BY ORDER OF THE COMMANDER
AIR FORCE RECRUITING SERVICE

AFRS INSTRUCTION 33-303

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Equipment Control

INFORMATION TECHNOLOGY EQUIPMENT CUSTODIAN PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems.* It provides policy and procedures for Air Force Recruiting Service (AFRS) equipment custodians (EC) responsible for information technology (IT) equipment management purchased by AFRS. It is designed to familiarize, train, and assist AFRS ECs in the execution of their duties and responsibilities. Air Force policy states military and civilian personnel must assume custodial responsibility for government property they utilize. These responsibilities are fully outlined in AFI 33-112, *Computer Systems Management,* AFMAN 23-220, *Reports of Survey for Air Force Property,* and AFI 33-103, *Requirements Development and Processing.* A glossary of references and supporting information can be found at Attachment 1.

This publication does not apply to Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

Section D—Disposition Procedures for Excess IT Resources

Section A—Responsibilities

1. Communications and Information Systems Officer (CSO). The Chief of Information Systems Division (RSI) is the CSO for AFRS. The CSO:

1.1. Is the accountable property officer for all IT equipment in his/her inventory.

1.2. Assists in the planning and execution of all activities related to the deployment of systems.

1.3. Follows budgeting arrangements established in host-tenant support agreements.

1.4. Ensures bar code technology is used to account for and identify all IT equipment in his/her inventory.

1.5. Assists the contracting officer in developing an acquisition strategy for maintenance contracts.

1.6. Ensures annual review of maintenance strategies and reports to verify organizations use the most cost-effective options.

1.7. Directs retention of serviceable excess IT systems for maintenance redundancy or operational spares. Ensures use of sharing and redistribution programs to meet user requirements.

1.8. Coordinates action to ensure secure, climate controlled, and easily accessible facilities are provided for receiving, storing, and distributing IT systems.

1.9. Coordinates on IT systems requirements with the appropriate office or unit.

1.10. Appoints the equipment control officer (ECO) and provides a copy to the AETC MAJCOM ECO.

2. AFRS Group, Squadron Commanders, and HQ AFRS Division Chiefs:

2.1. Commanders establish policies and procedures for management and support of their equipment. In addition to being responsible for accountability of all IT equipment assigned to their organization, they will:

2.1.1. Budget for maintenance of IT systems that are not the responsibility of the HQ AFRS/CSO.

2.1.2. Review and coordinate on organization's requirement documents.

2.1.3. Submit unit IT system's requirements to the HQ AFRS/CSO for technical solutions in accordance with AFI 33-103.

2.1.4. Review assigned systems annually to determine if the systems still meet user requirements, need modification, or are obsolete, and take action accordingly.

2.1.5. Appoint individuals as primary and alternate ECs.

2.1.6. Ensure a new primary custodian or alternate is appointed when both the primary and alternate custodians are absent simultaneously for 45 or more calendar days, or when either custodian is transferred (permanent change of station [PCS] or permanent change of assignment [PCA]).

2.1.7. Require departing EC to process out through the ECO.

2.1.8. Ensure outgoing and incoming EC conduct a joint physical inventory, and reconcile missing items under the guidance of the ECO. The gaining custodian signs the inventory list.

2.1.8.1. Initiate a report of survey (ROS) prior to the custodian going PCS if there are discrepancies that cannot be resolved.

2.1.8.2. Use DD Form 200, **Financial Liability Investigation of Property Loss,** copy 3, to adjust accountable records pending receipt of the completed ROS.

2.2. Annually validate (to the applicable ECO) the EC appointment (see Attachment 2).

2.2.1. Ensure that the EC has received the required training no later than the day the EC was appointed.

2.2.2. Validate that a current and accurate physical inventory is accomplished for all IT systems under their jurisdiction, and sign a completed Inventory Processing Management System (IPMS) inventory prior to ECO signature.

2.3. Ensure all accountable IT systems assets (including those purchased using the government purchase card [GPC]) are reported to the EC and ECO within 2 days or receipt.

2.4. Ensure the EC properly receives and secures IT systems until proper accountability procedures are accomplished.

2.5. Have the authority to sign for new equipment and may only delegate that authority to the EC.

2.6. Ensure all personnel, civilian and military, outprocess through the EC prior to PCS, PCA, separation, or retirement.

2.7. Ensure compliance with the disposition of unclassified Department of Defense (DoD) computer hard drive policy cited in the Office of the Assistant Secretary of Defense Memorandum, Disposition of Unclassified DoD Computer Hard Drives, 4 June 2001. Specific guidance can be found at http://www.c3i.osd.mil/.

3. AFRS Equipment Control Officer (ECO):

3.1. The CSO appoints the AFRS ECO and forwards the appointment letter to the AETC MAJCOM ECO (MECO). The ECO will not serve as an EC for any IPMS accounts.

3.2. The ECO:

3.2.1. Receives all IT systems equipment, ensuring accountability in the IPMS and completion of all necessary documentation.

3.2.2. Directs all ECs to conduct, at least annually; a physical inventory of assigned IT equipment.

3.2.3. Retains serviceable excess IT equipment items for maintenance redundancy or operational spares as directed by the CSO/MECO.

3.2.4. Retains excess IT equipment for cannibalization as directed by the CSO.

3.2.5. Prepares the IPMS bar code identification labels and provides them to the ECs as needed.

3.2.6. Works with the EC to update inventory as dictated by a ROS. Uses DD Form 200, copy 3, to adjust accountable records pending receipt of completed ROS.

3.2.7. Completes outprocessing for departing EC upon transfer of account and receipt of new appointment letters.

3.2.8. Takes guidance and direction from the MECO and CSO.

3.2.9. Coordinates IPMS connectivity as required.

3.2.10. Establishes required accountability for IT equipment acquired through all sources.

3.2.11. Creates electronic excess reports in the IPMS for excess IT equipment that is not required within AFRS or other DoD organizations.

