

November 13, 1998

Information Resources Management

EXCESS INFORMATION TECHNOLOGY HARDWARE



BY ORDER OF THE DIRECTOR

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AUTHORITY: The Defense Commissary Agency Directives Management Program is established in compliance with DoD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

MANAGEMENT CONTROLS: This directive contains Management Control provisions that are subject to evaluation, testing, and other requirements of DeCAD 70-2 and as specified by the Federal Manager's Financial Integrity Act. The Management Control Review Checklist is attached as **Appendix C**.

APPLICABILITY: This Directive applies to all DeCA organizational elements.

HOW TO SUPPLEMENT: Regions may not supplement this Directive.

HOW TO ORDER COPIES: Additional copies may be obtained by submitting requirements to their respective region/IM utilizing DeCA Form 30-21.

SUMMARY: This Directive establishes fundamental policy and procedure for the administration of all excess Information Technology Hardware. Information Technology (IT) hardware will be managed in accordance with DeCA Directive 40-15, Managing, Accounting and Reporting of Government Property, May 31, 1996.

OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/IMO
COORDINATORS: HQ DeCA AM, DO, DP, GC, IM, ITB, ITC, ITS, SA, SAL, SA-PB, DeCA Regions
DISTRIBUTION: E

EXCESS INFORMATION TECHNOLOGY HARDWARE

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EXCESS INFORMATION TECHNOLOGY HARDWARE

1-1. **PURPOSE:** This directive establishes policy for the administration of excess Information Technology (IT) hardware. Donation, transfer, turn-in, and disposal procedures will be processed in accordance with DoD 8000.X-M until procedures are finalized and published in DeCA Directive 40-15.

1-2. **AUTHORITY:** DoD Directive 8000.1 (formerly 7950.1), "Defense Automation Resources Management Program (DARIVIP)," October 27, 1992.

1-3. **REFERENCE:**

a. DoD Directive 8000.X-M, "Defense Automation Resources Management Manual," October 1994.

b. DeCA Directive 30-21, "Headquarters (HQ) DeCA Logistics Operations," December 1994.

c. DeCA Directive 40-15, "Managing, Accounting and Reporting of Government Property, Chapter 2, May 31, 1996.

1-4. **OBJECTIVES:**

a. To establish the process for management, distribution, and reporting of excess IT hardware.

b. To clearly identify and dispose of excess IT hardware.

1-5. **RESPONSIBILITIES:**

a. The Chief Information Officer (CIO)/Director, Information Resources Management (D, IM) is responsible for managing the life cycle of all IT hardware purchased within DeCA. Excess IT hardware will be processed in accordance with this directive. The CIO/D, IM encourages maximum participation within all organizational elements.

b. The IM Oversight Division (IMO) serves as DeCA's focal point for DARMP. Annually, the IMO certifies that the data contained in Defense Information Technology Management System (DITMS) is complete and accurate. The IMO, also conducts Agency-wide screening of excess IT hardware and directs shipments of the equipment for inter-agency reutilization and disposition. The IMO ensures that all excess hardware is clearly identified and reported for reutilization screening. As a minimum, clear identification consists of make and model, serial numbers, date of manufacture, speed/capacity, condition, and funding type originally used to purchase equipment. The IMO ensures excess Defense Working Capital Funds (DWCF) equipment is entered into the DITMS system.

c. The Information Technology Business Unit (ITBU), Corporate Systems Division (ITS), Corporate Applications Branch (ITSS), will serve as the HQ and Field Operating Activity (FOA) focal point for IT reutilization and redistribution of excess IT equipment. The ITSS, in coordination with DeCA Property Managers and Hand Receipt Holders, will ensure that reusable equipment is promptly redistributed within the HQ-Ft Lee and FOA areas of responsibility. Equipment that is determined serviceable but not usable within the HQ/FOA will be processed as directed by the IMO.

d. The Region Information Managers (IMs) serve as points of contact for the reutilization program within their regions. Reutilization and redistribution activities are coordinated and controlled within their assigned areas of responsibility. The Region IMs, in coordination with the Property Managers and the Hand Receipt Holders, will identify and distribute equipment that is reusable within the Region. Equipment that is determined serviceable but not unusable within the Region will be processed as directed by the IMO.

e. Users will notify the Hand Receipt Holder within 1 day when equipment is taken out of service in the user's area. Users are responsible for monitoring this equipment while awaiting turn-in.

f. The Hand Receipt Holders at all organizational levels, in coordination with their IM point of contacts (POCs), will ensure property accountability, prompt removal of equipment no longer in service from the users area, and equipment turn-in processing is accomplished in accordance with this directive.

g. The Property Managers at DeCA's Office of Safety, Security and Administration (SA) are responsible for providing the IMO with updated copy of the completed DeCA Excess Equipment Printout (**Appendix B**) after equipment has been turned in and evaluated. This will enable HQ and regional managers to view excess equipment throughout the Agency using Defense Property Accountability System (DPAS). The Property Managers will ensure the inventory record in DPAS contains required information. The Property Managers are responsible for storing turned-in IT hardware until reutilization guidance is given by the IMO. All Property Managers at all organizational levels, in coordination with their IM POCs, will ensure property accountability, and equipment turn-in processing is accomplished in accordance with this directive.

