

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



**DEPARTMENT OF THE AIR FORCE  
MANUAL 17-1203**

**MAXWELL AIR FORCE BASE  
Supplement  
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**Cyberspace**

**INFORMATION TECHNOLOGY ASSET  
MANAGEMENT (ITAM) AND  
ACCOUNTABILITY**

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This supplement extends guidance contained in DAFMAN 17-1203. It establishes guidance, responsibilities, and procedures to effectively manage Information Technology Assets and the Software Management Program at Maxwell AFB and Gunter Annex. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, through your chain of command. Waivers are not authorized. Subordinate units may issue implementing publications. 42 CS must coordinate on draft publications prior to certification and approval. Subordinate units must provide a copy of approved publications to the 42 CS. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Programs*, and disposed of in accordance with the Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This publication applies to all military and civilian personnel assigned to Maxwell AFB and Gunter Annex; it does not apply to the AFRC or the ANG, however, guidance pertaining to the software license management program does apply to all military and civilian personnel assigned to Maxwell AFB and Gunter Annex. Compliance with attachments to this supplement is mandatory. 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 Department of the Air Force.

## ***SUMMARY OF CHANGES***

This supplement aligns local guidance pertaining to IT hardware and software management to the parent publication. It also prescribes the Maxwell AFB Form 15, *Communications Systems Requirements Document Worksheet*.

1.1. **General Overview.** This supplement implements local guidance, procedures, and requirements for managing IT hardware and software. The hardware management guidance identifies responsibilities for supporting Air Force (AF) IT hardware (IT assets). The software management guidance identifies responsibilities for management of commercial off-the-shelf (COTS) software.

2.3.5.8. **(Added)** Additionally, the following responsibilities apply:

2.3.5.8.1. **(Added)** Ensures the Accountable Property System of Record (APSR) inventory provides accountability of all IT hardware assets assigned to that DRA.

2.3.5.8.2. **(Added)** Directs the use of hand receipts (i.e., DAF Form 1297, *Temporary Issue Receipt*), or automated process that meets the intent, as necessary for inventory control;

2.3.5.8.3. **(Added)** Establishes accountability of hardware assets for all base IT orders;

2.3.5.8.4. **(Added)** Provides guidance and annual training for UPCs regarding IT asset management.

2.3.5.8.4.1. **(Added)** Training, at a minimum, will include UPC roles and responsibilities as they pertain to IT asset management, as well as any local policies for disposal, training, new item adds, etc.

2.3.5.8.5. **(Added)** Maintains listing of UPC appointments.

2.3.5.8.6. **(Added)** Responsible for all management of equipment listed in his/her assigned DRA. The ECO will process the receipt and transfer of all IT assets and complete necessary documentation to establish custodial responsibility.

2.3.5.8.7. **(Added)** Assists UPCs in determining the ownership, reassignment or disposition of all Found-on-Base (FOB) IT assets.

2.3.5.8.8. **(Added)** Directs UPCs to conduct annually, at a minimum, a complete inventory of all IT hardware assets assigned to the Unit APO APSR account.

2.3.5.8.9. **(Added)** Provides UPCs with APSR-generated IUID or equivalent labels.

2.3.5.8.10. **(Added)** Deploys APSR accountable, Unit Task Code (UTC) tasked IT assets at the request of the Unit APO or deployment authority. APSR will be used to accomplish the deployment.

2.3.5.8.11. **(Added)** Attempts to reutilize excess IT assets meeting minimum network configuration standards before offering equipment to organizations outside the DRA, when allowed by the parent MAJCOM.

2.3.5.8.12. **(Added)** Ensures UPCs are notified at least 60 days prior to expiration date of hardware accounts. If the account expires, the ECO is authorized to freeze hardware account.

2.3.5.8.13. **(Added)** Unless otherwise directed, may develop and mandate use of locally-generated products and/or forms by the UPC to ensure accurate documentation and data entry for the addition, transfer, deletion, or disposal of IT assets.