3.2.12. Searches the IPMS for available excess IT equipment and redistributes to satisfy local, DoD, and Federal agency requirements.

3.2.13. Directs preparation of DD Form 1149, **Requisition and Invoice/Shipping Document,** as needed, to request excess from other activities or the Defense Reutilization and Marketing Office (DRMO), and forwards through appropriate channels.

3.2.14. Provides training and guidance on account management to ECs, commanders, or division chiefs, as needed.

3.2.15. Assists the EC in determining the ownership of all found-on-base (FOB) IT system components.

3.2.16. Ensures the EC has complied with the guidance provided in the Office of the Assistant Secretary of Defense Memorandum, Disposition of Unclassified DoD Computer Hard Drives, 4 June 2001.

4. Equipment Custodian (EC):

4.1. Is accountable for all assigned IT equipment.

4.2. Performs physical inventory annually, as directed by the ECO. Upon completion, the EC, commander, and ECO sign the inventory with the original copy retained by the EC and a copy for the ECO file.

4.3. Ensures all accountable IT equipment has an IPMS bar code label.

4.4. Obtains approval and coordinates all potential transfers of IT equipment between EC accounts with the ECO. (ECs do not have the authority to transfer IT equipment outside their accounts.)

4.5. Reports all FOB IT equipment and picks up accountability, or distributes equipment as directed by the ECO.

4.6. Signs for new equipment as well as all assigned accountable IT equipment.

4.7. Ships, transfers, donates, or turns-in excess IT equipment as directed by the ECO. Provides appropriate documentation to the ECO to clear the account of equipment that was shipped to another base/location, transferred to another account, donated to a school, or turned in to DRMO.

4.8. Outprocesses through the ECO. The ECO ensures any required ROS has been submitted according to AFMAN 23-220.

4.9. Conducts a joint physical inventory and reconciles any missing items before PCS, PCA, separation, retirement of the present EC, or as directed by the ECO.

4.10. Notifies the organizational commander immediately concerning any lost, damaged, or destroyed IT equipment.

4.10.1. Uses DD Form 200, copy 3 (suspense copy) to adjust the IPMS records pending receipt of the approved and completed DD Form 200, copy 2.

4.10.2. Provides a copy of the completed ROS (DD Form 200) to the ECO. If the ROS is for a laptop computer, ensures AFRS/RSXL is notified.

4.11. Notifies the ECO to report IT equipment excess. The ECO initiates actions to permit screening while the equipment is still in use.

4.12. Receives and secures all IT equipment items until properly accounted for in IPMS, including equipment purchased using the GPC.

4.13. Prepares and maintains AF Form 1297, **Temporary Issue Receipt,** (Attachment 3) for items loaned or outside the custodian's span of control (includes all laptops and personal digital assistants [PDA]). Recruiters sign and review training forms issued by the EC annually (Attachment 4).

5. IT Equipment Users:

5.1. Responsible for proper operation and safeguarding of IT equipment assigned for their use.

5.1.1. Review all security guidelines and complete training as outlined and provided by AFRS/RSIAP, Information Protection.

5.1.2. Laptop computer users must review and abide by current laptop physical security policies as outlined in the AFRS Command Special Emphasis Items and Policy booklet, available online at http://www.rs.af.mil/CSEIP/CSEIP.htm.

5.1.3. Sign and retain AF Form 1297 for laptop computers or PDAs assigned by the EC.

5.2. Report accountability issues or relocation of assigned IT equipment to EC.

5.3. Report technical problems with hardware or software to designated WM or SA.

5.4. Coordinate with EC to ensure assigned IT equipment has an IPMS bar code label.

Section B--Equipment Custodian Appointment Procedures

6. Equipment Custodian Appointment:

6.1. A primary and an alternate EC will be appointed in writing. Complete appointment letters annually, no later than the day the EC is appointed or as directed by the ECO. The EC retains the original. Provide a copy of the appointment letter to the AFRS ECO.

6.2. Appoint primary and alternate ECs in accordance with AFI 33-112, AETC Supplement 1. An EC should be able to physically inventory an IT equipment account within an 8-hour period of time. Because of the unique geographical status of AFRS recruiting offices, break down IPMS accounts by flights if feasible.

6.2.1. At squadron and group headquarters, system administrators are the preferred candidates for primary EC appointment due to their high frequency of contact with squadron inventories and knowledge of the location and status of IT equipment in their squadron. Information managers or other personnel may also be appointed as alternate ECs for each unit's headquarters. Both system administrators and information managers are trained annually for inventory management at the AFRS SA/IM Conference at HQ AFRS, Randolph AFB TX.

6.2.2. Appointing flight chiefs as ECs:

6.2.2.1. Flight chiefs may be appointed as alternate ECs. Flight chiefs report to the primary EC the results of individual physical inventories for their respective flights and recruiting offices. Primary ECs can retain their primary status for all flight accounts and sign each IPMS inventory based on the flight chief's conduct of inventory. By signing the inventory, the primary EC takes full responsibility for the accuracy of the flight chief's inventory.

6.2.2.2. Flight chiefs may be appointed as primary ECs for each AFRS flight. The primary EC at each squadron headquarters will be responsible for coordination between his/her flight ECs and the AFRS ECO and remain an alternate EC under each flight. Flight chiefs appointed as a primary EC will be responsible for signing the IPMS inventory and accounting for all IT equipment in his/her flight, and must supply the ECO annual inventories and appointment letters via the primary squadron EC.

7. Equipment Custodian Outprocessing:

7.1. The AFRS ECO must be notified when an AFRS EC is projected to depart AFRS or EC duties are being removed. Notification must occur at least 45 days prior to departure or removal.

