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SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
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(Mr. James L. Herrick)

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(AFRS) This supplement applies to all organizations who fall under Air Force Recruiting Service (AFRS) and implements the requirements Department of Air Force Manual (DAFMAN) 17-1203, *Information Technology (IT) Asset Management (ITAM)*. It outlines the process used by AFRS to support and administer the ITAM program and provides policies and procedures for Property Custodians (PC) responsible for the management of IT assets. It is designed to clarify, familiarize, train, and assist AFRS PCs in the execution of their duties and responsibilities. This supplement does not apply to Air National Guard and Air Force Reserve Command units, unless otherwise stated elsewhere. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-322, *Records Management and Information Governance Program*, and the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

(AFRS) This document is substantially revised and must be completely reviewed. Major changes include having PCs print IT asset labels, identifying the requirements for PC appointment as well as the use of Web-Based Inventory Management (WBIM) system to produce and perform official inventories of accounts.

- 2.3.3.2. **(AFRS)** AFRS/CC will appoint AFRS/CIO as the tenant APO. (T-1).
- 2.3.5.1.3. **(AFRS)** In addition to ECO duties the ECO will act as the resource advisor (RA) for the Information Systems Division. (T-1).
- 2.3.5.2.3. **(AFRS)** Provide label printing capabilities for PCs through WBIM system so labels can be printed in accordance with **paragraph 2.6.1.4** (T-1).
- 2.3.6.2.1. **(Added)** Appointed PCs will be the organization's Client Systems Technicians (CST). If there is not a CST available, a waiver request must be submitted by the unit commander to AFRS A6 Director for approval to appoint personnel for the PC duty with an Air Force Specialty Code (AFSC) other than 1D7XX.
- 2.3.6.2.2. **(Added)** The PC appointment letter must be updated annually and will contain the primary and alternate PCs rank, office symbol, phone number, e-mail address, training date, digital signature, and Organization Commander's digital signature
- 2.3.6.11.1. **(Added)** PCs must complete training before initial appointment and annually thereafter before the appointment letter is forwarded to the ECO.
- 2.3.7.2.1.1. **(Added)** PCs will conduct WBIM maintenance on their account per ECO guidance to ensure inventory accuracy.
- 2.3.7.10. **(Added)** PCs will submit an IT asset deployment plan to AFRS ECO within 30 working days of receiving locally purchased items, as well as anything HQ AFRS provides them.
- 2.7.2.3. **(AFRS)** A financial liability investigation (FLI) will be initialized using a DD Form 200, If a FLI is not required, the PC will continue using the DD Form 200 as per AFRS/FM local guidance. Removal of the asset from the Accountable Property System of Record (APSR) is approved once DD Form 200 is completed. (T-1). The PC will provide the DD Form 200 signed copy to the ECO. (T-1). The ECO will then adjust the asset record from DPAS, complete Block 17, sign and upload the DD Form 200 as a KSD. (T-1).
- 2.9.1.4. **(AFRS)** When an organization receives a replacement IT asset for a technical refresh or replaces an unserviceable asset, the ECO will assign the asset being removed with DPAS condition code "F, G, or H", "Ready for turn in". The PC will contact the local Defense Logistics Agency Dispositions (DLADS) facility to schedule an appointment for turning in the asset. (T-1).
- 2.10.1. **(AFRS)** Groups, and Squadrons, when necessary, will formalize a Memorandum of Agreement (MOA) between them and their servicing DLADS facility to document the processes and procedures for how they will interact with DLADS for the disposal of IT hardware assets. Once the MOA has been finalized, the PC will provide a copy to AFRS ECO for record keeping. (T-1)
- 3.4.2.5.5.1. **(Added)** Tenant APO will designate a primary and alternate Unit Software License Manager (USLM) to manage the AFRS software license program and informs the BSLM for Enterprise IT.

