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

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FOREWORD

This Manual establishes the operating structure, processes and responsibilities related to the reliable means of communication, specific to the Communications Specialists (ECO), as well as their responsibilities and autonomies within the Information Technology and Telecommunications System of the American Air Force (SITFAA). In this way, actions are promoted whose context and general objectives are derived in particular from other systemic documents such as the Charter of the System of Cooperation among the American Air Forces (SICOFAA) and the Strategic Plan (PLANESTRA) of the same.

The support of the SITFAA network to the SICOFAA is permanent and must also be aimed at the fulfillment of the latter's mission, as well as the achievement of the vision established for the Cooperation System. The Official Means of Communication is called SITFAGRAMA, an acronym that pays homage to the network as it goes back to the first remote communications, via telegram. However, the most efficient performance of an ECO is characterized by one that understands the potential and challenges of working in a multinational diplomatic and military environment, balancing discipline, cordiality and timeliness.

In the end, the changes made to this manual are a reflection of the commitment to serve SICOFAA with a timely communications system that helps to 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 SITFAA Workshop July 2017
Version 5	May 2018	Approved in the LVIII PREPLAN
Version 6	May 2019	Spelling and hyphenation.
Version 7	November 2019	Modifications to the 2019 Workshop
Version 8	September 2023	Modifications to committed action base (SITFAGRAMA ECR- 2023-003) with all stations SITFAA

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: Initial Provisions

1.1. History

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.

1.1.7. In August 2018, ECR conducts the 2018 SITFAA Workshop, composed of 30 Communications Specialists representing 13 air forces (Argentina, Bolivia, Brazil, Colombia, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Panama, Paraguay, United States, and Panama). They met in Buenos Aires, Argentina, to develop the newly created SITFAA Manual, with emphasis on discussing the SITFAA recognition program; the qualification system; the exchange program; SITFAA/SICOFAA strategic procedures; SITFAA communications systems; roles and responsibilities of SITFAA elements; and SITFAA and SICOFAA organization and doctrine, among other objectives.

1.1.8. In October 2019, ECR conducts the SITFAA 2019 Workshop, which was held at Davis-Monthan Air Force Base, located in Tucson, Arizona. Fourteen Communications Specialists participated, representing 6 air forces (Chile, Ecuador, United States, Peru, Dominican Republic and Uruguay). The mission of this workshop was primarily to train the ECOs in the computer procedures established in our SITFAA Manual and, at the same time, to create bonds of friendship and trust among the representatives of the stations.

1.1.9. In October 2021, another group composed of 31 Communications Specialists, representing 13 air forces (Bolivia, Brazil, Chile, Colombia, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Paraguay, Peru and the United States), met in Tegucigalpa, Honduras, for the SITFAA 2021 Workshop. The objective of the meeting was to train new ECOs and improve communications between the air forces that make up the system, enabling participants to practice with SITFAA tools for a quick and smooth execution in exercises and real events; review the SITFAA doctrine in force; and share experiences and ideas that strengthen the Network in general, among others.

1.2. The Committee SITFAA.
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 the XLII CONJEFAMER, 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 the XLV CONJEFAMER, 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 similarly 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 w i t h i n SICOFAA. Refer to Figure 1 of this Manual.

1.2.5. During the LI CONJEFAMER, 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 focus, 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
- Simplicity
- Speed
- Flexibility
- Integration

1.4. Motto.

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

1.5. Time Standardized.

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. Day of the SITFAA.

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 between 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.

