

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE INSTRUCTION 33-112**

**AIR FORCE SPACE COMMAND  
Supplement 1**

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**Communications and Information**

**COMPUTER SYSTEM MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-112, **Computer Systems Management**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to AFSPC, subordinate units and tenant organizations using AFSPC's Information Processing Management System (IPMS) accountable Automated Data Processing Equipment (ADPE). This supplement applies to the Air Force Reserve Command and Air National Guard units which support the AFSPC mission. Units may submit recommendations for revisions to HQ AFSPC/Plans and Policies Branch (SCXX), 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4340 for coordination prior to publication. Upon receipt of this integrated supplement discard the Air Force basic publication.

### **SUMMARY OF REVISIONS**

This revision changed the title from "Automated Data Processing Equipment (ADPE) Management" to "Computer Systems Management". It clarifies the roles and responsibilities located throughout the instruction (paragraphs 7., 10., and 11.); updates review procedures for computer assets purchased via International Merchant Purchase Authorization Card (IMPAC) (paragraph 7.2.); recommends the development of organizational computer system management plans (paragraph 7.4.); recommends purchasing Year 2000 compliant computer hardware and software( paragraph 16.1.3. (Added)); advocates performing multiple physical inventories to verify accounts (paragraph 10.2.5.1.); updates support agreement procedures (paragraph 23.3.); and encourages the development of local ECO computer systems management checklists (paragraph 37.). A bar ( | ) identifies revision from previous edition.

6.3.1. Ensure individuals appointed as Equipment Custodians do not have access to the Information Processing Management System. Likewise, do not assign the dual responsibility of an EC to an ECO. This is necessary to protect the integrity of Computer System Equipment accountability.

| 7.2. These reviews will include all planned acquisitions using an IMPAC card.

7.3. Follow ECO procedures for requesting technical solutions and approval of computer systems equipment.

7.4. Plan for and manage computer systems under their control and ensure the CSO reviews those plans. The basic concept directing commanders to plan and manage computer resources comes from AFI33-101, paragraph 1.9.1.

7.6.1. (Added) Follow procedures established by the ECO for conducting annual inventories.

7.10.1. (Added) Follow procedures established by the ECO for coordinating approved computer systems requirements prior to initiating procurement actions. Ensure expected excess hardware and software is identified to the ECO during this process. It's the EC's responsibility to identify equipment for disposal at least 120 days before the system goes off-line.

9. All command Equipment Control Officer related management issues are the responsibility of HQ AFSPC/SCXXP.

10.1. Forward letters of ECO appointment to HQ AFSPC/SCXX, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4340.

10.2.5.1. (Added) ECOs may direct ECs to perform more than one physical inventory per year to manage accountability of assigned computer assets.

10.2.13. Training must address all Equipment Custodian functional responsibilities detailed in the basic publication, plus any other area deemed appropriate, e.g., accountability of Automatic Data Processing Equipment purchased using the IMPAC Card.

11.7.1. (Added) Documentation will be provided to the ECO no later than 30 days after action is completed.

11.12. Coordinate all on-going Reports of Survey actions with the ECO.

16.1. AFSPC technical solutions for computer systems, including Networks acquisitions will exploit the use of Air Force infrastructure support contracts. Based on technical requirements, critical time constraints, or significant cost savings, wing CSOs may approve waivers.

16.1.1. (Added) All waivers requests must demonstrate why the user requirement can not be satisfied by the mandatory use contracts.

16.1.2. (Added) Provide a copy of each approved waiver to HQ AFSPC/SCXX, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4340.

16.1.3. (Added) All new computer systems hardware and software acquisitions purchased from Air Force infrastructure contracts or non-standard sources will be Year 2000 compliant.

18.1.2.3. If necessary, contact your communications unit help desk for assistance before beginning the installation of stand-alone small computers, peripherals, and software.

21.2.1. (Added) Authority to grant exemptions for the Energy Star requirements is delegated to the CSO. Compliance exemptions may be granted based on commercial availability of qualifying equipment, significant cost differential of the equipment, the requesting organization's performance requirements of the equipment, or their mission.

21.3. (Added) Environmental Protection Agency "Energy Star" requirements.

21.3.1. New personal computers, monitors, and printers, purchased by the customer must be equipped with the energy efficient low-powered standby feature as defined by the Environmental Protection Agency Energy Star computer program.

23.3. AFSPC tenant organizations use their host base Defense Reporting Activity (DRA) account for accountability, inventory and reporting of Automatic Data Processing Equipment. Ensure assets are identified with the AFSPC's two position Major Command Code (MAC) "1S" in the IPMS. However, AFSPC wings can determine what reporting procedure is best for geographically separated units. Air national Guard tenant or gained organizations will use the DRA assigned by their MAJCOM MECO.

23.3.1. (Added) Support agreements will reflect the accountability procedures discussed in paragraph 23.3.

27.1. Establish a process for conducting an annual review of maintenance alternatives identifying the most cost-effective options that meet mission requirements. CSO documents these reviews and maintains a file copy.

27.5.1.1. (Added) Clearly establish the preferred use of per-call contractor maintenance support, mail-in service, and standby spares, rather than on-call support.

27.5.1.2. (Added) Identify controls to monitor and document the use of on-call maintenance support when either mission requirements or when this option is clearly the most economical approach. In such situations maintain proper documentation to support use of this alternative.

29. When accountable computer system equipment requires maintenance, users notify their Equipment Custodian upon completion of such service. Document maintenance actions using AF Form 597, ADPE Maintenance Record, or vendor maintenance records. Equipment Custodians provide a copy of the completed AF Form 597 or maintenance record to the ECO.

33. All Equipment custodians including contractor ECs notify the ECO when Computer Systems Equipment has become excess or as addressed in paragraph 7.10.1. (Added). Reporting, screening, local reutilization or disposal of excess Automatic Data Processing Equipment is the responsibility of the Equipment Control Officer. Under no circumstances will excess Computer Systems Equipment be disposed of without consultation and approval of the ECO. AFSPC contractors ensure their Air Force contracting officer receives a copy of all correspondence regarding excess Computer Systems Equipment.

37. ECOs are encouraged to develop local computer systems management checklists to promote continuity within their functional area.

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