



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

REPLY TO
ATTENTION OF

February 24, 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Lifecycle Replacement: Re-use and Disposal of Currently Fielded Equipment

The Project Office-Civilian Personnel Regionalization (PO-CPR) is responsible for implementing the Lifecycle Replacement Program. This program is currently underway in the Southeast Region and will begin in the Army National Capital Region in April 2000. In June, PO-CPR will commence surveys in the Southwest and Northeast Regions. The purpose of this memorandum is to clarify our requirements and expectations with respect to computer equipment eligible for replacement/re-use under the Lifecycle Replacement Program.

The preferred course of action for Army property is to re-use the equipment in support of the Army's mission. The enclosed list of re-use options is prioritized by equipment classification and by those who may receive the equipment for re-use.

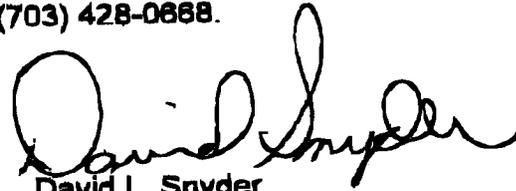
With the exception of HP K-460, HP K-260, HP Net Servers, certain networking equipment, certain HP laser printers, MT-661 line printer and CD-ROM towers, maintenance of the re-used computer equipment will be the responsibility of the site or recipient. Maintenance of excepted items will continue to be centrally funded.

The PO-CPR teams will initiate each site survey and during installation will perform the following functions: transfer existing software licenses to the new servers and workstations, wipe all current servers and workstations, including those to be retained by a site, clean and do a standard install of Windows NT 4.0 on the hard drive of the workstations only.

No media will be provided to the recipient entity. Any site or recipient entity wishing to re-use an NT server must obtain the appropriate license(s). Each site will retain licenses for office automation products (i.e., Microsoft Office) equal to the number of Department of the Army authorized positions. Any excess machines retained for locally-funded over hires, interns, and similar positions may NOT be loaded with these products unless the site purchases additional licenses. If desired, PO-CPR can assist sites with licensing issues. Sites will be required to provide evidence to PO-CPR that the site owns the requisite operating system and software licenses for all retained servers and workstations; otherwise, the install teams will have no option other than to remove or wipe the hard drives of these machines.

As part of the survey process, each site will be required to identify its desired re-use/disposal path for the items being replaced. A Memorandum of Agreement, prepared by PO-CPR and enacted with each site, will document the intended path and all of the benefiting parties and potential beneficiaries, other than the local school system. Each site also will be required (at the conclusion of the install process) to acknowledge the disposition of each item of replaced equipment. This document, together with supporting documents from the Property Book Officer, will become part of the official install report and serve as proof that the policy contained in this memorandum has been adhered to.

Any questions on these policies should be directed to PO-CPR, George Homewood at DSN 328-0668 or commercial (703) 428-0668.



David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

Enclosure

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RE-USE OPTIONS (Prioritized by Equipment Classification)

● **UNIX Servers**

1. Reutilize within the overall Army Civilian Personnel program for different functions, test-bed or lab machines, to support Civilian Personnel Operations Center Management Agency (CPOCMA), training, etc. or as a trade-in for other hardware
2. Offer to the local Directorate of Information Management (DOIM)
3. If local DOIM does not want it, offer to the Major Army Command (MACOM)
4. If the MACOM refuses it, Project Office, Civilian Personnel Regionalization (PO-CPR) will arrange its removal and find a use for it.

● **Windows NT Servers**

1. Re-deploy—the HP LD- and LH-series boxes will most likely be upgraded and moved to small and very small CPACs in a subsequent region. (Only fully Y2K-compliant machines will be reutilized.)
2. Reutilize as test-bed or lab machines at PO-CPR, CPR-West, CPOCMA or CPOCs. (Only fully Y2K-compliant machines will be reutilized.)
3. Keep at Civilian Personnel Advisory Center (CPAC) and rebuild as a BDC. (Only fully Y2K-compliant machines will be reutilized.)
4. Offer to Nonappropriated Fund (NAF). (Only fully Y2K-compliant machines will be reutilized.)
5. Offer to Equal Employment Opportunity (EEO) Y2K-compliant machines will be reutilized.)
6. Offer to local DOIM
7. Offer to MACOM
8. Offer to local school system
9. Dispose as appropriate (i.e., DRMS turn-in through local Property Book Office)

● **Workstations**

1. Keep some as spares (Only fully Y2K-compliant machines will be reutilized.)
2. Reutilize in test-bed or lab at CPOCMA or CPOCs (Only fully Y2K-compliant machines will be reutilized.)
3. Offer to NAF (Only fully Y2K-compliant machines will be reutilized.)
4. Offer to EEO (Only fully Y2K-compliant machines will be reutilized.)
5. Offer to local DOIM
6. Offer to MACOM
7. Offer to local school system
8. Dispose as appropriate (i.e., DRMS turn-in through local Property Book Office)

● **Peripherals**

1. Keep as operational component
2. Keep as spares
3. Offer to NAF
4. Offer to EEO
5. Offer to local DOIM
6. Offer to MACOM
7. Offer to local school system
8. Dispose as appropriate (i.e., DRMS turn-in through local Property Book Office)

NOTE: There should be no non-Y2K compliant equipment in use in the Department of Army.