

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION
33-404**



9 MAY 2016

Certified Current 21 September 2016

***Communications & Information
SOFTWARE MANAGEMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 75 ABW/SCO

Certified by: 75 ABW/SC
(Mr. John F. Nemeth)

Supersedes: HILLAFBI33-404,
15 April 2016

Pages: 9

This instruction implements AFMAN 33-153, *Information Technology IT Asset Management (ITAM)* and AFPD 33-3, *Information Management*. It explains the management and accountability of computer software not included in the Standard Desktop Configuration (SDC). It mandates specific roles, responsibilities, and processes for software license accountability to meet requirements of Section 1(c) of Executive Order (EO) 13103, *Computer Software Piracy*. It incorporates enterprise license considerations and specific requirements for installing software on computer systems active on the Air Force Network (AFNet) and stand-alone Air Force computer systems throughout Hill Air Force Base (HAFB). This publication applies to all HAFB personnel and applies to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) personnel. Failure to observe prohibitions and mandatory provisions of this directive in paragraphs 1.7.3. and 1.7.4. by military personnel is a violation of Article 92, *Uniform Code of Military Justice (UCMJ)* and Civilian by their equivalent governing Instruction. Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Refer recommended changes to this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or trademark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force or HAFB. This instruction outlines the roles and responsibilities of each person/group that participates in the HAFB software management program. Adherence to the

instruction will ensure the program is administered efficiently and accurate accountability of software is achieved. This will prevent illegal/unauthorized software on the base network. Cooperation from all parties will result in a successful software management program. **NOTE:** Software contained in the Standard Desktop Configuration (SDC) is not subject to this instruction. Software is made available for use by end users according to the License Agreement. Any reproduction or redistribution of the software not in accordance with the License Agreement is expressly prohibited by law, and may result in severe civil and criminal penalties. Violators will be prosecuted to the maximum extent possible. Under U.S. law, infringement/piracy may result in civil damages of up to \$150,000 and/or criminal penalties of up to 5 years imprisonment and/or a \$250,000 fine.

SUMMARY OF CHANGES

Updated organizational office symbols, removed redundant information, and formatted for better flow of information.

1. Software Management Program Roles and Responsibilities.

1.1. The 75th Air Base Wing Communications and Information Directorate, Director (75 ABW/SC) is responsible for the Base Software License Management Program. 75 ABW/SC will:

1.1.1. Appoint a primary and alternate Base Software License Manager (BSLM) to manage the HAFB software management program and forward the approved appointment memorandum to the HQ AFMC/A6 Command Software License Manager (CSLM). This notification will include a signed copy of the appointment letter.

1.1.2. Ensure each organizational Commander designates primary and alternate Unit Software License Managers (USLMs).

1.1.3. Review BSLM Program and provide CSLM program status as warranted by higher authority.

1.2. Base Software License Manager.

1.2.1. The BSLM is responsible for the Base Software License Management Program and acts as representative for 75 ABW/SC. The BSLM reports directly to 75 ABW/SC and is Liaison to HQ AFMC/A6 CSLM for Hill Air Force Base Software License Management Program. The BSLM will:

1.2.2. Track primary and alternate USLMs to manage the unit and base software license program.

1.2.3. Annually certify and document to 75 ABW/SC a software inventory was accomplished for all unit computer software. Accomplish certification by signing the annual inventory list or memorandum and indicate the base's annual software license inventory has been accomplished. Complete this certification each year, at a date designated by 75 ABW/SC, but no later than the anniversary date the BSLM was officially appointed.

1.2.4. Provide software management training for USLMs and track current training dates.

1.2.5. BSLM will ensure that a joint inventory of all licensed software is accomplished and endorse all inventories for the outgoing and incoming USLM.

1.2.6. Perform periodic compliance or Staff Assistance Visits (SAV) on host and tenant units. Inspect at least 50 percent of the unit accounts annually, and perform an on-site inspection on each unit at least once every 2 years.

1.2.7. Conduct semiannual audits by performing system scans on computer systems across the base network to identify unauthorized software.

1.2.7.1. Assist USLMs with the removal of unauthorized software. If software is required, ensure correct approval process is initiated.

1.2.7.2. Report failures to comply with removal/approval of unauthorized software to the unit's commander/director for action.

1.2.8. Coordinate action to ensure USLM secures software and it is maintained in easily accessible facilities.

1.2.9. Ensure compliance with the 75 ABW/SC Software Review Board (SRB) for approval of all software purchase requests for HAFB. This approval is for all software including stand-alone system use.

1.2.10. Direct units to ensure all purchased software is delivered to the USLM office. Upon receipt, the USLM will download the software to the software repository located on the base network and update the respective unit's software inventory. Software to be installed on stand-alone systems will be checked out to the CSTs for installation and returned within 3 duty days.

1.2.11. Assist USLMs with updating license agreements as necessary.

1.2.12. Coordinate with USLMs for utilization or redistribution of available software licenses to prevent waste.

1.2.13. Dispose of software IAW AFMAN 33-153, *Information Technology IT Asset Management (ITAM)*.

1.2.14. Request Non-Secure Impact Statement (NSI) creation from IAO office for the addition of software on the Hill Enclave Software Listing.

