



Communications and Information

**MANAGEMENT OF UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM) COMPUTER ASSETS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policies and procedures for the management and control of computer hardware and software within the United States Transportation Command (USTRANSCOM). It applies to all USTRANSCOM military, civilian, and contractor personnel. Refer recommended changes and questions about this publication to USTRANSCOM/TCJ6-OM, 508 Scott Drive, Scott Air Force Base IL 62225-5357 using Air Force Form 847, *Recommendation for Change of Publication*. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

SUMMARY OF REVISIONS

This is a significant rewrite that adds a section on USTRANSCOM warehouse policy and management; incorporates Air Force policy into asset management thus reducing the Accountability section; and further defines USTRANSCOM responsibilities. This instruction has been revised in its entirety, asterisks will not be used to identify revised material.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this publication are listed in Attachment 1.

2. Policy. USTRANSCOM's Automated Data Processing Equipment (ADPE) assets will be controlled to ensure the command maintains proper storage, accountability, maintainability, interoperability, and security.

2.1. Storage. The USTRANSCOM ADPE Warehouse, Bldg 4038, is operated by USTRANSCOM Command, Control, Communications, and Computer Systems Directorate (TCJ6). Bldg 512, USTRANSCOM's ADPE warehouse annex, is managed by USTRANSCOM Facilities Management and operated by United States Army Military Surface Deployment and Distribution Command subject to the provisions of this instruction. Efficient use of

USTRANSCOM's ADPE Warehouses saves on both facility and storage costs and enhances maintainability by maximizing use of manufacturer warranty periods. All ADPE assets, USTRANSCOM or other agency, stored in these warehouses will follow guidance in this instruction.

2.2. Accountability. Individuals will be held accountable for ADPE as prescribed by this directive.

2.3. Maintainability. Systems must have a maintenance concept identified before they are procured. Systems will be maintained based on operational necessity, deferring to non-duty hour outages, when possible, to reduce customer impact. Full-time maintenance coverage will be provided to those systems specifically identified as requiring 24-hour operation. Normal duty hours are from 0730-1630, Monday-Friday.

2.4. Interoperability. The ADPE Central Manager, TCJ6, will ensure that ADPE assets are interoperable to the greatest extent possible. The USTRANSCOM Office Information System networks, both unclassified and classified office information systems (or the Air Force-provided Secret Internet Routing Protocol Network), will serve as a baseline for interoperability.

2.5. Security. Computer security is addressed in USTRANSCOM Instruction 31-11, *USTRANSCOM Security Program*. Staff agencies will follow this instruction for security management and control of computer hardware and software belonging to USTRANSCOM.

2.6. USTRANSCOM will follow Air Force Instruction (AFI) 33-112, *Information Technology Hardware Asset Management*, for equipment control.

2.7. USTRANSCOM will use the Air Force e-Equipment Management System (<https://www.afems.wpafb.af.mil>), Asset Inventory Management (AIM) module for accountability.

2.8. Procurement of ADPE will use the Command, Control, Communications and Computer Systems (C4S) Governance process.

2.9. Standardization of both hardware and software is a goal and must be considered for all systems.

2.10. All purchases of computer hardware will be coordinated with TCJ6 Distribution Capabilities and Support Division.

3. Responsibilities

3.1. Director, TCJ6, will serve as the ADPE Central Manager for USTRANSCOM. TCJ6 is responsible for overall management and control of C4S assets with exception of the USTRANSCOM Joint Worldwide Intelligence Communications System (JWICS) local area network. Management of the USTRANSCOM JWICS local area network is the responsibility of

the Defense Intelligence Agency's Directorate for Information Management and Chief Information Officer.

3.2. USTRANSCOM Program Analysis and Financial Management Directorate will provide guidance on use of the Command's budget as it relates to ADPE purchases. This includes coordinating and approving funding for new procurements and USTRANSCOM's annual Computer Equipment Replacement Program buys.

3.3. Directorates and Command Support Group Chiefs will appoint in writing (using templates in Attachments 2 and 3) Equipment Custodians (EC) and Functional Area Communications and Computer Systems Manager (FACCSM) for each functional area to effectively oversee the assigned computer hardware and software. The EC and FACCSM duties may be assigned to the same person.

3.4. USTRANSCOM Manpower and Personnel Directorate will ensure individual(s) appointed as an EC are not outprocessed from USTRANSCOM until an equipment account transfer to a new EC has been verified with TCJ6 Systems Operations Branch Inventory Control Section (TCJ6-OMS).

3.5. TCJ6 Operations and Plans Division (TCJ6-O) is responsible for the operations management of existing computer systems. This responsibility includes day-to-day oversight of operational readiness of computer systems as well as oversight of the USTRANSCOM ADPE Warehouse and maintenance control functions.

