POLICY AND PROCEDURES

OFFICE OF STRATEGIC PROGRAMS

Government Issued Computers For CDER Employees

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PURPOSE

This MAPP establishes the policy and procedures, consistent with Food and Drug Administration (FDA) and government-wide mandates, for the issuance and maintenance of computers to employees and contractors at the Center for Drug Evaluation and Research (CDER)[1].

BACKGROUND

Executive Order (EO) 13589, Promoting Efficient Spending, released November, 2011, states, "Each agency should take steps to limit the number of IT devices (e.g. mobile phones, Blackberry smart phones, desktop and laptop computers, and tablet personal computers) issued to employees, consistent with the Telework Enhancement Act of 2010 (Public Law 111 292), operational requirements (including continuity of operations), and

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[1] The use of the term computer in this MAPP applies to laptop computers, desktop computers, tablet computers, and other devices supplied as to employees as the primary device used to complete their assigned work. This MAPP is not intended to address scientific workstations, those devices coupled to scientific instruments, or similar special purpose computers.

initiatives designed to create efficiency through the effective implementation of technology."

In addition, FDA's Office of Information Management (OIM) developed Staff Manual Guide (SMG) 3210.5, Personal Computer Refresh Policy, which defines the parameters of personal computer refresh for the FDA staff and contractors with FDA furnished computer equipment. An important element of the policy is that each FDA employee and contractor (as determined necessary by the Project Officer) will be assigned only one personal computing device which meets current technical specifications.

To comply with EO 13589, and with SMG 3210.5, CDER's policy is to provide a single computer per employee or contractor. This MAPP outlines exceptions to the single-computer rule, and quantifies the requirements for the exceptions.

CDER's Office of Management (OM) has established procedures to ensure CDER's purchases of additional computers are justified either as supporting CDER's mission, or as meeting reasonable employee accommodation.

POLICY

1. All computers supplied to employees and contractors, when appropriate, will be supplied with a single monitor, keyboard, and mouse. If the computer to be supplied is a laptop, a docking station will also be supplied. A second monitor is available upon request. The second monitor and associated equipment are approved and funded by the employee's division or office.

2. CDER employees and contractors, at the discretion of their Contracting Officer Representative (COR), will be issued a single computer.[2]

3. CDER employees who serve as CDER Emergency Relocation Group (CERG) members of their office's Continuity of Operations Plan (COOP) team are eligible to receive a second computer. The employee's Office Director determines if the additional computer is warranted. The decision is based on the duties of the individual and on the availability of funds. The second computer and associated equipment are approved and funded by the employee's division or office. Notification of the assignment of all second computers will be sent to CDER's Executive Officer.

4. CDER employees of the Office of Counter-Terrorism and Emergency Coordination (OCTEC) are eligible to receive a second computer. The second

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[2] The standard computer to be issued is a laptop with docking station. In certain situations, a desktop computer may be substituted for a laptop computer.

computer and associated equipment are approved and funded by OCTEC. Notification of the assignment of all second computers will be sent to CDER's Executive Officer.

5. CDER employees who have met the criteria for a reasonable accommodation as defined by the FDA's Office of Equal Employment Opportunity (OEEO) reasonable accommodations program, when that accommodation requires a second computer, are eligible to receive a second computer. The second computer and associated equipment are approved and funded by the employee's division or office. Notification of the assignment of all second computers will be sent to CDER's Executive Officer.

6. Employees who do not meet the criteria in Policy statements 3 – 5 (above), but feel a second computer is warranted, may request a second computer. The second computer and associated equipment must be approved by the employee's management, the employee's Office Director (or Super Office Director when warranted by organizational structure), and by CDER's Executive Officer. The second computer and associated equipment are funded by the employee's division or office.

7. Employees with an approved Flexible Workplace Agreement (FWAP) may request additional equipment to optimize their work-at-home productivity, as per CDER's FWAP agreements. The optional equipment includes up to two monitors, an additional docking station, a keyboard, and a mouse. The optional equipment, and peripherals, are approved and funded by the employee's division or office.

8. Employees who have previously been approved for a second computer, but no longer meet the criteria for approval, must return the computer and associated equipment to their division or office.

9. When a second computer is reassigned to a different approved employee within an office, notification of the reassignment must be sent to the CITL and to CDER's Executive Officer.

RESPONSIBILITIES

CDER Employee or Contractor: Complies with all policies and procedures set forth by the FDA, CDER, and within this document, for all systems, activities performed on IT devices, and with accountability for assigned property.

CDER Supervisor or COR: Ensures his or her employees are aware of all the policies and requirements of the IT devices they use. The supervisor or COR also approves additional computer requests based on the information provided in the IT Exception

Request Form for Second Computers and ensures the prospective computer recipient meets the claimed exemption criteria.

