



DESKTOP AND LAPTOP COST REDUCTION POLICY

NISN: 4.002

Title:	DESKTOP AND LAPTOP PURCHASE MANAGEMENT POLICY		
NOAA IT Standard Number (NISN):	4.002	Current Version Date:	N/A
Effective Date:	November 20, 2012	Expiration Date:	None
Originator:	NOAA DT/LT Working Group	Current Editor:	N/A

KEYWORDS

Desktop (DT), Laptop (LT), Cost, Reduction, Purchase, Issuance, Reporting, Tech Refresh

PURPOSE AND SCOPE

The purpose of this policy is to minimize the demand and/or total expenditures associated with the purchase of DT/LT devices. This policy applies to all NOAA Desktop/Laptop (DT/LT) devices.

AUTHORITY

This policy is established by the NOAA Chief Information Officer in response to the following directives:

1. OMB Administrative Efficiency Initiative, November 7, 2011.
2. Department of Commerce, Cost Reduction Implementation, May 2011.
3. Presidential Executive Order 13576: *Delivering an Efficient, Effective, and Accountable Government*, 13 June 2011
4. Presidential Executive Order 13589: *Promoting Efficient Spending*, 9 November 2011

INTENDED AUDIENCE

This policy is targeted for any person who makes decisions about the purchase and/or assignment of DT/LT devices. However, all NOAA employees, contractors and affiliates should be familiar with the contents and intent of this policy.

BACKGROUND

NOAA recognizes that enhanced employee productivity results in savings, and is therefore committed to finding creative solutions to offset the impacts of diminishing budgets. Given NOAA's scientific mission and its operational service delivery mission, it is imperative for NOAA to find creative methods to ensure that the most valuable component of the agency, NOAA's employees, are able to contribute more to the well-being of the nation even under tight budgetary constraints. NOAA's total expenditure for DT and LT purchases has increased steadily and is approaching \$10M per year. Because this represents a significant and growing investment, it is incumbent upon NOAA leaders to improve its management of the purchase, assignment, and cost tracking of these resources.

DEFINITIONS

- DT/LT - Desktop/Laptop computer (excludes smartphones and other "mobile devices" as defined by the NOAA Mobile Device Security Policy)
- DT/LT End User – NOAA employees, affiliates, and contract personnel to whom a DT/LT is assigned for their indefinite and exclusive use.
- Functionality – The type of work performed on the device such as office productivity, computationally intensive scientific work, instrumentation, remote monitoring of systems or facilities, and travel/loaner functions (used for email, web, etc.). Telework and remote work does not by default constitute a different functionality.
- Tech Refresh - The periodic replacement of systems (or components) to assure continued effectiveness and supportability throughout its lifecycle. The modification of existing equipment is not equivalent to a tech refresh.^{2f}



POLICY

Those who have the authority to make decisions about the purchase and/or assignment of DT/LT devices shall:

- Obtain approval from the Line Office Assistant CIO or their designated representatives prior to purchase;
- Ensure all “End Users” are limited by default to a single DT/LT device. Assignment of multiple DT/LT devices to a single end user requires approval from the Line Office Assistant CIO or their designated representatives and shall be limited to cases where a separate functionality is required. (This does not restrict the use of Dual monitors.)
- Institute a technology refresh cycle of no less than four years for end-user DT and LT.
- Review and/or take advantage of existing equipment inventories to avoid unnecessary DT/LT purchases.

Line Office Assistant CIOs shall comply with this policy and respond to any applicable reporting/guidance.

Waivers

Each Line Office Assistant CIO will be responsible for establishing a written waiver process to review and approve requirements that qualify as exceptions to this policy. NOAA Staff Offices will submit their waiver requests to Daniel McCrae, OCIO Service Delivery Division Director.

The following are examples of potential purchase exceptions:

- Proactive preparation for emergency conditions (e.g., disaster or COOP events)
- Continuous monitoring of critical operations/systems/equipment

NOAA will accommodate DT/LT needs to assist persons with disabilities in the performance of their job functions, following the procedures in DAO 215-10

The following are examples of potential excepted users:

- Operations staff who use a shared pool of workstations
- Someone who uses only a loaner system (e.g. for travel)
- Staff who use a shared set of computers as part of field operations or when integrated into instrumentation
- Systems staff or web developers who need to support multiple platforms

Oversight

The NOAA Chief Information Officer will monitor compliance to this policy.