

## OCAO Computer Refreshment Policy

### **Purpose:**

The NOAA CAO is responsible for budgeting and procuring all personal computers and other support computers used by OCAO staff. To facilitate adequate capital planning and clarify acquisition policies, the following Computer Refreshment Policy is established for all organizations, offices and divisions within the NOAA OCAO.

### **Computer Refreshment Policy:**

1. All unneeded computers will be expeditiously declared excess, disposed of, and removed from the Sunflower database. Employees and Supervisors will work with their Property Custodian to ensure this is done correctly. Property Custodians and Property Accountability Officers will verify the need for each computer on their Sunflower listing during annual inventories, and ensure excess computers are disposed timely and appropriately.
2. All OCAO computer acquisitions will be a desktop configuration, unless a request is approved by the Deputy CAO (or as further delegated) for a laptop. Requests for laptops in lieu of desktops should be based on travel, tele-working, or mobility requirements (e.g. facility engineer required to use a laptop at remote locations).
3. OCAO computers will be refreshed (replaced) on a 4 year cycle, and OCAO will budget on that basis. Actual refreshment cycles will depend on available funding. A computer may be replaced before its 4-year target if justification is provided (e.g., critical new software requires newer hardware to operate).
4. While OCAO will budget for 4-year computer refreshment, each office will prioritize computer refreshment based on age and usage, and request replacement in response to an annual data call in June or July.
5. Offices requesting computer refreshment will identify their existing computer by serial number in response to the annual call. Individuals are responsible for notifying Property Custodians within 30 days to ensure Sunflower is updated when they receive a new computer and/or dispose of a computer.
6. As older computers are replaced, they will be expeditiously disposed as discussed in item 1. Retaining old computers as “spares” or for administrative use should be the exception. Employees and Property Custodians are responsible for the stewardship of all assigned computers.
7. All OCAO computer acquisitions will be centralized and conducted by OCAO immediate Front office staff.
  - Annual computer refreshment acquisitions will be done shortly after the availability of funds for that Fiscal Year is verified, and will be based on the annual data call response.
  - Requests for computer acquisitions to support new personnel or to replace failed computers will be done on an as needed basis, but should be requested no later than one month prior to new personnel’s start date.
  - Exceptions to the centralized procurement requirement, allowing field support units to directly acquire computers, will be authorized on a case-by-case basis.
  - All newly acquired computers will be routed through the IT Systems Support Division to ensure that encryption and other security requirements have been met.