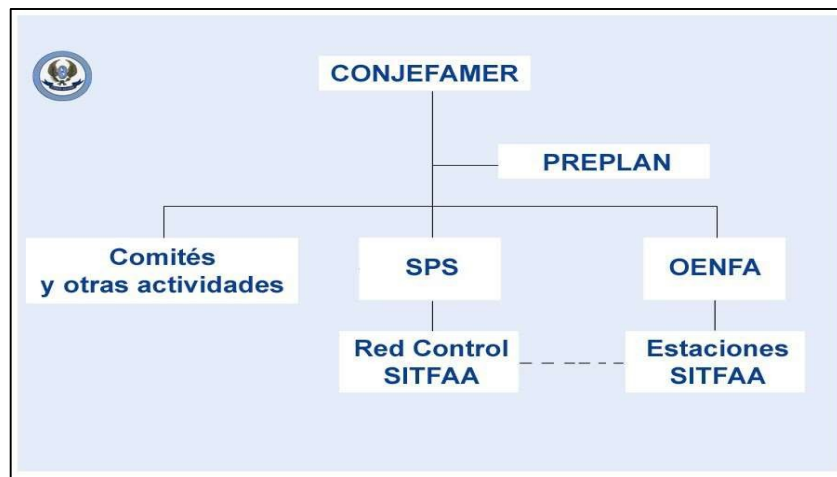The SITFAA Network is structured under the authority of CONJEFAMER.

Figure 1. SICOFAA organization chart

2.4.1. The SITFAA Network

It has a Network Control 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. Station Control Network (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.
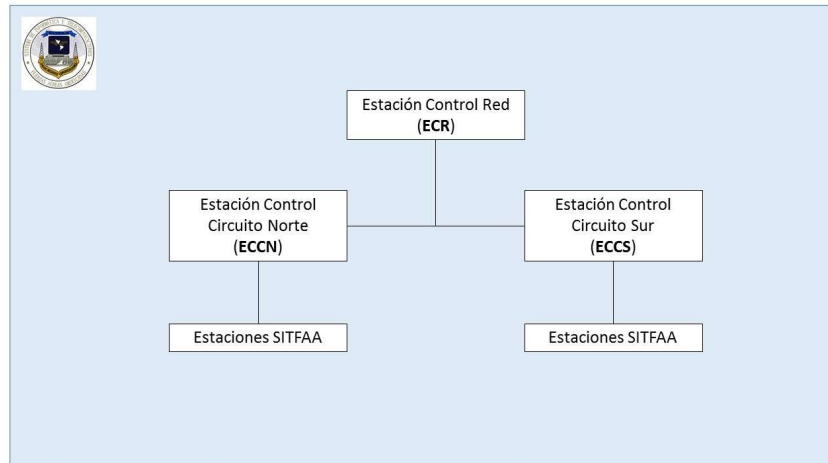

Figure 2. SITFAA Network Organizational Chart

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 the countries of Belize, Canada, Costa Rica, 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 the countries of Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Uruguay and Venezuela.

2.4.4. Stations SITFAA.

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: 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.
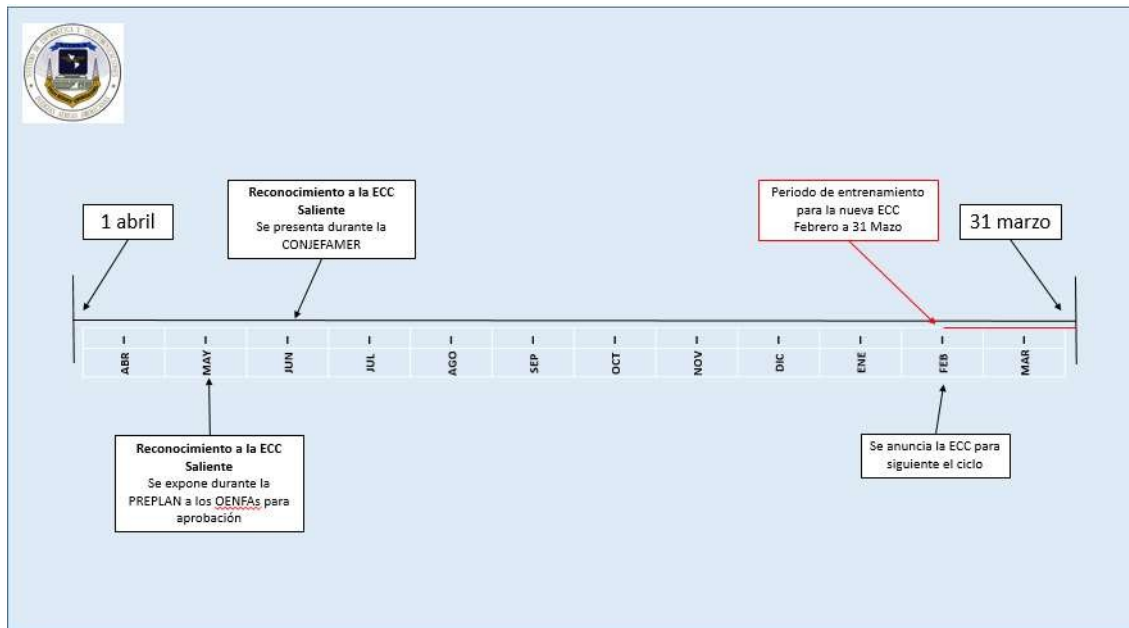

