

Minerals Management Service Interim Policy Document

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Series: Offshore Energy and Minerals Management (OEMM)

Title: OEMM Information Technology (IT) Lifecycle Replacement

Originating Office: Information Technology Division, OEMM

1. Purpose and Scope. This chapter describes the OEMM IT asset lifecycle replacement policy. This chapter applies to all OEMM employees and contractors.

2. Objective. To ensure OEMM employees have the appropriate level of technology to meet mission requirements.

3. Definitions.

A. Lifecycle: The period of time during which IT hardware and software remains useful.

B. IT Asset: Any equipment, interconnected system(s), or subsystem(s) of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency.

This does not include:

(1) Equipment acquired by a contractor incidental to a contract.

(2) Equipment that contains imbedded IT used as an integral part of the product, but the principal function of which is not defined as "Information Technology". For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats, temperature control devices, and uninterruptible power supplies (UPS).

(3) Supplies used in conjunction with computer hardware such as: diskettes, printer ink/toner cartridges, compact discs, digital video disks, desktop accessories, anti-glare screens, etc.

(4) Facilities-related support such as air conditioning and UPS.

4. Policy. It is the policy of the OEMMM program that:

- A. All IT asset purchases are funded through the Information Management Program (IMP) budget.
- B. IT assets are the property of the IMP and may not be disposed or transferred without the approval of the OEMMM IT Asset Manager.
- C. OEMMM employees are entitled to one desktop computer system. All requests for laptops, workstations, or additional systems must be fully justified in writing by the Regional Supervisor, Division Chief, or equivalent. All requests are subject to OEMMM management review and approval.
- D. Desktop, laptop, and workstation systems are replaced every 4 to 5 years.
- E. Servers, shared printers, plotters, and peripherals are generally replaced every 5 years.
- F. All IT asset purchases and requests are subject to funds availability.

5. Expiration. This IPD will remain in effect until incorporated into the MMS Manual, canceled, or superseded with another IPD.

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