

For: CT, HI, IA, IL, KS, MA, MD, MO, MS, MT, ND, NE, NH, NJ, NV, OR, RI, SC, TN, TX, VT, WA, WI, and WY State Offices and Washington, DC, National Offices

Excess Microsoft Roundtable Video Teleconferencing (VTC) Systems

Approved by: Deputy Administrator, Management



1 Excessing Microsoft Roundtable VTC Systems

A Background

Personal property under the control of FSA becomes excess when determined to be no longer required for FSA needs by the Administrator or property management officer. Effective immediately, the Microsoft Roundtable VTC Systems that were purchased in May 2009 are no longer under warranty and have been approved for excess. The Microsoft Roundtable VTC Systems have been replaced by the Cisco VTC Systems. See Notice IRM-452 for guidance and operating procedures for the Cisco VTC Systems.

B Purpose

This notice provides disposal guidelines and procedures for Microsoft Roundtable VTC Systems located in selected State Offices and the Washington, DC, National Office.

C Action

FSA shall, according to 40 U.S.C. 524(b) as far as practical, do the following:

- reassign the Microsoft Roundtable VTC Systems to another activity within FSA when they are no longer required for the purposes of the appropriation
- transfer excess Microsoft Roundtable VTC Systems to other Federal Agencies or to organizations specified in 40 U.S.C. 321(c), as follows:
 - mixed-ownership Government corporations
 - District of Columbia municipal government
 - a requisitioning non-Federal recipient when the function of a Federal Agency authorized to procure for it is transferred to GSA.

Disposal Date	Distribution
March 1, 2013	Above State Offices and Washington, DC, National Offices

Notice AS-2248

1 Excessing Microsoft Roundtable VTC Systems (Continued)

C Action (Continued)

Microsoft Roundtable VTC Systems are:

- no longer under warranty and have been replaced
- composed of 4 components, as follows:
 - flat screen display
 - PC
 - Microsoft Roundtable VTC unit
 - cart.

Note: Any of these 4 components can be determined excess when they are no longer required by FSA either for training or demonstration purposes.

Although many of the Microsoft Roundtable VTC Systems are still operational, State Offices shall approve and process requests for disposal through transfer as excess.

D Disposition Procedures

State Offices shall determine if the Microsoft Roundtable VTC Systems can be used in a County Office within the State. If so, the Microsoft Roundtable VTC System can be transferred to that office, and the property record can be updated in PMIS and maintained on the inventory of that accountable area/officer.

After completing internal screening for possible placement, excess property is reported to GSA for possible transfer and usage by other Federal Agencies or authorized recipients.

State Offices shall report the Microsoft Roundtable VTC System as excess through the GSAXcess Agency Asset Management System, if not transferred to a County Office.

The Washington, DC, National Office shall report the Microsoft Roundtable VTC System as excess to the Paige Haggins, MSD, Section Head, Personal Property Management Section, by telephone at 202-720-2827.

Note: GSAXcess users require an access code and password to use GSAXcess. In State Offices, these users are generally the property accountable officer or the property custodial officer.

E Questions or Assistance

Direct any questions, problems, or assistance with disposing of the Microsoft Roundtable VTC Systems to James “Mike” Brown, MSD, Deputy Property Management Officer, by telephone at 816-926-7747.