Figure 3. Cycle Control Stations Control Circuit

CHAPTER 3: Functions and Responsibilities

3.1. Web SITFAA
- Support for Cooperation among Members.
- Support to SITFAA stations in areas such as:
  a. General administrative communications.
  b. Communication.
  c. is authorized by the Liaison Officers (OENFA) or Chiefs of the American Air Forces.

3.2. Network Control Station (ECR)
- Provides technological guidance to the SITFAA Network.
- Ensures 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.
- Notifies and distributes relevant information to all SITFAA stations and makes communications facilities available, especially during humanitarian disasters.
- 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: This annual report will be submitted to PREPLAN for recommendation and to t h e   respective CONJEFAMER for approval by the Air Chiefs.

- He gives a presentation updating the member countries on current issues of the SITFAA Network in general during SICOFAA activities (Committees, PREPLAN and CONJEFAMER).
- Manages and updates the SICOFAA website.
- Provides technical support of the SITFAA Network media.
- Plans, organizes and executes workshops and training when necessary.
- It carries out, at its availability, Video Teleconferences (VTC) with all the Stations to deal with various internal matters of the Network.
- Publish the SITFAA Newsletter quarterly on the SICOFAA website.
- Standardizes the procedures of the SITFAA Network.
- Certifies ECOs by recording progressive training levels in their own records, provided they receive a SITFAGRAMA listing the requirements met by each corresponding ECO.
- They virtually update the ratings achieved by the stations.

- He is part of the Exercise Evaluation Team (3E).

3.3. Circuit Control Stations (ECC):

Within their respective circuits:
- Main point of contact.
- They follow the ECR instructions.
- They administer the SITFAA Network in case the ECR is unable to do so.
- They guarantee the continuous and efficient operation of the stations.
- They send the "Weekly Active Station Contact' message, tally and record the score of stations that reported within 24 hours/1 day.
- 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.
- They are part of the Exercise Evaluation Team (3E).

3.4. SITFAA stations:

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

    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.
- The contact list is updated every 3 months (April, July, October and January).
    a. Equipment status assigned by the ECR.
    b. New ECOs.
- Report to their CCP, with an informative copy to the ECR, the activities carried out.
    a. Cooperations.
    b. Exchanges.
    c. Training.
- They keep a record of Sitfagrams.
- Assume 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.

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    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.

- They register changes on the web page and provide the information to be edited to the ECR.
- Send through SITFAGRAMA to the members of the System, with an informative copy to the SPS and ECR, the information of changes of the Commander and OENFA of their respective air force, attaching the corresponding photographs.
- They use the means available during real events and exercises.
- They voluntarily submit to the ECR, articles of aeronautical interest on the participation of their institution in different SICOFAA activities, for publication in the SITFAA Newsletter (quarterly).
- They inform through SITFAGRAMA the full names and ranks of the ECOs who need to take the test for the different ECO levels.
- They keep the ECR regularly informed of the current list of ECO Levels of their station, in order to encourage them to update their registration and remove members who no longer belong to SITFAA.
- 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 i n order to achieve better performance, optimize staff expertise and strengthen the SITFAA Network.

