

**BY THE ORDER OF THE COMMANDER
NORAD/US NORTHCOM**

**NORAD/US NORTHCOM
HEADQUARTERS OPERATING
INSTRUCTION 33-146**



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Communications and Information**

COMPUTER SYSTEMS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction 33-112, **Information Technology Hardware Asset Management**. This instruction lists the responsibilities of the NORAD/USNORTHCOM Commander for all Automated Data Processing Equipment (ADPE) under NORAD/USNORTHCOM control. It also lists the duties of ADPE custodians for inventory tracking and control of ADPE at the functional management level. It applies to all NORAD/USNORTHCOM personnel with the exception of the Joint Worldwide Intelligence Communications System. It does not apply to Air Force Reserve Command (AFRC) and/or Air National Guard (ANG) units. Send recommendations to change, add, or delete information in this instruction to NORAD/USNORTHCOM J6248, 250 Vandenberg St. Ste B038, Peterson AFB, CO 80914 using AF IMT 847, **Recommendation for Change of Publication**. Maintain and dispose of records created as a result of prescribed processes in accordance with the Joint Staff Disposition Schedule CJCSM 5760.01 **Joint Staff and Combatant Command Records Management Manual: Vol I (Procedures) & Vol II (Disposition Schedule)** which may be found online at: http://www.dtic.mil/cjcs_directives/cdata/unlimit/m576001vi.pdf and http://www.dtic.mil/cjcs_directives/cdata/unlimit/m576001vii.pdf. See **Attachment 1** for complete references and supporting information.

1. Automated Date Processing Equipment Account Responsibility.

1.1. NORAD/USNORTHCOM CC. The commander has primary responsibility for ADPE under NORAD/USNORTHCOM (N-NC) control and will delegate inventory tracking and control to ADPE custodians at the functional management level.

1.2. Organization Commanders. Commanders and Directors of Staff Directorates are responsible for all ADPE under their control. They will appoint, in writing, a primary and at least one, but not more than three, alternate equipment custodians (EC). The commander

will provide a copy of the appointment letter to the ADP Equipment Control Officer (ECO), 21 SCS/SCBSE, and will update the letter annually or when he/she appoints a new primary or alternate custodian. Commanders will support their ECs to ensure ADPE users maintain inventory and accountability. They will provide adequate tools and time for conducting and maintaining inventories. The ECO will provide one-on-one training for each EC appointed, a copy of the ADP ECO, and Equipment Custodian Guide.

1.3. ADPE Custodians. ECs are delegated the responsibility and authority for ADPE under their control as designated by the letter of appointment. ECs will ensure they maintain ADPE accounts and equipment in compliance with all areas of this instruction. ECs will also ensure all users are informed and in compliance with this instruction.

1.4. Users. Users will comply with all requirements of this instruction. They will also comply and cooperate with all recommendations and requirements of the EC or commander in the operation and control of ADPE.

2. Physical Considerations.

2.1. Housekeeping. Keep food and drinks outside the room for large systems, and away from equipment for small systems. Keep the area around the equipment clean. Place equipment away from hazardous areas as much as possible, i.e., open windows, unstable tables, or shelves, sources of intense heat, etc.

2.2. ADPE Location. Place ADPE in a specific room and in a specific location within a room. ECs are to instruct their personnel that they will not move elements of ADPE from the assigned location without notifying the EC according to **paragraphs 5.1 and 5.2** of this instruction.

2.3. System Integrity. In most cases, computer systems are fielded as an integrated unit. Maintain all elements of the system together, cannibalization of ADPE assets is not authorized. Systems identified for turn-in or transfer must have all original hardware intact and turned in accordingly.

2.4. ADPE Custodian File Folder. ECs will maintain a custodian folder that is clearly marked with the account number as assigned by the ECO. A three ring binder or adequate substitute, partitioned accordingly, is recommended and should be set-up as follows:

2.4.1. Tab A--A copy of your current appointment letter and training certification letter.

2.4.2. Tab B--A copy of the most recent ADPE custodian listing (account inventory).

2.4.3. Tab C--Copies of equipment receipt listing, Turn In/Transfer of ADPE, and shipping documents.

2.4.4. Tab D--Copies of Department of Defense (DD) Forms 1348-1a, *Issue Release/Receipt Document*, ADPE turn-in.

2.4.5. Tab E--Copies of reports of survey.

2.4.6. Tab F--A copy of this instruction and the ECO and EC Standard Guide.

2.4.7. Tab G--Copies of maintenance records, if applicable.

2.4.8. Tab H--A copy of the computer equipment custodian inspection checklist.

3. Acquisition.

3.1. Identification. Identification of ADPE requirements evolve from N-NC/J624 Information Technology (IT) Requests, Lifecycle Management and Operation and Maintenance practices. ECs must sign for equipment that is issued as a replacement for malfunctioning hardware, in response to an IT Request for hardware or issued in a Technical Refresh effort. When identifying equipment requirements through an IT Request, the EC must be identified. N-NC/J6248 will not accept requests without the EC identified.

