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OPR: 910 AW/CF (Judy Hendricks)

Certified by: 910 AW/CC
(Brig Gen Michael F. Gjede)

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The OPR for this supplement is 910 AW/CF (Judy Hendricks). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-114, 1 July 2000. The AFI is published word-for-word without editorial review. 910 AW supplementary material is indicated by (910 AW) in bold face type. This supplement describes 910 AW procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the standalone Air Force basic. It applies to all base personnel and tenants.

9. Managing Licensed Commercial Off-The-Shelf Software: All 910 AW Workgroup Managers (WGMs), Computer Security (COMPUSEC) managers and Computer System Security Officers (CSSOs) who implement licensed COTS or other software shall ensure the following:

9.2.1. (Added) Annual training in software management and software piracy is available to all users on the intranet information assurance page. The test will be graded, tracked and filed with the Wing Information Assurance Specialist.

9.3.1. (Added) An annual inventory of all computer systems will be conducted between April 1 and April 30 by the COMPUSEC manager or CSSO using System Management Server (SMS) on network machines. The COMPUSEC manager or CSSO will have to conduct a manual inventory on non-network computers and on extra drives on all computers (format shown in Attachment 1).

9.3.2. (Added) Periodic spot checks of inventoried machines will be conducted by the Software Manager and WGM using SMS. The WGM will randomly sample machines bimonthly. Any discrepancy will be reported to the Software Manager for review and further action to be taken if necessary.

9.3.3. (Added) The WGM will remove all unauthorized software upon discovery.

9.5.1. (Added) The Software Manager and WGM will maintain an inventory of all software and ensure that a license or other proof of legal use is available. A soft copy of the inventory will be kept on the network for ease of access. The Software Manager must be notified of any changes made to the files kept on the network by sending a change of status form. (See Attachment 2-5.)

9.5.2. (Added) The COMPUSEC manager or CSSO will sign a memorandum stating that an annual inventory was completed. (See **Attachment 6 (Added)**.)

9.6.1. (Added) The COMPUSEC manager or CSSO will ensure that all computer users have proof of the authority to use the software loaded on the computer. Proof may be original disks, receipts with serial numbers, site licenses, proof of registration provided by the software company, or the location of this proof. This is the case for copyrighted software that the Air Force has rights to use (i.e., software provided without restrictions to the Air Force or where an Air Force-wide site license is in force.)

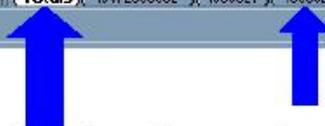
9.6.2. (Added) All authorized licensed software will be stored by the COMPUSEC manager or CSSO in a secure location and labeled appropriately.

Attachment 3 (Added)

