

APD ALERT



Computers for Learning (CFL)

Purpose

The CFL program is a tool to assist agencies in complying with Executive Order 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century. Effective June 2007, GSA implemented a new component to GSAXcess to improve visibility of excess ADP equipment and streamline the transfer process to eligible schools and educational organizations. The CFL module is a one stop system for Federal agencies to report excess and schools/educational organizations to search and select needed equipment. The module requires schools/education organizations to register with the system (www.Computersforlearning.gov.) declaring their eligibility. Over 14,000 schools are currently registered. **The CFL module increases the potential for transferring excess ADP equipment and reduces the time and costs associated with the disposal process.**

Policy

Eligibility institutions are: Public, private, and parochial schools, serving Pre-K through Grade 12. Educational nonprofit organizations, if:

- It is a tax exempt under section 501 (c) of the Federal Tax Code;
- It serves Pre-K through Grade 12 students; and
- It is established exclusively for educational purposes.

Although the overall excess reporting process is the same, there are two major differences.

- The CFL module allows schools/education organizations the opportunity to search and select available excess ADP equipment before it is available in GSAXcess; and
- The CFL module requires detailed information on excess ADP equipment (see enclosure).
- The CFL module includes drop down menus, for consistency in item names and equipment details, after entering a Federal Supply Classification Code for ADP equipment (7010, 7020, 7025, etc.)

Accountable Property Officers (APO's) will promptly report excess ADP to their PMO. PMO's will submit excess reports through AAMS/GSAXcess indicating property is available for CFL. Excess is first available in AAMS for required 15-day USDA screening. If there are no requests, the report rolls to the CFL module for 7-day screening. If there are no requests, it then rolls to GSAXcess for 14-day screening.

When a school/educational organization places a request in the CFL module, the PMO will:

- receive a system generated e-mail notice,
- access the CFL Functions Menu of GSAXcess to "view/allocate,"
- ensure the school/organization is eligible, and
- allocate or deny the transfer in the system.

After allocation, the system generates an electronic form SF-122, Transfer Order, and sends it via e-mail to the school/organization for signature. The school returns the signed form to the PMO. The PMO reviews, approves, and returns a copy of the completed form to the school/organization. The school/educational organization and the PMO then coordinates the removal process. As a reminder, schools/education organizations are responsible for paying for transportation costs.

The CFL module also has a report module that will list excess APD transferred by the PMO (by activity address code-AAC). This eliminates the need for the APO/PMO to manually collect this information. The PMO will submit the system generated report to their APMO/Headquarters' PMO for the CFL portion of the annual report of property transferred to non-Federal recipients (upon request).

If you have any questions, please call Cheryl Brumback on 202-720-2359 or e-mail at Cheryl.Brumback@ars.usda.gov.

Enclosure

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Enclosure

Required Information When Reporting Excess ADP Equipment

CPU's/Laptops/Desktops/Servers:

Processors	Processing Speed	RAM	Hard Disk Size	Hard Disk Status
AMD Athlon 64	<400 MHz	<64	<5 GB	Sanitized
AMD Athlon 64x2	>400 MHz	>64	5 GB	Not Sanitized
AMD Athlon Dual	<700MHz	>96	10 GB	Removed
AMD Sempron	1 GHz or more	>128	20 GB	Degaussed (demagnetized)
AMD Turion 64x2	2 GHz or more	>256	30 GB	
AMD Turion X	2.6 GHz	>512	40 GB	
AMD Opteron	3 GHz	1GB	60 GB	
AMD Core Duo	*Unknown	2GB	80 GB	
AMD Solo			100 GB	
AMDCore 2 Duo			120 GB	
Intel Pentium				
Intel Pentium D				
Intel Pentium II				
Intel Pentium III				
Intel Pentium 4				
Intel Pentium M				
Intel Pentium Xeon				
Intel Pentium Pro				
Intel Celeron				
Intel Celeron D				
Intel Celeron M				
*Unknown				

Based on the selection, GSAXcess will pre-fill the “Item Name”. The PMO is still responsible for updating the “Property Description” field. Please use this field to add other pertinent information.

*If selected, GSAXcess will pre-fill fields with “Unknown”. PMO’s should remove “unknown” from the descriptive fields and enter the information that best describes the equipment. Leaving fields as “unknown” significantly decreases the re-use potential

Printers:

Inkjet: Black & White or Color

Laser: Black & White or Color

Monitors: CRT-Flat, CRT-Standard, LCD, or Other

Scanners: Flat fed or Sheet fed