



**WEASEL NOTAM – 35FW-16-29**  
**Sustainment of Tech Refresh and Budgeting**  
**28 July 2025**



**PURPOSE:** Establish a 3-year computer refresh and Information Technology (IT) budget policy for 35th Fighter Wing (FW).

**COMMANDER'S INTENT:** One third of 35 FW unit computers will be refreshed each year. Unit Commanders will be responsible for the planning, budgeting, and managing their IT spending to replace their IT systems. Unit Commander's compliance will be evaluated IAW AFI 1-2, Commander's Responsibilities, section 3.3. Managing Resources, and AFI 90-201, The Air Force Inspection System, section 1.5. Inspection Guidelines, annually.

**BACKGROUND:** Standard Desktop Configuration software compliance standards as well as DAF Enterprise restrictions on system manufacture date are the primary requirements driving the replacement of AFNET computers. AFMAN 17-1203, Information Technology Asset Management, provides a recommended refresh cycle based on average computer warranty life and industry best standards.

**IMPLEMENTATION:**

1. Base Equipment Control Officers, in coordination with Unit Property Custodians, will provide a 3 Fiscal Year (FY) IT refresh projection to Wing units at the beginning of each FY based on desktop and laptop warranty status.
2. After funding is distributed to units, Resource Advisors (RA) are responsible for identifying IT refresh requirements and allocating adequate funding to cover approximately one third of the unit's total IT requirement. The RAs are responsible for ensuring unit funds are NOT diverted to other non-IT purposes; however, deviations from this plan are at the discretion of the unit commander.
3. Unit Commanders will:
  - a. Per AFMAN 17-1203, ensure Unit Property Custodians perform, at minimum, an annual inventory of all IT hardware assets under their purview, as prescribed in DODI 5000.6, Accountability and Management of DoD Equipment and Other Accountable Property, and submit a unit inventory to the Base Equipment Control Officer.
  - b. Utilize this data to incorporate IT spending into budget and spend plans 3 FYs in advance.
  - c. Submit an annual tech refresh plan for the next FY to the Base Equipment Control Officer. This includes quantity, computer type, and model of systems you intend to purchase.
  - d. Consider, some units may need to replace systems sooner due to work-related wear and tear that normally are not covered under warranty.
  - e. Unit Property Custodians turn-in all excess assets and will not maintain a bench stock.
  - f. Ensure Unit Property Custodians notify Base Equipment Control Officers of all shipments (incoming and outgoing), transfers, donations, and/or turn-ins of excess assets.

4. Unit Commanders, in coordination with Unit Property Custodians, will submit a Tech Refresh Compliancy Report by the end of the 3rd Quarter of each FY (June) to Base Equipment Control Officers. Base Equipment Control Officers will consolidate these reports into an annual report for Wing and Group Commanders awareness, and to support end of FY spend plans. This compliancy report will be added to the Unit Commander's Major Graded Area of Managing Resources.

5. In order for Tech Refresh cycles to be evenly split through FYs, the effort will take several FYs to balance out the cycles. This means every year, an average of one third of computers will be refreshed. Unit Commanders must make risk assessments and balance resources to refresh certain computers 1-year earlier or 1-year later to accomplish this.

**POC:** Contact the Misawa Base Publications and Forms Management Office at DSN 226-2886/8842.

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