



Communications and Information

SMALL COMPUTER MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for managing 919 SOW inventory of Automated Data Processing Equipment (ADPE)/software and identifies the responsible parties for ensuring these resources are properly accounted for and maintained. It implements the provisions of AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It applies to all 919 SOW units and their members.

SUMMARY OF REVISIONS

This instruction was rewritten to remove computer security items and place in 919 SOWI 33-201, *Computer Security for Information Systems (Networks) Procedures at the Sensitive Level*, and to clarify the responsibilities of Terminal Area Security Officers (TASOs) and ADPE monitors.

1. General. These procedures apply to all commercial off the shelf ADPE/software regardless of cost or the regulation governing the acquisition. It does not apply to consumable items such as printer ribbons, computer paper, or floppy diskettes.

2. Responsibilities.

2.1. All personnel will:

2.1.1. Contact their Computer System Security Officer (CSSO) with any questions.

2.1.2. Strictly abide by all applicable software licensing restrictions against copying software and follow the guidance in paragraph 3.2 of this instruction when moving software. (IAW AFI 33-114, *Software Management*, paragraph 3.9.4.3.)

2.1.3. Use government acquired automated data processing (ADP) resources only. No personal ADP resources will be used to fill an official automation need. (IAW AFI 33-114, paragraph 3.9.4.)

2.1.4. Departing ADPE managers process out through the TASO. The 919 SOW clearance form will be modified in order to ensure custodial transfer. Outgoing and incoming TASO or ADPE managers conduct a joint physical inventory and reconcile missing items.

2.1.5. Comply with the specific requirements described in paragraph 3 of this instruction.

2.1.6. The Air Force forbids the use of software acquired directly from non DoD electronic bulletin boards, the public domain, or shareware sources. This software may contain hidden defects that can result in system failure or loss of data.

2.1.7. The Air Force allows the use of such software only after it is certified by a software testing facility.

2.2. Commanders, or directors of special staff offices, using or requesting ADP resources will:

2.2.1. Appoint at least one TASO (see Attachment 1) and consider appointing more due to span of control limitations. Consider appointing one or more alternates due to workload/accessibility limitations. The primary will be a full time employee at Duke Field.

2.2.2. Ensure a replacement TASO is appointed at least 30 days prior to a primary TASO being relieved of duty or embarking on leave/TDY for 45 days or longer. (To be included on squadron out-processing checklists).

2.2.3. Forward a new letter of appointment to the TASO, as necessary, to name a new alternate custodian.

2.3. Computer System Security Officer (CSSOs) will:

2.3.1. Act in the capacities of both the Equipment Custodian (EC) and Organizational Computer Manager (OCM) as defined in AFI 33-112, *Automatic Data Processing Equipment (ADPE) Management*, and the Eglin AFB ADPE Custodian Guide.

2.3.2. Attend training as scheduled by the CSSO.

2.3.3. Inform the CSSO immediately of any changes to their office symbol or phone number.

2.3.4. Inform their commanders at least 30 days in advance of any situation requiring them to be relieved of custodial responsibility, or absence from the equipment for 45 days or longer.

2.3.5. Comply with the specific requirements described in paragraph 3 of this instruction.

2.3.6. Perform preventive maintenance on end-user small computer systems, unless an organization makes special arrangements, to include replacement of central processing units, keyboards, printers, monitors, and other line replaceable units, if the lease, purchase, or maintenance contracts allow it.

2.3.7. Manage ADPE resources for unit personnel by assigning/retrieving equipment during in/out processing.

2.3.8. Coordinate purchase and receipt with the CSSO for any ADP equipment.

2.3.9. Consider ADPE mobility requirements to include packing, shipping, deployable location installation, operations, maintenance, security, connectivity, software compatibility, and inventory control. Coordinate these procedures with the TASO.

2.4. The CSSO will:

2.4.1. Oversee all accountable ADPE resources delegating custodial responsibilities to the TASOs.

2.4.2. Schedule new TASOs to attend initial training through Eglin AFB.

2.4.3. Conduct year round random "spot" inspections of the TASOs programs.

2.4.4. Comply with the specific requirements described in paragraph 3 of this instruction.

2.4.5. Chair the 919 SOW ADPE Small Computer Working Group.

2.4.6. Approve bulletin boards.

2.4.7. Develop local training programs on commonly used software.

2.4.8. Ensure coordination with the host base for all 919 SOW CSSOs.

2.4.9. Test and review annually the host base contingency plan for 919 SOW ADPE assets.

2.4.10. Conduct the Wing Computer Security Program using program management information and data obtained from the Eglin AFB host base or HQ AFRC/SCMS.

2.4.11. Assign/Delete e-mail addresses and passwords. Assign organizational e-mail accounts for wing commander, vice wing commander, senior enlisted advisors, group commanders, squadron commanders, and staff agencies.

2.4.12. The TASO will have at least one fully trained alternate appointed at all times to preclude security and operational impacts during periods of sickness and leave.

3. Procedures.

3.1. Acquiring ADP Resources:

3.1.1. All locally-generated requirements, including those that are expected to be filled through fall-out funds, transfer of excess, or IMPAC Card purchases must be documented on an AAC Form 8, **C4 Requirements Documents**, and submitted, through the appropriate TASO, to 919 MSS/SCP.

