

PROCEDURES FOR MANAGING EXCESS COMPUTERS

New procedures:

CIO will wipe and tag all O/S computers during normal replacement

Property Custodians will prepare CD-50 for disposal of excess computers. The CD-50 is faxed or taken to OAO room 2865

OAO will Contact Moving Services to request removal of excess computers from the Property Custodian's office.

The OAO POC will process the computers for Computer for Learning (CFL) Program, Special Projects or send to GSA for sale/disposal.

Note: The movers will not remove computers that have not been wiped and tagged for disposal

Point of Contact:

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