

**UNITED STATES DEPARTMENT OF AGRICULTURE**

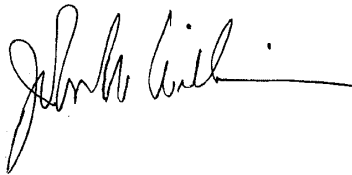
Farm Service Agency  
Washington, DC 20250

**Notice IRM-348**

**For:** State and County Offices

**1998 Common Computing Environment (CCE) Equipment Disposal**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

USDA, Office of the Chief Information Officer (OCIO) has purchased new desktop and laptop computers to replace the 1998 CCE equipment. With the arrival of the replacement equipment, it will be necessary to determine whether the current equipment is excess.

**B Purpose**

This notice provides instructions for disposing of excess, surplus, or salvage equipment that is not capable of being upgraded to meet current CCE requirements.

**C Additional Information**

For additional information, refer to the following previously distributed news flashes, which may be located on the CCE web site at **[www.sci.usda.gov/cce](http://www.sci.usda.gov/cce)**:

- USDA Screening of Excess 1998 CCE Equipment (dated 9/26/03)
- Hard Drive Sanitization Software (dated 9/26/03)
- Equipment Disposal (dated 9/7/03).

**D Contact**

Direct any questions about this notice to KCAO, Administrative Services Division (ASD), Property Management Branch (PMB), at 816-926-6105.

Disposal Date	Distribution
April 1, 2005 3-17-04	State Offices; State Offices relay to County Offices

## 2 Action

### A Excess Computer Equipment

The following 1998 CCE equipment may be considered excess:

- CCE001 NT Desktop and Cotton CCE003 Compaq Deskpro EP
- CCE002 NT Laptop Dell Latitude Cpi 266XT.

### B Disposing of Excess Computer Equipment and Software

After new CCE computer equipment is installed, excess 1998 CCE equipment will be removed by donating or disposing of equipment according to the Methods of Disposal in the Guidelines for Disposal of 1998 Non-accountable Common Computing Environment Information Technology Equipment Programmed for Replacement (See Exhibit 1).

In preparation for disposing of excess equipment, the computer's hard drives **must** be reformatted using the Hard Drive Sanitization Software that may be found on the CCE web site at **www.sci.usda.gov/cce**. The instructions for using the software are also located on the web site.

**Note:** Computers must be erased or formatted **before** removal from a Government site. Deleting data will prevent the distribution of sensitive data to unauthorized sources and will eliminate any potential software licensing issues. All data should be unrecoverable.

In addition, all software and software manuals that came with the 1998 CCE equipment or were later purchased to run on the excess equipment should be destroyed. **Software manuals cannot be sold or donated.**

**ADP equipment shall not be given or sold to any FSA employee.**

Any 1998 excess equipment retained by FSA for Federal use will be maintained and stored by the owner.

Access the following web sites for the forms for disposing of equipment:

- **<http://165.221.16.90/dam/ffasforms/forms.asp>** for AD-112
- **<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>** for SF-122 and SF-126.

**Note:** Follow the instructions on the forms. Use the Accessible FormNet Screen Fillable Forms.

**2 Action (Continued)**

**C Contact for Software or Hardware Support**

Direct questions about software or hardware to the FSA National Help Desk at 1-800-255-2434 or 816-926-1552.

**D Retaining 1998 Workstations Is Not Allowed**

States are instructed to dispose of all 1998 equipment listed in subparagraph 2 A. Retaining any of the 1998 workstations is not prudent since the workstations are no longer under warranty and support resources, that is, the Helpdesk and funding, are limited. In addition, if any of these workstations were retained, FSA may be subject to a \$1,000 licensing fee.

Some States were keeping the 1998 workstations to prepare time and attendance functions using PC-TARE. However, this is no longer necessary since the purchase of external floppy drives has been approved. If for any other reason the State wants to maintain a 1998 workstation, a justification and request for approval must be provided to ITSD, Budget and Acquisition Office, Attention: Sandi Davenport, by e-mail to **Sandi.Davenport@wdc.usda.gov**.

**Methods of Disposal**

**GUIDELINES FOR DISPOSAL OF 1998  
NON-ACCOUNTABLE COMMON COMPUTING ENVIRONMENT  
INFORMATION TECHNOLOGY EQUIPMENT  
PROGRAMMED FOR REPLACEMENT**

**INTRODUCTION:** The common Computing Environment (CCE) Project is an inter-agency activity sponsored by the United States Department of Agriculture (USDA), Office of the Chief Information Officer (OCIO) which works across the Service Center agencies, which include the Natural Resources Conservation Service (NRCS), Rural Development, and Farm Service Agency (FSA) to implement common computing information technology systems for the three agencies at all organizational levels.