3.4.2. Minimum 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
- Fixed phones and *smartphones* with messaging application

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

CHAPTER 4: Communications

4.1. Official Communication Media (SITFAGRAMA).
The Sitfagrama is used to communicate within SICOFAA officially and with other agencies. SITFAGRAMA 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, must contain these elements:
- Date
- Destination
- Promoter
- Control number
- Signature of the promoter

4.2. Media Primary.
Primary communications media provide the SITFAA with the ability 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. E-mail .
E-mail is the medium where most communications between SICOFAA air forces use to transmit SITFAGRAMAS or other documents.

4.2.1.1. 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

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

Note: The website provides a common work window composed of applications with online access from anywhere in the world.

4.2.1.3. 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 cloud of

personal 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.

4.2.2 Meetings Virtual.

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

4.2.2.1. SAVICO Virtual Windows.

SAVICO has the following Virtual Windows, but not limited to:

SAVICO:
Web link: https://sicofaa.adobeconnect.com/ event name

SPS window:
Web link: https://sicofaa.adobeconnect.com/sps/

ECR window:
Web link: https://sicofaa.adobeconnect.com/ecr

ECCN Window (North Loop):
Web link (ECCN): https://sicofaa.adobeconnect.com/eccn

ECCS window (South Loop):
Web link (ECCS): https://sicofaa.adobeconnect.com/eccs

Note: You may also be able to access an Adobe Connect session from a smartphone or tablet.

Note: For more information see the Adobe Connect manual.

4.3. Complementary Media .

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

4.3.1. Page Web.

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

4.3.2. Radio HF.

In the face of a catastrophic situation that could affect the normal operation of the main means of communication, interrupting the communication links in the SITFAA Network, the need to use alternative means to reestablish these links is of utmost importance, which is why the use of HF radio communication is so important, in accordance with technological advances. SITFAA stations that have such equipment may continue to use it in order to strengthen their capacities.

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.

4.5 SAVICO - Virtual Room of Cooperation

4.5.1. SAVICO is an Adobe Connect room, a digital platform used by the ECR, the SITFAA network and by the SPS to conduct exercises and organize information related to cooperation among members and/or during actual humanitarian aid events. The application was specially designed to facilitate the flow of information between the various SICOFAA liaison teams based on "Pods" (small windows) that have been selected to complement the design of the Cooperation Room. See description of each SAVICO Pod in APPENDIX D.

Although adobe software allows communication via chat, it is understood that this channel should be prioritized for alerting about SITFAGRAMA or even for exchanging information about the platform itself. Currently, communication through this channel can replace any other channel in case of failure of the previous ones.

Note: The application can be replaced according to the need of the system and the capabilities in an event depend on the function and permissions assigned to them.

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. Station Control Network (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:
- 4 interactive training meetings with the ECR and outgoing ECCs.

  Note: For this training, incoming, outgoing and ECR stations are advised to make a multilateral exchange for better training.

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%	ECO7 Examination > 80%
Activities	None	None	1 activity	3 activities	5 activities
Years SITFAA	None	None	2 years	4 years	6 years

Note: Activities can be: SICOFAA events such as Committee, PREPLAN and CONJEFAMER. Bilateral/multilateral exchanges will also be counted, as well as virtual participation in SITFAA exercises and COOPERATION exercises.

5.5. Badge Occupational.
The insignia will be placed 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 began 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., examination, 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 Manual of Combined Air Operations 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. The same procedure will be established when communications exercises are conducted.

6.2. Operating Procedures of the Virtual Cooperation Room (SAVICO). After the opening of SAVICO in the event of a disaster, it will operate a s 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 (Immediate Action Requirements Booklet) or Sitfagram of the resources required by other Air Forces.

c. *Aid Provider Country:* Provide information through Annex 2 (Immediate Action Cooperation Booklet) 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).

Note: Refer to the Combined Air Operations Manual for more information.

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			
Mission	**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. Planning of Exercise.

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 Exercise.

