

**BY ORDER OF THE  
BY THE ORDER OF THE COMMANDER,  
61ST AIR BASE GROUP**

**LOS ANGELES AIR FORCE BASE  
INSTRUCTION 33-104**

**29 NOVEMBER 2011**



**Communications & Information**

**SOFTWARE LICENSES MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 61 CS/SCXP

Certified by: 61 CS/SCX (Mr. Ivey L.  
Hall)

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This instruction implements AFI 33-114, Software Management. It identifies the responsibilities for managing commercial off the shelf software and licenses and ensuring they are in compliance with the U.S. Copyright Act and Executive Order 13103. This publication applies to all personnel who use computer systems and networks supported by the 61st Communications Squadron. It establishes a Base Software License Manager (BSLM) and a Unit Software License Manager (USLM) and describes their responsibilities. It applies to commercial-off-the-shelf software and program office provided applications associated with mission systems. Refer recommended changes and questions about the publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, Recommendation for Change of Publication; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual 33-363, Management of Records and disposed of in accordance with the Air Force Records Information Management Systems (AFRIMS), Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

**1. Los Angeles AFB Software Licensing Program Roles and Responsibilities.**

1.1. **61 CS/CL Responsibilities.** The 61<sup>st</sup> Communications Squadron Director will designate primary and alternate Base Software License Managers (BSLM) to manage the base software license programs.

1.2. **Unit Commander and Director Responsibilities.** Each unit commander/director will:

1.2.1. Appoint a primary and alternate Unit Software License Manager (USLM) to administer the software license program for the unit. (**NOTE:** Consider appointing separate license managers for multiple use, special computing enclaves, site-licensed, or other software maintained on network servers). See **Attachment 2** for template.

1.2.2. Forward USLM appointment memorandums to the BSLM.

1.2.3. Ensure outgoing and incoming software license managers conduct a joint physical inventory of all software and endorse all inventories and include this transfer action as part of unit personnel out processing activities.

1.2.4. Certify and submit an annual inventory of all unit computer software and licenses. Accomplish certification by signing the annual inventory list. Complete this certification each year no later than the anniversary date of the USLM's official appointment.

1.2.5. Ensure software acquisitions are coordinated through the respective software license manager prior to purchase and delivered software is routed through the respective software license manager.

**1.3. Base Software License Manager Responsibilities.** BSLM will:

1.3.1. Review host-tenant support agreements to ensure all base units are required to participate in the host-base software license program if they use Air Force command, control, communications, and computer (C4) systems or are connected to Air Force local area networks.

1.3.2. Conduct on-going software license management awareness program for USLM and Client Systems Technicians (CSTs). This includes email notices, briefings, staff bulletin posts, etc.

1.3.3. Perform periodic compliance visits to base units and LAAFB tenant organizations. Inspect at least 50 percent of unit accounts annually and inspect each unit at least once every two years.

1.3.4. Maintain a current list of all USLMs.

1.3.5. Promote the use of automated tools to the maximum extent possible for tracking software licenses.

1.3.6. Verify new acquisitions against the AF and LAAFB Evaluated-Approved Product Lists (E-APL).

1.3.7. Ensure approval is obtained from the designated approval authority (DAA) for any software placed on computers or computer systems on the base network.

1.3.8. Provide software license training for newly appointed USLMs and CSTs. This training will include:

1.3.8.1. Overview of AFI 33-114 and LAAFBI 33-104.

1.3.8.2. Software license management records maintenance methods.

1.3.8.3. Basic orientation of software licenses and The Copyright Act.

1.3.8.4. Information on the approval/purchasing process.

1.3.9. Ensure each unit performs an annual inventory of all software, licenses, and corresponding documentation of unit software. Ensure the unit commander endorses and forwards a copy to the BSLM.

**1.4. Unit Software License Manager Responsibilities.** Each USLM will:

1.4.1. Become familiar with software license agreements of software used in their organization and act as the liaison between PC users and the BSLM.

1.4.2. Ensure legal acquisition and use of all software and obtain coordination with the BSLM, functional system administrators (FSAs), CSTs, users, and/or purchasers using the Cyberspace Infrastructure Planning System (CIPS).

1.4.3. Combine software acquisitions, as applicable.

1.4.4. Receive and inventory all new software and become familiar with license agreements prior to releasing software for installation. Ensure inventory updates are provided to the BSLM.

1.4.5. Perform an annual inventory of all software, licenses, and corresponding documentation of unit software. Ensure the unit commander endorses the hard-copy report and is briefed on any non-compliance issues.

1.4.6. Perform a joint inventory of software before transferring responsibility to another software license manager. Ensure the unit commander endorses the hard-copy report and is briefed on any non-compliance issues.

