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Communications and Information

***INFORMATION PROCESSING
MANAGEMENT SYSTEM***

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This instruction implements AFDPO 33-1, *Command, Control, Communications, and Computer (C4) systems*. It establishes procedures and responsibilities for the management, accountability, and control of all information processing management systems (IPMS) equipment used on the Minneapolis-St Paul Air Reserve Station, or in support of the local Air Force mission, and applies to all units' computer systems security officers/equipment custodians (CSSO/EC). The standard Air Force system for computer systems management is IPMS. It is a computer system maintained and controlled by Standard Systems Group, Maxwell AFB, Gunter Annex, AL. All information required for entering computer equipment into IPMS meets specifications set forth by HQ USAF, DoD, and Congress.

SUMMARY OF REVISIONS

This revision updates phone extensions and methods of submitting requests for disposition instructions. It also explains proper notification of new computer equipment purchases and how to submit receipts from the transaction to the base ECO. A bar (|) indicates revision from the previous edition.

1. The 934 CF/SC has management and accountability of the IPMS:

1.1. The 934 AW Commander appoints a base equipment control officer (ECO) who maintains this installation's IPMS database.

1.2. The unit EC will maintain and monitor their IPMS inventories in compliance with this instruction and 934 AWI 33-201, *C4 Systems Security*. All components that are not internal to the system, modems, tape backup, external drives, etc., with exception of keyboard, mouse, and cables, will be accounted for in IPMS. Software worth more than \$5000 will also be accounted for in IPMS.

| 2. 934 CF/SCXP, base ECO, will be responsible for the following:

- 2.1. Upon receipt of any new computer equipment, the base ECO will enter the equipment on the unit IPMS account and generate an IPMS identification label.
- 2.2. Each piece of external computer equipment must have IPMS identification label affixed to it before it leaves building 761. If possible, place the labels on the front of the computer equipment to facilitate inventory procedures.
- 2.3. Notify the unit EC of equipment availability.
- 2.4. Reserved.
- 2.5. If the unit EC is turning in equipment, the Base ECO will determine whether the equipment can be used elsewhere on base. If not, the Base ECO will submit a database report to HQ AFRC/SCMB requesting disposition instructions. The Base ECO will then give the unit EC a copy of the *Report of Excess Equipment*, when received from HQ AFRC/SCMB. At this time, the appropriate IPMS records for each piece of equipment will reflect its new status.
- 2.6. The Base ECO will generate a new IPMS listing for units reflecting any changes for information purposes only.
- 2.7. Upon completion of the annual physical inventory the unit EC, Unit Commander and Base ECO will sign an updated copy of the unit inventory listing. The annual physical inventory listing must be held until the next annual physical inventory is completed.
- 2.8. Staff assistance visits will be performed periodically or upon request of the unit EC and in accordance with 934 AWI 33-201.
- 2.9. When a computer that will process classified information is received by the Base ECO, the Wing Information Protection Officer will be informed.

3. 934 Unit ECs will be responsible for the following:

- 3.1. Conduct a joint inventory with the newly appointed EC before formal relief or passing responsibility to him/her.
- 3.2. Conduct physical inventories of assigned equipment ensuring proper labeling and usage. Should the label become worn, lost, or unusable, call the Base ECO, X1280, for a new label.
- 3.3. The unit EC or alternate will conduct an annual physical IPMS inspection. The EC, Unit Commander and ECO will sign the annual IPMS inventory listing. The annual listing will be retained by the EC until the next annual physical inventory is completed.
- 3.4. Review, sign, and return updated IPMS inventory listings to the Base ECO within 30 days.
- 3.5. Be familiar with all maintenance procedures for computer equipment. Maintenance of computer equipment can only be conducted by network control center (NCC) trained technicians or contract maintenance. Damage resulting from unauthorized maintenance will result in a report of survey (ROS).
- 3.6. New computer equipment will not be configured, installed, or have maintenance performed on it by 934 CF/SCBN Technicians until the equipment is entered into the unit's IPMS account and a IPMS identification label is attached.
- 3.7. Submit an email or a letter identifying excess computer equipment to be turned in to the Base ECO.

