

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**

**MAXWELL AFB INSTRUCTION 33-114**



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**Communications and Information**

**SOFTWARE MANAGEMENT**

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This instruction implements AFI 33-114, Software Management. It establishes the Software Management Program at Maxwell AFB. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication, through your 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afrims/afrims>. This publication applies to all personnel who use computer systems and networks supported by the 42d Communications Squadron to include AF Reserve personnel on Maxwell-Gunter AFB. This publication does not apply to ANG personnel. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**1. Purpose:** This instruction implements local guidance, procedures and requirements for all personnel who connect information systems to the Maxwell network domains in regards to the computer software program and identifies roles and responsibilities for all computer system users.

**2. Responsibilities:**

2.1. Commanders:

2.1.1. 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, site-licensed, or other software maintained on network servers.

2.1.2. Forward USLM appointment memorandum to the Base Software License Manager (BSLM).

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

2.1.4. Annually certify in writing to the BSLM that an annual inventory was accomplished for all unit computer software. Accomplish certification by signing the annual inventory list or memorandum and indicate the unit's annual software license inventory has been accomplished.

2.1.5. Ensure software acquisitions are coordinated through the respective software license manager and BSLM prior to purchase.

2.1.6. Ensure delivered software is routed through the respective software license manager. Ensure the BSLM is informed so the software can be added to the inventory.

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

2.1.8. Ensure enterprise license agreement contracts are used to procure common-user desktop software on new PC orders.

2.1.9. Ensure all purchase requests for multimedia software are approved by the base multimedia manager. Multimedia software is defined as any computer program designed to create, edit, or enhance artwork, photographs, or video.

## 2.2. 42 CS/CC:

2.2.1. Designates primary and alternate base software license managers (BSLM) to manage the wing and base software license programs. **NOTE:** Consider appointing separate license managers for multiple-use, site-licensed, or other software maintained on network servers.

2.2.2. Forwards BSLM appointment memorandums to the command software license manager (HQ AETC/A6OI).

2.2.3. Ensures approved software is added to the base network risk assessment. Contact the wing information assurance office for assistance.

## 2.3. Base Software License Manager (BSLM): The BSLM performs duties in accordance with AFI 33-114. Additionally, the following responsibilities apply:

2.3.1. Ensures a host-tenant support agreement directs all base units 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.

2.3.2. Places semiannual reminders of the need for proper software license management in base bulletins and other media to increase and reinforce the legal requirement of maintaining software licenses according to their stated conditions.

2.3.3. Coordinates on technical solutions for Communications-Computer Systems Requirements Document (CSRD) requests for software requirements. BSLM will note inclusion/exclusion of the requirement on the Air Force Network Integration Center (AFNIC) approved product list (APL). The CSRD will be coordinated through the 42 CS/CC as the Communications and Information Systems Officer (CSO). Software that is not on the AFNIC APL should go through the software certification process for evaluation by the AFNIC/EVSN office. BSLM will assist customer as needed.

2.3.4. Ensures Unit Software License Managers (USLM) have current appointment letters and training. Training can be found online at the ADLS website, <https://golearn.csd.disa.mil>. User training will also be conducted through the ADLS website. Specific courses include DoD Information Assurance (Course # ZZ133098) and Information Protection (Course # ZZ133078).

2.3.5. Ensures USLMs complete annual software inventories.

2.3.6. Performs periodic compliance or Staff Assisted Visits (SAV) to base units and AETC tenant organizations. Inspect at least 50 percent of unit accounts annually and inspect each unit at least once every 2 years.

2.3.7. Maintains a current list of all USLMs.

2.3.8. Ensures automated tools are used to the maximum extent possible for tracking software installed on the base network.

2.3.9. Ensures excess or superseded software is disposed of IAW procedures outlined in AFI 33-114.

2.3.10. Hosts semi-annual meetings with all USLMs.

2.3.11. Ensures approval is obtained from the AF DAA for any software placed on computers or computer systems on the base network. Major changes to the base network must be approved by the AF DAA.