3.6. TCJ6 Chief Information Officer and Distribution Portfolio Management Division (TCJ6-I) is responsible for the management of the USTRANSCOM C4S Governance Process.

3.7. TCJ6 Systems Operations Branch Chief or designee (TCJ6-OM) is the USTRANSCOM Major Command Equipment Control Officer (MECO).

3.8. TCJ6-OM is responsible for the USTRANSCOM Equipment Control Officer (ECO) appointment and ensures ECO duties are accomplished.

3.9. The MECO will:

3.9.1. Approve all equipment transfers in AIM.

3.9.2. Provide guidance and procedural policy to the ECOs on management of information technology hardware assets.

3.10. The ECO will:

3.10.1. Act as the command's single point of contact for USTRANSCOM ADPE accountability.

3.10.2. Provide the single delivery point for all USTRANSCOM purchased ADPE (B4038, Scott Air Force Base, Illinois). If ADPE purchases are picked up or delivered directly to a

directorates/CSG point of contact, the gaining EC will coordinate with the ECO to establish proper accountability.

3.10.3. Ensure the command's ADPE inventory is accurately reflected in AIM.

3.10.4. Provide inventory control for USTRANSCOM computer hardware and software and act as the command's focal point for receiving, distributing, and disposing of all command ADPE.

3.10.5. Ensure ECs and alternates are appointed for USTRANSCOM functional areas where computers are installed and maintain a current listing of all ECs and alternates.

3.10.6. Provide ECs and alternate ECs with all training necessary to accomplish their duties.

3.10.7. Coordinate with the appointed EC and ensure a physical inventory of all USTRANSCOM ADPE is conducted annually.

3.10.8. Assume control of ADPE assets that have been determined excess but need to be retained by the command for future requirements.

3.11. ECs will:

3.11.1. Maintain strict accountability of all ADPE assets in accordance with AFI 33-112.

3.11.2. Ensure that the FACCSM and ECO are informed on the utilization of ADPE identified on their inventory list, to include equipment location changes, transfers, and turn-ins.

3.11.3. Receive and accept accountability of all ADPE on their inventory list. Additional accountability may be accomplished by receipting ADPE directly to the users. ADPE that serves a common purpose, or is shared among many users, such as classroom ADPE, may not be receipted directly to a user.

3.11.4. Ensure a transfer of an EC account is accomplished not later than 30 days prior to the EC's scheduled departure and must include a physical inventory of the account with the newly assigned EC.

3.11.5. Initiate a Report of Survey for any lost, stolen, or damaged ADPE in accordance with USTRANSCOM Instruction 23-2, *Financial Liability for USTRANSCOM Property Lost, Damaged, or Destroyed*.

3.12. ADPE Users will:

3.12.1. Receive and, if required, receipt for ADPE that is used in routine daily activities or ADPE for which the user is considered the sole operator. Typical ADPE that falls into this category would be workstation personal computers located at a user's desk or notebook computers assigned for temporary duty use.

3.12.2. Ensure that changes in ADPE location are identified and reported to the EC immediately.

3.13. TCJ6 will:

3.13.1. Maintain existing systems based on operational necessity.

3.13.2. Provide on-site maintenance support between 0730 - 1630 local on all government duty days.

3.13.3. Provide full-time maintenance coverage for systems that have specific justification for immediate and 24x7 response as coordinated between the requesting directorate and TCJ6-O.

3.14. The FACCSM will:

3.14.1. Be the user focal point and recognized spokesperson with TCJ6 on all ADPE operations and maintenance matters.

3.14.2. Support the EC and ADPE user, as necessary, to ensure the command maintains proper accountability, interoperability, maintainability, and security of computer hardware and software.

3.15. ADPE Users will:

3.15.1. Ensure that the ADPE is properly maintained and any problems are identified and immediately reported to the FACCSM.

3.15.2. Under no circumstances open USTRANSCOM owned or attempt to maintain USTRANSCOM ADPE.

4. Procedures for Storage

4.1. Any organizations requesting to use USTRANSCOM managed warehouse space may do so subject to provisions of this instruction and TCJ6-O approval.

4.1.1. Primary use of the warehouse is for transitory ADPE material vice storage of spare or unallocated equipment.

4.1.1.1. Unless approved by TCJ6-O, all ADPE will remain in the warehouse for no longer than 30 days.

4.1.1.2. ADPE requiring storage beyond 30 days requires a waiver approved by TCJ6-OM. Email waiver request to ustcj6-om@ustranscom.mil and include the information required by section 4.2, and dates and milestones for use of the equipment to include date ADPE will be removed from the warehouse.

4.1.1.3. Waivered ADPE remaining in the warehouse for longer than 180 days will be deemed “excess” to allow the government some benefit from the warranty period. Excess

USTRANSCOM ADPE will be offered for immediate use by USTRANSCOM programs or disposed of as excess or non-excess in accordance with AFI 33-112.