2.3.5.8.14. **(Added)** Performs periodic compliance or Staff Assistant Visits ensuring accountability and asset management processes are effective. Educates and assists Unit APOs with development of corrective actions.

2.3.6.12. **(Added)** Additionally, the following responsibilities apply:

2.3.6.12.1. **(Added)** Be responsible for providing guidance and procedures to ensure adequate protection and oversight are afforded to IT assets under their control. Examples of a “commander equivalent” include a Director of Staff, a civilian director of an organization, or a commandant of a school organization.

2.3.6.12.2. **(Added)** Serve as the Property Custodian.

2.3.6.12.3. **(Added)** Appoint a minimum of one primary and one alternate Unit Property Custodians (UPC) for IT asset management. Appointments will occur no later than 45 calendar days prior to the projected departure of the current UPC. Appointment memoranda will be reviewed annually and a new appointment memorandum will be completed if there have been personnel changes (primary, alternate, and/or Unit APO).

2.3.6.12.3.1. **(Added)** The primary unit UAPO managing IT assets must be a commissioned officer, non-commissioned officer, warrant officer, contractor (as specified in the contract), or civilian (minimum civilian grade is GS-5, NAF-III, or other equivalent civilian pay grade series). There is not a rank/grade requirement for alternate UAPO for IT assets. Drill Status Guardsmen and Reservists are not recommended to serve as UAPOs for IT assets due to their limited work availability.

2.3.6.12.3.2. **(Added)** Forward the appointment memorandum and request for any IT asset-specific training to the ECO.

2.3.6.12.3.3. **(Added)** The appointment memorandum must be dated and must contain the names and written or digital signatures of the primary and alternate UPCs acknowledging their appointment as managers of IT assets.

2.3.6.12.3.4. **(Added)** Ensure UPC(s) are scheduled for training with the ECO within 45 calendar days of initial appointment and annually thereafter.

2.3.6.12.3.5. **(Added)** Ensure departing UPC(s) out process through the ECO.

2.3.6.12.

**4 (Added) Responsible for the accountability of all IT hardware and software assets assigned to their unit.**

2.3.6.12.5. **(Added)** Ensure the UPC accounts for all IT hardware assets by performing annual and/or out-of-cycle inventories.

2.3.6.12.6. **(Added)** Review assigned IT hardware assets annually. Determine if the IT hardware is obsolete, still meets user requirements, or needs modification. Further, determine if IT hardware is unused or underutilized to comply with E.O. 13589, *Promoting Efficient Spending*. After replacement, obsolete IT hardware assets will be coordinated for disposal with the ECO.

2.3.6.13. **(Added)** If responsible for a DRA managed by an ECO, ensures an access controlled space is provided for the storage of non-issued assets (i.e. locking cabinet(s), locking room/closet, access-controlled segregated warehouse space, etc.)

2.3.6.14. **(Added)** Determines APIAW and/or ROS eligibility.

2.3.6.15. **(Added)** Assures procurement of ITE hardware is refreshed in accordance with DAFMAN 17-1203 Table 2.1.

2.3.8. **(Added)** Additionally, the following PC responsibilities apply:

2.3.8.1. **(Added)** Personnel having custodial responsibility may incur pecuniary liability for the loss, destruction, or damage to property caused by willful misconduct, deliberate unauthorized use, or negligence in the use, care, custody, or safeguard of the property from causes other than normal wear and tear.

2.3.8.2. **(Added)** The primary PC managing IT assets must be a commissioned officer, non-commissioned officer, warrant officer, contractor (as specified in the contract), or civilian (minimum civilian grade is GS-5, NAF-III, or other equivalent civilian pay grade series). There is not a rank/grade requirement for alternate PC for IT assets. Drill Status Guardsmen and Reservists are not recommended to serve as PCs for IT assets due to their limited work availability.

2.3.8.3. **(Added)** Accepts custodial responsibility on behalf of the organization by certifying an APSR inventory list provided by the ECO with handwritten or digital signature.