7.2. Units should appoint a new EC prior to removal or transfer of incumbent (Attachment 2). Outgoing and incoming ECs will be issued a joint inventory list upon receipt by ECO of a new EC appointment letter.

7.3. The EC is required to perform a 100 percent joint physical inventory within 45 days of relinquishment of EC duties. The outgoing and incoming EC must account for everything on applicable IPMS accounts. Each piece of equipment must be physically inventoried. If there are discrepancies between inventory and installed systems, components, and peripherals, notify the ECO and coordinate updates or changes accordingly so the new EC has an error-free inventory list.

7.4. The outgoing EC will turn-in or donate any excess or unserviceable IT equipment assigned to the account and ensure an ROS has been initiated for any IT equipment not located.

7.5. Once all IT equipment is properly accounted for, the outgoing EC must sign the appropriate accounts over to the new EC using a loss/gain list from the AFRS ECO. Both ECs and unit commander/division chief must sign this list before submitting to the AFRS ECO.

Section C—Inventory, Accountability, Transfer, and Reporting of Information Technology Systems

8. Inventory Management:

8.1. The Inventory Processing Management System (IPMS) is the official database used to track all Air Force IT equipment.

8.2. ECs will review their inventories regularly for accuracy. ECs submit account changes to the ECO as they occur; the ECO updates IPMS.

8.2.1. Verify the manufacturer's serial number is the same as both the IPMS account list and the label affixed to the equipment. Affix the IPMS label in an easily accessible or visible location. Notify the ECO of missing labels or discrepancies.

8.2.2. Track and report all location changes or equipment moves to the ECO as soon as possible via e-mail, phone, or fax:

8.2.2.1. ECO e-mail: eco@rs.af.mil.

8.2.2.2. ECO phone: COM (210) 652-5262, DSN 487-5256.

8.2.2.3. ECO fax: COM (210) 652-6822, DSN 487-6822.

8.2.3. Report both old and new serial numbers of IT equipment undergoing a maintenance swap to the ECO as soon as possible. The ECO will replace the record serial number of the equipment being replaced with the serial number of the equipment replacing it and deliver a new label to the EC. The IPMS Component ID of the record will remain the same.

8.2.4. If IT equipment will be transferred between two ECs, both losing and receiving ECs will complete and sign a memorandum (Attachment 5), and mail, fax, or hand-deliver to the ECO for action.

8.2.5. Use inventory list to submit updates to the ECO (prior to the inventory suspense date) via e-mail or an IPMS worksheet (Attachment 6).

8.2.5.1. The ECO may forward an electronic copy of an EC's inventory via e-mail in multiple formats at the EC's request. ECs can edit this list to return flagged updates to the ECO via e-mail, fax, or mail.

8.2.5.2. The EC may make changes in ink to an IPMS-generated inventory list and mail or fax the list to the ECO. The EC may make pen and ink changes to an inventory list designated for signature but must initial all changes made to the list. The ECO will sign this list once all required signatures are present and changes are completed in IPMS.

8.3. ECs must perform a physical inventory at least annually.

8.3.1. ECOs generate IPMS list and distribute to the EC at his/her request.

8.3.2. ECs can only sign inventory list generated directly from IPMS for inventory signature purposes.

9. Inclusion of Information Technology Equipment in IPMS. In accordance with AFI 33-112, all equipment with a value of less than $500 is not required to be included in IPMS records.

9.1. Commanders at any level may require additional items be tracked in IPMS. The following exceptions, however, will be tracked in IPMS:

9.1.1. Computer systems with a central processing unit (this includes PDAs and other handheld computers, per AFI 33-202, and DEPSECDEF Memorandum, 14 July 2000).

9.1.2. Equipment that will be turned in for reuse screening. This includes all serviceable equipment at the time of disposition according to Defense Information Systems Agency (DISA) requirements. Broken or unserviceable items do not have to appear in IPMS upon disposal.

9.1.3. At AFRS, the following additional equipment items will be tracked:

9.1.3.1. All monitors under $500 will be tracked. When turned in, serviceable monitors must also be included in the IPMS database per DISA requirements.

9.1.3.2. All IT equipment purchased by HQ AFRS. This includes equipment acquired by means of consolidated purchase at HQ AFRS using squadron funds, and equipment purchased in direct support of Air Force Recruiting Information Support System (AFRISS).

9.2. Issues to consider when determining inclusion of items in IPMS:

9.2.1. Proof of accountability during IG inspections and audits by the Air Force Audit Agency (AFAA).

9.2.2. Historical record for a ROS if determined necessary for an item costing less than $500.

9.3. Digital cameras will not be tracked in IPMS. Use AF Form 1297 to track digital cameras as office equipment on office inventories.

10. Structure of IPMS Accounts. Use the following methods to create IPMS account names and standardize equipment location for IPMS tracking. ECs requiring action should contact the AFRS ECO.

10.1. Designate group IPMS accounts by the last two digits of the unit number, followed by "I," for example, 369 RCG's IPMS account is "69I."

10.2. Designate squadron headquarters IPMS accounts with a "Q" after the squadron's last two digits, for example, 311 RCS's headquarters IPMS account is "11Q."

10.3. For each individual flight under each squadron, the flight letter (or OA/MEPS location) will be noted after its squadron number. For example, the 344 RCS C Flight's IPMS account is "44C," the 313 RCS XA's IPMS account is 13XA, etc.

10.4. Designate HQ AFRS accounts with "HQ" followed by an appropriate two-letter office symbol to designate the area of accountability. For example, AFRS/RSOC's IPMS account is "HQOC."

11. Reporting of IT Equipment Locations for IPMS Updates. IPMS tracks the location of IT equipment using four fields: GeoLocCode, building, room, and partition. Suggested ways of reporting locations of IT equipment for IPMS tracking are as follows:

11.1. GeoLocCode (a four-character code that represents a city). The city or base reported for each piece of field equipment is either the location of the squadron headquarters or the location of the flight office, depending on whether or not the squadron's IPMS accounts are broken down to the flight level.

