

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D. C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+ Lab. Com	<u>Subject:</u> Modification of Regional Inventory Instructions (Cir. 99-03) <u>Code:</u> 903.3
Symbols: DPAMS:DP	Action: Immediate	

PURPOSE: To modify Regional Inventory Reporting Procedures. **These procedures are for non-LAN connected users only.**

BACKGROUND: Previously, Circular 99-03 (Regional Inventory Instructions) outlined detailed reporting instructions in submitting inventory information. It contained a simplified method of providing inventory information to the Regional and National Offices on a timely basis.

ACTION: In order to further simplify inventory reporting and to have an accurate account of computer equipment, the previous inventory reporting procedures have been modified. The following procedures will be effective immediately:

All field staff should electronically report all inventory information to their respective Regional Office (RO) with a carbon copy to the National Office (NO), using the attached standardized Inventory Verification Sheet (IVS). The IVS should be completed and submitted to the Regional Office **by February 15 and July 15, of each calendar year, respectively**. In order to purchase new and/or replace equipment for current and new staff, it is imperative that inventories be updated to reflect current equipment needs. The Regional Directors (RDs) will be responsible for ensuring that all field offices keep track of their inventories. **Again, all IVS reports should be transmitted via E-Mail and include the date and signature /s/ verifying the information.**

To validate inventories, each individual staff within each local office must review and electronically sign A/s/@ the IVS. The timely submittal of the IVS will allow sufficient time for planning the purchase of new equipment and software, provide information on the amount and type of equipment an office is using and reflect the location of any transferred equipment. The IVS should only include information related to the laptop, docking station, monitor, carrying case, and printer. Any damaged or outdated equipment should be discarded or given to a non-profit organization in accordance with Circular 97-02 (Disposition of Surplus Computer Equipment). Unless authorized by the NO, please do not send any of this outdated equipment to the NO.

When new equipment is received, it is imperative that your inventory is updated immediately using this same process. Before any equipment is shipped to a field office, the NO will contact the recipient office within 24 hours before the shipment of the equipment. An FYI e-mail will be transmitted to the RD. The receipt of an updated IVS will serve as verification to the NO, with a carbon copy to the RD, that the equipment was received by the recipient office.

Office equipment should not be transferred without approval from the RO. The RO will have the responsibility for determining if a transfer is necessary. If a piece of equipment (monitor, printer, keyboard, etc.) is damaged, an e-mail should be sent immediately to the RO, with a carbon copy to the NO, explaining the circumstances. Once the transfer of equipment has been completed, the IVS should be updated to reflect the change in the office inventory immediately. **It is imperative that the transferring and recipient office keep all copies of their FedEx air bills to help track new and transferred equipment.**

It is anticipated that this revised and enhanced process will to provide new or replacement equipment in a timely manner and keep inventories up to date. If you have any questions, please contact Don Palmer at (202) 219-5921 ext 121.

Attachments

COMPUTER INVENTORY VERIFICATION SHEET (IVS) INSTRUCTIONS

Please identify each piece of equipment for each individual staff. The following guidance is being provided to assist in completing the IVS:

1. OFFICE LOCATION, DATE: Please enter your office location (city and state) and the date (date of inventory submittal to National Office via E-mail).
2. CPU's (Pentium) - BRAND, SERIAL NUMBER, DOL IDENTIFICATION NUMBER, ASSIGNED: Please enter brand name of each computer (desktops and laptops), and the serial number [Compaq notebook serial numbers are located on the back side of the machine. The serial number is usually 12 digits long (alpha numeric) and appears on a (bar code sticker), the DOL identification number (silver sticker), and identify the staff member for whom the equipment is assigned.
3. DOCKING STATIONS: The serial number is usually a 12 digit number - alpha numeric located on the back of the equipment.
4. MONITORS: Please provide the brand and serial number.
5. PRINTERS: Please provide the brand and serial number. **Include the DOL Identification Number.**
6. SIGNATURE: An office representative must type in his or her name and date on the inventory sheet for verification purposes. A (/s/) must follow behind each signature indicating that the individual has "signed" the sheet. It should be understood that the representative signing is verifying that ALL inventory information is correct.

If any piece of equipment is broken or appears like it will be of questionable use (flickering monitor screens, etc.), please indicate this within your inventory sheet. Also, please note that generally only one copy of Third Party Books, i.e., WordPerfect Suite 8, GroupWise booklet, etc., will be sent to an individual office for all staff use.

Office Location: _____

Date: _____

CPU's (Notebook)

Brand Name	Serial Number	DOL ID NO.	Assigned to

DOCKING STATIONS

Brand Name	Serial Number	Assigned to

MONITORS

Brand Name	Serial Number	Assigned to

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PRINTERS

Brand Name	Serial Number	DOL ID NO.	Assigned to

CARRYING CASES

Quantity	Assigned to

I hereby confirm that this inventory is complete and accurate to the best of my knowledge.

Signature:	Date:
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