2.3.8.4. **(Added)** Conducts annual inventory not later than 365 calendar days from the date the Unit APO signed the current inventory listing.

2.3.8.5. **(Added)** Ensures all accountable assets have APSR-generated, IUID or equivalent labels affixed on them.

2.3.8.6. **(Added)** Maintains accountability and tracking of all assigned IT assets. It is highly recommended UPC have end users sign a hand receipt or digitally sign an email or system acknowledgment for the hardware assets in the user's possession or hardware assets they use on a regular basis maintained as key supporting documents (KSD). Hand receipts must be accomplished for easily transported devices such as laptops, PEDs, tablets, etc. Digital signatures are encouraged.

2.3.8.6.1. **(Added)** Hand receipts may be DAF Form 1297, a digitally signed electronic hand receipt, a locally developed receipt or digital signature in an automated system.

2.3.8.7. **(Added)** Attends initial training within 30 days of being appointed by Unit APO.

2.3.8.8. **(Added)** Completes recurring training and any other training directed by the ECO.

2.3.8.9. **(Added)** Requires approval to out-process by the applicable ECO.

2.3.8.10. **(Added)** Conducts a loss-gain joint inventory not later than 45 calendar days prior to being relieved of duty.

2.3.8.11. **(Added)** Coordinates on unit's ITE requirements. Example: data calls and tech refreshes.

2.3.8.12. **(Added)** Acts as liaison between PC users and the ECO and 42 CS.

2.3.8.13. **(Added)** Notifies the ECO and Unit APO upon discovery of lost, damaged, or destroyed assets.

2.7.2.5. **(Added)** Accountable Property Inventory Adjustment Worksheet (APIAW).

2.7.2.5.1. **(Added)** Upon determination by the Unit APO that an ROS Investigation is not required, the Accountable Property Inventory Adjustment Worksheet must be completed and signed before the asset, with an original acquisition cost < \$5,000.00, can be adjusted out of the inventory.

3.4.2.6.13. **(Added)** Additionally, the BSLM:

3.4.2.6.13.1. **(Added)** 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.

3.4.2.6.13.2. **(Added)** 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.

3.4.2.6.13.3. **(Added)** Coordinates on technical solutions for Communications-Computer Systems Requirements Document (CSR) requests for software requirements. BSLM will note inclusion/exclusion of the requirement on the Air Force evaluated product list (AF EPL). The CSR will be coordinated through the 42 CS/CC as the Communications and Information Systems Officer (CSO). Software not on the AF EPL should go through the software certification process for evaluation by the Software and Application Certification Assessments (SACA) office. BSLM will assist customer as needed.

3.4.2.6.14. **(Added)** Ensures Unit Software License Managers (USLM) have current appointment letters and training.

3.4.2.6.15. **(Added)** Maintains a current list of all USLMs.

3.4.2.6.16. **(Added)** Ensures USLMs complete annual software inventories.

3.4.2.6.17. **(Added)** Performs periodic compliance or Staff Assistance Visits (SAV) to base units and AETC tenant organizations.

3.4.2.6.18. **(Added)** Ensures excess or superseded software is disposed of IAW procedures outlined in DAFMAN 17-1203.

3.4.2.6.19. **(Added)** Hosts meetings with all USLMs as needed.

3.4.2.6.20. **(Added)** 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.

3.4.2.6.21. **(Added)** 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.

3.4.2.6.22. **(Added)** Ensures automated tools are used to the maximum extent possible for tracking software installed on the base network.

3.4.2.8.18. **(Added)** The primary USLM managing the software program must be a commissioned officer, noncommissioned officer, warrant officer, contractor (as specified in the contract), or civilian (minimum civilian grade is GS-5, NAF-III, or other equivalent civilian pay grade series). There is not a rank/grade requirement for alternate USLM for IT assets. Drill Status Guardsmen and Reservists are not recommended to serve as USLM for IT assets due to their limited work availability.