11.2. Building (restricted to five characters). Report building numbers as the flight name. For example, equipment at 336 RCS A Flight will have a building location of "36A" or "A." Equipment at unit headquarters should report the building number as either "SQHQ" (or equivalent nomenclature) or the actual building number if on a host base.

11.3. Room (restricted to six characters). Room numbers are best represented by the location of the equipment's recruiting office. For example, a piece of equipment at 337 RCS F Flight, A Office, will have a room number of "37FA" or "FA." Report equipment at unit headquarters by the actual room number or the office it is located in.

11.4. Partition (restricted to four characters). ECs may use this field to report either the user's name, position in the unit, or recruiter code for equipment assigned to recruiters in the field.

12. Procedures for Purchasing and Receiving New IT Equipment:

12.1. When purchasing and receiving new IT equipment follow procedures outlined in AFI 33-112.

12.1.1. Prior to purchasing IT equipment with a GPC, obtain a computer systems requirements document (CSRD) from HQ AFRS/RSITN via your assigned cardholder.

12.1.2. Notify the EC/ECO of intent to purchase within two days of purchase.

12.1.3. When equipment is received, provide EC/ECO copies of invoices, or submit all information required for IPMS inclusion to the ECO via fax, mail, or e-mail (eco@rs.af.mil).

12.1.4. The ECO will add all applicable IT equipment to IPMS and provide labels to the EC.

12.1.5. The EC has two days to notify ECO of receipt of any new equipment.

12.2. If new equipment is acquired through host base or another Defense Reporting Activity (DRA) account:

12.2.1. Report this equipment to the ECO as soon as possible.

12.2.2. The originating DRA has the ability to transfer the appropriate records through IPMS into the AFRS database. The receiving DRA number for AFRS is 5720.

12.2.3. EC notifies the ECO of the equipment that is transferring so all transferred records can be properly accounted for in IPMS.

12.3. If new equipment is received from either a vendor or directly from AFRS via an AFRS-organized purchase:

12.3.1. The EC reports to the ECO receipt of equipment, including date and quantity received, within 4 workdays. AFRS/RSIS requires this information to complete receiving reports for AETC CSS/SCYA. Equipment not reported received 30 days past actual receipt may result in AFRS paying interest charges.

12.3.2. Serial numbers and location information for this equipment will be submitted to the ECO no later than 30 days after receipt for addition to the appropriate inventory.

12.4. Addition of IT equipment to IPMS accounts may be submitted by using a memorandum for record (MFR), IT equipment worksheet, or an e-mail. The following information is the minimum required for the ECO to add equipment to the IPMS database:

12.4.1. Manufacturer.

12.4.2. Model number.

12.4.3. Description of equipment/function.

12.4.4. Serial number.

12.4.5. Cost.

12.4.6. Order, invoice number, and/or AFRS CSRD number.

12.4.7. Source or vendor.

12.4.8. Date purchased/received.

12.4.9. Location: flight, military entrance processing station (MEPS), or squadron account; city and building.

12.5. Once new equipment is reported to the ECO, IPMS labels will be mailed as soon as possible. Paper copies may be faxed at the EC's request if the situation is impending.

12.6. New systems cannot be connected to a DoD/AF controlled network until properly accounted for by the Air Force in IPMS.

12.7. All personnel must notify the EC of any new equipment or transfer of equipment.

13. CSRD:

13.1. Reference: AFI 33-103, *Requirements Development and Processing.*

13.2. The CSO will expedite the development of local solutions to routine requirements.

13.2.1. An AFRS CSRD is required for ALL hardware and software purchases.

13.2.2. Requests may be made in the form of an e-mail (csrd@rs.af.mil), fax, or hard copy via mail to AFRS/RSITN.

13.2.3. All CSRD requests must include product name, quantity, cost/total cost, purchase source (for example, blanket purchase agreement [BPA], General Services Administration [GSA], etc.), and justification. All requests must be coordinated through the EC, and must reflect approving official's purchase authorization. ECs must notify the ECO immediately.

13.2.4. Computer systems must meet minimum operating system (OS), software, and random access memory (RAM) standards at the time of purchase. Standard system configurations for AFRS are provided by AFRS/RSITN.

13.2.5. Minimum printer standards are laser printer, not "laser quality."

13.2.6. A CSRD number will be assigned when proper justification is provided.

14. Obtaining Extensions on IPMS Inventory Suspense:

14.1. ECs will request their first extension from the ECO. An extension by the ECO cannot exceed a 30-day period.

14.2. If an EC requires more time to complete the inventory, submit a memorandum to his/her unit commander for signature and forward to HQ AFRS/RSI for approval (Attachment 7). RSI/RSIS will evaluate and coordinate a new extension (if approved) between the EC and the ECO.

14.3. If an extension is not approved, the EC's inventory will remain in an overdue status until a signed inventory is received by the ECO. Automated e-mail reminders will be delivered to the EC, unit commander, and group system administrator every 2 weeks until a signed inventory is submitted to the ECO.

15. Temporary Issue:

15.1. Issuing Hand Receipts for Mobile IT Equipment. An MFR or AF Form 1297 must be completed for every mobile computer equipment user. Both the EC and the end user must maintain a copy of the hand receipt. ECs will review hand receipts annually at the time of the annual inventory, and reissue if there is any change in information, to include (but not limited to) change of equipment serial number and/or model issued, user, contact, or location information. Hand receipts are required for the following:

15.1.1. Laptop computers assigned to personnel.

15.1.2. PDAs.

15.2. Hand receipts must include the following information:

15.2.1. Name, grade, duty phone, and signature of user.

15.2.2. Name and signature of person issuing mobile equipment, and date of issue.

15.2.3. IPMS account number and location of mobile equipment.

15.2.4. Serial number, IPMS component ID number, model, description, unit of issue, and quantity of each piece of equipment.

