

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



AIR FORCE MANUAL 17-1203

**EGLIN AIR FORCE BASE
Supplement**

25 OCTOBER 2019

Cyberspace

**INFORMATION TECHNOLOGY (IT)
ASSET MANAGEMENT (ITAM)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM)*, 5 November 2018, is supplemented as follows:

This supplement implements the requirements of Air Force Manual (AFMAN) 17-1203, *Information Technology (IT) Asset Management (ITAM)*, and outlines the local process used at Eglin Air Force Base (EAFB), to support and administer ITAM. This supplement applies to organizations supported by 96th Communications Squadron (96 CS) and connected to the EAFB network to include tenants, satellites, and geographically-separated units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW AF Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), or any updated statement provided by the AF Records Management office (SAF/CIO A6P). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

1.2.10.1.1. The Host APO for Eglin AFB will be the Commander, 96th Communications Squadron.

1.2.11.2.6. May authorize direct shipments of Information Technology (IT) assets to a central location managed by the ECO.

1.2.11.2.7. Optionally appoint a separate primary and alternate PWCS ECO.

1.2.11.2.8. Direct all unit APO's to appoint a primary and alternate Information Technology Equipment Custodian (ITEC), Personal Wireless Communications Systems Equipment Custodian (PEC) Unit Software License Manager (USLM), as appropriate for IT hardware, software licenses and personal wireless communications systems equipment in writing to the respective ECO. The minimum rank/grade requirement for the primary managers is E-5 or civilian equivalent. There is not a rank/grade requirement for alternate managers. At the unit commander's discretion, one manager may be appointed for all unit APO programs in the unit.

1.2.11.2.9. Shall ensure secure, climate controlled, and easily accessible facilities with sufficient floor space are provided for ECO receiving, storing, and distributing IT actions. A central receiving and distribution point is mandatory for accurate accountability throughout the lifecycle of IT hardware assets.

1.2.12.5. Update and maintain the base ITAM SharePoint.

1.2.12.6. The minimum rank/grade requirement for the primary ECO is E-7 or civilian equivalent. The minimum rank/grade requirement for an alternate ECO is E-6 or civilian equivalent.

1.2.12.7. Local guidance may not be less restrictive than the guidance outlined in this supplement.

1.2.13.4. May use automated tool to collect, inspect and report on the standing of inventories.

1.2.13.5. Direct all USLMs to provide and maintain a signed memorandum with all the POC's responsible for software tracking and accountability.

1.2.13.6. Annually review and maintain the appointment letters for USLM appointees from the Unit APO's.

1.2.14.10. The Unit APO is the unit commander and is responsible for assigning the different roles, to include the ITEC, USLM and PEC. At the APO's discretion, these roles may be combined.

1.2.14.11. Appoint a minimum of one primary and one alternate ITEC, PEC and USLM), as needed. At the APO's discretion, these roles may be combined. Appointment letters will be reviewed annually and a new appointment letter will be accomplished if there have been any changes.

1.2.14.12. Annually provide a signed letter appointing the USLM responsible for software purchase, tracking and accountability to the BSLM. The letter must be endorsed by the Unit Commander (or equivalent). At the Unit Commander's discretion, the unit may assign more than one USLM, based on unit mission needs.

1.2.14.13. Ensure outgoing and incoming software license managers conduct a 100 percent joint physical inventory of all unit-owned software, and certify in writing to the BSLM that a joint physical inventory was accomplished.

1.2.14.14. Inventory all licenses annually and remove software no longer needed. Ensure usage does not exceed quantities purchased.

1.2.14.15. All software developed to meet internal operational needs must be clearly identified and approval letter kept on file for the lifecycle of the software.

1.2.14.16. Units will store proof of license agreements or licenses (e.g. user manuals, purchase documentation, CDs, etc.) and software media in a secure centralized location (e.g. locked drawer, file cabinet, room, etc.) or electronically if applicable. Work with Unit Records Professional (RecPro), or the Base Records Management Office to ensure proper creation, retention and disposition of official records.

1.2.14.17. Units will inventory all licensed software annually and, if available, utilize auto-discovery tools to track and report implemented software and licensing information. The Unit commander will certify the annual inventory with a handwritten or digital signature indicating completion of the inventory, and will submit a copy to the BSLM.

1.2.14.18. Units will audit all systems to ensure no illegal or unauthorized copies of software has been installed. Sampling procedures may be used if active inventorying/auto-discovery systems are unavailable.

3.1.4. Software requirements must be submitted by the USLM.

3.1.5. USLM appointment letters must be submitted to the 96 CS/SCOT on appointment, and annually thereafter in conjunction with the annual certification of the software inventory.

3.1.6. Software included in the Standard Desktop Configuration (SDC) will not be tracked by the USLM. Only software purchased through a third party vendor and will require installation will be tracked. See Table 3.1.

Table 3.1. Software Accountability.

ACCOUNTABLE SOFTWARE	NON-ACCOUNTABLE SOFTWARE
Software not SDC	SDC
Third Party Purchased Software	Drivers
DoD Unique Software	Add-ons
Non-SDC Software on a Stand-alone Machines	Plug-ins
Enterprise Software Purchased by AFMC	System Updates
Server Loaded Software	Weapons Systems Software

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Commander

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

AFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM)*, 5 November 2018

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

APO—Accountable Property Officer

BSLM—Base Software License Manager

CD—Compact Disc

ECO—Equipment Control Office

IT—Information Technology

ITAM—Information Technology Asset Management

ITEC—Information Technology Equipment Custodian

OPR—Office of Primary Responsibility

PEC—Personal Wireless Communications Systems (PWCS) Equipment Custodian

POC—Point of Contact

PWCS—Personal Wireless Communications Systems

RDS—Records Disposition Schedule

SDC—Standard Desktop Configuration

USLM—Unit Software License Manager