3.4.2.8.19. **(Added)** Completes initial training within 30 days of being appointed by the Unit APO and annually thereafter.

3.4.2.8.20. **(Added)** Submits Communications-Computer Systems Requirements Document (CSR) requests for any software requirements.

3.4.2.8.21. **(Added)** When requesting unapproved software, is responsible for coordinating software testing with the appropriate agency.

3.4.2.8.22. **(Added)** Becomes familiar with license agreements of software used in his or her organization.

3.4.2.8.23. **(Added)** Receives all new software, informs the BSLM of new software, and becomes familiar with license agreements prior to releasing software to Comm Focal Point for installation.

3.4.2.8.24. **(Added)** Coordinate all software acquisitions through the respective BSLM (or equivalents) prior to purchasing software.

3.4.2.8.25. **(Added)** Stores evidence of license agreements or software licenses (purchase documentation, electronic media, etc.) and physical software media in a secure location (locked drawer or locked file cabinet).

3.4.2.8.26. **(Added)** Submits a physical software media list and proof of software purchase (i.e., purchase order, receipt, shipping order, etc.) to BSLM. This includes software on any government asset.

3.4.2.8.26.1. **(Added)** The inventory of software licenses at the organization level includes those software licenses that are managed by enterprise software licensing agreements when requested.

3.4.2.8.27. **(Added)** Acts as liaison between PC users and the BSLM.

3.4.2.8.28. **(Added)** Promotes user awareness of unauthorized or illegal use of computer software.

3.4.2.8.29. **(Added)** Ensures users are aware of the importance of identifying unauthorized or illegal software on their systems.

3.4.2.8.30. **(Added)** Circulates software licensing information throughout the organization.

3.4.2.8.31. **(Added)** Supports and implements the base software license program.

#### 3.4.2.9. **Communications Focal Point (CFP):**

3.4.2.9.5. **(Added)** Notify USLMs when installing software from shared folders or electronic media. 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.

3.4.2.9.6. **(Added)** Assist in user education and awareness to prevent the misuse of authorized software.

3.4.2.9.7. **(Added)** Ensure all illegal software and games are removed from computers within their area of responsibility.

3.4.2.9.8. **(Added)** Install all software products. CFP will only install software products provided by the Unit Software License Manager. CFP will not honor any user requests.

3.4.2.9.9. **(Added)** Will not purchase or obtain software without prior coordination of the USLM.

3.4.2.9.10. **(Added)** Will apply any mitigations according to software certification when installing software.

**3.4.2.10. (Added) Maxwell AFB Domain Users:**

3.4.2.10.1. **(Added)** Work with USLM to account for all software issued to work center.

3.4.2.10.2. **(Added)** Are required to become familiar with the software license agreement for all software installed on their systems.

3.4.2.10.3. **(Added)** Report all unauthorized or illegal software on their systems to their USLM for resolution.

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

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

3.4.2.10.6. **(Added)** Are not authorized to install or remove any software application without first coordinating with the 42 CS and/or their servicing CFP.

3.4.2.10.7. **(Added)** 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/SCXE.

3.4.2.10.8. **(Added)** 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.

3.4.2.10.9. **(Added)** Are not authorized to install personally owned software on government systems.

3.4.2.10.10. **(Added)** Are not authorized to install government purchased software on personally owned systems.

**3.7. (Added) Fraud, Waste, and Abuse of Software Resources.**

3.7.1. **(Added)** 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.

3.7.2. **(Added)** 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.

3.7.3. **(Added)** No person will alter, damage, destroy, or attempt to damage or destroy government software resources.

3.7.4. **(Added)** Any software developed or modified using government resources are the property of the government and may be used for official business.

3.8. **(Added) Viruses.** A computer virus is a program that can destroy or erase data or lock up the system. Observe the following guidelines to minimize the risks associated with passing or receiving infections.

3.8.1. **(Added)** Do not introduce, download, and/or play unauthorized computer games or software.

