



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 10 CS/SCBF (Ms. Norma Andersen)  
Supersedes AFI 33-112/USAFA Sup 1,  
22 July 1998

Certified by: 10 CS/SCB (Maj Michael Polley)  
Pages: 2  
Distribution: F

---

**AFI 33-112, 25 Feb 2001, is supplemented as follows:**

***SUMMARY OF REVISIONS***

This document is substantially revised and must be completely reviewed. A bar (|) indicates revisions from the previous edition, AFI33-112 USAFA Sup 1, 22 July 1998.

6.6. The base Communications and Information Systems Officer employs a focal point located in Information Technology Contracts Management (IT Contracts Management).

6.6.1. The IT Contracts Manager develops an acquisition strategy for maintenance contracts.

6.6.2. The IT Contracts Management unit ensures annual review of maintenance strategies and reports to verify organizations use the most cost-effective options.

6.6.3. The IT Contracts Manager advises base organization of local maintenance procedure.

6.6.4. (Added) Orders are placed through IT Contracts Management for funds management and to ensure cost-effective maintenance.

6.6.5. (Added) The IT Contracts Manager ensures Automated Data Processing Equipment operations and Preventive Maintenance schedules do not conflict.

6.6.6. (Added) The IT Contracts Manager reviews the Preventive Maintenance Program (PM program).

6.6.7. (Added) In addition, obtain System Administrators and IT Contracts Management concurrence.

6.6.8. (Added) Major Command (MAJCOM) Director of C4 Systems or equivalent is the IT Contracts Management at USAF Academy.

6.6.9. (Added) 10 CS/SCB (Help Desk) personnel log the action, (problem, resolution). The Automated Data Processing Equipment (ADPE) Custodian forwards all maintenance records to IT Contracts Management.

6.6.10. Orders are placed through IT Contracts Management for funding and effective central management.

6.6.11. (Added) At the USAF Academy, the Information Technology Management System (ITMS) which replaced AUTOMATIC DATA PROCESSING RESOURCE MANAGEMENT INFORMATION SYSTEM (ADPRMIS) input is accomplished jointly by the 10 CS (Budget Office) and the IT Contracts Management section. ITMS collects data on all IT resources with the budget office providing budgetary data and IT Contracts Management providing information technology narrative and justification.

10.2.13. The Equipment Control Officer (ECO) provides initial guidance and annual training for all new Equipment Custodians (ECs).

11.5.1. (Added) The USAFA ECs will ensure all unit personnel sign an AF Form 1297, **Temporary Issue Receipt**, for ADPE they use or control as deemed appropriate, i.e. when a member is issued a laptop for TDY purposes or when the computer will be physically/geographically away from the EC's span of control. No other system for checking out ADPE will be acceptable.

11.9. Unit commanders will include the Equipment Control Officer office (10 CS/SCBF) on their unit out-processing sheet for all Automated Data Processing equipment custodians. This requirement applies to military and civilian personnel.

16.3.1. Information Technology Contract Management uses the Information Processing Management System to create and place orders against applicable DOD, Air Force, and federal contracts.

38.3.1. **Forms Adopted:** AF Form 1297, Temporary Issue Receipt

KRISTEN A. DOTTERWAY, Lt Col, USAF  
Commander, 10th Communications Sq