



***Communications and Information***

**COMPUTER SYSTEMS ACCOUNTABILITY**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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NOTICE; This instruction is available electronically on the 919 SOW "P" drive under 919 SOW Instructions.

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This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and AFI 33-112, *Computer Systems Management*. It applies to all reserve and active duty units assigned to the 919th Special Operations Wing (SOW).

**1. ACCOUNTABILITY.** The accountability of computer equipment, for all 919 SOW units serviced by the 919 SOW Information Processing Management System's (IPMS) inventory, Defense Reporting Agency Activation (DRA)#5268 account, is the joint responsibility of unit commanders (CCs), appointed Equipment Control Officers (ECOs), Workgroup Managers (WMs), Equipment Custodians (ECs) and all users. Accountability is the obligation imposed by law, lawful order, regulation on an officer or other persons for keeping accurate records of property, documents, or funds: including authenticity and non-repudiation. The person or persons having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records while responsibility is concerned primarily with custody, care, and safekeeping. Accountability fundamentals include the following standards:

1.1. Accountability of all computer systems, acquired through or with the 919 SOW resources, for the use of any unit assigned to the 919th SOW, will be maintained under the DRA #5268 account.

1.2. ECOs are responsible for base-wide computer equipment control and accountability.

1.3. WMs will be appointed as (ECs) for their respective area of accountability. Unit commanders with large computer equipment holdings will establish multiple custodial accounts

and appoint additional ECs to ensure effective control of computer resources. Appointed ECs must be available to perform inventories in a timely manner when required. In addition, all appointed ECs will have to transfer all computer buys and transfer all obsolete computers to their unit's assigned WM.

**2. ECOs RESPONSIBILITIES (SCB office).** Oversees all accountable computer equipment within DRA #5268

2.1. Ensures unit WMs and appointed unit ECs conduct a physical inventory on accountable equipment annually.

2.2. Provides initial and annual refresher training to unit WMs and appointed ECs.

2.3. Ensures all incoming computers are released to only the WMs.

2.4. Ensures barcode labels are generated from the IPMS computer systems inventory and are placed on each piece of computer equipment and recorded in the computer systems inventory. Proper identification is essential for physical inventory and reporting of computer systems. These labels are provided to all WMs to place on the equipment upon receipt of the equipment in the mailroom.

2.5. Ensures all changes to the IPMS program have been properly requested by the WMs . Verbal requests are not authorized.

2.6. Ensures WMs forward Certification and Accreditation (C&A) to the ECOs for approval. ECO is responsible for training all ECs. The ADPE listing provided with the C&A package will require the ECOs signature before forwarding to the DAA for final approval.

2.7. Updates IPMS and clears errors before the first Sunday of each month as required for upward reporting.

2.8. ECO will keep the most current instructions on hard drive disposition policies. Their POC will be HQ AFCA/GCIS, DSN 779-7908, or HQ USAF/SCMI, DSN 425-6177 if necessary.

**3. ECs/(WMs) RESPONSIBILITIES.**

3.1. Inventories and signs for accountable computer equipment listed in the IPMS program. Inventories should be accomplished immediately upon appointment. ECs must take immediate action to reconcile accounts if there are discrepancies.

3.2. Performs a joint physical inventory before relieving or passing responsibility to another EC. This applies to transfers from one custodial account to another, as well as appointment of new ECs.

3.3. Maintains control of all computer equipment, and reports custodial account changes to the ECO.

- 3.4. Notifies the ECO of all newly acquired computer equipment delivered directly to their organization.
- 3.5. Promptly notifies their commander of the loss and request that an investigating official be appointed to initiate a Report of Survey. Review and annotate inventory records for any lost, damaged or destroyed computer equipment and to determine if assessment of financial liability is appropriate.
- 3.6. Approves all computer purchases within their respective units. Once the ECs/WMs signs and forwards the appropriate inventory to the ECO, this constitutes formal responsibility for all items listed.
- 3.7. Reviews their systems annually to determine if the systems still meets user requirements, need modification, or are obsolete.
- 3.8. Accountable for equipment listed in their assigned IPMS account. Ensures accountability of computer systems acquired through any source.
- 3.9. ECs/WMs will attach the bar code identification labels (generated by the IPMS program) furnished by the 919 MSS/SCB office. (Note: ECs/WMs are not allowed to work on computers not properly identified by the IPMS program).
- 3.10. When identified, ECs/WMs are required to remove any unauthorized or illegal software. This must be reported to the ECO for formal reporting to the Group Commanders.
- 3.11. ECs/WMs will update their C&A package every 3 years.
- 3.12. Ensure all required documents, AF 3215, **C4 Systems Requirements Document**, AAC Form 8A, **C4 Requirements Documents**, that address approval to purchase or install computers or LAN associated equipment for the 919 SOW are processed through the 919 MSS/SCB office.
- 3.13. Ensures that the ECO coordinates on the "Ship To" addressee on all purchase requests or transfers that involve computer systems.
- 3.14. ECs/WMs will account for all Personal Digital Assistants (PDAs) on their account by issuing the AF Form 1297, **Temporary Issue Receipt**, to using members.
- 3.15. ECs/WMs will require each user to sign a copy of a security agreement before they will be issued a PDA (Security Agreement maintained by the ECO). This will ensure users are aware of the policy on the use of PDAs. The EC/WM will forward the signed agreements to the unit security manager to store in the official files.
- 3.16. PDAs must be included in the network certification and accreditation package. A blanket statement implying their use, under the restrictions specified IAW AFI 33-202, *Computer Security*, this instruction, or a subsequent supplement, would suffice. Use of personally owned PDAs within the IPMS program is prohibited. There is currently no approved method to sanitize

PDA's in the event of accidental download of classified information. This could necessitate the destruction of your personal property in that event.

3.17. It is the EC's/WM's responsibility to notify the ECO of any update to his/her account.

3.18. The EC/WM can request a current Computer Systems Inventory listing at any time. The listing will be provided by the ECO.

3.19. When equipment is relocated or information is incorrect for any reason, the Computer Systems Inventory Listing (CSIL) will be used to make changes. Pen and ink changes may be made directly on the CSIL. Attach supporting documentation for any serial number changes. Be sure and write "request the above changes be made." Sign it and send it to the ECO. Items can only be deleted from the account if the record is a duplicate entry or if a completed report of survey with the results matching the identified item on the list is sent to the ECO. If the EC/WM is unable to find an item listed on their account, the EC/WM must notify commander to initiate a report of survey.

3.20. If the EC/WM wishes to transfer a piece of equipment, the EC/WM must complete a Computer Systems Transfer Checklist Form (provided by the ECO). All lines on the form must be filled in. Both the losing and the gaining EC/WM must sign the form to show transfer of accountability for the item(s). When transferring equipment, ensure it contains no classified or sensitive unclassified information.

3.21. ECs/WMs must have a completed DD 1348-1A, **Issue Release/Receipt Document** to accompany each item being transported to DRMO.

3.22. Forward copies of all forms to the ECO for computers scheduled for DRMO.

3.23. ECs/WMs will check with the ECO on the most up-to-date procedures on disposition or reassigning of computers, which have been used for processing classified. AFRC/SCO is the first office to contact if guidance is not clear.

#### **4. USER'S RESPONSIBILITIES.**

4.1. Contact their appointed EC/WM for ordering new equipment when needed.

4.2. Will not move, add or delete any computers systems without approval of their EC/WM.

4.3. Will not pick up computers from the 919 MSS/SCB office.

4.4. All Palm Pilots or any hand held devices must be ordered on an AF 3215. After obtaining the group commander's signature, the form must be forwarded to the EC/WM. The EC/WM will then forward the request to the ECO for final DAA approval.

**5. GROUP COMMANDERS/SUPERVISORS RESPONSIBILITIES.**

5.1. Appoints a new EC/WM, in writing, not later than (NLT) 45 days before the departure of the present EC/WM. Forward appointment letters and requests for EC/WM training to the ECO.

5.2. Requires departing EC/WM to process out through the ECO.

5.3. Requires outgoing and incoming EC/WM to conduct a joint physical inventory and reconcile missing items under the guidance of the ECO. The new custodian provides the old custodian a signed copy of the custodian inventory custodial listing generated by the IPMS program. The new custodian will initial the clearance record of the outgoing custodian to indicate the custodian's account is clear and that the custodian can comply with his/her outprocessing.

5.3.1. Custodians, supervisors, and others directly involved in computer transfers must ensure custodial record listings are correct and property is accounted for. Failure to comply can result in personnel declared contributory negligent when a report of survey (ROS) is initiated, because they created or condoned conditions or practices that favored the loss or damage of property.

5.4. Assist organization commanders in planning for support of deployments. Ensures ECs/WMs notifies the ECO of computers scheduled for deployment to ensure proper tracking records have been accomplished.

5.5. Annually certifies to the ECO that the ECs/WMs have performed an annual physical inventory for all computer systems under their jurisdiction. Complete this certification each year, NLT the day each individual was officially appointed a custodian.

5.6. Group commanders/supervisors are responsible for computer equipment under their control. The EC/WM, as an agent for their unit commander, is responsible for signing for computer systems. When the EC signs and forwards the appropriate inventory to the ECO, this constitutes formal responsibility for all items listed.

5.7. Acquisitions of all computer equipment must be approved by the unit commander.

**6. DISPOSITION.** Prudent resource management dictates that prior to disposing of computer equipment governed by IPMS, ECs/WMs must ensure that no requirement exists elsewhere. ECs identify excess accountable equipment to the ECOs. The ECO will then provide the EC/WM with disposition instructions. Computer equipment that is not accountable in IPMS should be disposed of by the EC/WM in accordance with regulations governing the process of disposing government property.

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