

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 33-3**

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Communications and Information

COMPUTER SYSTEMS MANAGEMENT

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This Checklist reflects Command requirements for computer systems (hardware and software) managers to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This is a revised checklist that updates references, and command functional OPRs. Additionally, references to Personal Digital Assistants (PDAs), cannibalization policy, ECO responsibilities, and sanitization requirements, were added. A bar (|) indicates a revision from the previous edition.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This publication establishes a baseline checklist. Use the checklist at Attachment 1 as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of the computer systems management function.

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Director of Communications and Information

Attachment 1

COMPUTER SYSTEMS MANAGEMENT

Table A1.1. Checklist.

SECTION 1: ORGANIZATION COMMANDERS			
MISSION STATEMENT: To ensure policies and procedures are established for management and support of the organization's computer systems resources.			
<i>NOTE:</i> All references are from AFI 33-112, <i>Computer Systems Management</i> , unless otherwise stated.			
1.1. CRITICAL ITEM	YES	NO	N/A
1.1.1. Are procedures established to ensure departing ECs process through the ECO to satisfy computer systems management accountability? (para 7.5.2)			
1.2. NON-CRITICAL ITEMS	YES	NO	N/A
1.2.1. Are procedures established to budget for maintenance of computer systems that are not the responsibility of the CSO? (para 7.1)			
1.2.2. Did the organization develop a computer system management plan and was that plan reviewed by the CSO? (AFI 33-112AFSPCSUP1, <i>Computer Systems Management</i> , para 7.4)			
1.2.3. Are procedures established to report all computer systems assets (including those purchased using the International Merchant Purchase Authorization Card) to the ECs and ECO? (para 7.10)			
SECTION 2: EQUIPMENT CONTROL OFFICER (ECO)			
MISSION STATEMENT: To ensure effective computer system management, accountability and disposition			
<i>NOTE:</i> All references are from AFI 33-112, unless otherwise stated.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Does the ECO initial the departing EC out-processing clearance record upon transfer of an account and receipt of a new EC appointment letter? (para 10.2.12)			
2.1.2. Are all computer systems equipment physically inventoried annually and are EC appointments renewed annually? (para 10.2.5)			
2.1.3. Does ECO ensure that items are not removed from IPMS without proper documentation? (para 10.2.11)			
2.1.4. Are PDAs being entered into IPMS? (para 22.1.1)			

2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Does the ECO update IPMS and clear errors before the first Sunday of each month as required for upward reporting? (para 10.2.4)			
2.2.2. Is guidance and training provided to each EC? (para 10.2.13)			
2.2.3. Does the ECO coordinate on all host-tenant agreements? (para 10.2.26)			
2.2.4. Where AFSPC units are tenants, do support agreements indicate that accountable computer system equipment is reported using the host DRA number with the appropriate AFSPC two-digit code? (para 23.3)			
2.2.5. Is a process established for conducting annual reviews of available maintenance alternatives, identifying the most cost-effective options? (para 27.1)			
2.2.6. Are procedures established for the preferred use of per-call contractor maintenance support, mail-in service, and standby spares, rather than on-call maintenance support? (para 27.5.1)			
2.2.7. Is there a policy established for cannibalization for spare parts? (para 33.9)			
2.2.8. Does the ECO use previously declared excess equipment to satisfy approved computer systems requirements when possible? (para 34)			

SECTION 3: EQUIPMENT CUSTODIAN (EC)MISSION STATEMENT: Effectively manage unit computer systems resources that support mission accomplishment.**NOTE:** All references are from AFI 33-112, unless otherwise stated.

3.1. CRITICAL ITEMS	YES	NO	N/A
3.1.1. Was an annual physical inventory conducted and did the EC retain the original copy of the signed inventory? (para 11.1.1)			
3.1.2. Are all transfers of computer systems between accounts coordinated with and approved by the ECO? (para 11.3)			
3.2. NON-CRITICAL ITEMS	YES	NO	N/A
3.2.1. Does the EC ship excess computer systems or turn into DRMO as directed by the applicable ECO? (para 11.5)			
3.2.2. Are ECs providing appropriate documentation back to the ECO, no later than 30 days, to clear the account of equipment that was transferred to another account, turned-in to the DRMO, or donated to a school? (para 11.7 and AFI 33-112AFSPCSUP1, para 11.7.1)			
3.2.3. Does the EC properly receive and secure computer systems until proper accountability procedures are accomplished? (para 11.15)			

NON-CRITICAL ITEMS (Continued)	YES	NO	N/A
3.2.4. Does the EC ensure equipment being turned-in is being sanitized according to security regulations and procedures? (para 26.3.4)			
3.2.5. Does the EC notify the ECO when computer systems becomes excess at least 120 days before the equipment goes off line? (para 33)			
<p>SECTION 4: ORGANIZATION COMPUTER MANAGER</p> <p>MISSION STATEMENT: To assists in the performance of the commander's computer systems management responsibilities and is the focal point for computer operation issues.</p> <p><i>NOTE:</i> All references are from AFI 33-112, unless otherwise stated.</p>			
4.1. NON-CRITICAL ITEMS	YES	NO	N/A
4.1.1. Are periodic reviews accomplished to determine if all computer systems still meet user requirements? (para 8.6)			
4.1.2. Does the OCM validate computer systems and equipment requirements submitted by the unit EC(s)? (para 8.7)			