2.3.12. Ensures USLMs are notified at least 60 days prior to expiration date of software accounts. If the account expires, the BSLM is authorized to remove the software from the network until the account has been updated.

#### 2.4. Unit Software License Managers:

2.4.1. Become familiar with license agreements of software used in his or her organization.

2.4.2. Coordinate with the BSLM, functional system administrators, client support technicians, users, and/or purchasers on all software acquisitions. **NOTE:** The 42 CS/CC will resolve any appeals regarding denial of software request by the BSLM.

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

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

- 2.4.5. Ensure the legal acquisition and use of all software.
- 2.4.6. Identify software that does not have associated licenses, assemble proofs of purchase, and request replacement licenses from publishers, as needed.
- 2.4.7. Act as liaison between PC users and the BSLM.
- 2.4.8. Coordinate training with the BSLM, as needed.
- 2.4.9. Promote user awareness of unauthorized or illegal use of computer software.
- 2.4.10. Ensure users are aware of the importance of identifying unauthorized or illegal software on their systems.
- 2.4.11. Circulate software licensing information throughout the organization.
- 2.4.12. Support and implement the base software license program.
- 2.4.13. Perform an annual inventory of all software, licenses, and corresponding documentation of unit software, and ensure the unit commander endorses the hard-copy report.
  - 2.4.13.1. Each computer utilizing commercial software products must be included in the inventory. This includes laptops, desktops, workstations, and servers and reflects a full accountability of the commercial software loaded on each system.
  - 2.4.13.2. The final inventory should reflect the total number of each product authorized compared to the total number of each product loaded on the organization's computers.
  - 2.4.13.3. There is no requirement to inventory magnetic media containing original copies of software.
  - 2.4.13.4. Inventory listings used for annual inventory may be retained electronically. The only hard-copy requirement is the commander's endorsement on the cover memorandum.
- 2.4.14. Perform a joint inventory of software before transferring responsibilities to another software license manager. Ensure the unit commander endorses the hard-copy report.

## 2.5. Assigned Computer Support Technicians (CST):

- 2.5.1. Notify USLMs when installing software from shared folders or using installation CD-ROMs. Also notify USLMs when uninstalling, upgrading, or performing any actions that change the amount or number of licensed software products installed on the base network. Ensure software covered by an enterprise license agreement is not transferred with hardware when performing automated data processing equipment (ADPE) transactions.
- 2.5.2. Assist in user education and awareness to prevent the misuse of authorized software.
- 2.5.3. Ensure all illegal software and games are removed from computers within their area of responsibility.

2.5.4. Install all software products. CSTs will only install software products provided by the Unit Software License Manager. CSTs will not honor any user requests.

2.5.5. Will not purchase or obtain software without prior coordination of the USLM.

2.6. Maxwell AFB Domain Users:

2.6.1. Work with Unit Software License Manager (USLM) to account for all software issued to work center.

2.6.2. Are required to become familiar with the software license agreement for all software installed on their systems.

2.6.3. Report all unauthorized or illegal software on their systems to their USLM for resolution.

2.6.4. Notify their USLM of any software delivered directly to their functional office or special programs; such as, Finance (FM), Intelligence Office (IN), Medical (MDS), and Personnel (DPM). Users will turn over all physical media and licenses to their USLM.

2.6.5. Are not authorized to use any software (COTS, GOTS, shareware or public domain software) without an approved CSRD. Requested software must be on the AFNIC APL. If not on the APL, then the user and their USLM are responsible for requesting AFNIC evaluation.

2.6.6. Are not authorized to install or remove any software application without first coordinating with the 42 CS and/or their servicing CST.

2.6.7. Are not authorized to download and install freeware, shareware or any other unapproved third party software (i.e. screensavers, anti-spyware, and file share applications) without coordination with 42 CS/SCX.

2.6.8. Are not authorized to make any illegal copies of copyrighted software. The user is responsible for ensuring copyright infringement will not occur from installation on government systems.