3.2. Considerations. When considering new ADPE, ECs and users should examine the requirements for which the equipment is being acquired. If there is excess equipment within the functional area that can serve this requirement, consider this option prior to identifying a new requirement. N-NC/J624 will provide technical solutions based on the command-standards to fulfill the requirement.

3.3. Technical Solution. The N-NC/J6245 Configuration Management Office will develop command-standard hardware for all equipment through Lifecycle Management practices. These practices involve the collection of requirements from the command user community, Operation and Maintenance staff, procurement officials and Configuration Managers to determine the best overall fit for the command. Standards are maintained through strict Configuration Control practices, reviewed and upgraded at routine increments to ensure that standard hardware is on hand or easily procured to fulfill command requirements.

3.4. Ordering/Procurement. N-NC/J624 will procure all ADPE for HQ, N-NC and warehouse standard equipment at regularly scheduled intervals to allow for minimal turn-around time for requirements. Order quantities are based on projections of potential hardware replacements, IT Requests, and Lifecycle Replacement (Tech Refresh) requirements for that period. Warehoused equipment that reaches a minimum on-hand quantity (threshold) due to hardware issue exceeding projections will trigger an additional purchase of hardware to add to the warehouse inventory. If circumstances present a depleted inventory and the turn-around time will not meet the due date requirement, another option following the completion of the IT Request process, is to purchase equipment with the organization's Government Purchase Card (GPC). This process requires approval from N-NC/J6248 to ensure compliance with command-standards. The unit must identify equipment acquired in this manner to the ECO for entry into the Information Technology Asset Management (ITAM) System account. All purchases will comply with NNCHOI 64-122, *NORAD/USNORTHCOM Contract Review Board*.

3.5. Receipt. The ECO initially accounts for non-IMPAC acquired equipment received at Base Equipment Control Office warehouse. The ECO will inform the N-NC/J6248 of receipt. The N-NC/J6248 account custodian will sign for all equipment that requires imaging of the hard drive. For non-cpu related assets, i.e. printers, scanners and monitors, the ADPE warehouse will contact the gaining custodian for pickup.

3.6. Imaging. Prior to equipment deployment, all systems will receive the standard software load through the imaging process and staged for issue in the N-NC/J6248 Warehouse.

3.7. GPC Purchases. The vendor delivers GPC purchases directly to the gaining EC. For accountable hardware acquisitions, the user will send a Found-On-Base letter to the ECO not later than 10 working days after receipt of the computer hardware.

3.8. Accountability. ECs are accountable for all equipment on their inventory. The EC will issue all hardware on an AF IMT 1297, *Temporary Issue Receipt*, to the users and brief them on their responsibilities in maintaining and accounting for the equipment. Hand receipts must be renewed annually.

3.9. Certification. The organizational Commander/Directors of staff Directorates are responsible for signing the certification statement on the inventory.

4. Inventory.

4.1. Equipment Control Officer (ECO) and Information Technology Asset Management System (ITAM). The ECO maintains the ADPE inventory for N-NC and associate units supported by N-NC. The ECO provides ECs with a printed listing of their account at least annually. The ECO will also provide bar code labels for the equipment on these accounts.

4.2. Account. ECs use the ITAM listing as the record of their account. They have the option to maintain a secondary database of their own if they require an additional level of local accountability. ECs must ensure their account is correct and up to date. ECs must review all equipment located within their area of responsibility. Any equipment found that is not on their ADPE account must be reported by serial number to N-NC/J6248. N-NC/J6248 will review those numbers against a master database and will notify the custodian if the equipment is matched against the database and must be transferred from the owning account. If the serial number does not match against the database, N-NC/J6248 will notify the EC to contact 21 SCS/SCBSE to have that number researched through ITAM to determine ownership of the asset. If it is determined that the asset has not been entered into ITAM, the EC must submit a Found on Base letter to 21 SCS/SCBSE in order to have that asset entered into ITAM and placed on the ECs account. Equipment marked as Canadian Forces assets are not to be turned in to the Defense Reutilization Management Office (DRMO) or transferred to another existing ADPE account without contacting the Canadian NORAD OUTCAN Staff Network Support Service (CNOS NSS), at 556-9040.