1.4.7. Store evidence of license agreements or licenses (user manuals, purchase documentation, CD-ROMs, etc.) and physical software media in a secure location (locked drawer, file cabinet, room, etc.).

1.4.8. Maintain a hard or soft copy of the software license inventory and proof of purchase/ownership of all government owned/COTS software in use within the unit. The use of an automated tool to track this data is acceptable. Proof may consist of invoices, contracts, documentation from the supplier, etc. Inventory should include:

1.4.8.1. 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 Dates.

1.4.8.2. Issued to Data – Organization, POC, Date, Quantity Issued, License Number(s).

1.4.8.3. Quantity Installed Data if different than “Issued to Data” – Organization, POC, Date, Total Issued, and License Number(s).

1.4.9. Identify software that does not have associated licenses, assemble proofs of purchase, and purchase replacement licenses from publishers, as needed.

1.4.10. Circulate software licensing information as needed throughout the organization.

1.4.11. Perform self-inspections (spot checks) for unauthorized or illegal software.

1.4.12. Dispose of excess or superseded COTS software. Employ one of the following methods (IAW AFI 33-114, para 9.9.).

1.4.12.1. Return the software package to the company that developed the software.

1.4.12.2. Destroy the software according to the provisions of the licensing agreement (NOTE: Document the method of destruction to establish an audit trail).

**1.5. Client System Technician Responsibilities.** Each CST will:

1.5.1. Notify USLMs prior to installing software from shared folders or using installation CD-ROMs to ensure sufficient licenses are available. Also notify USLMs prior to uninstalling, upgrading, or performing any actions that change the amount or number of licensed software products installed on the base network.

1.5.2. Ensure software is not transferred with hardware when performing automated data processing equipment (ADPE) transactions.

1.5.3. Ensure all installed software is properly licensed with coordination of the USLM.

1.5.4. Update automated software inventory tool with any new above core software installed (See Section 2 for more details).

**1.6. PC User Responsibilities.** Each PC user will:

1.6.1. Assist USLMs with software inventories on PCs as required.

1.6.2. Coordinate all requests for new software installations with USLM and CST.

1.6.3. Not make any illegal copies of copyrighted software.

1.6.4. Work with USLM and CST if personally owned software is required on government system. This software must have DAA approval documented in the certification and accreditation (C&A) package or the DoD Information Assurance Certification and Accreditation Process (DIACAP). (See DoDI 8510.01, AFI 33-115V1, and AFI 33-202)

**2. Automated Software Inventory Tool.**

**2.1. Registering Software.**

2.1.1. The Configuration Management Office (CMO) of the 61 CS will ensure that the Standard Desktop Configurations (SDC), LAAFB core software, and all patches/updates are registered in the Software Database.

2.1.2. CSTs will be responsible for adding new above core software in the database via the "Software Registration Utility."

**2.2. Scanning Desktops**

2.2.1. CMO will perform the automated scan of the desktops on at least an annual basis to generate a software inventory report by organization.

2.2.2. The resulting report generated by the scan will be provided to the USLMs for review and certification.

2.2.3. USLM may request more frequent scans to aid in the inventory process.

**2.3. Certifying Licenses.**

2.3.1. USLMs will be responsible for certifying the licenses within their organization. Proof of purchase/ownership for licensed software should be scanned and uploaded in the Software Licensing Utility of the automated software licensing tool.

2.3.2. Any software identified in the inventory report that the USLM is unable to provide proof of purchase on must be removed or additional licenses purchased.

2.3.3. The BLSM will be responsible for reviewing the overall inventory and proof data for LAAFB to identify excess licenses and ensure all installed software is properly licensed.

### **3. USLM Continuity Folder.**

3.1. Appointment Letter - New appointment letter should be accomplished when changes in USLMs or Commanders occur.

3.2. Training Certificate - Copy of training certificate for both primary and alternate USLM.

3.3. Guidance - AFI 33-114 and LAAFBI 33-104.

3.4. Software Inventory - Hard copy or reference a link to where it is located. Make sure the USLM is not the only one able to access it.

3.5. Inspections results and checklists including Unit Self-Inspections, Annual Base Inspections, No-Notice Inspections, and Reports

3.6. Unit Awareness Program - Software license information circulated to the USLMs and unit CSTs (emails, briefings, bulletin boards, etc).

3.7. All other Supporting Documents

### **4. Software Acquisition Process.**

4.1. Request for software purchases.

4.1.1. All requests for purchases of software must be submitted through the USLM to BSLM for approval via CIPS.

4.1.2. The BSLM will review existing inventories of the software to determine if excess licenses can be redistributed.

4.1.3. If no existing licenses are available, the BSLM will verify the requested product against the AF and LAAFB Evaluated-Approved List (E-APL).