3.1.2. The TASO will make every effort to identify existing resources that can satisfy the requester's need before spending funds.

3.1.3. Any ADP resources obtained through any means other than the small computers support center must be reported immediately through the TASO to the CSSO.

3.1.4. Customers requiring small computer equipment, peripheral, or software must prepare an AAC Form 8 and submit it to the CSSO for signature.

3.2. Relocating ADP Resources:

3.2.1. Users of ADP resources will not relocate/swap out anything without first contacting their TASO. Excess equipment will not be used as a source of parts without prior approval from the Defense Information System Agency (DISA) through 96 CG.

3.2.2. TASOs will notify the CSSO prior to relocating anything larger/more complicated than a personal computer.

3.2.3. TASOs will provide the CSSO with immediate, after the fact written notice when the location (building and room number) or item changes.

3.3. Maintenance/Assistance:

3.3.1. Users of ADP resources will first attempt to resolve any problem/question by referring to the appropriate documentation. If that does not suffice, the problem/question will be elevated to the TASO and CSSO in turn. Only the CSSO is authorized to call in contract maintenance. (Certain exceptions may apply to systems still under warranty).

3.4. Disposing of ADP Resources:

3.4.1. Users of ADP resources must notify their TASO, at least 120 days in advance when something will no longer be needed, by using the ADPE listing. Highlight the equipment which is excess. Place a condition code in the column to the side of each item highlighted. Codes are listed in the Eglin AFB ADPE Custodian Guide. Once the TASO receives notification of an Automatic Release Data, the DD Form 1348-1, **DoD Single Line Item Releases/Receipt Document**, and ADPE can be turned in to DRMO.

3.4.2. With prior approval from 96 CG/SCXR, the CSSO may authorize "cannibalization" (breaking down of equipment for spare parts) of excess ADPE in any condition or of ADPE that the DoD does not need for operational use elsewhere.

3.4.3. The CSSO will not store excess equipment (or ADPE) awaiting disposition. Using organization will securely store any of their own excess equipment (or ADPE) the CSSO can not accommodate. It is the responsibility of the TASO to maintain control of ADPE until turn in.

3.4.4. The TASO will deliver excess ADPE to DRMO for turn-in or the proper agency for transfer.

3.5. Conducting an Inventory:

3.5.1. The CSSO will inform all TASOs to conduct an annual inventory and will provide current account listing and guidance to any TASO who wishes to conduct their own inventory.

3.5.2. TASOs will immediately pick up accountability for any ADP resource found in their physical area of responsibility.

3.5.3. TASOs will immediately initiate a report of survey IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, when any ADP resource is found to be missing or damaged. See Attachment 2 for sample letter to be used.

3.6. Transferring Custodial Responsibility:

3.6.1. A primary ADPE must conduct a joint physical inventory with their appointed replacement, and resolve any discrepancies, before being relieved of custodial responsibility.

3.6.2. The ADPE must out-process through the organizational commander and the TASO.

3.6.3. The TASO must ensure all ADPE equipment assigned to individuals is turned in prior to their departure from the unit, and that a request has been made to remove the e-mail address from the Local Area Network. Additionally 919 MSS/DPMSA will forward a copy of each month's outprocessing roster to 919 MSS/SCB, to ensure e-mail address is deleted.

THOMAS M. STOGSDILL, Colonel, USAFR
Commander

Attachment 1**ADPE CUSTODIAN APPOINTMENT LETTER**

MEMORANDUM FOR 919 SOW/SC
96 CG/SCXR
IN TURN

FROM: (Your Unit)

SUBJECT: Appointment of AE Custodian

1. I, (Your Name), (Your Rank), (Your e-mail Name), have been assigned the additional duty as Automated Equipment (AE) Custodian for (Your Unit), (Your Phone), (Your Building Number). The AE Custodian Code is (CC Code).

2. I have been briefed on the following duties and responsibilities:

a. I am aware of the equipment accountability and responsibility placed on the AE Custodian. If accountable AE assigned on my Equipment Report is lost, damaged, or destroyed through fault or neglect on my part, pecuniary liability will be imposed in accordance with applicable Air Force Regulations.

b. Except as required by an emergency, I will not relocate, transfer, or dispose of accountable AE without prior approval of the AE Equipment Control Officer (ECO) or the designated representative, in accordance with AFI 33-112, Para 19.8.5.

c. I will notify the ECO, 919 SOW/SC, in writing within 10 days when any item of AE is gained, lost, or moved, in accordance with AFI 33-112.

(Your Signature)

This AE Custodian will not be relieved of this duty without providing 919 SOW/SC and 96 CCSG/SCXR 30 days advance notification in accordance with AFI 33-112, paragraph 19.8.3.

(2 Letter Chief or Commander)
(his/her Title)

Attachment 2

REPORT OF SURVEY LETTER

MEMORANDUM FOR (Your Commander)

FROM: (Your Office Symbol)

SUBJECT: Request Initiation of Report of Survey

1. Request a Report of Survey be initiated IAW AFMAN 23-220 for the following item(s):

a. Item Description:

Serial Number:

PLN/Mach Number:

Purchase Cost:

Last Seen: (date and location)

b. Same as above: (for additional items)

2. Please contact the undersigned at (your phone number) if you have any questions or require additional information.

Custodians Signature Block
Custodians Account Number