6.3.5.1. Scenario.

The exercise scenario is executed at the date and time planned or modified b y 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 the 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. Requirements from Exercises.
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 o f t h e exchanges, they must occur every cycle and 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. The SITFAA Workshops:
- They will be held on a biennial basis.
- The ECR creates an itinerary of events and work.
- ECR and ECCs develop and provide training.
- ECR to update SITFAA mission video at each workshop

7.4. Exchanges
Bilateral or multilateral exchanges are those that take place between ECOs of two or more SITFAA stations and/or Network Control Station. 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 countries involved.

Note: It is recommended that the duration of an exchange be at least 5 days, similar to other SICOFAA activities.

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, **<u>at its discretion</u>**, provide lodging, food and transportation according to its capacity.

7.7. Report

The ECOs participating in an exchange must issue, to their CCP, with an informative copy to the ECR, a collaborative report. The template for exchange reports can be found in the SITFAA cloud or at the following link: <u>Exchange Report.</u>

CHAPTER 8: System of Qualifications

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

8.3. Tables and Criteria for Qualification.

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

1. **Weekly Active Station Contact**

Rating	Explanation
1 point	• The ECCs will send the start message to each station and set a zulu time limit. • ECC counts and records the score of stations that reported within 24 hours/1 day.

2. **Participation**

Rating	Explanation
1 point	• Each SITFAA station must participate in the virtual meetings of the ECR and those of its ECC. • The ECR or ECC spective awards points for each participation.
2 points	• Each SITFAA station must participate in SITFAA virtual exercises. • The ECR or respective ECC scores each station for its active partition from the beginning to the end of the exercise.
3 points	• Each SITFAA station must participate in real events. • The ECR or respective ECC scores each station for its active partition from the beginning to the end of the event.

3. Exchanges

Rating	Explanation
1 point	• Elaboration of the exchange agenda by the host country • The ECR scores the station
5 points	• Guests at the Exchange. • Bilateral Exchange Host • The ECR scores the station
7 points	• Multilateral Exchange Host • The ECR scores the station
1 point	• Submit Final Report to ECR and respective ECCs • The ECR scores the station

4. Inter-Station Cooperation

Rating	Explanation

3 points	• Cooperation is defined as a collaboration between SITFAA stations that as a result strengthens SICOFAA.
	• The following areas are considered:
	   o ECO Training
	   o Assist or provide assistance in SICOFAA committees and/or activities.
	   o 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: *WEB* Page *(SOON)*

9.1. Purposes

9.2 Design

9.3 Restricted area

APPENDIX A: Abbreviations and Acronyms

ALE - AUTOMATIC LINK ESTABLISHMENT

ANT - ANTENNA

BLU - SINGLE SIDEBAND (SSB)

3E - EXERCISE EVALUATION EQUIPMENT

CONJEFAMER - CONFERENCE OF THE CHIEFS OF THE AMERICAN AIR FORCES

CW - MORSE CODE

ECC - CIRCUIT CONTROL STATION

ECCN - NORTH CIRCUIT CONTROL STATION

ECCS - SOUTH CIRCUIT CONTROL STATION

ECO - COMMUNICATIONS ~~SPECIALISTS~~

ECR - NETWORK CONTROL STATION

EES - SITFAA STATION MANAGER

FA- AIR FORCE

GB - GIGABYTE (1,024 MEGABYTES)

GMT - GREENWICH MERIDIAN **HF** -

HIGH FREQUENCY

JPEG - JOINT PHOTOGRAPHIC EXPERTS GROUP

kHz - KILOHERCIOS

LSB - LOWER SIDEBAND

MHZ - MEGAHERTZ

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 AMERICAN AIR FORCES

SICOMEA - MILITARY COMMUNICATIONS SYSTEM OF AMERICAN ARMIES

SITFAA - AMERICAN AIR FORCE COMPUTER AND TELECOMMUNICATIONS SYSTEM

STN - STATION

SPS - SICOFAA PERMANENT SECRETARIAT

SWF - SMALL WEB FORMAT

TB - TERABYTE (1,024 GIGABYTES)
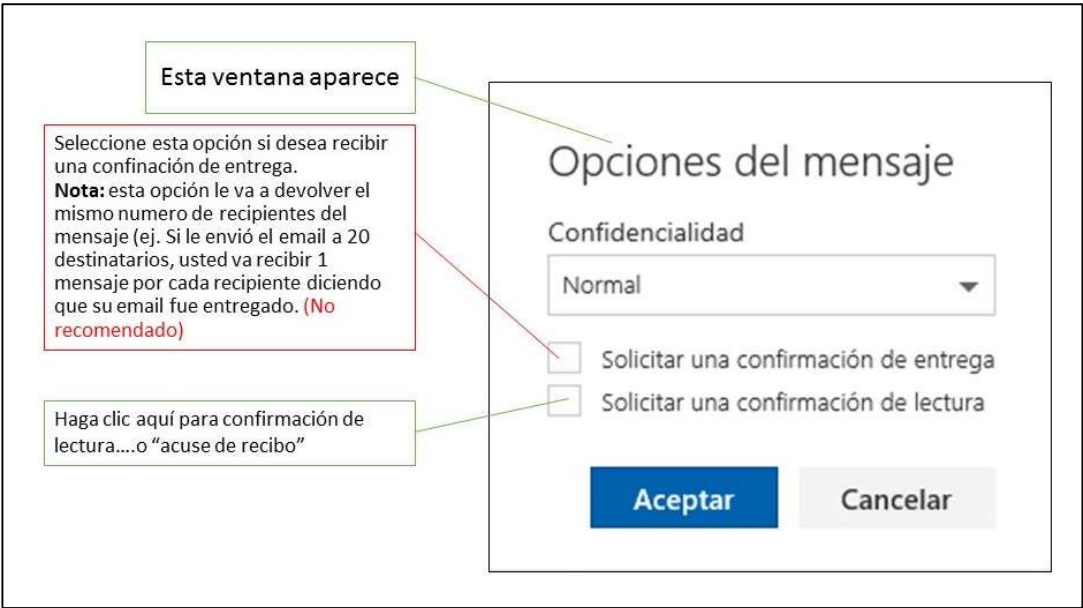
USAF - UNITED STATES AIR FORCE

UTC - UNIVERSAL COORDINATED TIME

USB - UPPER SIDEBAND

APPENDIX B: Confirmation of Reading

1.

2.

3.

Estados Unidos SITFAA
Hoy, 03:31 p.m.
Estados Unidos SITFAA ⌄

Bandeja de entrada; Elementos enviados

El remitente del mensaje pidió una confirmación de lectura. Para enviar una confirmación, haga clic aquí.

Estados Unidos ECR
SITFAA

Esta bandera aparecerá en el mensaje del recipiente. El recipiente del mensaje hace "clic aquí"

Esto enviara un acuse de recibo. Si, facilito!
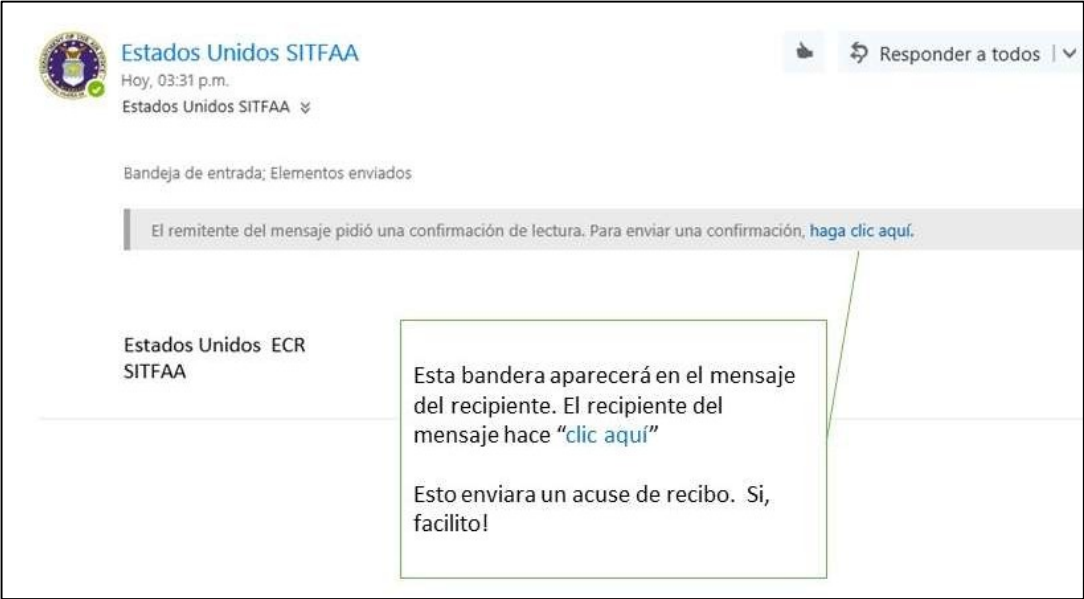
4.