The OCIO has been asked to develop a plan to dispose of the 1998 outdated non-accountable Information Technology (IT) equipment that has been programmed for replacement. As funding becomes available these outdated desktop personal computers, laptops, and printers will be replaced with new equipment. Since the 1998 units were procured with agency funds, the agency's Property Management Officers (PMO) will be involved in the disposition of the equipment. All CCE, including non-accountable IT equipment is maintained on the Equipment Acquisition Tracking System (EATS).

Note: IT equipment which meets the accountable criteria (having an acquisition cost of \$5,000 or more) is maintained in the Property Management Information System/Personal Property System (PMIS/PROP) and in the EATS. Guidelines for disposal of accountable IT equipment are provided in the Standard Operating Procedures for Requesting, Procurement, and Accountability of CCE.

**PURPOSE:** These guidelines describe scenarios and options available and prescribe the procedures and responsibilities for disposing of outdated non-accountable IT equipment which is scheduled for replacement.

The EATS Coordinators will determine how many units they will keep. The coordinator will work with the custodians at the property locations to determine which of the following scenarios will be used for disposition of the remaining units scheduled for replacement. Locations can then be categorized and filed according to the scenario selected. After the disposal scenario has been chosen, the EATS Coordinator will work with the appropriate NRCS, Rural Development, and FSA PMO to ensure the equipment is disposed of in accordance with Federal Management Regulation (FMR), Agriculture Property Management Regulations (AGPMR), Standard Operating Procedures For Requesting, Procurement, And Accountability Common Computing Environment Property, and to ensure equipment is sanitized as directed in Departmental Regulation (DR) 3230-002 and Cyber Security Guidance CS-013. Reporting accurate quantities of equipment is extremely important to ensure the integrity of the Federal utilization, donation, and sales processes. Please see Appendix 1 for sanitizing instructions.

Departmental screening will begin approximately two months prior to deployment of the new units. USDA screening will be accomplished through the USDA Internet catalog, PMIS/PROP bulletin board, and the Departmental Excess Personal Property Coordinator (DEPPC) contact with known users. Inquiries from USDA agencies will be directed to:

Stu Keil, USDA, NRCS  
Telephone Number: 970-295-5543  
Email Address: [Stu.KEIL@usda.gov](mailto:Stu.KEIL@usda.gov)

13-Aug-03

**Methods of Disposal (Continued)**

**Scenario 1: Exchange Sale.** For any number of units exchange sale through GSA can be used. Current agency policy will be followed for completion and submission of Form Standard Form (SF) 126, Report of Personal Property for Sale, to the appropriate GSA. If sold through exchange sale, a portion of the sales proceeds will be deposited back to OCIO appropriated funding account classification 033A0316300, Treasury Symbol 12x113, Agency IT.

**Scenario 2: Donation to educational institutions and educational nonprofit organizations under authority of Public Law (PL) 102-245, Stevenson-Wydler Technology Innovation Act of 1990 and/or Executive Order (EO) 12999.** This scenario can and should be used with any number of units. The EATS Coordinator will work with custodians to find educational institutions and educational nonprofit organizations who are interested in acquiring the equipment. Departmental screening must be accomplished prior to donation under these authorities.

**Scenario 3: Regular excess procedure.** If the location number of units is ten or less and if PL 102-245 donation is not an option, the normal excess procedures will be implemented. The excess procedure can also be used for larger quantities. Follow current agency policy to report excess property in accordance with AGPMR 104-43.304. The PMIS/PROP non-accountable excess option will be used to report excess equipment in bulk quantities of like items by location of property. When USDA screening has been accomplished, the reports automatically transmit to the General Services Administration (GSA) for Federal utilization and donation screening and finally on to GSA sales if not transferred or donated. Approximate time for disposal is 90 days. Property reported as excess must be held until final disposition instructions are received.

**Scenario 4: Abandonment/Destruction (A&D).** If the location has equipment that is uneconomical to repair, the A&D authority should be used. Current agency policy will be followed to implement A&D procedures. When public notice of intent to dispose of the property has been posted, the equipment can be donated to public bodies (including public libraries). As defined in FMR 102-36.320, public body is any department, agency, special purpose district, or other instrumentality of a State or local government; any Indian tribe; or any agency of the Federal Government.

**METHODS OF DISPOSAL:****1. Donation of Excess IT Equipment:**

AGPMR 104-44.50 – Donation of Excess Research Equipment in Accordance with  
Public Law 102-245, Stevenson-Wydler Technology  
Innovation Act of 1990 and/or Executive Order 12999.

AGPMR 104-43.6 – Disposition of Information Technology Excess Personal  
Property.

Eligibility: In order to receive donated IT equipment under PL 102-245 and/or EO 12999 recipients must operate primarily for the purpose of education. Refer to 7 CFR 2812 for definition of eligible recipients and donation priority order. Organizations like the Girl Scouts, Goodwill, United Way, community centers, etc. are not eligible recipients.