4.1.3.1. If the software has not been approved for use, the BSLM shall recommend a comparable product that is approved. If there is no such product or the USLM justifies the requirement for that specific software, a software request worksheet must be completed. A current copy of the software request worksheet can be obtained from the 61 CS/SCXP Requirements Section. The completion of this worksheet has been incorporated into the CIPS process for new software requirements.

4.1.3.2. If the software is already on the approved lists, the BSLM has "approve/disapprove" authority. If disapproved, USLM may appeal to next highest level within the CS.

4.1.3.3. If approved, the CIPS will be finalized and the USLM can order the software.

#### 4.2. Ordering Software.

4.2.1. The 61 CS/SCXP will make a recommendation in the CIPS technical solution on the appropriate purchase method depending on the software.

4.2.2. Utilize Enterprise Software Agreements (ESAs) whenever possible. For information on existing ESA, visit <https://www.esi.mil>.

4.2.3. Previous guidance dictated that all Microsoft (MS) software be purchased using the MS Enterprise License Agreement (MS-ELA). However, a memo dated 29 Mar 2011 (see **Attachment 3**) from the AF Chief Information Officer clarified that the MS-ELA is not mandatory. Please review the memo for more detailed guidance on ordering MS products.

4.3. Once the Approval Process has been completed, software ordered, and received; the BSLM/USLMs shall ensure that all appropriate administrative/inventory actions have been taken and that all licensing provisions are being met.

FRANK W. SIMCOX, COL, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFI 33.114, *Software Management*, 13 May 2004

U.S. Copyright Act and Executive Order 13103

Attachment 2

USLM APPOINTMENT LETTER TEMPLATE

[DATE]

MEMORANDUM FOR 61 CS/SCXP BASE SOFTWARE LICENSE MANAGER (BSLM)

FROM: [Organization Commander/Director]

SUBJECT: Appointment of Unit Software License Manager (USLM)

1. The individuals listed below have been designated as the primary and alternate USLM for [Organization].

|                   | <u>RANK/NAME</u> | <u>OFFICE</u> | <u>PHONE</u> |
|-------------------|------------------|---------------|--------------|
| <b>Primary:</b>   |                  |               |              |
| <b>Alternate:</b> |                  |               |              |

2. This letter supersedes any previous appointment letters on this subject. If you have any questions, please call our USLM [Name] at [Duty Phone Number].

[ORG CC/CD NAME]  
[Organization  
Commander/Director]

**Attachment 3**

**MS ELA CLARIFICATION MEMO**



OFFICE OF THE SECRETARY

DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

MAR 29 2011

MEMORANDUM FOR ALL MAJCOM-FOA-DRU-CV  
DISTRIBUTION C, MAJCOM CIOs, MAJCOM A7Ks

FROM: SAF/CIO A6

SUBJECT: Clarification Letter on the "Moratorium on Procuring Microsoft (MS) Products Outside MS Enterprise License Agreement (ELA)" Memorandum

1. This letter is issued to amplify the MS purchasing guidelines addressed in my 15 Sep 2010 Moratorium on Procuring MS Products Outside MS ELA memorandum.
2. The Dell MS ELA and moratorium memo do not grant direct authority to procure new MS product licenses without competition or brand name justification. The current ELA was awarded under a brand name justification for pre-existing software assurance requirements. The approved justification does not include new MS license requirements. If AF customers identify requirements and determine that MS software is the only viable solution, a separate brand name justification must be submitted. The purchase will then be competed among the DOD ESI MS BPA holders and the ELA.
3. Once the requisite justification is approved, refer to the DoD ESI Blanket Purchase Agreements (BPA) providers for MS products at <http://www.esi.mil/agreements.aspx?id=112> as well as the ELA Dell MS Price List at <https://afecmo.gunter.af.mil/AF-MSELA/> to make a best value assessment before proceeding. Product pricing includes license and software assurance through the end of the contract period of performance, June 2013. Acquisition personnel are not relieved of the responsibility for executing orders in accordance with FAR 8.405-1 and DFAR 208.405-70.
4. My points of contact are Lt Col William Bessemer, SAF/A6OT, DSN 425-1453 and Lt Col Rigel Hinckley, AFSPC/A6K, DSN 692-6092.

A handwritten signature in cursive script, appearing to read "William T. Lord".

WILLIAM T. LORD, Lt Gen, USAF  
Chief of Warfighting Integration and  
Chief Information Officer

Attachment:

15 Sep 2010, Moratorium on Procuring Microsoft Products Outside MS ELA