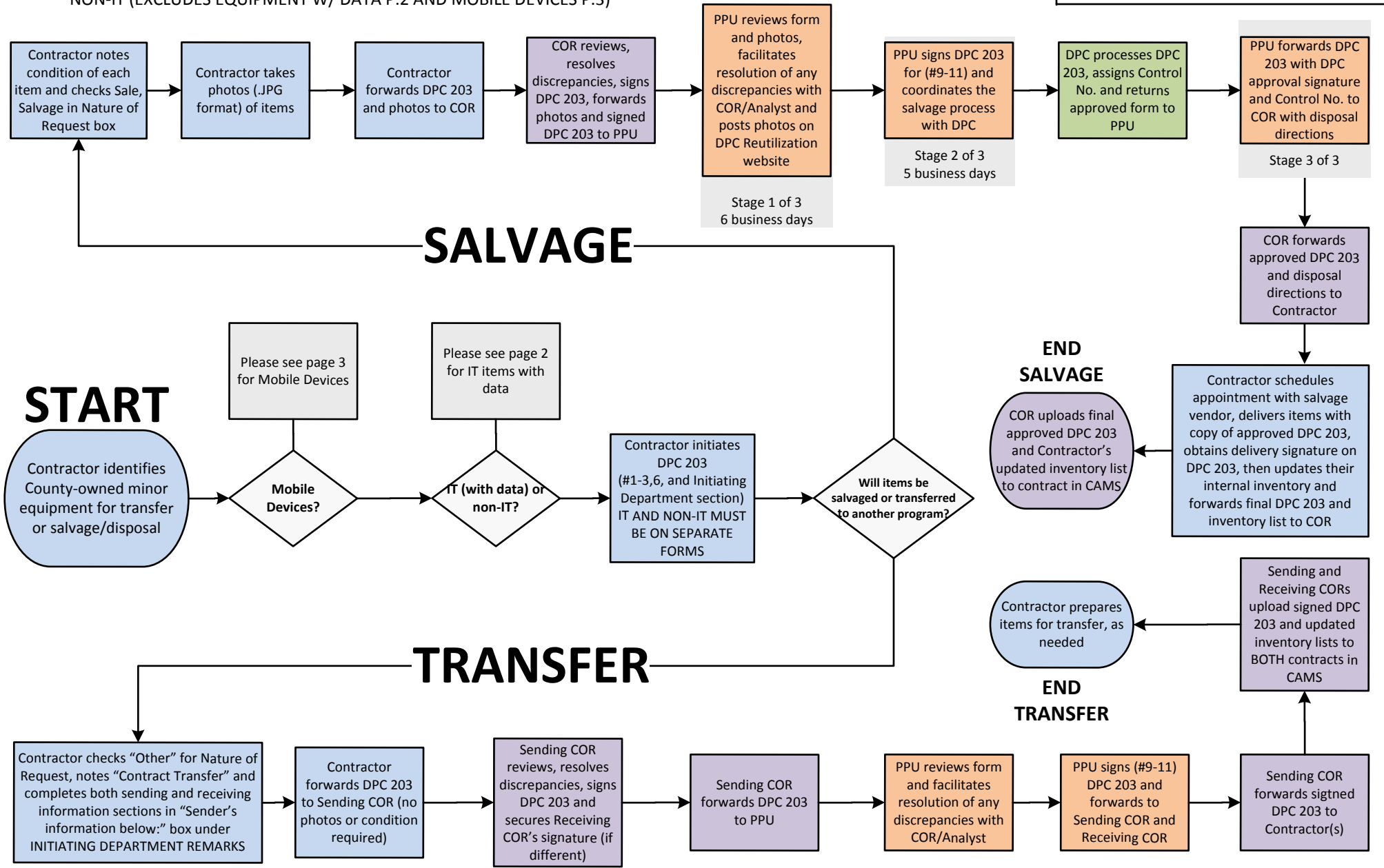
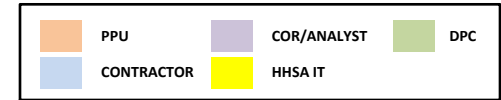


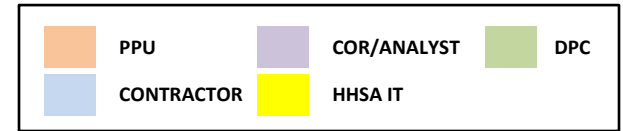
MINOR EQUIPMENT DISPOSITION PROCESS

NON-IT (EXCLUDES EQUIPMENT W/ DATA P.2 AND MOBILE DEVICES P.3)



MINOR EQUIPMENT DISPOSITION PROCESS

IT EQUIPMENT CONTAINING DATA



Contractor identifies County-owned IT minor equipment with data for salvage/disposal or transfer

START

Contractor initiates DPC 203 (#1-4,6, and Initiating Department section) IT AND NON-IT MUST BE ON SEPARATE FORMS

Will items be salvaged or transferred to another program?

SALVAGE

Contractor provides serial number(s) and checks "Sale, Salvage" in Nature of Request box

Contractor forwards DPC 203 to COR

COR reviews, resolves discrepancies, and signs DPC 203 (sender information section) and forwards to PPU

TRANSFER

Contractor checks "Other", notes "Contract Transfer" and completes Sender's and Receiver's Information section

Contractor forwards DPC 203 to Sending COR (no photos required)

Sending COR reviews and signs DPC 203 and secures Receiving COR's signature (if different)

Sending and receiving CORs evaluate need for DoD wipe waiver approval from HHS Compliance Officer as appropriate

Wipe waiver approved by HHS Compliance Officer?

Sending COR reviews, resolves discrepancies, secures receiving COR's signature and forward DPC 203 to PPU

PPU submits Catalog Order for DoD wipe to HHS ITS

Stage 1 of 1 10 business days

Sending COR forwards signed DPC 203 to Contractor(s)

PPU signs (#9-11) DPC 203 and forwards to Sending COR and Receiving COR

PPU reviews form and facilitates resolution of any discrepancies with COR/Analyst

Sending COR forwards DPC 203 and approved DoD Wipe waiver to PPU

COR obtains approved DoD wipe waiver from HHS Compliance Officer

Approx. (10 bus. days for disposal) (20 bus. days for transfer)

IT vendor schedules appt. with contractor to pick up equipment for wipe and signs off DoD wipe certification. IT vendor will take equipment to donation site for salvaged items. Equipment will ONLY be returned to sending COR if it will be transferred.

Sending and Receiving CORs update inventory lists and upload signed DPC 203s and updated inventory lists to BOTH contracts in CAMS

Contractors prepare items for transfer as needed

END TRANSFER

COR uploads DPC 203 form with DoD wipe certification and updated inventory list on CAMS and sends final DPC 203 form to PPU

END SALVAGE

Contractor forwards form DPC 203 with DoD wipe certification and updated inventory list to COR

MINOR EQUIPMENT DISPOSITION PROCESS

MOBILE DEVICES