3.7.1. The unit EC must retain the equipment until the Base ECO receives the approved report of excess equipment from HQ AFRC/SCMB and forwards a copy to the unit EC. It is then the unit EC's responsibility to notify 934 LSS/LGSD, x1547 to generate the DD Form 1348-1-6PT, **DoD Single Line Item Release/Receipt Document**, and have equipment delivered to LGSD. LGSD will only accept computer equipment listed on the approval report and accessories. Equipment will not be removed from an EC's account until the Base ECO receives a copy of the equipment receipts from LGS.

3.7.2. Prior to turning in any computer equipment, ensure the hard drive is properly disposed of (per ASSI 5020). All hard drives **MUST** be removed from each CPU prior to delivery to Supply (LGSD). Once the hard drive is removed, complete the "Certification of Hard Drive Disposition" Form (section 3). Certification of Hard Drive Disposition Form **MUST** accompany approval letter upon delivery to Supply (LGSD).

3.7.3. If the unit EC needs to retain equipment that has been authorized for shipping to defense reutilization management office (DRMO) he/she must inform the Base ECO by letter or email stating the justification for extension or withdrawal from shipping.

3.8. Unit ECs that want to transfer computer equipment to another base account must submit and email or letter justifying the transfer. Include the item serial number and the name of the receiving unit. The computer equipment will not be physically transferred to the gaining account until approval has been received from the Base CSO or Computer Systems Requirements Board (CSRB). It is the responsibility of the owning unit EC to perform any file maintenance and/or wiping prior to transfer. It is recommended 934 CF/SCBN technicians reconfigure all computers prior to transfer. This ensures that all machines have the most up-to-date, mandated or optional configuration installed.

3.9. All requests dealing with computers that process classified information, (i.e. new equipment, turn-ins, or transfers from one account to another) will be coordinated through Wing Information Assurance Officer.

3.10. If equipment is lost, damaged, or destroyed, the unit EC must initiate a ROS. If loss, damage, or destruction is found to be due to abuse or neglect, the unit EC can be held liable or relieved from the responsibility for the damage or loss in accordance with AFI 23-111, *Management of Government Property in the Possession of the Air Force*, and AFMAN 23-220, *Reports of Survey for Air Force Property*. The ROS serves as an instrument for adjusting accountable records. Monetary liability or claims resulting from the unauthorized relocation of equipment are determined by the ROS. The ROS must contain the following information at a minimum:

3.10.1. Item Description.

3.10.2. Serial Number.

3.10.3. Purchase Cost (obtained from the ECO if unknown) and Replacement Cost.

3.10.4. Last Seen (date and location).

3.10.5. Point of Contact and Phone Number.

3.11. Security.

3.11.1. Prior to operation, all computer systems must receive approval to operate from the base designated approval authority (DAA). The documents for DAA approval are dependent upon the level of data processing. This process called "Type Accreditation," includes a risk analysis to

determine the threat of occurrence from tampering, abuse, theft, and unauthorized disclosure of information. Contact 934 CF/SCBS, Wing Information Assurance Office for assistance.

3.11.2. Each person who has access to or uses products generated from a system containing classified or sensitive unclassified (i.e. Privacy Act, FOUO, etc.) is responsible for safeguarding that data against unauthorized disclosure or changes in accordance with AFI 31-209, *Air Force Resource Protection Program* and AFI 31-401, *Information Security Program*. An Emissions Security (EMSEC) assessment must be performed by the Wing Information Assurance Office personnel prior to any classified processing.

3.11.3. The unit EC must be able to check the physical security of the accountable equipment on a routine basis. If the unit EC cannot routinely check the equipment because of distance or facility classification, then the equipment must be signed out on an AF Form 1297, **Temporary Issue Receipt**. The AF Form 1297 must contain item description, serial numbers, quantity, and location of equipment (i.e. building and room number). The original AF Form 1297 will be retained by the unit EC and a copy provided to the user.

3.12. Housekeeping.

3.12.1. Specifications and manufacturer's recommendations for temperature and humidity ranges for computer equipment must be followed. Submit an AF Form 332, **Civil Engineer Work Request**, to 934 SPTG/CE if deficiencies in environmental conditions exist.

3.12.2. Keep food and drinks away from equipment and ensure that staples, paper clips, etc., do not get dropped into keyboards or other devices while uncovered or opened. Keep the immediate work area clean and avoid storing paper products or other dust gathering materials in the area, if possible.

3.12.3. The use of surge suppressers is mandatory for all computer equipment

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