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***Communications and Information***

***SMALL COMPUTER MANAGEMENT***

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This instruction implements Air Force Policy Directive (AFPD) 33-1, *Command Control, Communications and Computer (C4) System*. It establishes the guidance for management and governs the use of all 445th Airlift Wing (AW) Automated Data Processing Equipment (ADPE) assets and it applies to all personnel utilizing 445 AW assets.

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

This revision changes all references made to computer systems security officers to the workgroup managers (WM); adds the use of the Information Technology International Merchandise Purchase Authorization Card (IT IMPAC) (paragraph 1.5.); changes the responsibility from user to supervisor (paragraph 2.1.1.); deletes squadron commander approval for funding (paragraph 2.1.2.).

**1. RESPONSIBILITIES:**

1.1. Users are responsible for identifying current and future hardware and software needs, performing and maintaining computer backups, preventive care of equipment (hardware and software), safeguarding equipment, and access. The user will also attend initial training classes as required, operate computers and associated equipment in the prescribed manner, identify training needs, maintain basic computer skills and maintain familiarity with instructions and guidance. The user is responsible for ensuring that commercial software or proprietary software (i.e., any software that is the property of someone else) is used only in accordance with the respective licensing agreements.

1.2. Supervisors will define, justify, and request all computer/software requirements, brief and provide training for users to stay current on policies and procedures. The supervisor is first in line for resolving computer problems. They will also request access for their respective areas and insure

proper utilization of equipment and security measures are maintained. Supervisors are responsible for ensuring assigned personnel use government equipment and services for official use or authorized purposes only.

1.3. Computer WM will request approval for and control of installation of any software through the System Administrator (SA). The WM will audit the inventory of all software, at least annually, to ensure no illegal copies of commercial or shareware software are installed or on hand. The WM will remove all unauthorized software found. The WM will clean and report viruses, be the focal point for reporting deficiencies and abuse to the SA and be the coordinator for trouble-shooting problems. They will attend required training, monitor supervisor compliance and attend the Computer Working Group (CWG) meetings. The WM will disseminate information from various sources and maintain a current log of all user authorizations. WM's of systems providing Internet connectivity are responsible for reviewing audit logs to ensure unauthorized activity is detected and reported to the SA.

1.4. Application and file service managers will notify and coordinate the installation of specific applications, file services, and any increased resource requirements with the SA. The application and file service managers will determine and control the access to the specific application or file service and provide any necessary training. The application and file service managers will maintain a list of users authorized to access their application and forward that list to all WM's. The application and file service managers will install, direct installation of, troubleshoot and resolve any problem that may exist or occur with the specific application, file service or equipment and notify the SA of any impact on network resources. Application and file service managers will be responsible for any and all specialized equipment or (ADPE). The application and file service managers will be the single point of contact for all data loaded into the application under their jurisdiction.

1.5. The SA will chair the 445 AW Computer Management Board (CMB) meetings and control network and computer assets. Group commanders will appoint one representative to the CMB. The SA is also the 445 AW Equipment Control Officer (ECO). The SA is the office of primary responsibility (OPR) for all processes dealing with ADPE. The SA will purchase all tracked computer equipment using the special IT IMPAC as prescribed in PIM 00-07-02, *Purchase of Information Technology*.

1.6. Wing, group and squadron commanders will ensure compliance with this instruction.

## 2. PROCEDURES:

### 2.1. Equipment/Software Purchase.

2.1.1. The supervisor will determine the requirement for computers, software and printers and submit an AF Form 3215, **C4 Systems Requirements Document**, to the SA.

2.1.2. The SA will approve the purchase and determine if funding is available. If funding is available the SA will purchase the required equipment/software. Otherwise, the AF Form 3215 will be forwarded to the CMB. Computer resources must be purchased from the Air Force small computer contract unless that will not satisfy the requirement.

2.1.3. The practice of Defense Reutilization Marketing Office (DRMO) scanning by personnel other than the ECO, for computer equipment, is prohibited. If acquisition of equipment located at DRMO is desired notify the ECO for further instruction.