4.3. Inventory. The ECO will contact the EC to make an appointment to pick up the bar code equipment to perform an annual physical inventory of all ADPE on his/her account. 21 SCS/SCBSE will provide the EC with a paper copy or electronic copy in .pdf format of the inventory. The ECO may also conduct scheduled or no-notice inventory assessments throughout the year, to ensure accountability of ADPE, it is highly recommended that Commanders and Directors of Staff Directorates encourage their ECs to conduct a 10% monthly physical inventory at the ECO direction.

4.4. Software. 21 SCS/SCBSE will track software valued over \$5,000 in PC-ITAM. ECs will track all other software according to AFI 33-202, Vol 1, *Network and Computer Security*.

5. Movement of ADPE.

5.1. Relocation. No ADPE equipment shall be moved without prior approval of 21 SCS/SCBSE/Help Desk at N-NC. Work Group Managers (WGM) who do gain approval from 21 SCS/SCBSE will not move any item without contacting their EC if the two positions are manned by different personnel. Users of ADPE connected to the local area network

(LAN) are to contact the Help Desk at N-NC, (719) 554-6538 DSN: 692-6538, to have equipment properly connected the LAN.

5.2. Transfer of ADPE.

5.2.1. Within an Organization. To transfer equipment between accounts within the same organization, the losing custodian must generate a transfer letter showing the item description, serial number and cage code. Transfer letter templates are available by contacting N-NC/J6248 at (719) 554-6983. The information required on the transfer letter can be found on the annual inventory listing.

5.2.2. Between Different Organizations. Transfer of equipment between accounts of different organizations requires prior approval of the ECO. Contact 21 SCS/SCBSE, Peterson AFB, for the proper documentation.

5.3. Turn-in of Excess ADPE. Transmit via email, a serial number listing of all assets identified as excess property to N-NC J6248. J6248 will ensure that the item no longer meets the minimum standard for usable items. If the asset has been identified as no longer meeting the minimal standards, the EC must identify excess equipment to the ECO by completing an Excess Asset letter. Purge all nonvolatile memory, i.e., hard drives, etc., of unclassified machines by using only DoD approved software prior to turn-in of any equipment. Once this has been accomplished, the EC must complete a DLIS Form 1867, *Hard Drive Disposition* label and adhere this item to a non removable part of the case. The EC will maintain the equipment until disposal instructions are received. Disposal instructions may direct forwarding of equipment to another DoD unit with a requirement for it, providing the equipment to a local school, or turn-in to the DRMO. Hard drives of classified machines must be turned in to N-NC/J6248 for disposition.

5.4. Warranty Replacements. The EC will notify the ECO, in writing, no later than 5 working days, any ADPE equipment that has been replaced under warranty, after equipment has been replaced.

6. Report of Loss of ADPE. If the EC is unable to locate any ADPE, the EC will immediately search all areas of the unit for the missing item. Commanders, and Directors of Staff Directorates will provide full support and assistance to their EC. If the EC is unable to locate the equipment, report the loss to the ECO, and verify that it is assigned to the specific account in the ITAM master database. If the ECO is unable to locate the missing equipment, initiate a report of survey not later than 15 days from initial identification of the loss.

6.1. Reports of Survey. The EC must prepare a DD Form 200, *Financial Liability Investigation of Property Loss*, according to AFMAN 23-220, *Reports of Survey for Air Force Property*. This report annotates circumstances surrounding the loss of equipment, efforts to locate it, and the relative value of the equipment. This is forwarded to the appropriate command level for final disposition.

6.2. Theft. The EC and ECO will inform the 21st Security Forces Squadron should circumstances indicate a potential theft of equipment.

7. Change of Custodian. When a change of primary or alternate custodian is required, the organization's commander must send a new memorandum of appointment to the ECO for approval. Prior to transfer of the account, a joint physical inventory involving both the old and new EC is required according to AFI 33-112. Forward the results to the ECO for approval. An

EC leaving an organization must transfer his/her account to the new EC 30 days prior to his/her projected departure. Submit a completed inventory to the ECO 30 days after the organizational commander approves the appointment. ECO and N-NC/J1 must not out-process the individual until these requirements have been accomplished and the new custodian has signed the listing. N-NC/J6248 will provide a list of all N-NC ADPE custodians to N-NC/J1 on a quarterly basis or when changes in personnel have occurred.

8. Adopted Forms: DD Form 200, *Financial Liability Investigation of Property Loss*, DD Form 1348-1a, *Issue Release/Receipt Document*, DLIS Form 1867, *Certification of Hard Drive Disposition*, AF IMT 1297, *Temporary Issue Receipt*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 Jul 1996

AFI 33-112, *Information Technology Hardware Asset Management*, 20 Apr 2006

AFI 33-202, Vol 1, *Network and Computer Security*, 2 Feb 2006, with I/C 10 Jan 2007

NNCHOI 64-122, *NORAD/USNORTHCOM Contract Review Board*, 1 Feb 2005