3.8.2. **(Added)** Do not introduce shareware or freeware unless approved in writing IAW DAFMAN 17-1203.

3.8.3. **(Added)** Do not copy software beyond the limits of the license.

3.8.4. **(Added)** Do not design, develop, and implement software outside of authorized program management channels.

3.8.5. **(Added)** CFP will scan any software products for viruses prior to installation.

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**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

**(Added)** DAFMAN17-1203, *Information Technology Asset Management (ITAM) and Accountability*, 13 September 2022

***Prescribed Forms***

**(Added)** Maxwell AFB Form 15, *Communications Systems Requirements Document Worksheet*

***Adopted Forms***

DAF Form 1297, *Temporary Issue Receipt*

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

**A3.1.1.** Submit a Maxwell AFB Form 15, *Communications Systems Requirements Document Worksheet*, to the 42 CS Computer Systems Requirements Document (CSRD) Manager when establishing a requirement outside the tech refresh guidance. The 42 CS CSRD Manager will use the information from the Maxwell AFB Form 15 to create the appropriate work order.

## Attachment 4

### IT HARDWARE ENTERPRISE INVENTORY PLAN

**A4.1. Purpose and Scope.** An inventory validates the existence, proper location, and correct quantity of hardware assets as stated in the inventory records in the APSR.

A4.1.2. **(Added)** ECOs have the authority to freeze IT asset accounts in the APSR for failure of the UPC to comply with this publication.

A4.2.2. **(Added)** The annual inventory will be conducted not later than 365 calendar days from the date the Unit APO signed the current inventory listing. Complete out-of-cycle inventories when directed or required by DAFECO, MECO, CSO, or ECO.

A4.2.3. **(Added)** For an IT asset/item not meeting any of the criteria of APR or AR, the UPC will track locally. (Examples: Monitors, VOIP, WAPS, Thin Clients, etc.)

A4.2.4. **(Added)** Outgoing and incoming primary UPCs will conduct and certify a loss-gain joint inventory of IT assets not later than 45 calendar days prior to being relieved of duty.

A4.2.4.1. **(Added)** If the UPC leaves prior to this joint loss-gain inventory being accomplished, the Unit APO assumes responsibility for all IT assets on that inventory.

A4.2.4.2. **(Added)** The departing UPC must reconcile missing IT assets under the guidance of the ECO prior to certifying the loss-gain inventory.

A4.3.2.2. **(Added)** Official AF validation techniques for an inventory include: hands-on verification, barcode scanning, IUID, radio frequency identification (RFID), and network log-on or use records including the Enterprise IT Service Management (EITSM) suite, and using network auto-discovery tools.

A4.3.2.3. **(Added)** Regardless of the validation technique used during the inventory, results of the validation will be reconciled with the records contained in the APSR database.

A4.4.6. **(Added)** UPCs will ensure all IT assets are reflected on an APSR inventory listing. If hardware equipment is found in the work area that is not on the APSR inventory listing, determine if the equipment should be added to APSR to establish accountability according to guidance from the ECO and this supplement.

A4.4.7. **(Added)** During the inventory, a UPC will contact each individual with equipment issued via hand receipt to verify the equipment's status. At a minimum, the UPC will annotate the following on his/her copy of the hand receipt: person contacted, contact date, updated contact information if required, and initial the entry. A digitally signed email, from the possessor of the equipment is the preferred method of documenting the contact.

A4.4.8. **(Added)** The IT asset status codes within APSR will be reviewed during the annual inventory to ensure the codes reflect the current status. Status codes allow the purchasing agent/entity to make accurate and informed buying decisions. For organizations that centrally procure, these codes are crucial to that process.

A4.4.9. **(Added)** During the inventory, APSR deficiencies (e.g., missing assets, incorrect locations, unrecorded property items) are identified and these deficiencies are corrected as part of the process.

A4.5.5. **(Added)** Annual inventories can still be certified and completed even though items are missing as long as items are documented via the Accountable Property Inventory Adjustment Worksheet or DD Form 200.

