

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AIR FORCE BASE INSTRUCTION 33-114

31 JULY 2013



Communications and Information

***ADDITIONAL AUTOMATED DATA
PROCESSING EQUIPMENT***

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: 56 CS/SCOSP

Certified by: 56 CS/CC
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Supersedes: LUKEAFBI 33-114, 24 April
2008

Pages: 3

This instruction extends AFI 33-112, *Information Technology Hardware Asset Management*; and AFI 33-114, *Software Management*. This instruction is the prescribed directive for Luke AFB (LUKEAFB) Form 116, Additional Automated Data Processing Equipment (ADPE). LUKEAFB Form 116 is a tool used to list additional ADPE. It applies to all units permanently assigned Luke Air Force Base. This publication does not apply to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

Updates the formatting, office symbols, and adds Attachment 1, Glossary of References and Supporting Information.

1. Purpose

1.1. LUKEAFB Instruction 33-114 prescribed LUKEAFB Form 116. LUKEAFB Form 116 is required to ensure standardization of all pertinent information on all new equipment. The information is used to update and maintain an error-free Asset Inventory Management (AIM).

1.2. LUKEAFB Form 116 is designed as a tool to list all ADPE not documented on the ADPE custodian's inventory listing to be entered into AIM for accountability and maintenance reporting.

2. **Handwrite or type print entries when computerized form, typewriter, or word processor is not available.**
3. **Submit the completed form to 56CS/[SCOSP@us.](mailto:SCOSP@us.af.mil) af.mil or fax to extension 6-3707.**

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-112, *Information Technology Hardware Asset Management*, 7 January 2011

AFI 33-114, *Software Management*, 13 May 2004

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

Prescribed Form

Luke AFB Form 116, *Additional ADP Equipment*

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADPE—Automated Data Processing Equipment

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AIM—Asset Inventory Management

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule