

**BY ORDER OF THE COMMANDER
AIR FORCE OFFICER ACCESSION
AND TRAINING SCHOOLS (AETC)**



AIR FORCE INSTRUCTION 33-112

AFOATS SUPPLEMENT 1

22 JULY 2004

Communications and Information

COMPUTER SYSTEMS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFOATS/SDCS
(Ms. Julia Smith)
Supersedes AFI 33-112, Volume 1/AFOATS Sup 1,
16 April 2001

Certified by: AFOATS/SDC
(Mr. Glenn Donald)
Pages: 13
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AFI 33-112, 25 February 2001, is supplemented as follows:

This supplement is designed to assist the Equipment Custodians (EC). It identifies policies, responsibilities and procedures for the accountability and use of Information Technology (IT) assets through the use of the Air Force Information Technology Access Management System (ITAMS). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). The provisions outlined in this instruction apply to all AFOATS organizations using IT assets.

SUMMARY OF REVISIONS

This revision: Removed 11.1. - the ADPE Inventory Recertification Letter and Attachment 8, Sample Letter; updated 33 - Methods of Disposition; updated 34 – Disposition of Excess Hardware and changed the title to Reutilization Program; and removed 34.2. This paragraph references 33--Methods of Disposition. A star (★) indicates changed information from the previous version.

7. Commanders/division chiefs will ensure all Computer Systems Equipment Custodians have read and fully understand the contents of AFI 33-112 and this supplement. This will fulfill the initial and annual training requirements.

7.6. Appointment letters will be accomplished on an annual basis and when there is a change in the primary or alternate equipment custodian. Letter format is shown in Attachment 5.

7.6.1. (Added) (AFOATS) JROTC units assigned to Southeast Region due NLT 1 January of each year.

7.6.2. (Added) (AFOATS) JROTC units assigned to Southwest Region due NLT 1 March of each year.

7.6.3. (Added) (AFOATS) JROTC units assigned to Northeast Region due NLT 1 May of each year.

7.6.4. (Added) (AFOATS) JROTC units assigned to Northwest Region due NLT 1 August of each year.

10.1. The Equipment Control Officer (ECO) for the Defense Reporting Agency (DRA) 5795 is responsible for all applicable procedures described throughout this supplement. The ECO is appointed by AFOATS/SDC and is located at Maxwell AFB AL 36112-6106.

11.1. The ECO maintains accuracy on the ITAMS accounts and provides new equipment custodian inventory listings annually to all AFOATS organizations. The ECO will provide new inventory and applicable bar code labels. All equipment assigned to AFROTC Regional Directors of Admission (RDAs) and Assistant RDAs (ARDAs) will be added to the respective unit's account where the individual is physically located. However, such assets are not unit assets.

11.1.2. (Added) (AFOATS) Dets assigned to AFROTC Southeast Region NLT 1 January of each year.

11.1.3. (Added) (AFOATS) Dets assigned to AFROTC Southwest Region NLT 1 March of each year.

11.1.4. (Added) (AFOATS) Dets assigned to AFROTC Northeast Region NLT 1 May of each year.

11.1.5. (Added) (AFOATS) Dets assigned to AFROTC Northwest Region NLT 1 August of each year.

11.2. All documentation will be maintained IAW AFI 37-138, *Records Disposition--Procedures and Responsibilities*. (ECs maintain a continuity folder to include, at a minimum, the following documentation:)

11.2.1. Section 1: Appointment letter/training documentation

11.2.2. Section 2: Governing directives

11.2.3. Section 3: Copy of current certified equipment inventory and AF IMT 1297, **Temporary Issue Receipt**, for equipment signed out

11.2.4. Section 4: Copy of support documents for additions (AF IMT 1297, DD Form 250, **Material Inspection and Receiving Report**; DD Form 1149, **Requisition and Invoice/Shipping Document**, etc. see Attachment 6)

11.2.5. Section 5: Copy of support documents for deletions (DD Form 1149, DD Form 1348-1A, **Issue Release/Receipt Document**, letters of transfer, etc., see Attachments 2 and 7)

11.2.6. Section 6: Copy of general correspondence relating to computer systems equipment management (policy letters requirements documents, technical solutions and etc.)

11.2.7. Section 7: History of all maintenance actions (AF IMT 597, **ADPE Maintenance Record**, vendor maintenance forms, etc.)

11.12. ECs notify applicable unit and region commander or division chief in writing of the need to initiate a Report of Survey (ROS) with any account under DRA 5795 that involves lost, damaged, or destroyed equipment. ECs will provide a courtesy copy of the memo to the ECO and continue to follow-up until action is taken to clear missing item(s). Elevate issues as necessary.

★**33. Methods of Disposition.** There are three methods for disposing of excess computer equipment within a given EC account.

33.1. Transfer excess operational assets to other AFOATS organizations (JROTC or ROTC detts). See Attachment 9

33.2. Donation to a non-profit organization: The organization must have a current tax exempt certificate and identification number issued by the Internal Revenue Service under section 501(c) of the United States Tax Code. The organization must operate exclusively for the purpose of education. The organization must serve pre-kindergarten through grade 12 students. If these three criteria are met, the nonprofit organization is eligible to receive DoD computer equipment.

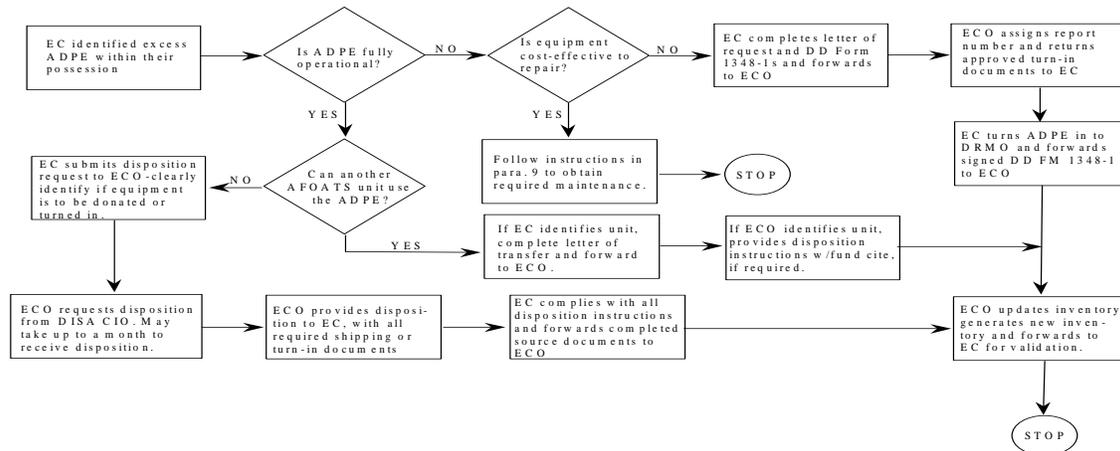
33.3. Defense Reutilization Marketing Office (DRMO): The EC will report all excess computer equipment as shown in Figure 33.1 at least 120 days before they know it will no longer be required within their unit. This will eliminate the need to store assets pending receipt of disposition instructions.

33.4. The EC will submit a letter for all equipment declared excess (see Attachment 10) to the ECO. See Figure 33.2 for appropriate condition codes.

33.6. It should take no more than 14 days to process the equipment through the entire reutilization process. ITAMS will establish an automatic release date. Once the release date is attained from the screening process, the EC will receive a DD Form 1348-1A and the equipment can be turned into DRMO. The EC will sign and date block 27 to verify the condition of the equipment and the accuracy of the documentation. DRMO will sign/stamp and date a copy of the DD Form 1348-1A. A copy of the signed form must be returned to the ECO for filing and ITAMS updating.

33.8. All computer systems that are to be turned in will have an “FDISK” performed to delete the partitions off all internal media. For those systems that are non-operational, this task cannot be performed. The hard drive will be removed from the system and destroyed.

Figure 33.1. (Added) (AFOATS) Excess Report Process Chart



33.9. Serviceability. Serviceability of computer systems resources has nothing to do with how old or antiquated a device is. It is based on the overall functionality of the device.

33.10. SERVICEABLE - Device is able to perform all tasks it was originally designed to perform.

33.10.1. You have a 13” green screen monitor to work with a Z-248 computer system and it provides readable text when hooked to the computer. This device is designated as serviceable.

33.10.2. You have a Z-248 computer system and it powers up to a prompt, you’re able to read single-sided floppy diskettes, you can access the hard disk drive(s), and the video is legible. This is a fully functional machine.

33.11. UNSERVICEABLE (Limited Restoration) - Device is not presently able to perform all tasks it was originally designed to perform. However, with cost-effective repairs, the system will be able to perform all tasks it was originally designed to perform.

33.11.1. You have a HP LaserJet III printer that has a bad fuser unit and it will cost approximately \$135.00 to repair. Based on the 65% repair cost limitation of the initial purchase cost (\$1,200.00) it is cost-effective to repair and the parts are still available. Therefore, it can be made totally serviceable/functional.

33.11.2. You have a Unisys PW2 computer that will not power up. After running through the maintenance flowchart, it is determined that the power supply is bad. AFOATS/SDCB maintains a number of spare parts or is able to procure the replacement part for approximately \$70.00. This system can be made totally operational within the maintenance repair allowance.

33.12. UNSERVICEABLE (Condemned) - Device is not able to perform all tasks it was originally designed to perform, cannot be repaired cost-effectively, and replacement parts cannot be procured.

33.12.1. You purchased a Dell 310 computer system six years ago and the memory modules have gone bad. We are unable to procure the memory modules due to their being proprietary and are no longer manufactured. This system should be declared unserviceable and condemned.

33.12.2. You have a 17" Sony monitor (original purchase cost of \$490.00) that was struck by lightning. Repair estimate says it will cost \$395.00 to repair. It will not be cost-effective to repair the system and can be replaced for approximately \$300.00. This item will be designated unserviceable and condemned.

Figure 33.2. (Added) (AFOATS) Declared Excess Condition Codes

CODE	EXPLANATION	EQUIPMENT CONDITION
A1	Serviceable (without qualification)	UNUSED-GOOD
A4	Serviceable (without qualification)	USED-GOOD
A5	Serviceable (without qualification)	USED-FAIR
A6	Serviceable (without qualification)	USED-POOR
E7	Unserviceable (Limited Restoration)	REPAIRS REQUIRED-GOOD
E8	Unserviceable (Limited Restoration)	REPAIRS REQUIRED-FAIR
E9	Unserviceable (Limited Restoration)	REPAIRS REQUIRED-POOR
HS	Unserviceable (Condemned)	SCRAP
HX	Unserviceable (Condemned)	SALVAGE

GOOD - little or no cosmetic damage

FAIR - case scratched and or discolored

POOR - case dented, severely scratched, and or discolored

★34. Reutilization Program. Equipment acquired from a host base.

34.1. If operational equipment is acquired through the reutilization program, a DD Form 1149 will be accomplished by the gaining organization who will pay for the shipment. The losing organization will need to work with the Traffic Management Office of the host base to have the equipment packaged and shipped. Coordinate all final DD Form 1149 actions with the gaining unit and send a copy of the DD Form 1149 to the ECO.

FLOYD L. CARPENTER
Colonel, USAF
Commander, AFOATS

Attachment 5 (Added) (AFOATS)**SAMPLE EC APPOINTMENT LETTER**

(ORGANIZATIONAL LETTERHEAD)

DATE

MEMORANDUM FOR AFOATS/SDCS

ATTENTION: Equipment Control Officer

FROM: AFROTC Detachment 999
 123 Campus Drive
 Washington DC 12345-6789

SUBJECT: Appointment of Computer Systems Equipment Custodian /Alternate, Account # 9999

1. Reference: AFI 33-112, para 7.5 – 7.6
2. The following individuals are appointed Primary and Alternate Computer Systems Equipment Custodians (EC) for computer systems equipment assigned to DRA 5795, EC Account # 9999. Each individual certifies they have read and understand the contents of AFI 33-112.

	PRIMARY	ALTERNATE
GRADE/NAME:	Jan Dome	Carl Albert
ORG/OFFICE:	AFROTC Det 999	AFROTC Det 999
BLDG/ROOM:	Jones Hall, Room 250	Jones Hall, Room 250
PHONE COMM:	(334) 841-2666	(334) 841-2666
PHONE DSN:	493-2666	493-2666
FAX:	(334) 841-2667	(334) 841-2667
E-MAIL ADDRESS:	jan.dome@maxwell.af.mil	carl.albert@maxwell.af.mil
SIGNATURE:	_____	_____
COMPLETE ORGANIZATIONAL SHIPPING ADDRESS:	_____	
	AFROTC Det 999	
	12 Center Street	
	Maxwell AFB AL 36112	

