United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington D.C. 20240

To: Service Directorate   May 13, 2020

From: Aurelia Skipwith, Director

Per U.S. Fish & Wildlife Service Director's Order 216, Information Resources Technology Management (IRTM) is authorized to establish Service-wide guidance and best practices for technology and devices. The purpose of this memorandum is to establish specification and life cycle replacement standards for desktop and laptop computers.

Establishing standard specifications will reduce contracting officer workload, allow Joint Administrative Operations, Acquisition and Property Operations (APO) to obtain volume discounts on future bulk purchasing efforts, and reduce variability for IRTM customer support. The specifications for 2020 may be reviewed at the IRTM Sharepoint site. Please note that IRTM will be transitioning to a computer Storefront model for computer delivery in 2020. We expect this process will reduce customer wait times associated with traditional bulk buy procurements.

This memorandum also establishes the lifecycle for desktop and laptop computers at 4 years. Obsolete computers that are not formally decommissioned constitute a risk to the Service due to the potential for lost equipment, loss of data, and increased system vulnerability as these systems are not continuously patched. A list of obsolete assets is provided as attachment #1, and are highlighted in red.

IRTM developed the standard computer specifications in accordance with Office of Management and Budget (OMB) guidance M-16-02 (Category Management Policy 15-1: Improving the Acquisition and Management of Common Information Technology: Laptops and Desktops). The current Financial and Business Management System (FBMS) property inventory illustrates how the lack of standard specifications, consolidated procurements and enforced lifecycle dispositions have contributed to material weakness and increased cost to the Service. Historically, the Service has averaged 618 separate computer buys each year using a variety of different specifications. There are currently 17,940 systems listed in FBMS, of which 5,614 are 5 years or older. Additionally, 41% of Service computers are currently operating outside of our required security controls.

Action Required

Programs should prioritize computer replacement for those systems that are projected to reach the end of their 4-year service life in 2020.

Programs must contact IT Customer Support for assistance to remove all computers on their inventory that are 5 years or older. IRTM will ensure that appropriate steps are taken to secure any data and software licenses, and that the systems are sanitized per National Institute of Standards and Technology (NIST) recommendations.

Accountable and Custodial Property Officers must submit completed DI-103A forms to (APO) to ensure that assets are properly disposed and removed from FBMS.

All new computer purchases through a Purchase Order will automatically create an FBMS asset shell, however, in the event of non-standard acquisition of equipment; the cost center Custodial Property Officer should submit an ABZON request to APO for an asset shell creation in FBMS. The acquisition and delivery of any new computer should immediately be followed by a certified disposal to ensure that overall computer numbers achieve a 1:1 employee to computer ratio, per the Office of the Chief Information Officer (OCIO) Directive 2013- 001, and IT Bulletin 2017- 003.

Programs are asked to utilize U.S. Geological Survey (USGS) Supercomputing resources if a specific requirement exists that cannot be satisfied using standard specifications. These systems are among the most powerful computers in the world and are available to Service personnel at no cost.

If a requirement exists that cannot be satisfied with standard specifications, or through shared computing resources, then a waiver must be obtained from the Service's Associate Chief Information Officer (ACIO). To request a waiver, offices must submit a signed memorandum in DTS addressed to the ACIO and copying the Bureau Procurement Chief. This memorandum must include the following information:

- o Name, contact information, and the organizational unit (Region, program, office, etc.) of the requesting party
- o Description of the specifications requested
- o A valid business justification

For any questions, please contact Mr. Mike Lewis, IRTM, Division Chief of ITM Governance, Policy and Standards, at (907) 786-3347 or mike_lewis@fws.gov; and, Mr. Art Tovar, JAO, Section Chief for Personal Property Operations, at (907) 786-3611 and art_tovar@fws.gov.

Attachment:
1. Legacy Regional Computer Property Record