



Communications and Information

SMALL COMPUTER MANAGEMENT

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

OPR: 419 FW/SC (Mr Eric Fricke)
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*This instruction establishes guidelines and procedures for the positions of local area network (LAN) manager, communication ART and programmer analyst to establish and provide support for small computer users. It implements AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It references AFSSI 5102, *Computer Security (COMPUSEC) for Operational Systems*. These positions will provide direction and disposition for the ordering, tracking and usage of small computers by developing a Small Computer Working Group which represents a committee on budgeting (purchasing), hardware, software, network, and training for the individual computer user. This instruction applies to all personnel assigned to the 419 Fighter Wing.

****SUMMARY OF REVISIONS***

*This revision incorporates the procedures formerly in 419 FWR 700-2; reorganizes text, and changes many procedures. Small Computer Quality Team (SCQT) is changed to Small Computer Working Group (SCWG). Re-identified the team members in paragraph 1.1. Deleted requirements to complete AFRES Form 46(a)(b)(c), **Risk Analysis**, which are obsolete. Paragraph 3 changed procedures for ordering computer equipment. Paragraphs 5.3. and 5.4. changed procedures for wing computer training and formal classroom training. This instruction should be read in its entirety. An * indicates revisions from the previous edition.

1. Organization. Small computer management in the wing is designed to serve customer needs. Since computers are critical tools used to accomplish mission requirements, the identified customers include the organization commander and the individual computer user. The structure for computer management is kept as simple as possible to avoid needless levels of supervision and management. The following are identified groups for small computer management:

*1.1. **Small Computer Working Group (SCWG).** A group tasked to provide guidance of small computer management within the wing. This group consists of two standing members: the support group deputy commander and the LAN manager, who are the leader and co-leader of the SCWG respectively. Additional members, appointed by the wing commander, will participate on committees for hardware, software, network, budgeting (purchasing), and training.

1.2. **Unit Small Computer Managers.** Represents unit computer users. The small computer manager oversees the unit's Computer Management Program and voice user requirements to the small computer working group.

***2. Responsibilities.** Small computer management in the wing has several levels of responsibilities:

2.1. Local Area Network (LAN) Manager:

2.1.1. Maintains the LAN to include network system hardware and software, programming, development of applications, and training of unit small computer managers on the use of the LAN.

2.1.2. Functions as the wing small computer manager and co-leader of the small computer working group.

2.1.3. Fulfills the duties and responsibilities of the equipment custodian officer (ECO).

2.1.3.1. Coordinates the input of all new accountable computer equipment into the information processing management system (IPMS).

2.1.3.2. Maintains a file of all computer inventories received from IPMS.

2.1.3.3. Provides unit small computer managers with guidance and training on automated data processing equipment (ADPE) security program matters.

2.1.4. Reviews the accreditation and forwards them to the proper designated approval authority for signature, and provides a copy to the unit small computer manager for filing in the computer continuity book.

2.1.5. Recommend hardware configurations which will cost effectively meet mission requirements.

2.1.6. Disseminates procurement procedures to units and personnel in the wing.

2.1.7. Assists computer users with hardware installation/connection and the handling of excess equipment.

2.1.8. Serves as the focal point for technical computer problems.

2.1.9. Analyzes computer problems called to his/her attention and either corrects the problem or refers the user to the appropriate agency for repair.

2.1.10. Assists computer users in the wing with purchase requests for hardware and software.

2.1.11. Establishes repair service contracts for all wing ADPE assets in coordination with the wing financial management branch and the host base service contract.

2.2. Communications Flight (ART) Responsibilities:

2.2.1. Function as wing computer systems security officer (CSSO) as prescribed by AFSSI 5102.

2.2.2. Review all AF Form 3215, **C4 System Requirements Documents (CSRD)**, and forwards the CSRD package either electronically or hard copy into the base processing system.

2.3. Wing Computer Programmer Analyst Responsibilities:

2.3.1. Advise users on software applications which will fulfill the user's requirements.

2.3.2. Develop software programs which meet the needs of units.

2.3.3. Assist all new software loads for the wing.

2.3.4. Develop and/or acquire training of software for the wing and coordinates the programs through the training office.

2.4. Unit Commanders:

2.4.1. Manage the funds necessary for purchasing ADP equipment to include hardware, software, and peripherals.

2.4.2. Appoint a unit small computer manager and alternate for the unit, one of whom is a full time employee.

2.4.3. Ensure that personnel under their command follow established computer regulatory guidance to include documentation, security, and copyright procedures.

2.4.4. Ensure their personnel receive computer training necessary to accomplish their jobs, to include statements in civilian work plans which relate to the appropriate level of computer use for their duties.

2.4.5. Identify customer needs to the SCWG through their unit small computer manager.

2.5. Unit Small Computer Managers:

2.5.1. Ensure that computer users in the unit follow established regulatory guidance on the use of small computers.

2.5.2. Serve as the focal point for computer issues in their unit.

2.5.3. Ensure that computer users in the unit maintain required documentation for small computers to include inventory, access, accreditation, and security requirements.

2.5.4. Passes unit computer user requirement in writing to the SCWG.

2.5.5. Train users in the unit on LAN procedures and other computer use issues.

2.6. **The Small Computer Working Group:**

2.6.1. Manages the wing small computer program with quality management principles to meet customer requirements.

2.6.2. Makes recommendations to commanders on issues which affect computer use to include hardware configurations, software standards, network items, purchasing procedures, and training.

***3. Procedures.**

3.1. An AF Forms 3215 (CSRSD) is required for all ADPE requests and purchases. The Communications Flight ART maintains examples of CSRSDs and assists customers in filling out the AF Form 3215.

3.2. All purchases will be made using the unit IMPAC. If the purchase exceeds the limit of the unit IMPAC, then the purchase must be coordinated through the Financial Management Office.

3.2.1. The AF Form 3215 is routed through the wing programmer or LAN Manager for technical review. Then the form is sent to the Communication Flight ART for input into the base system. A CSRSD number and IMPAC number will be assigned by the base and used to track progress and completion of the purchase.

3.2.2. Small computer purchases are normally restricted to purchasing accountable hardware items from an Air Force established contract. The LAN manager maintains current purchasing guidance and assists personnel with recommendations.

3.3. Requests for programming are discussed directly with the wing computer programmer analyst. If it is determined that a custom designed program is the appropriate solution to the user's needs, the user makes their request for programming in writing through the wing executive officer.

4. Wing Standardization. There will be a conscious effort to standardize both hardware and software within the wing. This standardization is accomplished with the goal of saving money by utilizing LAN software applications, consolidating the need for special training, and configuring hardware to the mission. The wing SCWG publishes guidance which lists the standard software and hardware for the wing, as necessary. Unit commanders may deviate from the established standards if they feel that it is necessary for their unit mission. Commanders

must resist the tendency to "keep up with the times" and evaluate all requests for hardware and software deviations by comparing the cost versus the benefit. The wing standards will be adjusted when significant new products become available at reasonable cost.

5. Training. Training personnel to use small computers is a unit responsibility. Several types of computer training are available:

5.1. Interactive Video Instruction (IVI), Computer Based Training (CBT), and Based Instruction (CBI). The IVI program is administered by the Information Systems Flight. This program provides basic computer, operating system, basic word processing, and some other applications training. The modules on basic computers and disk operating system (DOS) should be considered as prerequisites for other training. Units should schedule their people directly with the IVI monitor in the Information Systems Flight.

5.2. Application Tutorials. Almost all new software applications contain a built in tutorial. These should always be used as an introduction to the new application since training via the tutorial is free. Personnel should always take the tutorial prior to signing up for any formal training since the tutorial provides sufficient information for their needs.

***5.3. Wing Computer Training Center.** Is managed by the information systems flight. This will include, scheduling, facilitators, facilities and equipment, and funding. Training will be provided on software applications, AFRC Programs, etc.

***5.4. Formal Classroom Training.** Formal training, not available through the wing computer training center, may be scheduled by the wing education and training section. They will coordinate the request with the information systems flight to determine class availability, funding, and related issues.

5.5. Local Area Network Training. LAN training will be conducted periodically by the LAN manager. A goal of LAN training is to provide unit small computer managers or other experienced users to a level where they can conduct additional training for their individual unit computer users.

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