

**6 JULY 2004**

**Communications and Information**

**SOFTWARE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides guidance and procedures to ensure the Louisiana Air National Guard (LA ANG) complies with Executive Order 13103 on Computer Software Piracy and AFI 33-114, *Communications and Information Software Management*. This instruction is applicable to all units of the LA ANG. The objective is to provide guidance to the 159<sup>th</sup> Fighter Wing and associated Geographically Separated Units on software management issues.

### **SUMMARY OF REVISIONS**

A (★) indicates revisions from the previous edition.

## **1. Roles and Responsibilities**

### 1.1. Organizational level.

1.1.1. The Base Communications System Officer (CSO) ensures compliance with AFI 33-114. The CSO may delegate accounting and management of software to the Installation Software Manager (ISM). This delegation will be formally documented in an Additional Duty Letter.

1.1.2. The ISM is responsible for ensuring that all copyrighted software used within the LA ANG is properly licensed. The ISM will:

1.1.2.1. Ensure an annual software audit is performed.

1.1.2.2. Ensure action is taken to remove illegal software immediately upon discovery.

1.1.2.3. Ensure all personnel are trained on software license management policy.

### 1.2. Unit Level.

1.2.1. Unit commanders will ensure compliance with this policy and AFI 33-114, and will appoint Workgroup Managers (WGM) to perform as software management points of contact.

1.2.2. WGMs will be responsible for monitoring compliance with this policy in their unit. This will include assisting with the annual software audit and enhancing user awareness of this policy.

## **2. Procedure**

2.1. Requirements (AF Form 3215, **IT/NSS Requirements Document**) for software will be processed from unit commanders through 159CF/SCX to 159 CF/SCB. Funding for non-standard software will be

provided by the purchasing unit. 159 SF/SCB will apply the technical solution and recommendation for approval or disapproval based on architecture compatibility and technical feasibility, then return the AF 3215 to 159 CF/SCX who will obtain final approval or disapproval from the CSO.

★2.1.2. All software purchased must have a Certificate to Operate (CTO) (<https://airguard.ang.af.mil/cio/CTO/CTOstatus.asp>) or be on the Enterprise Product List (EPL) (<https://airguard.ang.af.mil/cio/epl/EPLTest/CompleteList.asp>). 159CF/SCX will check lists and/or contact NGB C4/CIO before any software purchase is approved.

★2.1.3. Any software required that does not have a CTO or is not on the EPL will have to have strong justification as to why it is needed and approval from the Designated Approving Authority. 159CF/SCB will initiate CTO process by completing CTO worksheet and submitting to NGB C4/CIO for approval. Software will not be allowed on Network if it is disapproved at any level.

2.2. 159CF/SCX will be the recipient of all software received and approved for use on any computer assigned to the LA ANG. 159 CF/SCX will maintain valid proof of license authorization to include original disks, receipts with serial numbers, purchase documentation, site license, and proof of registration provided by the software company (or the location of that proof). This media and documentation will be kept in a secure location such as a locked cabinet or safe.

2.3. 159CF/SCX will provide access to the software for the appropriate WGM to load the software for the user.

2.4. The software user will register ownership of Commercial Off-the-Shelf (COTS) software and will provide documentation of such to 159 CF/SCX.

2.5. Annual software inventories will be accomplished by the SCX, SCM and SCB branches of the 159CF. The Network Control Center will utilize gather pertinent information regarding software that is loaded on all computers and servers on the LA ANG network. This information will be forwarded to 159 CF/SCX, who will produce the official audit report. Discrepancies that include illegal software usage will be reported immediately to the CSO and 159 CF/SCX will request a high priority job request for 159 CF/SCM to remove the illegal software.

2.6. 159 CF/SCB will ensure a metering mechanism is utilized if software is licensed for server-hosted, concurrent-user application software to prevent exceeding the authorized number of copies and users.

2.7. 159 CF/SCX will ensure the redistribution or destruction of excess or superseded COTS software in accordance with AFI 33-114, paragraph 9.

3. **Referenced Publication.** AFI 33-114, *Communications and Information Software Management*.

4. **Referenced Form.** AF Form 3215, **IT/NSS Requirements Document**.

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU  
Major General, LAARNG  
The Adjutant General

OFFICIAL

//Signed//

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