15.2.5. List each item individually and note any obvious damage prior to issue

15.3. Laptop and PDA temporary issue procedures for squadrons and groups. The EC will brief user on AFRS policies and obtain signature from the user acknowledging understanding and receipt of information. Users will secure laptops in accordance with current AFRS laptop security policies (provided at time of issue). Laptops and PDAs should not be issued prior to adherence to these procedures.

15.4. Procedures for issuing laptops from the laptop sign-out account at HQ AFRS:

15.4.1. HQ AFRS/RSI maintains a small number of laptops for temporary issue. These laptops can be issued to any HQ AFRS member with a valid Air Force requirement, such as training or TDY. Requests should be directed to HQ AFRS/RSISQC (afrsrsisqc@rs.af.mil) via e-mail or formal written request. Include the reason for the request and estimated sign-out and sign-in dates. Laptop computers will not be issued prior to RSIS approval.

15.4.2. Use AF Form 1297 to issue laptops. List each item (for example, laptop, case, etc.) individually and note any obvious damage prior to issue.

15.4.3. All receipts will be kept on file in the AFRS/RSISQC office, with a list of all temporary issue laptops and their status. Secure laptops in accordance with the current AFRS laptop security policies and procedures provided at the time of issue.

15.4.4. These laptops are loaded with the current Microsoft Office and Microsoft Windows standards for AFRS. The user must ensure he/she has a valid Air Force license for any other software required and installed while the laptop is in his/her possession.

15.4.5. Inventory returned equipment against the original AF Form 1297. All laptops will be formatted and reloaded with the factory disk image prior to reissue.

16. Stolen, Lost, or Destroyed Information Technology Systems:

16.1. Initiating a ROS. The EC will notify the AFRS ECO as soon as possible when IT equipment is discovered missing, stolen, or damaged. The ECO can assist in locating the equipment if a loss is the result of clerical errors or transfer to another EC within AFRS. Initiate a ROS if the EC cannot locate the equipment within 2 days of discovery.

16.1.1. ECs will initiate a ROS in accordance with AFMAN 23-220 for IT equipment lost or damaged. The ROS serves as an instrument to adjust records in IPMS.

16.1.2. The EC will submit a letter requesting a ROS (Attachment 8) to his/her commander. Submit the letter to HQ AFRS/CV if the incident occurred at HQ AFRS. AFRS/CV will appoint an investigating official, E-7 or above, to begin the ROS process. The EC will provide a copy of the ROS request to the ECO. ROS requests originating from AFRS squadrons or groups should be processed through the logistics office at group level, and then forwarded to HQ AFRS Logistics (HQ AFRS/RSXL). ROS requests originating from

HQ AFRS will be processed through the 12th Supply Squadron logistics office (12 SUPS/LGSCN) at Randolph AFB TX.

16.1.3. The ROS assigns responsibility for loss, damage, or destruction of government property. If the loss, damage, or destruction of government property is due to the negligence, willful misconduct, or deliberate unauthorized use, then the responsible member or employee can be held liable for the government's loss. If such loss is due to the EC's failure to follow his/her responsibilities, the EC may be held liable for the government's loss.

16.1.4. The EC will notify and provide a copy of the completed ROS to the ECO. If the item involved is a laptop computer, ensure HQ AFRS/RSXL is notified during the ROS process. The missing equipment will not be removed from the inventory until the ECO receives a final copy of the ROS. The ECO uses the completed ROS (DD Form 200) as authority to update the EC's inventory.

16.2. IT Equipment Inventory Adjustments:

16.2.1. The unit commander or division chief may approve an IT inventory adjustment instead of a ROS if IT equipment is discovered stolen, lost, damaged, or destroyed, and has a cost or depreciated value under $500.

16.2.2. Inventory adjustments are allowed if a commanding officer feels it is not worth the effort, manpower, or resources to resolve the loss of IT equipment under $500 by means of a ROS investigation. This option by no means precludes a commander or division chief from ordering a ROS.

16.2.3. The unit commander or division chief will sign a memorandum for record (Attachment 9) and forward to the AFRS ECO so proper accountability adjustments can be made to the inventory.

17. Security Measures in Transferring Excess Equipment to DRMO or Other Non-DoD Agencies:

17.1. Use approved wiping software on computer hard drives prior to transfer outside AFRS. There will be one designated wiper and certifier per unit or division. Once wiped, the hard drive will be certified by the same individual and labeled properly (Attachment 10).

17.2. The AFRS ECO issues wipe software to system administrators or ECs.

17.3. Hard drive wiping will be verified by 20 percent sampling. There will be one designated verifier per unit or division. The verifier cannot be the same person who wipes and certifies the drive.

17.4. Documentation of all certified and verified wipes must be kept on file for five years.

17.5. Inoperable hard drives must be degaussed or destroyed, certified, and documented.

17.6. Operable hard drives that have been certified may be redistributed, turned in, or destroyed.

Section D--Disposition Procedures for Excess IT Resources:

18. Excess Hardware. The EC will exercise efficient supply discipline and ensure IT equipment is well maintained, in constant readiness, and well distributed. To ensure excess equipment is properly redistributed or disposed of, the EC will follow these guidelines:

18.1. Review inventory at least quarterly when new equipment is purchased or received, and identify existing equipment that will be replaced. Equipment that is no longer required may be disposed of in accordance with AFI 33-112, *Computer Systems Management,* and AFMAN 23-220, *Reports of Survey for Air Force Property.*

18.2. Identify excess IT equipment for redistribution within the squadron, group, or HQ AFRS. If redistribution cannot be accomplished within 30 days, notify the ECO. Include serial numbers and IPMS component IDs. The ECO will submit the equipment for online excess advertisement and obtain disposition instructions from DISA for either turn-in or donation.

