

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

**MACDILL AIR FORCE BASE  
INSTRUCTION 33-114**



**25 FEBRUARY 2014**

***Communications and Information***

**SOFTWARE MANAGEMENT PROGRAM**

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(Lt Col Marlyce Roth)

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This instruction establishes policies and procedures for acquisition, approval, and use of Commercial-Off-the-Shelf (COTS), Government-Off-the-Shelf (GOTS) software applications in accordance to Executive Order (E.O.) 13103, *Computer Software Piracy*, September 30, 1998. It also outlines the duties and responsibilities of the Base Computer Systems Officer (CSO), unit commanders, Base Software License Managers (BSLM), and Unit Software License Managers (USLM). This instruction applies to all units on MacDill Air Force Base utilizing the AREA52 network. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 through the appropriate functional chain of command. Ensure 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. (T-1)

**1. 6 CS/CC:**

- 1.1. Appoint in writing a primary and alternate BSLM. Appointment letters will be reviewed annually and forwarded to the Command Software License Manager (CSLM) at Headquarters, Air Mobility Command (HQ AMC).
- 1.2. Ensure overall program functionality and provide assistance to the BSLM when necessary.

## **2. Roles and Responsibilities:**

### **2.1. All unit commanders will:**

- 2.1.1. Appoint in writing a primary and alternate USLM and ensure the appropriate training is completed. Appointment letters will be reviewed annually and forwarded to the BSLM.
- 2.1.2. Ensure incoming and outgoing software license managers conduct a joint inventory of all licensed software and endorse all inventories.
- 2.1.3. Certify to the BSLM an annual inventory was accomplished for all unit computer software. Accomplish certification by signing the annual inventory or memorandum and indicate the unit's annual software license inventory has been accomplished. Complete this certification each year no later than the day the USLM was officially appointed or when directed by the BLSM.
- 2.1.4. Ensure software acquisitions are coordinated through the respective channels as outlined in paragraph 5 of this instruction.
- 2.1.5. Ensure the USLM is notified of all deliveries of new software licenses and copies of licensing material are provided to the USLM. Ensure the BSLM is informed so the software is added to the unit's software inventory.
- 2.1.6. Ensure necessary training for users and maintainers is obtained for unique software purchased or developed by the unit.
- 2.1.7. Ensure the Air Force enterprise license agreement contracts are used to procure common-user desktop software on new computer orders.
- 2.1.8. Alternatively, waived from 1.1, Unit CCs annually certifies they have no software requiring USLM responsibilities. Unit CC will notify BSLM if unit requires software and appoint USLMs.

### **2.2. BSLM Responsibilities:**

- 2.2.1. The BSLM is the overall 6th Air Mobility Wing (6 AMW) focal point for software license management. The BSLM will contact the major command (MAJCOM) Software License Manager (AMC/A6NN) for any assistance with the program or direction on established software site licenses.
- 2.2.2. Perform the duties of the USLM for the 6 CS only and complete the required Computer Based Training (CBT).
- 2.2.3. Maintain a locked cabinet to store COTS software licenses and associated documentation for 6 CS users only. A locally developed database or spreadsheet will be maintained on SharePoint® listing necessary information for each software title stored.
- 2.2.4. Conduct annual meetings/training with all USLMs. Provide software license training for newly appointed BSLMs, USLMs, and Client Support Administrators (CSA). Utilize the base Intranet and SharePoint® to the maximum extent possible as a tool to educate all users. This training will include, but should not be limited to:

- 2.2.4.1. Ensure USLMs complete the U.S. Air Force Software License Management and Anti-Piracy computer-based training, located on the Air Force Portal > IT-E Learning > USAF Custom Courses.
- 2.2.4.2. Explain the basics of software licenses and The Copyright Act.
- 2.2.4.3. Ensuring USLMs are familiar with AFI 33-114, paragraph 9
- 2.2.4.4. Explaining how to maintain accurate records of installed software.
- 2.2.4.5. Ensuring Commercial-off-the-Shelf (COTS) application has a license.
- 2.2.4.6. Identifying software that does not have associated licenses, coordinating with USLMs for assembling proofs of purchase, and requesting replacement licenses from publishers, as needed.
- 2.2.5. Ensure USLMs maintain a software inventory of all government owned/COTS software in use within their unit.
- 2.2.6. 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.
- 2.2.7. Perform periodic compliance visits to base units and tenant organizations who utilize the AREA52 domain. Inspect each unit account annually to verify compliance.
- 2.2.8. Maintain a current list of all USLMs.
- 2.2.9. Ensure automated tools are used to the maximum extent possible for tracking software installed on the base network.
- 2.2.10. Verify new acquisitions against the approved software list. Do not approve acquisitions without a valid Certificate to Operate (CTO). Functional areas requesting approval to purchase software not on the approved list must follow the established process to obtain a CTO unless the software is exempt from requiring a CTO.
- 2.2.11. Publish a formal "Base Software Users Guide" that provides implementation information on how to obtain software and methods to cross check installed copies of software with licenses held.
- 2.2.12. Annually certify in writing to the CSLM that an annual software inventory was accomplished and the provisions of this directive have been met. Reports will be due to the CSLM not later than the anniversary date of the BSLM's appointment.