1-6. PROCEDURES

a. IMO:

(1) Will screen Excess Equipment Printout lists of both DWCF and Surcharge Collection funded equipment (**Appendix B**). Internal screening may take the IMO up to 60 days after submission of excess equipment paperwork. At the end of the screening period, excess IT hardware not identified for reuse within DeCA and purchased with DWCF funds, will be submitted to DITMS for processing. The IMO will notify the Property Managers at DeCA HQ to ensure all DWCF serviceable equipment not reused elsewhere in DeCA is entered into DITMS for disposition. DITMS will screen DWCF IT hardware and generate an automatic disposition letter at the end of the 60-day period.

(2) Will provide DITMS disposition guidance to the SA as needed.

(3) Excess equipment remaining on the DITMS or Surcharge Collection funded lists will be transitioned to the SA for final disposition.

b. ITSS:

(1) Will distribute equipment that is identified for reuse within the HQ/FOA complex.

(2) Will evaluate the serviceability, report the condition, and notify the appropriate Property Manager when equipment is taken out of service within the HQ/FOA complex.

(3) Will ensure that all excess hardware is clearly identified and reported to the IMO for Agency-wide screening. As a minimum, clear identification consists of make and model, serial number, date of manufacture, speed/capacity, condition, and funding type originally used to purchase equipment.

(4) Will remove organizational-element specific software from equipment identified for reuse within DeCA before it is distributed. Reusable equipment will be distributed as soon as possible.

(5) Will remove all software (except for the operating system) from equipment that is neither useable nor serviceable within DeCA. Storing and shipping direction will be coordinated with the IMO.

(6) Will review excess equipment lists and notify the IMO when interests/needs are identified.

c. Regional IMs:

(1) Will distribute equipment that is identified for reuse within the Region.

(2) Will evaluate the serviceability, report the condition, and notify the appropriate Property Manager when equipment is taken out of service within the Region.

(3) Will ensure that all excess hardware is clearly identified and reported to the IMO for Agency-wide screening. As a minimum, clear identification consists of make and model, serial number, date of manufacture, speed/capacity, condition, and funding type originally used to purchase equipment.

(4) Will remove organizational-element specific software from equipment identified for reuse within DeCA before it is distributed. Reusable equipment will be distributed as soon as possible.

(5) Will remove all software (except for the operating system) from equipment that is neither useable nor serviceable within DeCA. Storing and shipping direction will be coordinated with the IMO.

(6) Will review excess equipment lists and notify the IMO when interests/needs are identified.

d. Hand Receipt Holders:

(1) Will remove the equipment from the user's area within 5 days after equipment is taken out of service.

(2) Will process the turn-in document and notify Property Managers to begin turn-in processing. The turn-in document is attached as **Appendix A** (Equipment Request for Issue/Turn-In-Transfer, DeCA Form 40-108, July 1996).

e. Users:

(1) Will notify the Hand Receipt Holder within 1 day when equipment is taken out of service in the user's area. Users are responsible for monitoring this equipment while awaiting turn-in.

f. Property Managers:

(1) Will provide an updated copy of the DeCA Excess Equipment Printout (**Appendix B**) to the IMO for review.

- (2) Will ensure the inventory record in DPAS contains required information.
- (3) Will complete equipment turn-in processing and store equipment until reutilization guidance is given by the IMO.

Defense Commissary Agency
 OPERATIONS SUPPORT CENTER
 Property Book Register
 ABU JIMMIE WALKER