CDER Division IT Coordinator: Ensures IT exemption requestors follow the appropriate procedures regarding approval.

CENTER IT Liaisons (CITL): Confirms authorized users are placing orders via eOrder. If confirmed, the CITL facilitates the purchase of the device, via eOrder. For each new computer, notifies the CDER Executive Officer.

CDER Office Directors: Approve computer requests and funding, when necessary, based on the information provided in the IT Exception Request Form for Second Computers.

CDER Office COOP Coordinators: Validates COOP status of the requestor, and coordinates with Office Director or designee, to determine if employee is approved for a second computer. All COOP Emergency Relocation Group (CERG) members are eligible for second computers, but Office Directors determine if the additional computer is warranted. This decision is based on the duties of the individual, and on the availability of funds.

CDER Executive Officer: Approves IT exception requests for second computers for employees who are outside of the preapproved conditions, based on the information provided in the IT Exception Request Form for Second Computers. The Executive Officer is the final approver in the CDER Approval process.

CDER Management Officers: Validates that the requestor is eligible for additional IT equipment and ensures funding for eOrder request.

Property Custodial Officers (PCO): Verifies the additional IT purchases are accurately reflected in the accountable property inventory. (For OND only: PCO will enter the information for the second computers and all periphery devices into the OND non-accountable database.)

PROCEDURES

If a computer is being requested for a new hire:

1. The management officer or other designated individual requests the computer and associated equipment through eOrder.

If a second computer is being requested for a COOP team member:

1. The management officer, or designee, with the COOP Coordinator, ensures the COOP team member has been approved for a second computer.
2. The management officer, or designee, requests the computer and associated equipment through eOrder.
3. The management officer validates COOP membership of the requestor with the COOP Coordinator and indicates "COOP Approved" in the Additional Information section of eOrder to notify the CITL of the criteria that the employee met in order to qualify for a second computer.
4. The CITL reviews the order and verifies that the individual is eligible for the second computer.
5. The CITL maintains a log of individuals approved for a second computer.

If a second computer is being requested for an OCTEC team member:

1. The management officer or designee requests the computer and associated equipment through eOrder.
2. The management officer indicates "OCTEC" in the Additional Information section of eOrder to notify the CITL of the criteria that the employee met in order to qualify for a second computer.
3. The CITL reviews the order and verifies that the individual is eligible for the second computer.
4. The CITL maintains a log of individuals approved for a second computer.

If a second computer is being requested for an employee who has received an OEEO recommendation for a second computer as a reasonable accommodation:

1. The management officer, or designee, requests the computer and associated equipment through eOrder.
2. The management officer indicates "REASONABLE ACCOMODATION" in the Additional Information section of eOrder, to notify the CITL of the criteria that the employee met in order to qualify for a second computer.
3. The CITL maintains a log of individuals approved for a second computer.

If a second computer is being requested for an employee who does not meet the above criteria:

1. The employee submits a request to his or her Office Director.
2. The Office Director either denies the request, or indicates support of the request and forwards it to CDER's Executive Officer.
3. The Executive Officer indicates approval, or denial, of the request to the Office Director, and copies the employee and the CITL.
4. The management officer, or designee, requests the computer and associated equipment through eOrder.
5. The management officer indicates "Approved 2nd Computer" in the Additional Information section of eOrder to notify the CITL of the criteria that the employee met in order to qualify for a second computer.

6. The CITL maintains a log of individuals approved for a second computer.

If a second computer is being returned because the employee no longer meets the criteria by which they were approved:

1. The employee or management informs their Property Custodial Officer (PCO) and CITL that they no longer meet the criteria by which they were approved.
2. The employee returns the computer and associated equipment to their designated PCO within fifteen days.
3. The CITL indicates in their log that the individual is no longer approved for a second computer.

REFERENCES

1. FDA, 2007, Staff Manual Guide 3210.5: Personal Computer Refresh Policy.
2. FDA, 2010, Staff Manual Guide 2620.2: Accounting, Inventory Controls, Utilization, and Disposal of Property Assigned to Custodial Areas.
3. FDA, 2013, Center for Drug Evaluation and Research, MAPP 7601.2, Rev. 1, Use of Government Electronic Equipment and Systems.
4. The White House, 2011. Executive Order 13589: Promoting Efficient Spending.
5. Americans With Disabilities Act (ADA) 1990, Section 508.
6. Telework Enhancement Act of 2010 (Public Law 111 292).

DEFINITIONS

Computer – for the purposes of this MAPP, 'computer' refers to any personal work station computer, including personal computer or portable computer, docking station, keyboard, monitor, and mouse.

eOrder -- CDER's preferred web-based system for ordering IT equipment.