1.2.15. Route software installation requests to the appropriate USLM group.

1.3. Unit Commander/Director Responsibilities.

1.3.1. Appoint a primary and alternate USLM utilizing the sample in Attachment 2, and annually review the letter to ensure currency.

1.3.2. Annually certify and document to the BSLM a software inventory was accomplished for all unit computer software. Accomplish certification by signing the annual inventory list and indicate the unit's annual software license inventory has been accomplished. Complete this certification each year no later than the anniversary date the USLM was officially appointed or when a new USLM is appointed.

1.3.3. Ensure all software acquisitions are coordinated prior to purchase IAW paragraph 2 of this instruction.

1.3.4. Ensure outgoing and incoming software license managers conduct a joint inventory of all licensed software and endorse all inventories.

1.3.5. Ensure software acquisitions are coordinated through the respective USLM and BSLM prior to purchase.

1.3.6. Ensure USLM is notified of all deliveries of new software licenses and copies of licensing material are provided to the USLM. Ensure software is added to the unit's software inventory.

1.3.7. Ensure necessary training for users and maintainers is obtained for unique software purchased or developed by the unit.

1.4. Unit Software License Manager Responsibilities.

1.4.1. Complete initial and annual software management training provided by the BSLM.

1.4.2. Be familiar with AFMAN 33-153, *Information Technology IT Asset Management (ITAM)* and this instruction. Be familiar with license number, total number of each, user, and type software license agreement purchased for use in organization.

1.4.3. Review and ensure compliance with all unit software license agreements.

1.4.4. Ensure all software acquisitions are coordinated prior to purchase IAW paragraph 2.

1.4.5. Ensure all license agreements are provided to the BSLM through the BSLM SharePoint site.

1.4.5.1. Purchase Data (Vendor Name, Purchase Order or Delivery Order Number), Description, Version, Cost, Quantity Purchased, License ID Number(s), Funding Data, Date Purchased, Expiration/Renew by Date(s).

1.4.6. Coordinate all software transfers/uninstalls with the BSLM office.

1.4.7. Perform an annual inventory of all software licenses and cross check with installed software. Complete certification each year no later than the anniversary date of the USLM's official appointment. Ensure unit commander or director endorses the report.

1.4.8. Perform a joint inventory of all software licenses and cross check with installed software before transferring responsibility to another software license manager. Ensure the unit commander or director endorses the report.

1.4.9. Identify software that does not have associated licenses, assemble proofs-of-purchase, and request replacement licenses from publishers, as needed. Update license information on the 75 ABW/SC BSLM SharePoint Site provided by the BLSM.

1.4.9.1. Coordinate the removal of unauthorized or suspected pirated software with the BSLM.

1.4.10. Notify BSLM when software is no longer required by the unit. This includes software supported under a license agreement.

1.4.11. Support and enforce compliance with all software management guidance.

1.4.12. Store evidence of authorized back-up copies and license agreements or licenses (e.g. user manuals, purchase documentation, CD-ROMs, etc.) and physical software media in a secure centralized location (e.g., locked drawer, file cabinet, room, etc.).

1.4.13. Have USLM ensure unit's in-processing/out-processing procedures and documentation require unit members process through the USLM. The USLM will maintain a record of member's name, date, types of action (incoming/outgoing briefing) as it relates to software license management duties. Ensure incoming personnel are scheduled and receive software license training within 30 days after initial software license briefing. Ensure members are provided annual software license training as prescribed by the BSLM or local directives, but not less than annually.

1.5. Client Systems Technician (CST) Responsibilities.

1.5.1. Receive approved customer service request prior to installation.

1.5.2. Install software from the approved sources validated by USLM or BSLM.

1.5.3. Notify the appropriate USLM when performing any actions that change the number of licensed software products installed on HAFB or stand-alone systems.

1.6. User.

1.6.1. Assist USLM, as required, with software inventories on unit systems.

1.6.2. Will not install or remove any software without first coordinating with the USLM.

1.6.3. Will not make any illegal copies (piracy) of software. Failure to obey is a violation of Article 92 of the UCMJ and Civilian by their equivalent governing Instruction.

1.6.4. Will not install freeware or shareware or personally owned software on government owned systems. Failure to obey is a violation of Article 92 of the UCMJ.

1.6.5. Will not install and use copies of government owned software on a home computer unless the software license explicitly allows users to do so.

1.6.6. Will report all unauthorized or illegal software on their system to their USLM.

1.6.7. Will submit all new software requirements to the USLM.

2. Software Request Submission and Approval Process.

2.1. The Hill AFB Software Licensing Program establishes policy for managing COTS and Air Force-unique software applications. In accordance with AFI 33-210, *Air Force Certification and Accreditation (C&A) Program (AFCAP)*, [chapter 3](#), the following is the established request and approval process for all software requests/submissions from all organizations and users on HAFB.

2.1.1. All software application requests will be accomplished via the Information Assurance (IA) SharePoint site.

2.1.1.1. Software requests will be submitted using the Air Force Network Integration Center (AFNIC) Application Request Worksheet prepared by the requestor and forwarded to the requirements office (75 SCXO, Software Testing) by the unit USLM. The worksheet can be found on the BSLM SharePoint site.