18.3. Securely store any excess computer equipment while awaiting disposition instructions and an automatic release date (ARD). This process can take between 30 and 180 days to complete. The ARD will define when IT equipment may be disposed of (if not required outside of AFRS).

18.4. Once disposition instructions are received, complete appropriate turn-in or transfer documents, deliver approved excess IT equipment to your nearest DRMO location, or perform proper transfer or donation procedures. Complete appropriate paperwork as outlined by local DRMO requirements.

18.4.1. Complete DD Form 1348-1A, **Issue Release/Receipt Document** (Attachment 11) when turning in IT equipment to DRMO or alternate turn-in locations. Multiple items may appear on the same form but must be of the same model or type. Contact the ECO for assistance.

18.4.2. When donating or transferring IT equipment outside AFRS, DD Form 1149, **Requisition and Invoice/Shipping Document** (Attachment 12), must be properly completed and signed by both parties. Both parties, the recipient and EC, will work to transfer the equipment once an Educational Institution Transfer Authorization letter is received from DISA or Defense Information Technology Management System (DITMS). The ECO will obtain this authorization for the EC.

18.4.3. Signed or stamped and completed copies of these forms will be forwarded to the ECO for inventory adjustment.

19. Donating Excess IT Equipment to Nonprofit Organizations:

19.1. ECs notify the ECO of any excess IT equipment they wish to donate. The ECO will determine if a requirement exists for the excess assets within AFRS. If a requirement does not exist, the ECO will create an excess report in IPMS in order to receive an ARD from DISA/DITMS (required for donation of IT equipment outside of AFRS).

19.1.1. Both parties, the donor and the EC, must work together to transfer the equipment once an Educational Institution Transfer Authorization letter is received from DISA/DITMS. Donors must coordinate and fund receipt and/or shipment of excess AFRS assets.

19.1.2. DD Form 1149 must be properly completed and signed by both parties. Forward completed DD Form 1149 to the ECO for accountability adjustments.

19.2. DoD Directive 7950.1, *Automated Data Processing Management,* mandates the Defense Automation Resources Management Program (DARMP) Redistribution Program. DARMP maintains a customer priority schedule for excess equipment. DoD customers have first priority for all excess IT equipment assets. The screening periods are evaluated based on the ARD posted in IPMS. The order in which excess assets should be donated is as follows (according to the DoD transfer priority schedule):

19.2.1. Reuse within AFRS.

19.2.2. Other DoD agencies.

19.2.3. DoD contractors.

19.2.4. Civil agencies.

19.2.5. Civil agency contractors.

19.2.6. Law enforcement organizations.

19.2.7. Federal donors.

19.2.8. Kindergarten through 12th grade schools in empowerment zones/enterprise communities.

19.2.9. Head start/pre-kindergarten through 12th grade schools.

19.2.10. Historically black colleges and universities, and minority institutions.

19.2.11. Educational nonprofit organizations.

19.3. If the EC knows a school or organization they would like to donate to, contact the AFRS ECO with the name of the organization so it can be processed and approved through DISA/DITMS.

19.4. If a preference for donation does not exist, once an ARD is received, advertise the equipment through the DRMS IT Excess Catalog. If a school or organization does not request excess AFRS equipment, turn in to a local DRMO with properly completed DD Form 1348. When received by DRMO, forward signed or stamped copies of the forms to the ECO for adjustments to IPMS.

20. Adopted Forms. DD Form 200, DD Form 1149, DD Form 1348-1A, AF Form 1297

EDWARD A. RICE, JR., Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 7950.1, *Automated Data Processing Management*
AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*
AFI 33-103, *Requirements Development and Processing*
AFI 33-112, *Computer Systems Management*
AFI 33-202, *Computer Security*
AFMAN 23-220, *Reports of Survey for Air Force Property*
AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)
Office of the Assistant Secretary of Defense Memorandum, Disposition of Unclassified DoD Computer
Hard Drives, 4 June 2001
DEPSECDEF Memorandum, 14 July 2000

Abbreviations and Acronyms

AFRISS—Air Force Recruiting Information Support System
AFRS—Air Force Recruiting Service
ARD—automatic release date
BPA—blanket purchase agreement
CPU—central processing unit
CSO—communications and information systems officer
CSRD—computer systems requirements document
DARMP—Defense Automated Resources Management Program
DEPSECDEF—Deputy Secretary of Defense
DISA—Defense Information Systems Agency
DITMS—Defense Information Technology Management System
DoD—Department of Defense
DRA—defense reporting activity
DRMO—Defense Reutilization and Marketing Office
EC—equipment custodian
ECO—equipment control officer
FOB—found-on-base
GPC—government purchase card
GSA—General Services Administration
IPMS—Inventory Processing Management System
IT—information technology
MAJCOM—major command
MECO—MAJCOM ECO
MFR—memorandum for record
OS—operating system
PCA—permanent change of assignment
PDA—personal digital assistant
PCS—permanent change of station
RAM—random access memory

ROS—report of survey
SA—systems administrator
TDY—temporary duty
WM—workgroup manager

Attachment 2

SAMPLE EC APPOINTMENT MEMORANDUM

DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

MEMORANDUM FOR HQ AFRS/RSISR (ECO)

FROM: (Unit Commander/Division Chief Office)

SUBJECT: Appointment of Computer Equipment Custodian (EC)

1. In accordance with AFI 33-112, paragraph 11, the following individual is appointed EC for the computer resources assigned to the (IPMS account) account in (division, squadron name, etc.).