Procedures for donation of equipment under PL 102-245 and/or EO 12999 are found in 7 CFR 2812. The Standard Form (SF) 122, Transfer Order-Excess Personal Property, will be completed and submitted in accordance with current agency policy. The EATS Coordinator will make appropriate changes in the EATS database and maintain copy of forms on file for audit purposes. Year-end reporting will be generated from the EATS database.

13-Aug-03

**Methods of Disposal (Continued)****2. Disposal of IT Equipment By Regular Excess Procedure:**

AGPMR 104-43.602

**3. Disposal of IT Equipment Under Exchange/Sale Procedures with Sale by GSA:**

FMR 102-39 – Replacement of Personal Property Pursuant to Exchange/Sale.  
AGPMR 104-43.6 – Disposition of Information Technology Excess Personal Property.

Current agency policy will be followed to complete and submit SF-126 to report exchange/sale property to GSA. After GSA sale of property, the agency PMO will forward disposal instructions to the EATS Coordinators indicating how sold property should be disposed of. USDA does not require year-end reporting for exchange sale of non-accountable property. The EATS Coordinator will make appropriate changes in the EATS database and maintain copy of forms on file for audit purposes.

**4. Disposal of IT Equipment Under Abandon/Destroy Procedures.**

FMR 101-45 – Sale, Abandonment, or Destruction of Personal Property.  
AGPMR 104-45.901 – Authority to Abandon/Destroy.  
AGPMR 104-43.6 – Disposition of Information Technology Excess Personal Property.

Procedures for disposal of property under the A&D authority can be found in FMR 101-45. Current agency policy will be followed to implement the A&D procedures. This method of disposal will be used as follows:

- a. When the EATS Coordinator has selected Scenario 4 to dispose of equipment in a particular location.
- b. When all other methods of disposal have been exhausted.
- c. When the PMO has determined that the equipment is unserviceable, cannibalized, scrap, or salvage.

After disposal of IT equipment, the EATS Coordinator will make appropriate changes in the EATS database and maintain copies of forms for audit purposes.

***HAZMAT DISPOSAL:***

AGPMR 104-42 – Utilization and Disposal of Hazardous Materials and Certain Categories of Property.

Disposal of IT equipment containing hazardous materials will be accomplished in accordance with local, state, and federal regulations.

13-Aug-03

**Methods of Disposal (Continued)*****FORMS:***

1. SF-122, Transfer Order-Excess Personal Property:

7 CFR 2812 - Use for donations of equipment under EO 12999 and Stevenson-Wydler Technology Act (PL 102-245.)

2. AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property:

AGPMR 104-45.901 – Authority to Abandon/Destroy

AGPMR 104-50.107 – Employee/Custodian Responsibilities

AGPMR 104-50.108 – PMO Actions on Lost, Stolen, Damaged, or Destroyed  
Property

Attachment: Appendix I, CCE Disk Sanitation Procedures

13-Aug-03

**Methods of Disposal (Continued)****APPENDIX I  
CCE DISK SANITIZATION PROCEDURES**

**POLICY** - As mentioned in the Purpose Section of this document, The EATS Coordinator (in coordination with appropriate IT specialists) is to ensure that computer equipment is sanitized as directed by Departmental Regulation (DR) 3230-002 and Cyber Security Guidance CS-013.

**Departmental Regulation (DR) 3230-002** - This regulation requires that hard drives be sanitized before disposal by any means.

**USDA Office of Cyber Security Guidance CS-013** - The document requires that a reused object be sanitized. This document adopts as USDA policy applicable portions of the Defense Department's Security manual (specifically, portions of Section C2 of the "Orange Book" from the Rainbow Series).

**USDA Cyber Security Office Recommendation** - The USDA-OCIO Office of Cyber Security recommends that Department of Defense standards are followed in hard drive sanitization. The Defense Department has several sanitization procedures depending on data classification. The procedures selected for the Department of Agriculture are for the non-classified-sensitive data. For this type of data, the Defense Department (DOD 5220.22-M) requires at a minimum a three-pass data write at all addressable locations (one-pass over the hard drive with the write of a character, the character's compliment, and a random character, often referred to as a three-pass over-write).

**CCE Sanitization Procedures** - CCE will post in the security section of the CCE Team Services website (<http://century.itc.nrcs.usda.gov/cce-states/>) the disk sanitization procedures for the appropriate CCE platform. These procedures will: (1) specify the software that will be used to sanitize the disk drive and (2) explain how to download the software from the team services web site and/or other delivery means of the approved software. Also, these procedures will be posted before the delivery of the replacement platforms for the CCE 98 computers.

**Note:** Sanitization Products will be purchased by the OCIO, CCE. The State IT Coordinators and Agency Property Officers will be notified upon decision of pending product approvals.

13-Aug-03