- 2.1.1.2. If the requested software will be used across the network boundary and requires any non-standard ports to be opened (any other than 80 and 443), a change management request must be submitted in writing to the 75th Communications Focal Point (CFP).
- 2.1.2. All software submissions must flow through 75 ABW/SC Software Review Board (SRB) as the single focal point to ensure a current and comprehensive baseline inventory of all software on the network.
- 2.1.2.1. The SRB determines requirement suitability. A suitable requirement includes a substantiated mission need, a validation of requesting unit's funding, and core functionality is not already available in currently certified products or in the SDC.
- 2.1.2.2. The SRB will determine if the requested software is already on the Air Force Evaluated/Approved Products List (AF E/APL, Hill ESL). If listed, the SRB can approve the request and the BSLM can add the software to the software/hardware baseline. The requestor will then be allowed to acquire and use the new software.
- 2.1.2.3. If not already on the AF E/APL or Hill ESL, the SRB will defer the request and package (AFNIC Application Request Worksheet (ARW)), through the BSLM, to AFNIC for review and certification.
- 2.1.2.3.1. The BSLM forwards all deferred requests to USLM.
- 2.1.2.3.2. The BSLM will update the SRB on the status of all pending deferrals at each meeting.
- 2.1.2.3.3. All disapproved software requests will be accompanied with an explanation of the reason(s) the request was disapproved.

RONALD E. JOLLY, SR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-153, *Information Technology IT Asset Management (ITAM)*, 14 January 2015

AFI 33-210, *Air Force Certification and Accreditation Program*, 23 December 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 33-3, *Information Management*, 8 September 2011

Section 1(c) of Executive Order 13103, *Computer Software Piracy*, 30 September 1998

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AFTO Form 265, *AF-GIG Operational Request for Change/Authorization*, 15 February 2012

Abbreviations and Acronyms

AF E/APL— Air Force Evaluated/Approved Products List

AF GIG— Air Force Global Information Grid

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFNet— Air Force (Enterprise) Network

AFNIC— Air Force Network Integration Center

AFPD— Air Force Publishing Directive

AFRC— Air Force Reserve Command

AFRIMS— Air Force Records Information Management System

AFTO— Air Force Technical Order

ANG— Air National Guard

BSLM— Base Software License Manager

COTS - Commercial Off-the—Shelf

CSO— Communications and Information Systems Officer

CST— Client Systems Technician

DoD— Department of Defense

EO— Executive Order

ESL— Enclave Software Listing

IAW— In Accordance With

OPR— Office of Primary Responsibility

RDS— Records Disposition Schedule
SAV— Staff Assistance Visit
SCR— System Change Request
SRB— Software Review Board
SDC— Standard Desktop Configuration
USLM— Unit Software License Manager

Terms

Approved Software— Software listed on the Air Force Evaluated/Approved Products List or Hill Enclave Software Listing (ESL).

Authorized Software— Approved software that is licensed.

Enterprise License— Allows the purchasing organization to use multiple copies of a specific commercial off-the-shelf software program, usually up to a specified number, across the organization for a set price. This is typically a more cost-effective acquisition strategy than purchase of individual copies. The DoD Enterprise Software Initiative should be considered for commonly used software.

License Agreements— Contract between the software publisher and the user that instructs and limits the software use. When purchasing software, the buyer only acquires a license to use it. The publisher retains the full rights to the software and has the sole right to its further distribution and reproduction.

Licensed Software— Software having a purchased usage license.

Software— A set of computer programs, procedures, and associated documentation concerned with the operation of a data processing system.

Unauthorized Software— Software that is not approved.

BSLM SharePoint— https://cs.eis.afmc.af.mil/sites/AFMC_SLM/HAFB/default.aspx .

User— The individual who operates the computer or uses application software.

Attachment 2

USLM APPOINTMENT LETTER EXAMPLE

Figure A2.1. USLM Appointment Letter Example.

Unit Letterhead applied here.

Date

MEMORANDUM FOR Hill Base Software License Manager

FROM: Unit or Group

SUBJECT: Appointment of Unit Software License Manager (USLM)

1. The following individuals are appointed primary and alternate USLMs for Unit/Group.

PRIMARY

LastName, First, Civ/Mil
Org
StreetAddress
Bldg xxxx
DSN xxx-xxxx
COM (xxx) xxx-xxxx
email address

ALTERNATE

LastName, First, Civ/Mil
Org
StreetAddress
Bldg xxxx
DSN xxx-xxxx
COM (xxx) xxx-xxxx
email address

2. The appointees are responsible for supporting and implementing the Base Software License Management Program IAW AFM33-153. USLMs will follow the approved software acquisition process when processing new software. USLMs will be responsible for their unit's software inventory until the account is transferred to a newly appointed USLM

3. This letter supersedes all letters of the same subject.

X

Note: The RED marks need to be replaced/modified for your organization. The letterhead depends on your unit/group's letterhead. Ensure to have a correct signature block, date, and remember to delete Note lines.