2.6.9. Are not authorized to install personally owned software on government systems.

2.6.10. Complete initial software license training within 30 days of arrival and annually thereafter.

**3. Viruses.** A computer virus is a program which can destroy or erase data or lock up the system. To minimize the risks associated with passing or receiving infections, the following guidelines should be observed.

3.1. Do not introduce, download, and/or play unauthorized computer games or software.

3.2. Do not introduce shareware or freeware unless approved in writing IAW AFI 33-114.

3.3. Do not copy software beyond the limits of the license.

3.4. Do not design, develop, and implement software outside of authorized program management channels.

3.5. CSTs will scan any software products for viruses prior to installation.

**4. Fraud, Waste, and Abuse of Software Resources.**

4.1. The policy concerning the use of computer and software resources assigned to an Air Force activity states: all government acquired computer resources and their support materials are solely for the authorized use of the Air Force and are subject to monitoring. Any abuse of these resources is prohibited and failure to comply with this policy may result in disciplinary action.

4.2. No person will use government software resources for activities such as playing games, producing unofficial products, or using storage media for items of personal gain or amusement. All excess or unusable software is still government property and must be turned in or donated via appropriate channels. Excess assets will not be given to individuals or organizations for personal use.

4.3. No person will alter, damage, destroy, or attempt to damage or destroy government software resources.

4.4. Any software developed or modified using government resources are the property of the government and may be used for official business.

## **5. Adopted Form:**

AF Form 847, *Recommendation for Change of Publication*.

BRIAN M. KILLOUGH, Col, USAF  
Commander

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

E.O. 13103, *Computer Software Piracy*, 30 September 1998

DoDI 5200.40, *DoD Information and Technology Security Certification Process (DITSCAP)*

AFPD 33-1, *Information Resources Management*, 27 Jun 2006

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

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

***Abbreviations and Acronyms***

**ADPE**—Automated Data Processing Equipment

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AIM**—Asset Inventory Management

**AFNIC**—Air Force Network Integration Center

**APL**—Approved Product List

**BSLM**—Base Software License Manager

**COTS**—Commercial off the Shelf

**CS**—Communications Squadron

**CSO**—Communications and Information Systems Officer

**CSRD**—Communications-Computer Systems Requirement Document

**CST**—Client Support Technician

**DAA**—Designated Approval Authority

**DOR**—Designated Organizational Representative

**DPM**—Personnel

**E.O.**—Executive Order

**FM**—Financial Management

**FSA**—Functional Systems Administrator

**GOTS**—Government off the Shelf

**HQ**—Headquarters

**IAW**—In Accordance With

**IN**—Intelligence Office

**IT**—Information Technology

**MDS**—Medical Squadron

**USLM**—Unit Software License Manager

### *Terms*

**Accreditation**—Formal declaration by the DAA that an information system is approved to operate in a particular security mode using a prescribed set of safeguards and controls.

**Designated Approval Authority**—An official with the authority to formally assume responsibility for operating an information system or network within a specified environment.

**DoD Information Technology Security Certification and Accreditation Process (DITSCAP)**— The DoD standard for certifying and accrediting IT systems that collect, store, transmit, or process unclassified or classified information. The standard applies to any IT life cycle, including the development of new IT systems, incorporation of IT systems outside the infrastructure, development of prototype IT systems, and reconfiguration or upgrade of existing systems and legacy systems.

**License Agreement**—A contract between the software publisher and the user which instructs and limits how the software is to be used. When software is purchased, the purchaser acquires a license to use it, but the publisher retains full rights to the software and can further distribute and reproduce it. License agreements generally fall into the following categories:

**Concurrent License (requires metering)**—A license that allows a limited number of users to connect simultaneously to a software application. Because this license is only used in the network environment, it is becoming quite popular due to proliferation of networks.

**Individual License**—A license for use on a single machine only.

**Network License**—A license that allows every member of the network to access the software.

**Site License**—A license defined by a geographic restriction, such as a building, unit, wing, or base.