APPENDIX C: Format of Sitfagrama

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

09 de mayo de 201 9

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 destinario: Colombia OENFA.

    b. Ejemplo de múltiples destinarios (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

    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

2

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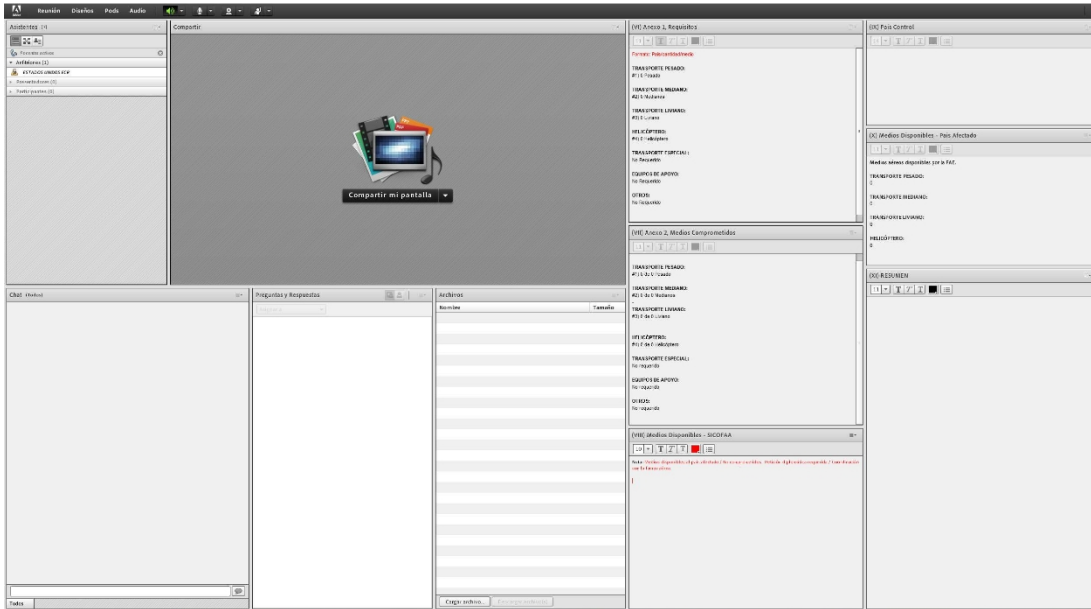
10. Siga los espacios establecidos en este Sitfagrama.

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

3

APPENDIX D: Visual of SAVICO

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 *"Files"* 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"* 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 in Control*" pod shows the country in control of the pod.

Pod X: The "*Available Means*" pod displays available means of the affected air force **Pod XI**:

The *"Notes"* pod provides chronologically important events. **Note**: The contents of the pods remain in

SAVICO until deleted by the ECR.

ANNEX G: Station Call Signs Sitfaa

COUNTRY	CUSTOMARY RADIOTELEPHONE CALL SIGN	
NORTH CIRCUIT		
Belize		
Canada	CHARLIE HOTEL ZULU	(CHZ)
Costa Rica		
USA. USA.	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)
Colombia	FIVE KILO OSCAR 200	(5KO200)
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)

ANNEX H: Frequency List HF

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

Note: The main frequency of SITFAA is 15675.