SAMPLE OF INVENTORY SHEET

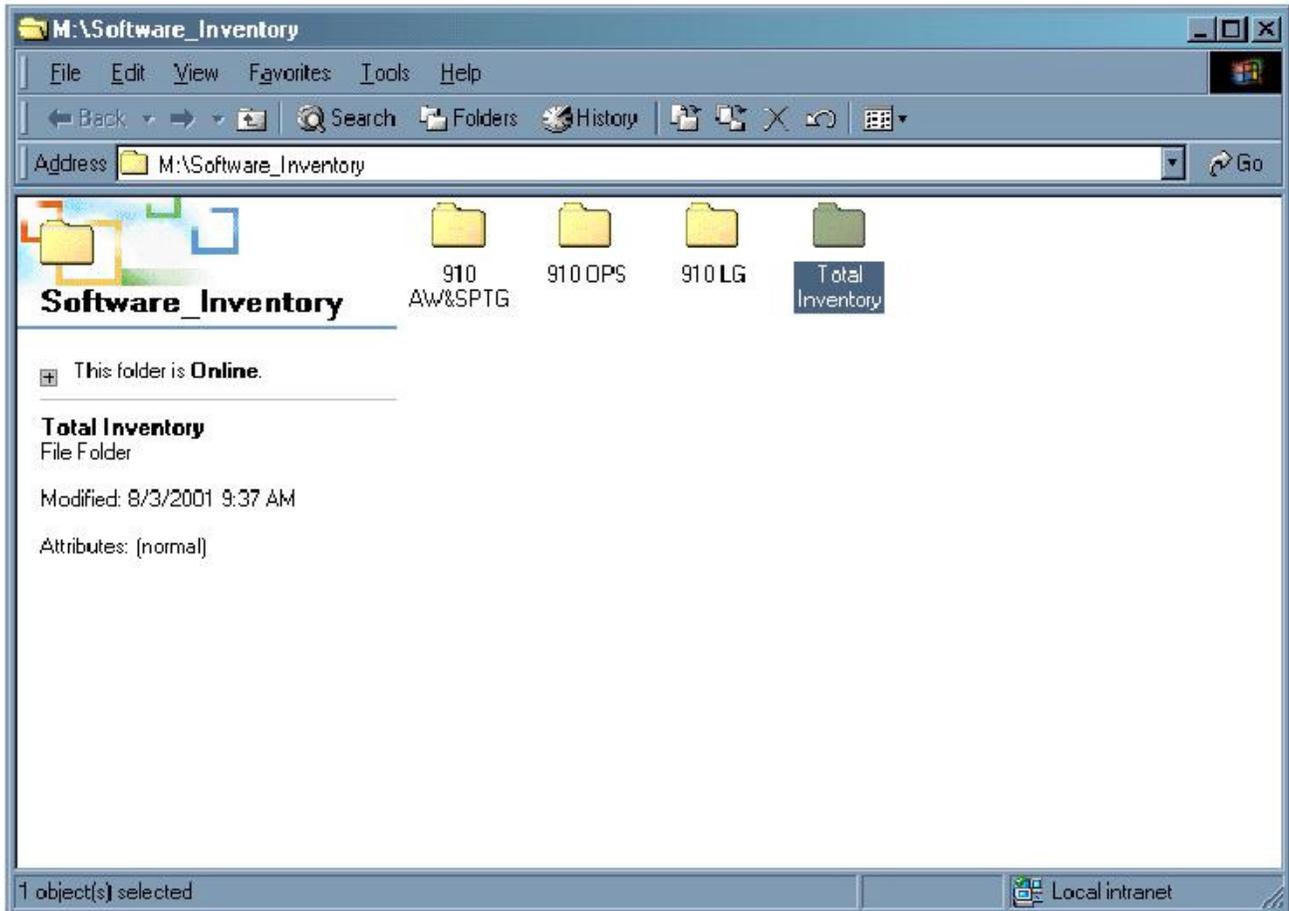
A3.1. (Added) Inventory Sheet.

SOFTWARE LIST		
CSSO	The CSSO NAME	
SOFTWARE TITLE	Total Count	SOFTWARE TITLE
AccessRamp (Inverse Network Technology)	1	Microsoft Windows 2000 OS
Adaptec CD Jewel*	15	Microsoft Windows NT 4.0 for workstations
Adaptec DirectCD*	19	Mjuice Media Player(freeware)
Adaptec Easy CD Creator*	18	MusicMaich (licensed)
Adaptec UDF Reader*	19	MusicMatch***
Adobe Acrobat (5.0) (licensed)	2	MyCD (freeware)
Adobe Acrobat Reader (3.0) (freeware)	2	MyCorkboard (PC Dynamics)
Adobe Acrobat Reader (4.0) (freeware)	30	NAB Conduit Install Application(Fishbone)
Adobe Acrobat Reader (5.0) (freeware)	2	Napigator (Thirty4 Interactive LLC)
Adobe Acrobat Reader for Palm OS (freeware)	1	Nero-Burning Rom (ahead software)
Adobe Illustrator (9.0)*** (licensed)	1	NetPlus WinSNMP/32 (licensed)
Adobe Image Ready (2.0)***	1	Netscape (Network install)
Adobe Image Ready (3.0)***	1	Netscape 4.7 (network install is 4.61)
Adobe PhotoDeluxe Business Edition(5.0)*** (licensed)	2	nFX Cartoon-O-Matic
Adobe Photoshop (5.0)*** (licensed)	1	Nikon View (FotoNation Inc)
Adobe Photoshop (6.0)*** (licensed)	1	Norton Anti-Virus (7.01-7.5)(network install)****
Aforms Reports (Air Force)	1	Norton LiveUpdate (network install)
Airforce (Air Force?)	1	Norton Systemworks
AKSoft (freeware)	2	Norton Utilities



Each computer inventory is a separate spreadsheet.

The above is a sample of a total sheet of all the computers and what is currently on them. Any software that is bold (red) means that the CSSO must verify that the software is a legal version. If it is not then the software will be removed from the computer in question by the WGM.

Attachment 4 (Added)**NETWORK FOLDER****A4.1. (Added) Network Folder.**

The software inventory folder is found on the M drive under WGM's groups. The Total Inventory folder is used by the Software Manager and WGM's for totaling the entire base software inventories.

