

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS NOTICE

57-18

10/16/18

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## COMPUTER RETURN POLICY

### I. PURPOSE

This notice provides instructions to all FSIS employees on how to return their old FSIS computer once they have received their replacement computer. Employees are to ensure that the computer being replaced is shipped back to the FSIS Depot within 14 days of receipt of the replacement computer to avoid suspension of the employee's network account.

### II. BACKGROUND

This notice supports requirements and guidance in the [Federal IT Acquisition Reform Act \(FITARA\)](#) and the [Office of Management and Budget Memo M-16-12, "Category Management Policy 16-1: Improving the Acquisition and Management of Common Information Technology: Software Licensing."](#) Full life-cycle management prevents possible misuse of computers and promotes reduction of associated security vulnerabilities while achieving cost savings and improving accountability. Returning the old computer also ensures reduced maintenance and licensing costs, and centralized management and security of FSIS IT assets and data.

### III. EMPLOYEE RESPONSIBILITIES

A. Within 14 days of receiving a replacement computer and verifying that all programs and files have been transferred to the new computer, employees are to:

1. Contact the FSIS Service Desk on 1-800-473-9135 to generate a Computer Return FootPrints ticket and to request return shipping materials and a return label, if necessary;
2. Ensure that the Shipment Verification FootPrints ticket documents the receipt of the new/replacement computer;

**NOTE:** If an onsite technician takes an employee's computer, that employee is to ensure that the FootPrints ticket is updated to reflect the return because he or she is accountable for the property.

3. Package up the old computer and apply the return label;
4. Contact FedEx to pick up the package; identify the package as an "express" pickup, rather than a "ground" pickup; and
5. Update the FootPrints Computer Return ticket to inform the Service Desk that the package has been shipped once it has been picked up.

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**DISTRIBUTION:** Electronic; All  
Field Employees

**NOTICE EXPIRES:** 11/1/19

**OPI:** OPPD

#### IV. OFFICE OF THE CHIEF INFORMATION OFFICER (OCIO) RESPONSIBILITIES

A. FootPrints will send e-mail reminders to the employee and the employee's IT Point of Contact (POC) on the 7<sup>th</sup> and 10<sup>th</sup> days following shipment to remind them to pack up their old computer and mail it.

District	POC
<b>ALAMEDA</b>	<a href="mailto:alamedadistrictfootprints@fsis.usda.gov">alamedadistrictfootprints@fsis.usda.gov</a> Sidhu Sukhdeep, Suyin Cai, Michael Khoshaba
<b>DENVER</b>	<a href="mailto:Dennis.Depperschmidt@fsis.usda.gov">Dennis.Depperschmidt@fsis.usda.gov</a>
<b>DES MOINES</b>	<a href="mailto:Jeff.Harvey@fsis.usda.gov">Jeff.Harvey@fsis.usda.gov</a> <a href="mailto:Paul.Palmer@fsis.usda.gov">Paul.Palmer@fsis.usda.gov</a> <a href="mailto:rose.blackford@fsis.usda.gov">rose.blackford@fsis.usda.gov</a>
<b>SPRINGDALE</b>	<a href="mailto:springdaledistrictfootprints@fsis.usda.gov">springdaledistrictfootprints@fsis.usda.gov</a> Cyndi Unruh, Matthew Epperson, Justin Churchill, Liz Meersman, and Glen Vanderpool
<b>DALLAS</b>	<a href="mailto:dallasdistrictfootprints@fsis.usda.gov">dallasdistrictfootprints@fsis.usda.gov</a> Marc Coudriet, Kerry Stratton, Alyssa Green
<b>CHICAGO</b>	<a href="mailto:chicagodistrictfootprints@fsis.usda.gov">chicagodistrictfootprints@fsis.usda.gov</a> Karen Higgs and Deb Hamilton
<b>PHILADELPHIA</b>	<a href="mailto:Gladys.Danridge@fsis.usda.gov">Gladys.Danridge@fsis.usda.gov</a> <a href="mailto:Robin.Way@fsis.usda.gov">Robin.Way@fsis.usda.gov</a> <a href="mailto:Yvonne.Maldonado@fsis.usda.gov">Yvonne.Maldonado@fsis.usda.gov</a> <a href="mailto:Tamika.DeJesus@fsis.usda.gov">Tamika.DeJesus@fsis.usda.gov</a>
<b>RALEIGH</b>	<a href="mailto:raleighdistrictfootprints@fsis.usda.gov">raleighdistrictfootprints@fsis.usda.gov</a> Carol Ford, Lorraine Jones, Laura Hutchison, Timothy Carter
<b>ATLANTA</b>	<a href="mailto:atlantadistrictfootprints@fsis.usda.gov">atlantadistrictfootprints@fsis.usda.gov</a> Gayle Yantzi, Lesa Hardaway, Brenda Jones, and Janie Law
<b>JACKSON</b>	<a href="mailto:jacksondistrictfootprints@fsis.usda.gov">jacksondistrictfootprints@fsis.usda.gov</a> Christina Walker, Dorothy Stewart, Deborah Mixon, Sharon Course

B. OCIO will disable the network account of any employee that does not return his or her computer within 14 days.

C. If there are mitigating circumstances that prevent employees from returning their computers during the required timeframe, such as the employee is on leave or TDY longer than the 14-day timeframe, the employee is to notify their IT POC and the IT POC is to contact the FSIS Service Desk on 1-800-473-9135 to request an exception to the timeframe for shipment, which should be limited to the shortest duration possible. The employee's supervisor is to approve the exception.

## V. QUESTIONS

Refer questions regarding this notice to the OCIO Asset Manager at:  
[AssetManagement@fsis.usda.gov](mailto:AssetManagement@fsis.usda.gov) .

A handwritten signature in black ink that reads "Sabrina J. Wagner". The signature is written in a cursive style with a large initial 'S'.

Assistant Administrator  
Office of Policy and Program Development