



NOV 20 2012

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors
Chief, Resources and Operations Management
Assistant Chief Information Officers
Chief Financial Officers

FROM: Joseph F. Klimavicz 
NOAA Chief Information Officer & Director, High Performance
Computing and Communications

SUBJECT: NOAA Desktop and Laptop Purchase Management Policy

To promote cost-effective purchase decisions and spending on desktop (DT) and laptop (LT) devices, NOAA is issuing IT Standard 4.002, "Desktop and Laptop Purchase Management Policy". This policy will eliminate unnecessary redundancy and total lifecycle expenditures associated with the acquisition, issuance, tracking, and support and disposal of DT/LT devices.

The policy will result in a 25% reduction per year from the FY 2011 baseline number of "duplicate" devices (i.e., multiple devices assigned to a single end user that provide the same functionality). The goal is to eliminate 25% of the FY 2011 duplicate device baseline each year to achieve a complete elimination of those duplicate devices in 4 years.

Each Line and Staff Office, through either their Assistant CIO or Daniel McCrae (OCIO Service Delivery Division Director) for Staff Offices, is expected to submit the following to the NOAA Link Program Office:

- Within 30 days of the issuance of this memo:
 1. Establish and implement a DT/LT purchase request/approval process which, as appropriate, utilizes the Department-wide Acquisition Vehicle of Personal Computers and Accessories dated March 23, 2012 (DOC BPA)
 2. Establish a baseline number of "duplicate" devices
- Annually, beginning November 15, 2013,
Provide a summary of savings achieved through the implementation of this policy, which includes:
 1. Beginning and end-of-year number of "duplicate" devices
 2. Total expenditures on new DT/LT devices
 3. Other DT/LT related cost savings measures

