

**BY ORDER OF THE COMMANDER
MOUNTAINHOME AFB**



**AIR FORCE MANUAL 33-153
MOUNTAIN HOME AIR FORCE BASE
Supplement**

9 JANUARY 2017

Communication and Information

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and Forms are available on the e-publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 366 CS/SCOSA

Certified by: 366 FW/CC
(Col Jefferson J. O'Donnell)

Pages: 4

AIR FORCE MANUAL (AFMAN) 33-153, 19 MARCH 2014, is supplemented as follows. This supplement adds Mountain Home AFB (MHAFB) specific guidance to AFMAN 33-153. This supplement does apply to Air National Guard units and the Air Force Reserve Command. OPR determines no waivers will be granted in this publication. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required.

SUMMARY OF CHANGES

Modified paragraphs to add duties 1.2.12.1.1, 1.2.12.4.1, 1.2.12.7-1.2.12.12, 1.2.13.10. & 1.2.13.11, 1.2.16. - 1.2.17.2, 3.2.5. - 3.2.5.4. Clarifying software purchase.

1.2.12.1.1. Maintain a current list of all Unit Software License Managers (USLMs) and No COTS points of contact (POCs).

1.2.12.4.1. Provide software license training for USLMs.

1.2.12.5.1. Assist USLMs with the removal of unauthorized software. If software is required, ensure correct approval process is initiated.

1.2.12.5.2. Report failures to comply with removal/approval of unauthorized software to the unit's commander/director for action.

1.2.12.7. Direct units to ensure all purchased non-enterprise software is delivered to the BSLM office at the following address: 366th Communications Squadron; Attn: BSLM; 259 Gunfighter Ave, Building 608; Mountain Home AFB, ID 83648.

1.2.12.8. If the non-enterprise software is obtained by any method other than through traditional mail (i.e. downloaded) the BSLM will direct USLM to complete an Inventory Adjustment form to add software to their unit's account.

1.2.12.9. Assist USLMs with updating license agreements as necessary.

1.2.12.10. Coordinate with USLMs for utilization or redistribution of available software licenses to avoid waste.

1.2.12.11. Will not approve an organization to purchase or obtain new software without meeting annual requirements.

1.2.12.12. Attend all Plans and Programs meetings relating to software licensing and acquisition.

1.2.13.10. (Mountain Home) (Added) Designate primary and alternate USLMs to manage unit software license program. Primary must be E-5 and above or Civilian equivalent.

1.2.13.11. If no non-enterprisesoftware exists, one POC will be designated to annually accomplish a No COTS letter.

1.2.16. The Unit Software License Manager.

1.2.16.1. Will be appointed in writing by the organization commander.

1.2.16.2. Will be the focal point for purchasing, licensing and tracking of all non-enterprise software within their respective unit.

1.2.16.3. Accomplish annual requirements to include: inventory, appointment letter, training and MICT checklist.

1.2.16.4. Maintain a copy of the software license inventory, license agreement and "Proof of License Ownership".

1.2.16.4.1. Store software license, software agreement and "Proof of License Ownership" in a secure centralized location (i.e. locked drawer, file cabinet, locked room, etc.) or electronically if applicable.

1.2.16.5. Inventory all licensed software annually or at the direction of the BSLM.

- 1.2.16.6. Coordinate the installation and/or removal of software with the unit Functional System Administrator (FSA). If there is no assigned unit FSA, submit a Work Order Management System (WOMS) ticket through your unit Cyber Security Liaison (CSL).
- 1.2.16.7. Only procure software IAW AFMAN 33-153, paragraph 3.2 and **Chapter 4**.
- 1.2.17. The End User.
- 1.2.17.1. Do not install or attempt to install software, freeware or shareware under any circumstance.
- 1.2.17.2. Do not attempt to purchase or procure any software without coordination with the USLM..
- 3.2.1. All non-enterprise software will be procured using applicable AF enterprise buying programs and must be approved via a WOMS ticket (T-1).
- 3.2.5. The USLM must provide proof that the requested software has been evaluated and approved by AFNIC and local Wing Cyber Security via WOMS.
- 3.2.5.1. The USLM will work with the BSLM to submit a Request for Quote (RFQ) via AFWay if the software is not available through AF ELAs or DoD ELAs. AFWay can be found at the following link: <https://www.afway.af.mil/>
- 3.2.5.2. NETCENTS-2 vendor will post their quotes in AFWay.
- 3.2.5.3. Once the software arrives, the BSLM will add the software to the unit and master software baseline.
- 3.2.5.4. The BSLM will issue the software to the USLM. The USLM will provide the BSLM with an Inventory Adjustment form to add software to their unit's account.

JEFFERSON J. O'DONNELL, Colonel, USAF
Commander, 366th Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms:*****AFMAN**—Air Force Manual**AFNIC**—Air Force Network Integration Center**AFRIMS**—Air Force Records Information Management System**AFWay**—Air Force Way**BSLM**—Base Software License Manager**COTS**—Commercial Off The Shelf**CS**—Communications Squadron**CSL**—Cyber Security Liaison**DoD**—Department of Defense**ELA**—Enterprise License Agreement**ESI**—Enterprise Software Initiative**GOTS**—Government Off The Shelf**GPC**—Government Purchase Card**FW**—Fighter Wing**IA**—Information Assurance**IAW**—In accordance with**IT**—Information Technology**ITAM**—Information Technology (IT) Asset Management**MHAFB**—Mountain Home Air Force Base**MICT**—Management Internal Control Toolset**NETCENTS – Network**—Centric Solutions**OPR**—Office of Primary Responsibility**POC** —Point Of Contact**RDS**—Records Disposition Schedule**RFQ**—Request For Quote**SAV** —Staff Assistance Visits**USLM**—Unit Software License Manager**WOMS**—Work Order Management System