

CIRCULAR 98 – 02

Date: August 27, 1998

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-546 All Field Staff A-547 SD+RD+SAC+ Lab. Com.	<u>Subject:</u> Clearance Procedure for BAT Field Office Leases <u>Code:</u> 904.10
Symbols: TWA:MM		Action: Immediate

PURPOSE: To provide all Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff with the new clearance procedure for BAT Field Office Leases.

BACKGROUND: As a result of recent meetings between the Bureau of Apprenticeship and Training (BAT) and the Office of Management Information Systems, Division of Administrative Services (DAS), the attached new clearance procedure was developed and agreed to between BAT and DAS. This new procedure should keep BAT and DAS up-to-date on lease activities in the field and prevent lengthy delays in terminating leases.

Attachments

Clearance Procedure for BAT Field Office Leases

The Division of Administrative Services (DAS) will initiate all Bureau of Apprenticeship and Training (BAT) lease actions (both opening and terminating leases) after consultation with the BAT National Office and transmit those actions/requests to OASAM.

Upon learning of a need for leased space for BAT field staff, the BAT regional office staff will concurrently notify the BAT national office and DAS (Stanley A. Burger, Attention: Margaret Sharkey) by E-Mail or memorandum. After consultation with BAT, DAS will transmit lease specifications, including parking needs, to OASAM along with a companion memorandum to the appropriate BAT Regional Director. OASAM will notify DAS of lease dates and square footage of space leased. DAS will forward this information to the BAT national and regional staff and the ETA Budget Office.

If BAT leased space needs to be terminated, the BAT regional office staff will notify the BAT national office and DAS by E-Mail or memorandum. DAS will confer with the BAT national office staff and forward the request for lease termination to OASAM. A companion memorandum will be sent to the BAT Regional Director. The request will correctly identify the location and size of the space to be released and the reason for termination. The request will also ask that OASAM notify DAS of the date that the termination request is sent to GSA. This date will be used to identify the start of the 120 day period needed by GSA. DAS will forward this information to the BAT National Office, BAT Regional Director and the ETA Budget Office.

In the event office furniture and equipment are left behind and this action will result in a delay in securing a timely release date from GSA, then abandonment procedures as outlined in BAT Circular 97-02, Code 903.5 (attached) dated April 7, 1997 will be implemented.

CIRCULAR 97-02**Date: April 7, 1997**

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	Subject: Disposition of Surplus Computer Equipment <u>Code:</u> 903.5
Symbols: TA:RD		Action: Immediate

PURPOSE: To provide all Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff with criteria and guidelines for the disposition of surplus computer equipment and other equipment.

BACKGROUND: As a result of recent office closings, it has come to our attention that many field offices have outdated computers and other equipment (such as chairs, lamps, etc.) that will need to be disposed of. Inquiries for disposal instructions from the field have been received regarding what to do with excess or non-working equipment.

ACTION: In order to clarify procedures for the disposition of surplus computer equipment and other equipment, we are providing the following guidelines:

- Once a computer has been designated as excess, make sure all software and files have been cleared off of the Central Processing Unit.
- If the computer works, offer it to a local school under the provisions of Executive Order 12999, Computers for Schools Program or any non-profit organization within the community. If a school wants a computer, they should contact Al Barnes or Margaret Sharkey at 202-219-5468 at which time they will prepare the necessary documents to effect the transfer.
- If the computer is broken or not worth fixing or no organization wants it, you are to contact Al Barnes or Margaret Sharkey at 202-219-5468 at which time they will provide you with a Letter of Abandonment. The Letter of Abandonment provides for the donation of equipment to a public body (a tax supported organization such as a police or fire department) and is accompanied by a Certificate of Destruction (see attached) which will have to be completed and forwarded to the above contacts.
- For other equipment, contact Al Barnes or Margaret Sharkey for instructions for abandonment of property as indicated above.