2. The member has signed with his/her payroll signature in the block provided:

(Custodian's information)   Payroll Signature of EC

Doe, Jane, TSgt, 123 RCS/RSSS – Primary
DSN: 123-4567   DOS: Jan 00   _____

Doe, John, TSgt, 123 RCS/RSSS – Alternate
DSN: 123-4567   DOS: Jan 00   _____

3. A copy of this letter will be kept in the custodian folder with signed copies of the latest inventory listing for this area.

4. It has been explained to the incumbent that I will refuse to release him/her from duty before he/she has been cleared by me, following a joint physical inventory.

5. This appointment has been discussed with and is consented to by the individual listed above who has read and accepted the responsibilities stated in the referenced instruction, as attested to by his/her signature.

6. This supersedes (division/unit) appointment, dated (date of last appointment memo).

                                    SIGNATURE BLOCK
                                    Commander or Division Chief

Attachment 3

SAMPLE AF FORM 1297, TEMPORARY ISSUE RECEIPT

I acknowledge receipt of and responsibility IAW AFI 23-111 for the items described below and will return them by the return date indicated.						
ISSUED TO: SIGNATURE			DUTY PHONE DSN 487-5256	ISSUED BY SSgt John Noss		
ISSUED TO: NAME, GRADE, ORGN *(Type or print)* William Brown, TSgt, 310 RCS/RSM			ORGN ACCT NO. 10Q	DATE OF ISSUE 20020412	RETURN DATE 20020420	
STOCK NUMBER	DESCRIPTION OF ITEM				U/I	QNTY
CompID 57207865, s/n 78-1F-ghj	IBM Thinkpad T22 PIII-1.2GHz Laptop w/port replicator and case				Ea	1
	xxxxxxxxxxxxxxxxxxxxxLAST ITEMxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					

AF FORM 1297, 19870701 *(EF-V4)*   PREVIOUS EDITION WILL BE USED.   **TEMPORARY ISSUE RECEIPT**

Attachment 4

INTERNET ACCESS TRAINING FORM AND HAND RECEIPT

See AFI 33-129, *Transmission of Information Via the Internet.*

I have read and understand the paragraphs cited in AFI 33-129. I acknowledge receipt of the listed equipment and training. I understand that failure to follow guidelines may result in adverse administrative or disciplinary actions against me. Further, I understand that I should familiarize myself with AFI 33-119. Failure to sign this form will result in denial of my access to any and all networks, automated information systems (AIS), and the Internet.

I acknowledge receipt of and responsibility IAW AFI 23-111 for the items described below and will return them by the return date indicated.						
ISSUED TO: SIGNATURE			DUTY PHONE DSN 487-5256	ISSUED BY SSgt John Noss		
ISSUED TO: NAME, GRADE, ORGN *(Type or print)* William Brown, TSgt, 310 RCS/RSM			ORGN ACCT NO. 10Q	DATE OF ISSUE 20020412	RETURN DATE 20020420	
STOCK NUMBER	DESCRIPTION OF ITEM				U/I	QNTY
CompID 57207865, s/n 78-1F-ghj	IBM Thinkpad T22 PIII-1.2GHz Laptop w/port replicator and case				Ea	1
	xxxxxxxxxxxxxxxxxxxxxLAST ITEMxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					

AF FORM 1297, 19870701 *(EF-V4)*   PREVIOUS EDITION WILL BE USED.   **TEMPORARY ISSUE RECEIPT**

INITIAL/ANNUAL	NAME, RANK, OFFICE SYMBOL (PRINT)	SIGNATURE AND DATE

Attachment 5

MEMORANDUM TO TRANSFER COMPUTER EQUIPMENT

Date

MEMORANDUM FOR HQ AFRS/RSISR (ECO)

FROM: BELOW EQUIPMENT CUSTODIANS

SUBJECT: Transfer of ADPE Equipment

Request that the following ADPE equipment be transferred:

From: ADPE account _____, ADPE custodian _____.
To: ADPE account _____, ADPE custodian _____.

COMPONENT ID	DESCRIPTION	SERIAL NUMBER	LOCATION (Bldg/Rm)

_____   _____
(Signature of Transferring EC)   (Signature of Receiving EC)

Attachment 6

INFORMATION PR0CESSING MANAGEMENT SYSTEM (IPMS) WORKSHEET

MEMORANDUM FOR AFRS/RSISR (ECO)   Date

FROM: Squadron/Office (EC Rank/Name)

SUBJECT: Information Processing Management System (IPMS) Worksheet

ACTION	MODEL	DESCRIPTION	SERIAL NUMBER	CONDITION	COMMENT

Action Legend	Condition Legend
Add = A	Serviceable = S
Delete = D	Unserviceable = U
Excess = E	
Add Feature = AF	
Delete Feature = DF	

Custodian Signature_____

Fax to: Commercial: 210-652-6822
                DSN: 487-6822
                ATTN: ECO

E-mail to: eco@rs.af.mil

Attachment 7

SAMPLE INVENTORY EXTENSION REQUEST

DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

Date

MEMORANDUM FOR HQ AFRS/RSI

FROM: (UNIT COMMANDER/DIVISION CHIEF)

SUBJECT: Inventory Extension Request

1. Request a __-day extension to finalize our inventory for the following IT Equipment accounts: (list EC accounts affected by extension).

2. Justification:

3. If you have any questions, please contact (contact information).

SIGNATURE BLOCK
Unit Commander/Division Chief

Attachment 8

SAMPLE REPORT OF SURVEY REQUEST

DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

Date

MEMORANDUM FOR (Using Activity Commander)

FROM: (Complete Organizational Mailing Address)

SUBJECT: Request Initiation of Report of Survey

1. Request a Report of Survey be initiated for the following item(s):

    a. Item Description:

    b. Serial Number:

    c. IPMS Component Number:

    d. Purchase Cost:

    e. Brief explanation of loss, damage, or destruction (to include date of loss/damage):

    f. Repeat step (a) for each additional item.