3. Thirty-days prior to an EC being relieved from duty, reassigned, placed on TDY order for over 45 days, or separated from service, a new custodian will be appointed.
4. The individuals appointed above have been briefed on the following duties and responsibilities:
 - a. They are accountable and responsible for the items on their inventory. If computer systems equipment items are lost, damaged, or destroyed by fault or neglect of the EC, financial liability will be imposed according to *AFMAN 23-220, Reports of Survey for Air Force Property*.

b. The EC must notify the Equipment Control Officer (ECO) in writing immediately when any computer systems equipment is gained, moved, replaced/modified by maintenance personnel, lost, stolen, or destroyed.

c. The EC will not transfer or dispose of any computer systems equipment without prior approval of the ECO staff.

d. They also understand that they will not be relieved of their responsibility and will be held accountable until a new EC is formally appointed, an inventory conducted with the incoming EC, the inventory is signed by both the incoming and outgoing EC and the documentation is accepted by the ECO.

JOHN JONES, Lt Col, USAF
Commander or Division Chief

cc:
ECO Files (1)

Attachment 6 (Added) (AFOATS)
SAMPLE DD FORM 1149

SHIPPING CONTAINERALLY 12345 6789 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									
1. FROM (Include ZIP Code) 99TH COMMUNICATIONS SQUADRON (LOSING UNIT) 999 MAIN STREET ANY AFB, ST 99999-9999					8. REQUISITION NUMBER *OBTAIN FROM HQ 8 PRIORITY				
2. TO (Include ZIP Code) HQ AFOATS/SDC 551 EAST MAXWELL BLVD. MAXWELL AFB AL 36112-6106					9. AUTHORITY OR FPO USE AVOID PROCUREMENT				
3. SHIP TO - WORK FOR AFROTC DETACHMENT 999 (GAINING UNIT) STATE UNIVERSITY ATTN: MSGT JOHN Q. SMITH, (334) 555-1234 123 UNIVERSITY DRIVE CITY, ST 12345-1234					10. SIGNATURE ELECTRONIC TRANSFER TO DPI 5795, PLIN 52				
4. AFFORATIONS ISSUED AND SERVED *OBTAIN FROM HQ					11. a. VOUCHER NUMBER, DATE (MM/YY) WILLIAM T. BROWN, MSGT b. HQ AFOATS/SDC (334) 953-7107 DSN 493-7107 14. BILL OF LADING NUMBER				
5. APPROVAL DESIGNATOR OR PROF REFERENCE NO					15. APPROVAL DESIGNATOR OR PROF REFERENCE NO				
ITEM NO	FEDERAL STOCK NUMBER, DESCRIPTION AND CODE OF MATERIAL AND/OR SERVICES	QTY	UNIT OF ISSUE	EXCESS REPORT NUMBER	EXPIRATION DATE	EXCESS REPORT NUMBER	EXPIRATION DATE	AMOUNT	REMARKS
01	Hyundai Monitor, M/N: ABC123, S/N: AZ123, AZ124, AZ125, AZ126	4	E.A.					\$300.00	
02	Zenith 486/66 CPU w/ keyboard, mouse, and power cord, M/N: ZBS 4298, S/N: 4BS BF U0000998, 4BS BF U0000997, 4BS BF U0000998, 4BS BF U0000999	4	E.A.					\$2000.00	
16. TRANSPORTATION (A/M/NTS/CR/MS/CS/CH/FE/BE/TE)									17. SPECIAL HANDLING
IS	ISSUED BY	TOTAL COPIES	THE OH TAKER	DESCRIPTION	TOTAL VOUCHER	TOTAL QUANTITY	TOTAL CUBE	DATE (MM/YY)	BY
ES	ISSUED BY								
CS	ISSUED BY								
MS	ISSUED BY								
CR	ISSUED BY								
BE	ISSUED BY								
TE	ISSUED BY								
TOTAL									20. RECEIVERS VOUCHER NO

DD Form 1149, DEC 93 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

Attachment 7 (Added) (AFOATS)

SAMPLE DIRECT REMOVAL OF PROPERTY AUTHORIZATION LETTER

(ORGANIZATIONAL LETTERHEAD)

DATE

MEMORANDUM FOR DRMO (Appropriate DRMO Designator)