A4.5.6. **(Added)** When inventory discrepancies are discovered, the Unit APO will be informed.

A4.5.7. **(Added)** Upon completion of the IT asset inventory, the UPC and the Unit APO must approve and certify the official APSR-generated inventory with handwritten or digital signature and forward it to the ECO.

A4.5.8. **(Added)** The Unit APO's signature certifies to the ECO the annual inventory is complete. This date will be used as the official inventory date in APSR.

A4.5.9. **(Added)** If digital signatures are used, the UPC and ECO will each file a copy in their electronic records management system (file plan, electronic records management solution, electronic record keeping system or automated information system).

A4.6.1. **(Added)** When completing inventory adjustments in APSR, ECOs will use the following database user's manual categories to ensure proper disposition.

A4.6.1.1. **(Added)** Reverse Post: A reverse post can be processed against an add asset record up and until another action has been taken against that record. Once a transaction has been processed against the record, it cannot be reverse posted.

A4.6.1.2. **(Added)** Maintenance Swap: Assets returned to the vendor with a replacement asset provided by the vendor.

A4.6.1.3. **(Added)** Returned: Assets returned to the Vendor without replacement.

A4.6.1.4. **(Added)** External Disposal: This category includes assets disposed outside the normal ASPR or Defense Logistics Agency Disposition Services (DLADS) process (e.g., transfer to organization/activities that do not use APSR to account for IT hardware assets).

A4.6.1.5. **(Added)** Destroyed: This category includes Combat Losses, Natural disasters, and Authorized disposal of IT components in the area of responsibility (AOR).

A4.6.1.6. **(Added)** Assets Tracked Elsewhere: Assets are managed on another government system.

A4.6.1.7. **(Added)** Report of Survey (ROS): Asset has been assigned a ROS number.

A4.6.2. **(Added)** Only the most current IT asset inventory will be retained.

A4.6.3. **(Added)** The UPC will maintain the original certified inventory and a copy will be retained in the ECO file.

A4.6.4. **(Added)** Past inventory records and all other KSDs (purchase invoices, DD Forms 1149, 1348, 200, etc.) will be kept on file for 5 years upon removal from the APSR.

**A4.8. (Added) Electronic Record Folders.** The ECO and UPC will maintain electronic record folders with the following suggestions (as applicable) for each tab or directory; see [Figure A4.1](#).

**Figure A4.1. (Added) Electronic Record Folder.**

TAB 1 – Current digitally signed UPC designation.  
TAB 2 – Current Annual Inventory.  
TAB 3 – Hand Receipts.  
TAB 4 – DD Form 1348-1A for disposal or disposition actions; any other disposal receipts received from DLADS.  
TAB 5 – Asset transfer documentation.  
TAB 6 – Training Certificates.

A4.8.1. **(Added)** The format of the tabs will be consistent between the ECO and UPC. Automated processes will be used and existing 6-part folders will transition to electronic records management.

**Attachment 8 (Added)****SOFTWARE INVENTORY PLAN**

**A8.1. (Added)** 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.

**A8.2. (Added)** 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.

**A8.3. (Added)** There is no requirement to inventory magnetic media containing original copies of software.

**A8.4. (Added)** Inventory listings used for annual inventory may be retained electronically. The only hard-copy requirement is the Unit APO's endorsement on the cover memorandum.

**A8.5. (Added)** Outgoing and incoming primary USLMs will conduct and certify a loss-gain joint inventory of software not later than 45 calendar days prior to being relieved of duty. Ensure the unit APO endorses the hard-copy report and submit to the BSLM.

**A8.5.1. (Added)** If the USLM leaves prior to this joint loss-gain inventory being accomplished, the Unit APO assumes responsibility for all software assets on that inventory.

**A8.6. (Added)** BSLMs have the authority to freeze software asset accounts in the APSR for failure of the USLM to comply with this publication.