

Procedures to Follow When Relocating COMPUTER Equipment

Receiving and Locating Computer Equipment from the Ship

When a shipment arrives at the loading dock, the IS Manager, or Delegate, will inspect the shipment along with an MCS (preferably one from the leg which sent the shipment) and a representative from the Property Department.

At that time, the IS Manager, or Delegate, will decide the fate of all computer equipment, coming from the ship, based on input from the shipboard IS MCS, the repair notes on the shipping label and on observation. The fate of the equipment will be to either Repair, Keep or Dispose. If the answer is "Repair" arrangements for repair are made either by Property or by IS depending on whether the item is or isn't covered by the Compaq Shipboard Maintenance Contract. If the answer is "Keep", the equipment is transferred to a new location and/or owner. If the answer is "Dispose", the equipment is affixed with either an EXCESS or a JUNK sticker. Without exception an ISD Transfer Form must be completed for all equipment that is on the ODP Property Inventory System.

General Procedures for Completing the ISD Transfer Form for Equipment Coming from the Ship

The following procedures apply to completing the ISD transfer form.

1. The ODP# and item description are entered at the top of the page.
2. The box appropriate to the action needed for the equipment should be checked.
4. If the item is to be kept a new room location should be noted.
5. The Shipping/Repair ID is entered in the space provided.
6. Signature of releasing person will be the IS Manager or Delegate (when applicable).
7. Signature of the receiving person will be that of either a Property staff member or the Manager of the Department receiving the equipment, if not ISD.

Ship Equipment to be Repaired

Equipment returning from the ship for repair may or may not be on the Compaq Shipboard Maintenance Contract. Equipment covered on the contract will be turned over to Property to arrange for repair. Equipment not covered on the contract will be turned over to IS to arrange for repair. Either the MCS staff or Microcomputer Specialists will arrange for the repair/replacement of equipment turned over to ISD for repair.

1. Complete the ISD transfer form
Note the Repair ID, the ODP#, the MCS responsible and the new location as A208, if the item is ISD's responsibility to repair. Items covered by the Compaq contract need only the Repair ID and ODP# noted.
2. After the form is completed, the equipment is moved by DSD personnel to a location of IS' choice or equipment on the Compaq Shipboard Maintenance Contract is left in the staging area on the dock for convenience.

Note: Location A208 shall be entered in the Property Database as the new Location Code for all equipment not covered by the Compaq contract needing repair, unless a specific location is noted by the IS Manager or Delegate

Ship Equipment to be Kept

Equipment to be kept should be in good working order and have a **specific** intended purpose on shore. It is ODP's responsibility to keep only that equipment that is needed by the Program. Even though the equipment may be working, it should be disposed of through an approved method to another Government agency if it no longer serves a purpose to the Program. It should also be noted

that equipment covered by the Compaq contract can, of course, be repaired and then kept for future use without being returned to the ship.

1. Complete the ISD transfer form.
2. The IS Manager or Delegate signs the form.
3. IS personnel moves the equipment to A208 or another location within ISD.
4. Equipment to be turned over to another department will be installed by ISD. ISD is responsible for obtaining the receiving Department Manager's signature on the ISD Transfer Form, prior to sending a copy to Property.

Ship Equipment to be Disposed

This equipment either no longer works or is no longer needed for use on the Program. Any item being disposed of **shall be automatically removed** from the Compaq Shipboard Maintenance Contract.

1. Complete the ISD transfer form
2. The equipment is moved to A208 so that it can be readied for disposal by IS. All software is wiped from the drives. Items that do not require wiping are transferred directly from the dock to Property.
- 3.. The IS Manager or Delegate signs the form releasing the equipment from the IS Manager's responsibility and thereby transferring responsibility to Property.
4. If the equipment required wiping, IS personnel notifies Property that equipment is ready to be moved. The equipment is tagged with either an EXCESS or JUNK label. A yellow slip with the intended location is securely taped onto the equipment. Location Change form is completed and signed by the IS Manager or Delegate. IS notifies the Courier staff that equipment is ready to be moved. Equipment is most usually moved to either C132 or to the Riverside Campus Hangar for storage pending final removal.
5. The Location Change form is signed by a representative of Property and the copies are returned to ISD.

Sending Computer Equipment to the Ship

Items going to the ship may or may not be on Property's Inventory and may or may not be items sent to shore from a previous Leg for repair. If the item has an ODP# or should have an ODP#, it must be referenced on the shipping papers. If the item has a Repair ID from a previous Leg, it should be referenced as well. Items that are new should be tagged before packing. To obtain a tag personnel can contact either the ISD Property Assistant or the Property Department directly and provide to the person contacted either a Purchase Order Number or a Requisition Number if the item was not bought on a Purchase Order.

1. Print a Shipping Label from the Property Database for new or old equipment using frm 800. (Use of this form updates both the Status and Location fields in the Property Database.)

Location Changes for Shore Equipment

All new equipment received should be tagged immediately upon receipt. Property should be contacted that the equipment has arrived and can be tagged at their convenience. The person contacting Property needs to provide either a Purchase Order Number or if the item was not bought on a Purchase Order a copy of the Requisition is required. When creating a new Property Record all new computer equipment is given the location ONORDER until the final permanent location is known.

Procedures for Completing the ISD Transfer Form for Equipment on Shore

The ISD transfer form is used for both temporary and permanent relocations. All fields must be completed on every form EXCEPT that a Manager's signature to either release or accept responsibility is not needed in any of the following situations:

- a) in the case of a temporary move that is necessary as a result of required repairs,
- b) or if the equipment shall be relocated in the future to another office within the same

department it was removed from as a result of roll down, or
c) or if the equipment is new.

1. Under "Room equipment taken from", enter the old location.
2. Under "Room equipment taken to", enter the new location.
3. Note the ODP inventory number and description.
4. Explain purpose of the move.
5. The signature of the person moving the equipment - ISD technician. (Mandatory)
6. The signature of the person releasing the equipment – office occupant or ISD technician.
EXCEPTION: A Manager's signature is Mandatory for inter-departmental transfers. Example from Pubs to Admin or IS to DSD.
7. The signature of the person receiving equipment – office occupant or ISD technician
EXCEPTION: A Manager's signature is Mandatory for inter-departmental transfers. Example from Pubs to DSD or IS to Admin.
8. Copy Distribution
A copy is left with the RELEASING department's Property Assistant.
Admin – Property (C143)
Publications – Kathy Phillips (A252)
Drilling Services – Dave Lehnert (A121a)
Science Services – Janice Muston (A144)
Information Services – Denise Ponzio (A217)
A copy is forwarded to the ACCEPTING department's Property Assistant (see above list)
A copy is forwarded to Property (C143) for update to the database.
A copy is forwarded to ISD (A217).

If an item is identified as either excess or junk, the equipment must be readied by ISD for disposal; that is all the data and software must be wiped from the hard drive prior to turning the equipment over to Property.

1. A JUNK or EXCESS label/sticker is placed on the Equipment.
2. A gold slip instructing the Courier staff where to take the item is securely taped to the equipment.
3. If applicable a label/sticker indicating that the item's drive has been wiped is also placed on the item.
4. The ISD Transfer Form is completed.
5. The IS Manger or Delegate signs the form.
6. The item is taken to C132 or the Riverside Campus Hangar facility for storage pending final disposal.
7. A member of the Property staff is present when the equipment is placed in C132 and shall sign the IS Transfer Form as indication of accepting responsibility for the equipment.