FROM: AFOATS/SDCS
551 East Maxwell Blvd.
Maxwell AFB AL 36112-6106

SUBJECT: Direct Removal of Property From DRMO

1. In compliance with DoDM 4160.21, *Defense Reutilization and Marketing Manual*, Chapter XII, para O, the following are authorized to sign DD Form 1348-1(s) for this DODAAC:

a. Accountable Officer: (EC Full name and grade)
DODACC/UIC/RUC: (Applicable DODAAC for Unit)
ACTIVITY: (Unit Designation)
ADDRESS: (Full mailing address)
PHONE: (Commercial telephone number)
SIGNATURE: (EC Signature)

b. Alternate Officer: (Alt. EC Full name and grade)
DODACC/UIC/RUC: (Applicable DODAC for Unit)
ACTIVITY: (Unit Designation)
ADDRESS: (Full mailing address)
PHONE: (Commercial telephone number)
SIGNATURE: (Alt. EC Signature)

2. If there are any questions or concerns, please contact me at (334) 953-8317 or DSN 493-8317.

JOHN JONES, ECO, USAF
ECO Signature Block

Attachment 8 (Added) (AFOATS)**SAMPLE RECEIPT OF NEW COMPUTER SYSTEMS RESOURCES LETTER**

(ORGANIZATIONAL LETTERHEAD)

DATE

MEMORANDUM FOR AFOATS/SDCS
ATTENTION: DRA 5795 ECO

FROM: AFROTC Detachment 999
123 Campus Drive
Washington DC 12345-6789

SUBJECT: Receipt of New Computer Systems Resources

1. The following computer systems resources were received by (EC Account #) on (date). Appropriate receiving reports (DD Form 250, DD Form 1149, DD Form 115, DD Form 1348-1A, etc.) are attached as source documents.

MAKE	MODEL	SERIAL NO.	DESCRIPTION	BLDG#	COST
Dell	GP7800	GTU5	Dell PIV Computer	350	\$900

2. This equipment will/will not be used to process classified material and is/is not Tempest equipment.

3. If there are any questions, please contact the undersigned at (phone number).

JOHN JONES, MSgt, USAF
EC Signature

Attachments:

- 1.
- 2.

cc:
AFOATS/SDCS

Attachment 9 (Added) (AFOATS)

**SAMPLE TRANSFER OF COMPUTER SYSTEMS RESOURCES (Within AFOATS)
LETTER**

(ORGANIZATIONAL LETTERHEAD)

DATE

MEMORANDUM FOR AFOATS/SDCS
ATTENTION: DRA 5795 ECO

FROM: AFROTC DETACHMENT 999 (Losing EC)
123 Campus Drive
Washington DC 12345-6789

SUBJECT: Transfer of Computer Systems Resources

1. Request the following computer systems resources be transferred from EC Account # 9999 to EC Account # 9898.

MAKE	MODEL	DESCRIPTION	SERIAL NO.
Dell	MMS	Dell 17" Monitor	7344449993

2. Please generate new computer systems equipment listings for both organizations, reflecting the above changes.

3. If there are any questions, please contact TSgt Smith, (202) 555-1212. (EC of losing organization, phone number).

JOHN JONES, MSgt, USAF
LOSING EC

1st Ind, 22 Support Squadron/CC (Gaining unit)

MEMORANDUM FOR AFOATS/SDCS

I accept responsibility for the above listed equipment. Please implement the changes.

STEVE JONES, MSgt, USAF
GAINING EC

cc:
AFOATS/SDCS

Attachment 10**SAMPLE REQUEST FOR DISPOSITION LETTER**

(ORGANIZATIONAL LETTERHEAD)

DATE

MEMORANDUM FOR AFOATS/SDCS
ATTENTION: DRA 5795 ECO

FROM: AFROTC Detachment 999
123 Campus Drive
Washington DC 12345-6789

SUBJECT: Request Disposition for Excess Computer Systems Resources

1. Request disposition for the following computer systems resources presently assigned to DRA 5795, EC Account # 9999.

MAKE	MODEL	SERIAL NO.	COND CODE
Lexmark	T623DL	4057878	HS

2. Provide the Host Base (DRMO) DoDAAC Code or Address. This code is necessary to process the excess equipment.

3. If there are any questions, please contact ECO.

JOHN JONES, MSgt, USAF
EC Signature

cc:
AFOATS/SDCS