Jeffrey W. Nelson Brigadier General, USAF
Commander

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

DAFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM)*, 12 September 2022

AFMAN33-363, *Records Management and Information Governance Program*, 22 March 2020

Prescribed Forms

None

Adopted Forms

DD Form 200, *Financial Liability Investigation of Property Loss*

Abbreviations and Acronyms

(Added) AFRS—Air Force Recruiting Service

(Added) AFSC—Air Force Specialty Code

(Added) CIO—Chief Information Officer

(Added) HQ AFRS—Headquarters Air Force Recruiting Service

(Added) RICKy—Recruiter Information Center

(Added) WBIM—Web-Based Inventory Management

Terms

RICKy—an enterprise web application used by members of AFRS. It hosts organization-specific applications that help facilitate organizational processes and data collection, tracking, reporting, and hosts streaming video, online training, blogs, groups, and organizational directories.

WBIM—a module within RICKY, which lets Property Custodians manage their IT inventories online and issue items to users. Change notifications from the system are sent to the AFRS ECO who then makes updates in AFEMS-AIM.

Attachment 2**DESIGNATED ACCOUNTABLE PROPERTY SYSTEM OF RECORD (APSR)
GUIDANCE**

A2.2.3.2. **(AFRS)** The PC will receive all assets and provides an add form to the ECO. ECO will enter new asset records into DPAS via the Asset Receiving function

A2.2.4.2. **(AFRS)** Ensures all accountable assets have WBIMS-generated labels containing serial number, manufacturer's part number and CAGE code affixed. (T-1).

Attachment 3**TECH REFRESH GUIDANCE FOR STANDARD LAPTOP AND DESKTOP COMPUTERS**

A3.1.8. **(AFRS)** Assets must be delivered directly to each unit per established procedures for each unit (T-1).

A3.2.3.1. **(AFRS)** ECOs will acknowledge receipt of assets by PC and load assets into DPAS within 7 calendar days of receiving add form from PCs. (T-1).

A3.2.3.2. **(AFRS)** ECOs will load assets in accordance with AUIC/UIC/Account requirements. (T-1).

A3.2.3.3. **(AFRS)** ECOs will work with PCs to complete one for one asset swaps within 30 calendar days (90 calendar days for ANG) of receiving replacement assets. If unable to complete swaps PCs will provide a detailed course of action within their deployment plan. Assets being replaced will be condition coded "F, G, or H" in DPAS, depending on asset's status, and then turned in to DLADS. (T-1),

A3.2.4.3. **(AFRS)** PCs will replace old assets with new assets within 30 days and notify ECOs when exchange is complete. If unable to complete swaps PCs will provide a detailed course of action within their deployment plan.

A3.2.4.4. **(AFRS)** PCs will dispose of assets to DLADS within 60 days of exchange and provide ECOs with DLADS documentation showing completion of asset disposal. If unable to dispose of assets within 60 days of exchange the PC will provide ECO with an email with confirmation of turn in date

Attachment 4**IT HARDWARE ENTERPRISE INVENTORY PLAN**

A4.3.1. (AFRS) To prepare for an asset inventory PCs will ensure all unit personnel have a current and valid profile set up on the Recruiter Information Center (RICKy) platform. The ECO will provide a WBIM generated inventory and provide to the PC. (T-1).

A4.3.1.1. (AFRS) ECO will use WBIM to generate an official inventory and will provide the inventory to the responsible PC. (T-1).

A4.4.4. (AFRS) Physical inventory will be performed only on those assets not identified on Automated AF Form 1297 *Temporary Issue Receipt* in WBIM. (T-1)

A4.4.5. (AFRS) Through WBIM, PCs will have end users validate and sign an electronic hand receipt, AF Form 1297, within 10 working days from date of issue for all accountable IT assets in the user's possession or IT assets they use on a regular basis. The hand receipts will be used to validate asset location during annual or out-of-cycle inventories. Digitally signed emails may be used as proof to revalidate asset location and status during inventories. (T-1).

A4.5.3. (AFRS) Will provide the completed, signed, and endorsed inventory in an electronic format to the installation ECO for signature. (T-1).

A4.5.4. (AFRS) Prior to signature, ECO will reconcile all gain/loss annotations per **paragraph A4.6.** in DPAS, update the date of last inventory for all assets within the account in the APSR. Upon signature, ECO will store signed documentation in file plan and forward signed copy to PC. (T-1).