

**Minerals Management Service  
Interim Policy Document**

**Effective Date:** August 22, 2008

**IPD No. 08-17**

**Series:** Offshore Energy and Minerals Management

**Title:** OEMM Information Technology Asset Disposition

**Originating Office:** Information Technology Division, Offshore Energy and Minerals Management (OEMM)

**1. Purpose.** This chapter outlines the policy for the disposition of Offshore Energy and Minerals Management (OEMM) Information Technology (IT) assets. This policy applies to all OEMM employees.

**2. Objective.** To ensure the OEMM program receives maximum benefit from IT investments.

**3. Definitions.**

A. Information Technology (IT) Asset: Any equipment, or 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.

B. The term "information technology" does not include:

(1) Any equipment acquired by a contractor incidental to a contract.

(2) Any equipment that contains imbedded information technology 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.

(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 OEMM program that:

A. All IT assets are the property of the Information Management Program (IMP).

B. All IT assets replaced under the OEMM lifecycle program must be returned to the OEMM IT Asset Manager or designated Regional IT Asset Manager for disposition. Employees are not authorized to retain, re-assign or re-purpose equipment.

- C. Upon determination an IT asset is no longer operational or required it must be reported as excess to the OEMM IT Asset Manager or the designated Regional IT Asset Manager for review and approval on a form [MMS-064](#) Property Transfer Request.
  - D. Copies of completed MMS-064 Property Transfer Request forms must be submitted to the OEMM IT Asset Manager.
  - E. Devices with internal hard drives must have data and documents purged in accordance with [IRM Bulletin 2001-0004](#), *Protecting Sensitive Data When Transferring, Donating, or Disposing of Computer Equipment*.
- 5. Expiration.** This IPD will remain in effect until incorporated into the MMS Manual, canceled, or superseded with another IPD.

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