IT Exception Request Form for Second Computer – Document used by CDER Employees requesting a personal exception to CDER's single-computer-per-employee rule. The IT Exception Request Form for Second Computers must be cleared by the employee's management, for consideration. (See Attachment 2 for sample form.)

Information Technology (IT) – Referring to the development, maintenance, and support of computer and network systems.
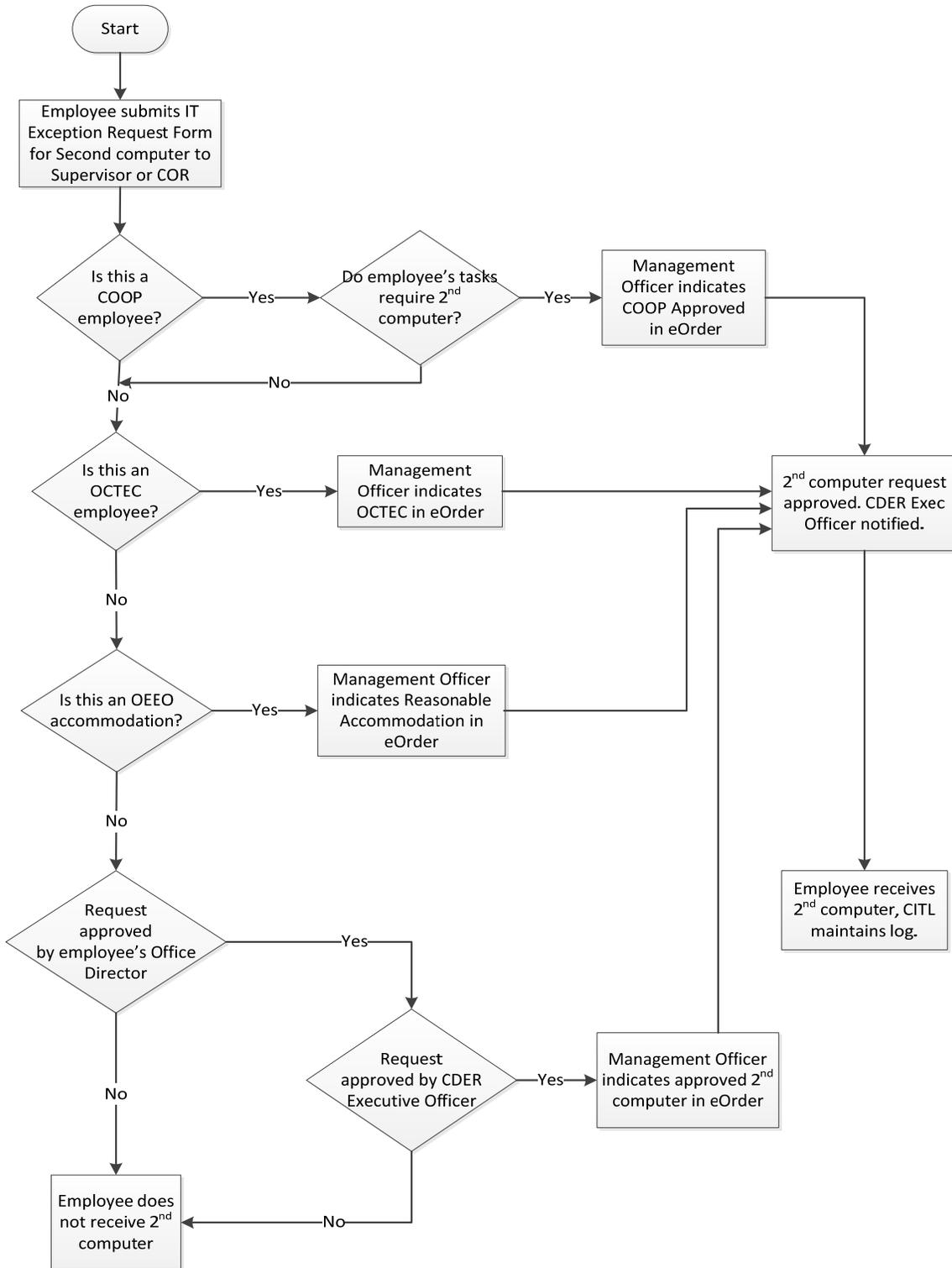
EFFECTIVE DATE

This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions
9/17/13	Initial	n/a.