HQCAAD-999

BAR CODE	MODEL NUMBER	MANUFACTURER	SERIAL NUMBER	DESCRIPTION	ACQ COST	RCPT		FUND	
						DT	LOCATION	SUB	CD
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
HQ0000295	HP0010-10	SEQUENT	EX0691-1335	EXPANSION CABINET	500.00	19940329	SCWARHOUSE	999	A4
HQ0000296	DELTEC-205C-2	SEQUENT	81333	UPS, POWER SYPLY	200.00	19940329	SCWARHOUSE	999	A4
HQ0000527	605G	AT&T	911F49004131	CRT	239.00	19980123	SCWARHOUSE	999	S2
HQ0000995	3B2600G	NCR	890C06950708	CPU, MINI-382 PROCESS	4000.00	19960813	SC WARENSE	999	A4
HQ0000998	MONITOR,AT&T	AT&T	HQ0000998	MONITOR TERMINAL	350.00	19960813	SC WARENSE	999	A4
HQ0002213	YYYYY1011-NCR	NCR	16335570	CPU	3600.00	19960822	SC WHOUSE	999	A4
HQ0002364	YYYYYT0300-1	UNISYS	413842485	TERMINAL	3000.00	19911010	WAREHOUSE	999	S2
HQ0002365	YYYYYT0300-1	UNISYS	413837840	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002366	YYYYYT0300-1	UNISYS	413842808	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002367	YYYYYT0300-1	UNISYS	413842352	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002368	YYYYYT0300-1	UNISYS	413837998	TERMINAL	300.00	19910110	SC WARHOU	999	S2
HQ0002370	YYYYYT0300-1	UNISYS	413837667	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002372	YYYYYT0300-1	UNISYS	413837923	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002374	YYYYYT0300-1	UNISYS	413838814	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002410	YYYYYT0300-1	UNISYS	413841461	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002414	YYYYYT0300-1	UNISYS	413839259	TERMINAL	300.00	19911010	WH80113-A1	999	S2
HQ0002415	YYYYYT0300-1	UNISYS	413838327	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002417	YYYYYT0300-1	UNISYS	413837931	TERMINAL	300.00	19911010	WH80113-A1	999	S2
HQ0002418	YYYYYT0300-1	UNISYS	413839069	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002420	YYYYYT0300-1	UNISYS	413838053	TERMINAL	300.00	19911010	WAREHOUSE	999	S2
HQ0002426	YYYYYT0300-1	UNISYS	413839150	TERMINAL	300.00	19911010	WH80113-A1	999	S2
HQ0002427	YYYYYT0300-1	UNISYS	413837980	TERMINAL	300.00	19911010	WH80113-A1	999	S2
HQ0002428	YYYYYT0300-1	UNISYS	413839184	TERMINAL	300.00	19911010	WH80113-A1	999	S2
HQ0002433	YYYYYT0300-1	UNISYS	413839085	TERMINAL	300.00	19911010	SC WAREHOU	999	S2

**MANAGEMENT CONTROL REVIEW
CHECKLIST**

TASK: DeCA Excess Information Technology (IT) Hardware Program

THIS CHECKLIST: Excess IT Hardware Management

ORGANIZATION:

ACTION OFFICER:

REVIEWER:

DATE COMPLETED:

ASSESSABLE UNITS: The specific assessable unit managers responsible for completing this checklist are the Chiefs Information Resources Management Division, Information Technology Business Unit (ITBU)/Field Operating Activity (FOA) Division, and DeCA Regions. Questions not applicable to the mission of IRM activity completing the CHECKLIST should be addressed with an "NA" response. The responsible principal and the mandatory schedule for using the checklist are listed in Management Control Plan DeCAD 70-3.

Event Cycle 1: Equipment Disposition

Step 1: Initial Request for IT Equipment and Review.

Risk: Lack of adequate initial review of Excess equipment requests, identification and conditions or directives may result in inappropriate disposal of equipment.

Control Objective: Agency needs are satisfied without wasted effort, misdirected equipment (loss equipment).

Control Technique:

1. Enforce DOD and DeCA Guidelines.
2. Visually check DeCA Form 40-108 and the Hand Receipt Report for required entries.
3. Ask appropriate persons selected questions to demonstrate knowledge of excess IT hardware procedures.
4. Physically check to ensure excess equipment requirements are adequate and used properly.

Questions:

1. (HQ) Have appropriate written procedures been developed, in accordance with (DoDD 8000.X).

Response: Yes___ No___ NA___

Remarks: *

2. (HQ & Regions) Have appropriate personnel been trained in excessing IT hardware procedures, in accordance with (DeCAD 35-10)?

Response: Yes___ No___ NA___

Remarks: *

3. (All) Are appropriate personnel knowledgeable of the internal and ARMS screening process, as outlined in DeCAD 35-10, para. 1-5b (1)?

Response: Yes___ No___ NA___

Remarks: *

4. (All) Are appropriate personnel knowledgeable of what component is responsible for evaluating excess equipment and reporting its finding to DeCA's Logistics Support Branch (HQ-SAL) and DeCA's Property Accountability Business Unit (PAB), in accordance with (DeCAD 35 -10, para 1-5 c?).

Response: Yes___ No___ NA___

Remarks: *

5. (All) Have appropriate personnel previously used excess IT procedures, if not, what was the reason the procedures were not used?

Response: Yes___ No___ NA___

Remarks: *

6. (ALL) Have appropriate personnel previously used excess IT procedures for removing software, as outlined in (DeCAD 35-10, para 1-5c)?

Response: Yes___ No___ NA___

Remarks: *

7. (All) Are appropriate personnel checking storage areas periodically to ensure equipment is not piling up excessively, and is equipment in storage areas scheduled for excess or reutilization?

Response: Yes___ No___ NA___

Remarks: *

- * Explain rationale for YES response or provide cross-references where rationale can be found. For NO responses, cross-reference to where corrective action plans can be found. If the response is NA, explain rationale.

I attest that the above-listed management controls provide reasonable assurance that DeCA resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the management controls for this subtask throughout DeCA are adequate.

Chief Information Officer

Date

I have reviewed this subtask within my organization and have supplemented the prescribed management control review checklist when warranted by unique environmental circumstances. The controls prescribed in this checklist, as amended, are in place and operational for my organization.

ASSESSABLE UNIT MANAGER

Date