

**BY ORDER OF THE COMMANDER  
82D TRAINING WING (AETC)**



**AIR FORCE MANUAL 17-1203**

**SHEPPARD AIR FORCE BASE  
Supplement**

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**Communications and Information**

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

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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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 Sheppard Air Force Base (SAFB), to support and administer ITAM. This supplement applies to organizations supported by SAFB 82d Communications Squadron (82 CS), and connected to the SAFB network to include tenants, satellites, and geographically-separated units. This manual applies to all Air Force (AF) activities including the Air National Guard and Air Force Reserve. This manual does not apply to non-appropriated fund activities except in specified situations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with AF Records Information Management System Records Disposition Schedule, 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 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.

**SUMMARY OF CHANGES**

Added content and aligned paragraphs with parent publication rewrite.

1.2.14.2. Ensure property custodians complete local information technology hardware familiarization training, and local or online software license management familiarization training.

1.2.14.4. The out-going property custodian will conduct a 100% joint turnover inventory with the in-coming primary or alternate, and reconcile any discrepancies and missing items not later than 30 days prior to permanent change of station, assignment, separation, or retirement.

2.1.2. **(Added) Records Guideline.** The Equipment Control Officer and property custodians will maintain Electronic Record Management folders. The tabs format will be consistent between the Equipment Control Officer and property custodians. Automated processes will be used (e.g. AF Records Information Management System Records Disposition Schedule T33-07 R07.00 as file plan baseline).

2.3.1.1.2. **(Added)** Property custodians will submit SAFB Form 90, *Add New/Found on Base (FOB) IT Computer Systems Equipment to Account*, to the Equipment Control Officer to add equipment to the account.

2.5.1.2. **(Added)** Property custodians will advertise serviceable equipment to other custodians on base prior to disposition. A losing and gaining custodian will coordinate the transfer via a SAFB Form 96, *Equipment Transfer*, and submit the form to the Equipment Control Officer to complete the transfer in the database. The Equipment Control Officer will return the processed form to the custodians for records keeping.

2.5.2.5.1. **(Added)** Property custodians will submit SAFB Form 89, *Excess Equipment*, to the Equipment Control Officer to remove equipment from the account. The Equipment Control Officer will process the request and return corresponding disposal form, Department of Defense (DD) Form 1348-1A, *Issue Release/Receipt Document*, to the custodian to complete the turn-in to the local disposal staging area. Custodians will return the DD Form 1348-1A, initialed and stamped by staging area representative, to the Equipment Control Officer to formally complete the disposal and removal of the asset from the account.

3.1.4. **(Added) Records Guideline.** Unit Software License Managers or property custodians will maintain an electronic records management folder. The tabs format will be consistent between the Base Software License Managers and the unit Software License Managers. Automated processes will be used (e.g. AF Records Information Management System Records Disposition Schedule T33-14 R02.00 as file plan baseline).

3.1.4.1. **(Added)** The out-going Software License Managers will conduct a 100% joint inventory with the in-coming primary or alternate, and reconcile any discrepancies and missing items not later than 30 days prior to permanent change of station, assignment, separation, or retirement.

RONALD E. JOLLY, SR.  
Brigadier General, USAF  
Commander

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

AFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM)*, 18 May 2018

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

***Prescribed Forms***

SAFB Form 89, *Excess Equipment*

SAFB Form 90, *Add New/Found on Base (FOB) IT Computer Systems Equipment to Account*

SAFB Form 96, *Equipment Transfer*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

DD Form 1348-1A, *Issue Release/Receipt Document*

***Abbreviations and Acronyms***

**82 CS**—82d Communications Squadron

**AF**—Air Force

**AFMAN**—Air Force Manual

**DD**—Department of Defense

**FOB**—Found on Base

**IT**—Information Technology

**ITAM**—Information Technology Asset Management

**SAFB**—Sheppard Air Force Base