



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES FORCES-IRAQ, J6
CAMP VICTORY, BAGHDAD, IRAQ APO AE 09342

FICI-CE

19 March 2010

MEMORANDUM FOR RECORD

SUBJECT: PROCEDURES TO REQUEST A SPAWAR INTERNET CAFE

1. Division G6 manages the SPAWAR Internet Cafes within their AOR to include validating and approving new requests for an Internet Cafe. A request for a SPAWAR Internet Café is typically initiated through the Division G6 Point of Contact (POC), a military service member. A table listing the Division G6 POCs follows. If your unit is not organic to a Division in Theater, route your request to the Division in whose AOR the Internet Café will operate. SPAWAR Technicians are embedded in each Division to install, relocate, and respond to trouble calls as tasked by the Division.

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USD-S SSG James Styers DSN 858-4448 SVoIP 776-0039 clay.styers@iraq.centcom.mil	

2. The request for an Internet Café shall contain two documents; (1) Letter of Justification signed by the requesting unit Commanding Officer, and (2) Acknowledgement of Theater Provided Equipment (TPE). Examples of these documents are attached; Divisions may require additional documentation and/or procedures. Include the size of Internet Café required in the request. Internet Cafés are available in four sizes; large, medium, small, and OP. The sizes are defined below (note: the number of users is not a set number, but guidance).

- Large (configured to support 901-1000 users): 20 Computers-8 Telephones-5 Webcams
- Medium (configured to support 501-900 users): 15 Computers-6 Telephones-3 Webcams
- Small (configured to support 100-501 users): 10 Computers-4 Telephones-2 Webcams
- OP (configured to support less than 100 users): 5 Computers-3 Telephones-1 Webcam

3. Scan and E-mail the two documents that comprise the request as one PDF file to the supporting G6 POC. If approved, the Division may have an inactive or new Internet Café to fill the request, or may request support from USF-I J6. Division will then task their SPAWAR Technicians to coordinate the process of setting up the Internet Café. The gaining unit is responsible to prepare the facility that will house the Internet Cafe; e.g., desks for the computers, power to include power strips and adapters, sand bags to secure the antenna mount, and UPSs for the computers if power isn't reliable. If Division requires USF-I support, Division will E-mail requests to dlspawar@iraq.centcom.mil.

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4. If you have any questions or need assistance contact the Iraq SPAWAR Representative at DSN 318-485-4439, dlspawar@iraq.centcom.mil.

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J6 Operations Action Officer