2. Please contact the undersigned at (telephone extension) if you have any questions or require additional information.

EC SIGNATURE BLOCK
Organization Account Number

Attachment 9

SAMPLE INVENTORY ADJUSTMENT REQUEST

DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

Date

MEMORANDUM FOR HQ AFRS/RSISR

FROM: (Unit Commander/Division Chief)

SUBJECT: Inventory Adjustment Request

1. Request an adjustment to the IT equipment inventory account (account name). The following item cannot be accounted for, and is valued under $500.

2. Explain details of loss, history, and background.

3. Include model information, serial number, IPMS component ID, etc.

4. If you have any questions, please contact (contact information).

                                        SIGNATURE BLOCK
                                        Unit Commander/Division Chief

Attachment 10

HARD DRIVE WIPE LABELS

Certification of Hard Drive Disposition	Certification of Hard Drive Disposition	Certification of Hard Drive Disposition

This certifies this hard drive,
 	
Serial Number:
 	
_____,
Make and Model:
 	
_____
was overwritten/degaussed/destroyed in accordance with DoD Memorandum "Disposition of Unclassified DoD Computer Hard Drives" on
 	
_____.
        (Date)
 	
Software or Degausser Used:
 	
Wiped by:
 	
_____ _____
                                    Date
	This certifies this hard drive,
	
	Serial Number:
	
	_____,
	Make and Model:
	
	_____
	was overwritten/degaussed/destroyed in accordance with DoD Memorandum "Disposition of Unclassified DoD Computer Hard Drives" on
	
	_____.
	        (Date)
	
	Software or Degausser Used:
	
	Wiped by:
	
	_____ _____
	                                    Date
		This certifies this hard drive,
		
		Serial Number:
		
		_____,
		Make and Model:
		
		_____
		was overwritten/degaussed/destroyed in accordance with DoD Memorandum "Disposition of Unclassified DoD Computer Hard Drives" on
		
		_____.
		        (Date)
		
		Software or Degausser Used:
		
		Wiped by:
		
		_____ _____
		                                    Date

Attachment 11

SAMPLE DD FORM 1348-1A, ISSUE RELEASE/RECEIPT DOCUMENT

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

PREVIOUS EDITION MAY BE USED

PerFORM (DLA)

Column headers (character positions 1–80):
DOCUMENT IDENTIFIER / RI FROM / M&S / UNIT / QUANTITY / SUPPLEMENTARY ADDRESS / SIG / FUND / DISTRIBUTION / PROJECT / PRI / RDD / REQLTE / ADV / RI / O/P / CMGT

Line data:
A 5 J ... EA 0 0 0 0 1 ... A 2 R A N ... AA

1. TOTAL PRICE
2. SHIP FROM: FU3089
3. SHIP TO: SZ3547

UNIT PRICE | DOLLARS | CTS
DOLLARS | CTS
0 2 0 8 9 | 0 0 | 0 0 0 2 0 8 9 | 0 | 0

4. MARK FOR

5. DOC DATE | 6. NMFC | 7. FRT RATE | 8. TYPE CARGO | 9. PS: U

10. QTY. REC'D | 11. UP | 12. UNIT WEIGHT | 13. UNIT CUBE | 14. UFC | 15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE
Intel Pentium Processor 166MHZ

18. TY CONT | 19. NO CONT | 20. TOTAL WEIGHT | 21. TOTAL CUBE

22. RECEIVED BY | 23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)
FU3089-2135-01-03

25. NATIONAL STOCK NO. & ADD (8-22)
7025-00-CPU
IPMS Screening Report FU308902135001
Model:MI7 SYS1-236638

26. RIC (4-6) / UI (23-24) / QTY (25-29) / CON CODE (71) / DIST (65-56) / UP (74-80)

27. ADDITIONAL DATA
0002   7056880006
I certify that any remaining information is unclassified or has been declassified and does not contain data unauthorized for release. The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum, 'Disposition of Unclassified Computer Hard Drives,' dated June 4, 2001.
Accountable Officer

<div align="center">

Attachment 12

SAMPLE DD FORM 1149, REQUISTION AND INVOICE/SHIPPING DOCUMENT

</div>

SHIPPING CONTAINER TALLY ─────▶ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT	Form Approved OMB No. 0704-0246 Expires Jan 31, 2003

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)
HQ AETC/SCMY
F61 Main Circle Ste 2 Bldg 675
Randolph AFB TX 78150 4545

SHEET NO: 1 / NO. OF SHEETS 2 / REQUISITION DATE 000315

5. REQUISITION NUMBER: FB30...

7. DATE MATERIAL REQUIRED (YYMMDD): 000323

8. PRIORITY: 7P3

2. TO: (Include ZIP Code)
81 CS/SCBBA
708 FISHER ST. BLDG 901 REAR DOCK
KEESLER AFB, MS 39534

9. AUTHORITY OR PURPOSE

10. SIGNATURE

11a. VOUCHER NUMBER & DATE (YYMMDD)

3. SHIP TO - MARK FOR
JACK DUPREE, 81 CS/SCBBA
DPC 5750
708 FISHER ST. BLDG 901 REAR DOCK
KEESLER AFB, MS 39534

12. DATE SHIPPED (YYMMDD) b.

13. MODE OF SHIPMENT: B

14. BILL OF LADING NUMBER

16. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS SYMBOL AND SUBHEAD
FUND CITE:
5703400 300 6442 55110003 469 667100

OBJECT CLASS	EXPENDITURE ACCOUNT (From)	(To)	CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND / OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
	Detailed listing attached "This shipment does not contain classified, sensitive, protected or hazardous materials." JMT							

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19.	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL
CHECKED BY						R E C E I P T	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
PACKED BY							POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
			◀──── TOTAL ────▶							

RECAPITULATION OF SHIPMENT

DD FORM 1149, APR 2000   51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
PREVIOUS EDITION MAY BE USED.