



## Sample Policy for Four-Year Refresh Cycle

Updated: 02/21/2008

---

### PURPOSE

The included document is an example of a federal policy requiring a four-year refresh cycle for personal computers. Executive Order 13423, *Strengthening Federal Environmental, Energy and Transportation Management*, requires federal agencies to establish and implement policies to extend the useful life of electronics equipment. The Implementing Instructions for Executive Order 13423 further require that federal agencies strive to extend the useful life of electronic equipment to four or more years.

### REFERENCES

The text of Executive Order 13423 and the Implementing Instructions are available at: [http://ofee.gov/eo/eo13423\\_main.asp](http://ofee.gov/eo/eo13423_main.asp).

### CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalelectronicschallenge.net/champions.htm>.

Partners may also request technical assistance via email to [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net).

### FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalelectronicschallenge.net/>  
E-mail: [info@electronicschallenge.net](mailto:info@electronicschallenge.net)

# Sample Department/Agency Policy

## Four-Year Refresh Cycle for Personal Computers

Approval Date:

Review Date:

---

**Subject:** The Four-Year Refresh Cycle for Personal Computers (PCs) Procedure is a [Department/Agency]-wide refresh schedule established to replace outdated PCs. [Department/Agency] PCs must be updated, or refreshed, every four years to support new technology and software applications. New PCs with faster processing time will increase user efficiency.

---

**Purpose:** The purpose of this procedure is to establish a systematic approach to retiring and replacing personal computers that balances the need to keep technology current with the need to protect the environment. This procedure provides guidance to all [Department/Agency] Information Management Officers (IMOs) for replacing individual PCs in their inventory according to [Department/Agency]'s required PC refresh cycle. Adequate PCs will benefit the [Department/Agency]'s employees by ensuring that each person always has a PC that can support new software as it is released, can minimize machine processing time, and can minimize the time spent on machine maintenance. Additionally, by requiring that PCs have a useful life of at least four (4) years, [Department/Agency] will reduce the impact of its electronics on the environment.

[Department/Agency] has several mechanisms for managing its hardware assets. The Managed Desktop Services (MDS) group manages some PCs for some parts of the [Department/Agency] while other parts manage their own assets. Therefore, a comprehensive and consistent approach to refreshing PCs is necessary.

---

**Procedures:** At [Department/Agency], each [Office/Facility] may choose how to manage its hardware assets. The following steps are required for [Offices/Facilities] who manage their hardware assets independently. PCs at [Department/Agency] will follow a standard refresh lifecycle including procurement, deployment, maintenance and retirement. Each of these lifecycle stages has its own unique considerations.

### **Procure or Lease**

- Confirm that new PCs meet the [Department/Agency] minimum PC configuration which can be found in the Hardware and Software Standards for Personal Computers Procedures.
- Select a configuration that can reasonably be anticipated to meet needs for four (4) years.
- Perform a lease versus buy analysis to determine the most cost-effective acquisition arrangement
- Purchase or lease PCs.

### **Deploy**

- Upon delivery all PCs should receive a property tag and be entered into an asset management database.
- Ensure that new PCs are configured per [Department/Agency] requirements as outlined in the Standard Configuration Document found at [Department/Agency intranet site].

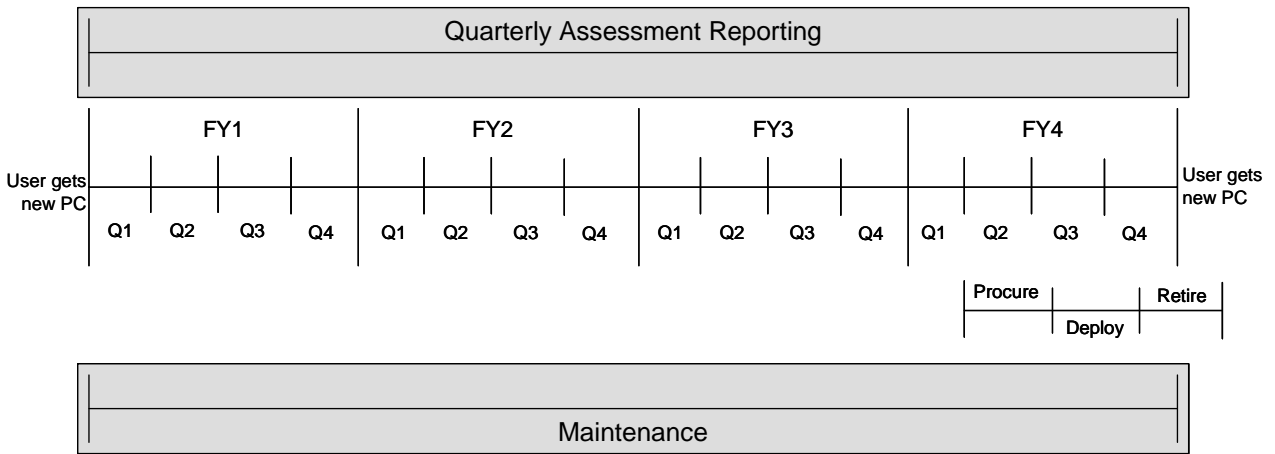
### **Maintain**

- Identify the support mechanism (e.g., service provider, service-level agreement (SLA), call center) to keep PCs current.
- Produce a Quarterly Assessment Report (QAR), which displays inventory status on a quarterly basis for management of replacement process.

### **Retire**

- Identify candidate PCs for retirement at each quarterly assessment.
- Coordinate simultaneous procurement of new PC and retirement of outdated PC.

The following diagram represents possible checkpoints and relative timeframes for managing the PC refresh cycle. It is not intended to limit procurement to the end of the fiscal year but instead represents a full four-year timeframe in four complete fiscal years.



As shown in the figure above, the process for replacing a PC at the end of its 4-year life cycle begins at the start of Q2 of the PC's fourth year. At this point, the process steps outlined above begin. Maintenance activities occur throughout the four year life cycle of the PC.

---

**Audience:** All [Offices/Facilities] are subject to this Procedure.

---

**Background:** Electronics are the fastest growing portion of the municipal waste stream. The Federal Government disposes of approximately 10,000 computers every week. Executive Order 13423, *Strengthening Federal Environmental, Energy and Transportation Management*, requires all Federal Agencies to take steps to limit the impact on the environment of the electronics that are used. One step in doing so is to set minimal standards for refresh of electronics. An aggressive refresh cycle increases the environmental impact of electronics. After a detailed analysis, [Department/Agency] has established a four-year life-cycle for its PCs and requires that all PCs be refreshed or upgraded according to this schedule. In addition to protecting the environment, this mandatory PC life-cycle helps to ensure that all [Department/Agency] employees have access to current technology.

---

**Authorities:** This procedure is issued under the authority of the [Department/Agency] Enterprise Architecture Policy, document number [XXX], issued [date].

---

**Waivers:** Waivers against these published procedures may be considered. Please see the “Waiver Process” [date] which can be found at [Department/Agency intranet site:]

---

**Roles and Responsibilities:** The primary responsibility for ensuring that PCs are properly replaced rests with the IMO. The IMO is responsible for managing the physical assets of his or her organization. This includes managing the procurement process through contact with contracting officers, vendor representatives and other resellers as well as the lease versus buy analysis. Additionally, the IMO must maintain an inventory of their PCs and have a means of identifying, at any given point in time, the appropriate stage of the lifecycle for any PC.

---

**Recertification Date:** Three years from approval date.

---

**Additional Information** Please contact [XX] at [phone number].