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Communications and Information

**MANAGING AUTOMATED DATA
PROCESSING EQUIPMENT (ADPE)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 33-1, *Command Control, Communications and Computer (C4) System*. It establishes procedures for improving the response and accuracy of Automated Data Processing Equipment (ADPE) accountable in various inventory accounts of assigned equipment custodians. Historically, annual ADPE inventories have been accomplished late, incomplete and significant Reports of Survey have been generated because of missing equipment. Although the existing Air Force Instruction (AFI) AFI 33-112, *Computer Systems Management* covers individual responsibilities within units, in practice these procedures are difficult to maintain throughout each year. A method not covered by the existing AFI is necessary to improve the implementation of performing annual inventories of ADPE base wide. This policy applies to all units on Travis AFB.

1. Responsibilities:

1.1. Team Structure. The unit commanders will appoint a primary and alternate inspection team for their squadron to conduct two inspections annually on all ADPE accounts assigned to their squadron. An appointment letter will be signed by the unit commander and a copy sent to the base Equipment Control Officer (ECO) every January.

2. Procedures:

- 2.1. The team will request a copy of all ADPE inventories assigned to their unit from the ECO.
- 2.2. Twice a year, the unit inspection team will conduct an inventory of each ADPE account to verify accuracy of the record and if the existing equipment custodians are maintaining appropriate administrative records such as: a current signed inventory, current appointment letters, training certification and miscellaneous records of computer requirements, equipment transfers, shipping documents, etc.

2.3. At the conclusion of the inventories, the team will provide the ECO with the results of their findings. The ECO will prepare a written report to the unit commander identifying deficiencies and appropriate recommendations and suspense's to bring the account into compliance.

3. Conclusion:

3.1. This process will dramatically improve the accuracy of all Travis ADPE accountable inventories and assist the base in meeting MAJCOM suspense's annually. Additionally, required inventories will be accomplished quickly and all units should meet their suspense's without difficulty. Equipment custodians will be current and more aware of their responsibilities and Reports of Survey should be infrequent.

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Director Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 33-112, *Computer Systems Management*