

Management System: Information Resource Management

Subject Area Description: Computer Systems Management (Including IT Support)

Policy: Issuing Specialized Information Technology (IT) Equipment

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Issue Date: 11/19/15
Revisions: 0

1.0 Purpose

It is the policy of the Environmental Management Consolidated Business Center (EMCBC) that appropriate Information Technology (IT) equipment, commensurate with the requirements associated with specific position functions, be issued by the EMCBC Office of Information Resource Management (IRM) to enable individual employees to perform their duties. Supervisors are expected to evaluate employee requests against the need for issuing IT equipment. IRM will assist in the evaluation of these requests by providing supervisors with information on the available technology and the costs associated with providing that technology. EMCBC organizations requesting specialized IT equipment for more than one-third of their employees will require the approval of the EMCBC Director.

2.0 Scope & Applicability

The issuance of cellular telecommunication devices, portable computers (e.g., laptops, tablets, etc.), desktop printers or scanners, dual monitors, and other government-owned specialized IT equipment is within the scope of this policy.

Issuance of IT equipment being taken out of the country will be handled on a case-by-case basis and shall be coordinated with the Assistant Director, IRM (ADIRM).

This policy is applicable to all EMCBC and Serviced Site employees that obtain IT support from IRM.

3.0 General Information

3.1 Responsibilities

EMCBC Director	Approves specialized IT equipment needs that serve more than one-third of a specific EMCBC organization's employees
Federal Project Director (FPD)	Evaluates the functions of their organization to determine if any specialized IT equipment is required in order to support the mission of their project; implements this policy at their site; follows the process described in SAP-IRM-201-05, Requesting Specialized Information Technology (IT) Equipment
Cognizant Assistant Director (AD)	Evaluates the functions of their organization to determine if any specialized IT equipment is required in order to support the mission of the EMCBC; follows the process described in SAP-IRM-201-05, Requesting Specialized Information Technology (IT) Equipment
Supervisors	Assesses employee needs for IT equipment and recommends approval to the cognizant AD; follows the process described in SAP-IRM-201-05, Requesting Specialized Information Technology (IT) Equipment
Assistant Director for Information Resource Management (ADIRM)	Implements this policy at the EMCBC; issues and tracks IT equipment; makes listing of specialized IT equipment, including functionality and associated costs, available to ADs, FPDs, and supervisors; performs periodic review of invoices to determine underutilized specialized IT equipment and makes recommendations to supervisor, ADs, FPDs, and the EMCBC Director
All EMCBC Staff	Reviews and ensures compliance with established Departmental and EMCBC policies on the use of specialized IT equipment; follows the process described in SAP-IRM-201-05, Requesting Specialized Information Technology (IT) Equipment

3.2 General Information

- 3.2.1 Employee Needs – Specialized IT equipment can greatly enhance productivity of employees, especially those who frequently work extended hours or who travel extensively. However, the costs associated with issuing equipment can

be high and put an undue strain on resources, especially if issued in an environment where equipment is requested as a matter of course rather than as a matter of need. By assessing and monitoring the requirements for specialized IT equipment, employees and supervisors are good stewards of limited resources.

- 3.2.2 Desktop Printer Phase-Out - The EMCBC is moving toward network-based printing as a means of servicing users and shall remove all obsolete and underutilized desktop printing devices.
- 3.2.2.1 Desktop printers should only be issued under compelling circumstances. Convenience is not a valid reason for issuing a desktop printer to an individual. Waivers from the desktop printer phase-out policy are approved exclusively by the ADIRM. All waivers must be made through the cognizant AD/Federal Project Director, in writing, to the ADIRM and must include a justification.
- 3.2.2.2 Per DOE G 436.1, Federal Sustainable Print Management, IRM shall not perform maintenance or repairs on desktop printers. When a desktop printer becomes inoperable, it shall be recycled according to personal property disposition requirements and will not be replaced. Affected individuals shall use a network printer for their printing needs. Furthermore, new requirements for desktop printers will be fulfilled from excess or reallocation of newer devices, when possible. Desktop printers taken out of service will have toner and ink cartridges removed for use in remaining printers.
- 3.2.2.3 Per DOE G 436.1, Federal Sustainable Print Management, IRM will only maintain black and white ink and toner cartridges for desktop devices for which there are 10 or more that use the same type of cartridge. The purchase of all other ink and toner cartridges for desktop devices will have to be secured by the office of the employee with the desktop device.
- 3.2.2.4 Secure printing features will be enabled on network devices as needed.
- 3.2.2.5 Requests to purchase a desktop printer must follow guidance established by DOE G 436.1-1, Federal Sustainable Print Management. Managers have the jurisdiction to nominate employees for the purchase of a new desktop printer, but the final decision to purchase resides with the ADIRM. Funds for specially requested desktop printers will be expended from the budget of the requesting office.

- 3.2.3 Cyber Security Considerations – The Cyber Security requirements of DOE O 205.1B, Department of Energy Cyber Security Program, mandate that the Least Functionality principal be applied to the access and use of information technology. Supervisors need to be aware that the use and distribution of cellular telecommunication devices, laptops, and other specialized IT equipment may create an increased risk for loss of data or compromise sensitive information. These risks must balance the employee needs for specialized IT equipment since such risks are inherently increased with each device issued.
- 3.2.4 Continuity of Operations (COOP) - Supervisors should ensure that Designated Personnel that support COOP and other continuous (around the clock) functions have suitable communications tools available.
- 3.2.5 Reasonable Accommodation – Specialized IT equipment may be provided for those qualified employees or applicants with disabilities who utilize certain IT devices as a Reasonable Accommodation. Determinations of the need for or the type of Reasonable Accommodation, for a qualified employee or applicant with disabilities, will be made following agency administrative procedures and in accordance with regulatory and statutory requirements.

4.0 Requirements

- 4.1 Executive Order 13589, Promoting Efficient Spending
- 4.2 DOE O 205.1B, Department of Energy Cyber Security Program
- 4.3 DOE O 203.1 Limited Personal Use of Government Office Equipment Including Information Technology
- 4.4 DOE G 436.1-1 – Federal Sustainable Print Management Policy
- 4.5 DOE EM Risk Management Approach Implementation Plan (RMAIP)
- 4.6 EMCBC Reasonable Accommodation Procedure Guidance
- 4.7 EMCBC PP-IRM-240-08, Cyber Security – System Security Plan for General Support System
 - 4.7.1 CM-8, Information System Component Inventory
 - 4.7.2 PE-16, Delivery and Removal
- 4.8 SAP-IRM-201-05 – Requesting Specialized Information Technology (IT) Equipment

5.0 Definitions – are found on the top of the main page of the Management System Descriptions

EMCBC RECORD OF REVISION

Document Title: Issuing Specialized Information Technology (IT) Equipment

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised, or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Format revision	Entire Document	11/19/15
	Updated References	1	
	Added ADIRM's periodic review of invoices to determine under-utilization of specialized IT equipment	2	