pod I: The "*Attendees*" pod shows who is in attendance.

Pod II: The "*Chat*" pod is used to communicate with other attendees.

Pod III: The "*Situation*" pod is used to show the summary of the situation by means of a slide(s).

Pod IV: The "*Questions and Answers*" pod is used to respond to questions submitted by attendees.

Pod V: The "*Documents*" pod is used to upload files such as Sitfagrams, Annex 1, Annex 2 and other relevant documents.

Pod VI: The pod "*Annex 1 - Requirements*" contains the requirements sent by the country concerned in Annex 1.

Pod VII: The pod "*Annex 2 - Completed*" shows the air requirements or other resources committed by one or more countries.

Pod VIII: The pod "*Available Means - SICOFAA*" shows means available to the affected country, but not yet committed. Diplomatic request required/Coordination with the air force.

Pod IX: The "*Country - SAVICO Control*" pod shows the country in control of the country.

Pod X: The pod "*Available Means - Affected Country*" shows available means of the affected air force.

Pod XI: The "*Instant Update*" pod provides chronological updates on important events.

Note: The contents of the pods remain in the SAVICO until deleted by the ECR.

ANNEX G: Sitfaa Station Call Signs

COUNTRY	CUSTOMARY RADIOTELEPHONE CALL SIGN	
NORTH CIRCUIT		
Canada	CHARLIE HOTEL ZULU	(CHZ)
Colombia	FIVE KILO OSCAR 200	(5KO200)
U.S. U.S.	A EFE AT ZERO ONE	(AFA01)
El Salvador	YANKEE SIERRA ONE FAS	(YS1FAS)
Guatemala	TANGO DELTA TANGO TANGO TANGO 3	(TDTT3)
Honduras	ACHE ERRE ACHE ACHE	(HRAH)
Jamaica		
Mexico		
Nicaragua	YANKEE NOVEMBER FOXTROT ALPHA 7-9	(YNFA79)
Panama	ACHE PE GE 83	(HPG83)
Dom. Rep.	ACHE I EFE A ERRE DE	(HIFARD)
SOUTHERN CIRCUIT		
Argentina	LIMA UNIFORME BRAVO or ELE U BE	(LUB)
Bolivia	CE PE UNO EFE	(CP1F)
Brazil	ZULU WISKEY UNIFORM 26	(ZWU26)
Chile	CE A KA CU ENE	(CAKQN)
Ecuador	ACHE DE UNO FAE	(HD1FAE)
Guyana		
Paraguay	ZETA PE JAN	(ZPN)
Peru	O TO ZERO EFE TO PE	(OA0FAP)
Uruguay	CE EQUIS TWO EQUIS A	(CX2XA)
Venezuela	YANKEE WHISKEY YANKEE 22	(YWY22)

APPENDIX H: List of HF Frequencies

Frequency	Indicator
4764	USB - AN/AS
7317	USB - BN/BS
7929	USB - QN/QS
7932	USB - CN
7935	USB - CS
8059	USB - NN
8061	USB - NS
8064	USB - DN
8067	USB - DS
11547	USB - EN/ES
13217	USB - FN
13897	USB - ON
13918	USB - FS
13921	USB - OS
14640	USB - GN
14643	USB - GS
14646	USB - MN
14649	USB - MS
15675	USB - HN/HS
18367.5	USB - IN
18370.5	USB - PN
18373.5	USB - IS
18376.5	USB - OS
19497	USB - JN
19500	USB - JS
20597	USB - KS
20860	USB - RN/RS
24860	USB - LN/LS