



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

SEP 15 2015

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CV

FROM: SAF/CIO A6, SAF/FM, SAF/AQ

SUBJECT: AF Spending Policy for Laptop and Desktop Computers

A recent Information Technology (IT) Asset Management audit (F2015-0002-O10000) determined the Air Force requires an effective IT Asset Management (ITAM) policy to better manage IT assets and business analytics to assess our IT spending. Over the last five years, the lack of enforceable controls resulted in arbitrary IT budgeting, purchasing and warehousing of IT assets and led to potentially unnecessary end of year spending. In accordance with the audit recommendations, this memo establishes guidance for minimizing IT standard office laptop and desktop "tech-refresh" purchases for a two year period until new ITAM guidance is developed.

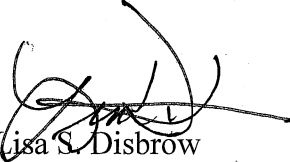
Accordingly, this guidance directs purchases of laptop and desktop computers to be limited to mission essential only; routine computer tech-refresh purchases are not permitted for this two year period, or until inventories are exhausted. COCOM/J6 and MAJCOM/A6, Installation and Center Commanders, Program and Technical Executive Officers or System Program Office Directors will determine and approve in writing mission essential purchases, and will ensure laptop and desktop inventories are exhausted prior to authorizing purchases. Installation Commanders will ensure adherence to AFMAN 33-153, *Information Technology Hardware Asset Management* and AFI 63-101, *Integrated Lifecycle Management*, directing the mandatory use of AFWAY and NETCENTS. All inventories are subject to analysis by the Air Force Business Analytics Office and review by SAF/CIO A6. The Business Analytics Office is available to provide information to the Commander detailing past spending and specific inventory levels to assist decision making.

The intent of this guidance is not to cease all laptop and desktop computer purchases, but to appropriately minimize purchases to exhaust excess inventories and instill more discipline and efficiency in the purchasing process. This guidance is also intended to ensure commanders are cognizant of the additional rigor required in reviewing and approving these purchases.

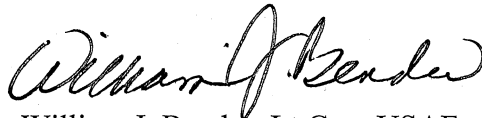
This guidance is effective immediately and at a minimum will be in effect through FY16. Our Points of Contact for this effort are Col Steve Minkin, SAF/FMBOI DSN 224-4097, Mr. Robert Boulware, SAF/AQXS, DSN 260-0370, Mr. Herbert Hunter, AFLCMC/HIC DSN 596-4149, and Lt Col Jim Palumbo, SAF/CIO-A6 DSN 260-2534.



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Attachment:
Information Technology Asset Management Audit (F22015-0002-O10000)