### **2.3. USLM Responsibilities:**

- 2.3.1. The USLM is the focal point to assist unit members with the acquisition and/or approval process for any required COTS software. The USLM will maintain a continuity binder that will include their appointment letter, unit software license tracking sheets, loose software and documentation, applicable Air Force Instructions (AFI), and this instruction. The USLM will also complete the Air Force Software Licensing Manager & Anti-Piracy CBT located on the IT-E Learning website within 30 days of appointment. This training or a local training provided by the BSLMs will be accomplished annually. The CBT is located on the Air Force Portal at IT E-Learning/USAF Custom Courses Air Force Software Licensing Management & Anti-Piracy.

2.3.2. Ensure all COTS software purchased by unit personnel is registered with the appropriate unit designation as the owner of the software licenses. A locally developed database or spreadsheet will be used to record necessary data from each software item and updated as items are added or deleted.

2.3.3. Conduct (and document) an annual inventory and audit of all licensed COTS software within the organization. During this annual inventory, the software manager will dispose of old or outdated versions according to the license agreement.

2.3.4. Store evidence of license agreements (user manuals, purchase documentation, CD-ROMs, etc.) and physical software media in a secure location (locked drawer, file cabinet, room, etc.). If software needs to be issued, it will be documented on the software license tracking sheet in the continuity binder.

2.3.5. Identify software without associated licenses, assemble proofs of purchase, and request replacement licenses from publishers, as needed.

2.3.6. Perform a joint inventory of COTS software before transferring responsibility to another software license manager. Ensure the unit commander endorses the hard-copy report.

2.3.7. Act as liaison between personal computer (PC) users and BSLM.

2.3.8. Support and implement the base software license program.

2.3.9. Coordinate training with the BSLM, as needed.

2.3.10. Coordinate with the BSLM, Functional System Administrators (FSAs), users, and/or purchasers on all software acquisitions.

2.3.11. Receive all new software, inform the BSLM of the new software, and become familiar with license agreements prior to releasing software for installation.

2.3.12. Become familiar with license agreements of software used in his/her organizations.

2.3.13. Do not approve purchases of any software until it is in compliance with paragraph 3.10 requirements.

#### **2.4. CST/FSA Responsibilities:**

2.4.1. Notify USLMs when installing software from shared folders or using installation compact read-only memory disks.

2.4.2. Notify USLMs when uninstalling, upgrading, or performing any actions that change the amount or number of licensed software products installed on the base network.

2.4.3. Ensure software covered by an enterprise license agreement is not transferred with hardware when performing Information Technology Hardware Asset Management transfers.

2.4.4. Not purchase or obtain software without prior coordination of the USLM.

#### **2.5. Each PC User Responsibilities:**

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

2.5.2. Not install or remove any software application without first coordinating with the USLM.

2.5.3. Not make any illegal copies of copyrighted software.

2.5.4. Not install personally owned software on his/her government system unless DAA approval is obtained and documented in the Certification and Accreditation package or the Department of Defense (DoD) Information and Technology Security Certification Process (DITSCAP). Refer to DoD Instruction 52040, *Information and Technology Security Certification*.

2.5.5. Report all unauthorized or illegal software on his/her system to the USLM for resolution.

SCOTT V. DETHOMAS, Colonel, USAF  
Commander

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

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

**AFI 33-210**, *Air Force Certification and Accreditation (C&A) Program (AFCAP)*, 23 December 2008

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

**Executive Order 13103**, *Computer Software Piracy*

***Prescribed Forms***

None.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 3215, *IT/NSS Requirements Document*

***Abbreviations and Acronyms***

**6 AMW**—6th Air Mobility Wing

**6 CS/SCOO**—6th Communications Squadron, Network Control Center

**AFCA**—Air Force Communications Agency

**AF**—GIG - Air Force Global Information Grid

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**AIS**—Automated Information System

**BSLM**—Base Software License Manager

**CCB**—Configuration Control Board

**CoP**—Community of Practice

**COTS**—Commercial Off-The-Shelf

**CSA**—Client Support Administrator

**CSLM**—Command Software License Manager

**CSO**—Computer Systems Officer

**CTO**—Certificate to Operate

**DoD**—Department of Defense

**E/APL**—Enterprise/Approved Products Listing

**FARM**—Functional Area Records Manager

**GOTS**—Government Off-the-Shelf

**HQ AMC**—Headquarters Air Mobility Command

**IA**—Information Assurance

**IS**—Information System

**IT**—Information Technology

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**SDC**—Standard Desktop Configuration

**SMS**—System Management Server

**USLM**—Unit Software License Manager