### 2.2. Appointment Letters.

- 2.2.1. The SA will request appointment letters from squadron commanders for appointment of the file service manager and alternate. Whenever possible, the primary appointee will be a civilian technician and the alternate will be a traditional reservist.
- 2.2.2. The wing/group commander issues the letters of appointment of the WM and alternate to each functional area within their command.
- 2.3. Software Installation on PC's or Network.
  - 2.3.1. The WM or application manager will notify the SA in writing of any software installation requirements. Based on resource availability, the SA will determine if installation of software is acceptable and provide written approval for installation.
- 2.4. System or Equipment Abuse.
  - 2.4.1. First Offense: The supervisor, WM, application manager or SA will notify the user in writing of the noted abuse. An information copy will be forwarded to the SA.
  - 2.4.2. Second Offense: The reporting official will notify the user in writing of noted offense and access/authority and or permission to use system/equipment will be removed. Copies of notification will be forwarded to individual's supervisor, squadron commander, application manager, WM and SA as applicable.
- 2.5. Movement/Transfer of Equipment.
  - 2.5.1. If it is necessary for equipment to be moved/transferred the equipment custodian (EC) will contact the ECO for specific instructions. (Includes changing physical location of any ADPE.)
- 2.6. Network Connectivity.
  - 2.6.1. Without exception, no equipment will be attached to the network without express direction of the SA. If network connectivity is required, the WM will notify the SA of the requirement.
  - 2.6.2. The SA will, as applicable, coordinate with the Network Management Center (NMC) the connectivity requirement to insure network compatibility. The SA will forward specific instructions to the requesting WM.
  - 2.6.3. The WM will insure compliance during the attachment of equipment.
- 2.7. Reporting Computer/Software Problems.
  - 2.7.1. The user will notify their supervisor of existing or pending problems.
  - 2.7.2. The supervisor will notify the WM and coordinate to resolve the problem.
  - 2.7.3. The WM will coordinate with the responsible ADPE custodian to verify the equipment is not under warranty before obtaining maintenance that would result in charges to the government. The WM will coordinate with the SA for repair of system or equipment and monitor the result. When the repair has been accomplished, the WM will notify the supervisor and SA.
- 2.8. Reporting Viruses.
  - 2.8.1. All workstations, pc's and laptops require Air Force approved virus scanning software. When the user encounters a virus they will fill out a virus incident report and forward the report to their WM, who in turn will notify the SA.

- 2.8.2. The WM will take steps to verify and destroy the reported virus. The system with a reported virus will *NOT* be used for processing until authorized by the WM, SA or their representative.
- 2.8.3. The WM will complete original virus incident report and forward to the SA.
- 2.8.4. The SA will forward the report to the Base C4 and higher headquarters as required.

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Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-112, *Computer Systems Management*

AFI 33-114, *Software Management*

AFI 33-115, *Network Management*

AFI 33-202, *Computer Security*

AFPD 33-1, *Command Control, Communications and Computer (C4) System*

PIM 00-07-02, *Purchase of Information Technology*

***Abbreviations and Acronyms***

**APDE**—Automated Data Processing Equipment

**CMB**—Computer Management Board

**CWG**—Computer Working Group

**EC**—Equipment Custodian

**ECO**—Equipment Control Officer

**IMPAC**—International Merchandise Purchase Authorization Card

**IT**—Information Technology

**NMC**—Network Management Center

**SA**—System Administrator

**WM**—Workgroup Manager

***Terms and Definitions***

**ABUSE**—Any action that causes the current and perceived capability, intention, or attack directed to cause denial of service of any 445 AW assets.

**APPLICATION OR FILE MANAGER**—Any person given the responsibility for management of any software package, vampire system, network file service or hardware that is physically attached to or uses 445 AW assets.

**COMPUTER MANAGEMENT BOARD (CMB)**—A group consisting of each group commander or their representative and a representative from the wing headquarters (normally the SA). They will have authority to make decisions concerning assets for their group, validate requirements and set priorities for purchase and/or reallocation of software and equipment. Each representative has voting rights to approve the expenditure of funds provided to the board.

**COMPUTER WORKING GROUP (CWG)**—A group consisting of each WM that serves as a clearinghouse for all future equipment requirements and information as it may apply to all 445 AW personnel.

**EQUIPMENT CUSTODIAN (EC)**—An individual who acts as an assistant to the ECO and performs inventories and other duties as required by the ECO.

**EQUIPMENT CONTROL OFFICER (ECO)**—An individual appointed by the wing commander to provide ADPE control and accountability.

**SUPERVISOR**—First person in the users chain of command that has administrative responsibility for the user.

**SYSTEM ADMINISTRATOR (SA)**—The individual assigned overall responsibility for 445 AW ADPE assets.

**USER**—Any person using 445 AW assets, which include stand-alone computers, network equipment, any other equipment that can be regarded as ADPE.

**WORKGROUP MANAGER (WM)**—The person assigned to each group, responsible for monitoring the daily use of computers, enforcing proper security procedures, and performing other duties as prescribed in AFI 33-202.