ATTACHMENT 1 – Computer Request Flow Chart

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                        ( Start )
                           |
                           v
              +---------------------------+
              | Employee submits IT       |
              | Exception Request Form    |
              | for Second computer to    |
              | Supervisor or COR         |
              +---------------------------+
                           |
                           v
              < Is this a COOP employee? > --Yes--> < Do employee's tasks require 2nd computer? > --Yes--> +-----------------------------+
                           |                                        |                                       | Management Officer indicates|
                           No                                      No                                      | COOP Approved in eOrder     |
                           |                                        |                                       +-----------------------------+
                           v <--------------------------------------+                                                      |
              < Is this an OCTEC employee? > --Yes--> +---------------------------+                                        |
                           |                          | Management Officer        | ------------------> +---------------------------+
                           No                         | indicates OCTEC in eOrder |                     | 2nd computer request      |
                           |                          +---------------------------+                     | approved. CDER Exec       |
                           v                                                                            | Officer notified.         |
              < Is this an OEEO accommodation? > --Yes--> +-----------------------------+                +---------------------------+
                           |                              | Management Officer          | ------------->             |
                           No                             | indicates Reasonable        |                            v
                           |                              | Accommodation in eOrder     |               +---------------------------+
                           v                              +-----------------------------+               | Employee receives 2nd     |
              < Request approved by employee's Office Director >                                         | computer, CITL maintains  |
                           |         \                                                                   | log.                      |
                           No         Yes                                                                +---------------------------+
                           |           \
                           |            v
                           |     < Request approved by CDER Executive Officer > --Yes--> +---------------------------+
                           |                      |                                      | Management Officer        |
                           |                      No                                     | indicates approved 2nd    |
                           v <--------------------+                                      | computer in eOrder        |
              +---------------------------+                                              +---------------------------+
              | Employee does not receive |
              | 2nd computer              |
              +---------------------------+
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ATTACHMENT 2 –IT Exception Request Form for Second Computer

Exception Request for Additional Computers

U.S. Food and Drug Administration
Center for Drug Evaluation and Research
Office of Management/Immediate Office
White Oak Building 51

1. Name: _____ Phone: _____ Email: _____

2. Office\Division: (Select One) _____

3. Current laptop or desktop assigned to recipient (For Windows PC, include the FDA barcode, computer model and version of windows. For Macintosh computers, include just the FDA Barcode):

4. Select Type of Device Being Requested:

☐ Administrative laptop
☐ Administrative desktop

5.a I would like to request the assignment of an additional computer and:

☐ I have an approved long-term reasonable accommodation agreement, or one established or reviewed within the last 2 years, that authorizes the use of an additional PC.

OR

☐ I DO NOT have a reasonable accommodation that authorizes the use of an additional PC...but have included a business case below to justify an exception.

5.b Justification for additional computer:

5.c Impact if not approved:

Approvals

6.a Requestor: _____ Date: _____

6.b Requesor's Direct Supervisor _____ Date: _____

6.c Requestor's Office Director (Certifies Funding) _____ Date: _____

6.d Executive Officer Decision: Approved ☐   Not Approved ☐

6.e Executive Officer: _____ Date: _____

6.f Approver Comments:

CDER Exception Request for Additional Computers: Instructions

1. Name: Enter the name of the employes to recieve the requested device.

2. Office\Division Enter the organizational information of the recipient.

3. Current laptop or desktop assigned to recipient: Contact the Employee Resource & Information Center support if you need assistance with this field.

4. Select type of device being requested: Select either 'Administrative Laptop' or Adminstrative Desktop.'

5.a. Justification Criteria: Select one of the two boxes.

5.b. Justification for additional computer: A written justification is required.

5.c. Impact if not approved: Please describe the impact to your work if the request is not approved.

Approvals

6.a. Requestor: Usually the requestor and the recipient are the same person. Once signed and dated, send this form by email to the recipient's direct supervisor.

6.b. Recipient's Direct Supervisor: The recipient's direct supervisor must review, sign, and date this box on the form. Once signed and dated, send a copy of this form by email to the recipient's Office IT Coordinator for processing.

6.c. Recipient's Office Director (Certfies Funding): If this is a request for a new device, the Office agrees to fund initial cost. The Office Director's signature certies that the Office has funds available. Once signed and dated, forward this for email to FDA-ITLiaison-CDER@fda.hhs.gov. Center IT Liaison (CITL) verifies that the form is completed and accurate and funding is approved. CITL forwards this form to the CDER Executve Officer for final review and approval.

6.d. Executive Officer Decision: Select Approved or Not Approved.

6.e. Executve Officer: The Executve Officer signs and dates this box. Once signed and dated, return this form to the CITL at FDA-ITLiaison-CDER@fda.hhs.gov.

6.f. Approver Comments: At any point in the approval process, an approver may use this box to place comments. When adding a comment, include your name for identification.