4.1.2. The warehouse capacity is 120 pallet positions stored in 4-high, vertical shelving.

4.1.3. Using floor area for storage reduces the ability to access storage shelves and will only be done with TCJ6-O approval and for a limited time period.

4.1.4. USTRANSCOM Intelligence Directorate and USTRANSCOM Facilities Management each have self-contained, lockable storage cages. Policy for use of these storage cages is not within the scope of this instruction.

4.2. Storage space will be reserved/provided once the following criteria are met and provided to TCJ6-OMS:

4.2.1. Approved USTRANSCOM Cyberspace Infrastructure Planning System (CIPS) for purchase.

4.2.2. Identified/approved rack space and power location, as applicable.

4.2.2.1. CIPS must be routed to the 375th Communications Group for action if intending to put new equipment in Building 1575.

4.2.2.2. TCJ6-OM provides interface and configuration control of communication rooms within USTRANSCOM facilities, to include the USTRANSCOM Continuity of Operations location.

4.2.3. Notification to the TCJ6-OMS of inbound equipment, CIPS, contract number, and point of contact.

4.3. TCJ6-OMS will notify TCJ6-OM if the warehouse will not facilitate storage due to overcapacity. ADPE acquisitions should avoid large volume deliveries that will overload the warehouse. Consider delivery in-place or periodic deliveries throughout the year, if at all possible. TCJ6-OM will notify requestor if they are required to obtain alternate storage arrangements (i.e., off-base contracted storage).

4.4. Material requiring long term or permanent storage is at the request/approval of TCJ6-O.

EARL D. MATTHEWS, Brigadier General, USAF
Director, Command, Control, Communications
and Computer Systems

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS**Section A – References**

DODI 5000.64, *Defense Property Accountability*
DODI 8500.2, *Information Assurance (IA) Implementation*
Air Force Instruction 33-112, *Information Technology Hardware Asset Management*
USTRANSCOM Instruction 23-2, *Financial Liability for USTRANSCOM Property Lost, Damaged, or Destroyed*
USTRANSCOM Instruction 31-11, *USTRANSCOM Security Program*
USTRANSCOM Instruction 63-2, *USTRANSCOM Acquisition Program*
USTRANSCOM Instruction 90-6, *USTRANSCOM Corporate Governance Process*

Section B – Abbreviations and Acronyms

ADPE – Automated Data Processing Equipment
AIM – Asset Inventory Management
C4S - Command, Control, Communications and Computer Systems
CIPS – Cyberspace Infrastructure Planning System
EC – Equipment Custodian
ECO – Equipment Control Officer
FACCSM – Functional Area Communications and Computer Systems Manager
MECO – Major Command Equipment Control Officer
TCJ6 - USTRANSCOM Command, Control, Communications, and Computer Systems Directorate
TCJ6-I - TCJ6 Chief Information Officer and Distribution Portfolio Management Division
TCJ6-O - TCJ6 Operations and Plans Division
TCJ6-OM - TCJ6 Systems Operations Branch
TCJ6-OMS - TCJ6 Systems Operations Branch Inventory Control Section
USTRANSCOM – United States Transportation Command

Section C – Terms

Not used.

Attachment 2

SAMPLE
APPOINTMENT OF EQUIPMENT CUSTODIAN APPOINTMENT LETTER

MEMORANDUM FOR TCJ6-OM

FROM: TCXX-(Office Symbol)

SUBJECT: Appointment of Equipment Custodian for Account XXX

1. In accordance with USTRANSCOM Instruction 33-16, para 3.3., the following individual(s) is/are appointed as Equipment Custodian for TCXX-(Office Symbol).

a. Primary: Name/Rank/Duty Phone

b. Alternate: Name/Rank/Duty Phone

2. If the above named custodian or alternate is relieved from duty, reassigned, placed on temporary duty for over 30 days, or separated from Service, a new custodian or alternate will be assigned and the Equipment Control Officer will be so advised in writing.

Division Chief Signature Block

cc:

Indiv

TCJ1-P

Deputy Senior FACCSM

Attachment 3

**SAMPLE
APPOINTMENT OF FACCSM APPOINTMENT LETTER**

MEMORANDUM FOR TCJ6-OM

FROM: TCXX-(Office Symbol)

SUBJECT: Appointment of Functional Area Communications and Computer Systems Manager
(FACCSM)

1. In accordance with USTRANSCOM Instruction 33-16, para 3.3, the following individual(s) is/are appointed as FACCSMs for TCXX-(Office Symbol).

- a. Primary: Name/Rank/Duty Phone
- b. Alternate: Name/Rank/Duty Phone

2. If the above named FACCSM or alternate is relieved from duty, reassigned, placed on temporary duty for over 30 days, or separated from Service, a new FACCSM or alternate will be assigned in writing.

Division Chief Signature Block

cc:
Indiv
Deputy Senior FACCSM