Attachment 5 (Added)

TOTAL SOFTWARE LIST BY CSSOS OR COMPUSEC MANAGERS

A5.1. (Added) Total Software.

Microsoft Excel - CSSD inventory list

File Edit View Insert Format Tools Data Window Help

C9 = ORM Training (Air Force)

SOFTWARE LIST			
CSSO		Michelle West Group	
SOFTWARE TITLE	Totals	SOFTWARE TITLE	Totals
3COM DynAcc ver 1.5	3	Norton Antivirus	21
3COM Diagnostics*	12	Nova Disk ver 6.6 *	1
3COM Family Media Kit	5	NTI CD Maker Pro (included w/system)	1
3D Sound Express	1	Oracle for Windows (no license)	1
ADC (Air Force)	1	ORM Training (Air Force)	2
Adobe Acrobat 3.0 (shareware)	7	Outlook Express (include w/explorer)	20
Adobe Acrobat 4.0 (shareware)	15	PARIS Viewer (Freeware)	1
Adaptect Direct CD	5	RCSBP Calculator (freeware)	1
Adaptect CD Creator	5	Realplayer (freeware)	7
Adaptect UD Reader	1	Real 3D Starfighter AGP	1
AFEMIS (Air Force)	5	SCM Card wizard	4
AFRCEPL (Air Force)	1	Softex (docking software)	1
Asnud (Air Force)	3	Sound MAX WDM *	2
Argus PCI Interface	1	SMAS OSE (Air Force)	1
CBT (Air Force)	2	Swapbox PCI Reader	3
CD Audio System	1	Thud	2
Cornet Cursor (freeware)	4	UBS Supp to OSR2 *	2
CPS (Air Force)	3	VBS Ctrl Creation Ed	1
Dell OpenMg. Client	11	VDOLive Player *	12
Design XP Label Maker (included w/system)	1	VIDIA Video Driver	5

Ready

TemplateSheet Michelle Vest Totals Sheet2 Sheet3



Each CSSO or COMPUSEC manager will have a total page (one Excel file for each WGM.)

Template is used as a starting point for each total page.

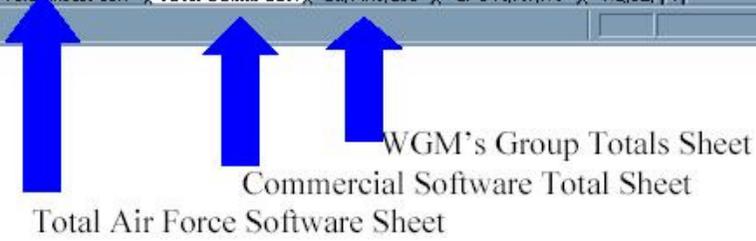
Attachment 6 (Added)

TOTAL BASE-WIDE INVENTORY SHEET

A6.1. (Added) Total Base Wide Inventory.

Total Commercial Software Inventoried						
Software Title	LG Group (Dale)	OPS Group (Kathy)	910 AW& STPG(Chuck)	Total Amount	Total Amount Licensed	

Total Freeware/Shareware Software Inventoried						
Software Title	LG Group (Dale)	OPS Group (Kathy)	910 AW& STPG(Chuck)	Total Amount	Total Amount Licensed	



Attachment 8 (Added)

ANNUAL INVENTORY MEMORANDUM

A8.1. (Added) Annual Inventory Memorandum.

DEPARTMENT OF THE AIR FORCE
Air Force Reserve Command

Date

MEMORANDUM FOR 910 CF/SCI

FROM: 910 (appropriate office symbol/organization)

SUBJECT: Annual Software Inventory Compliance Certification

1. Per AFI 33-114/910 AW SUP, all appointed Computer Security Managers (COMUSEC Managers) or Computer System Security Officers (CSSOs) are required to conduct an annual software inventory for their area of responsibility.
2. The COMPUSEC Manager or CSSO signature on this document certifies that the software inventory for the computer equipment custodians (EC) was conducted and all software is accounted for.
3. Listed below is the name of the appointed COMPUSEC Manager or CSSO and the EC accounts where the inventories were conducted.

COMPUSEC Manager or CSSO:

EC Account(s) of Responsibility:

4. I certify that the above listed EC accounts have been inventoried and all software is accounted for:

CSSO Name and Title

EXAMPLE

MICHAEL F. GJEDE, Brig Gen, USAFR
Commander