

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM P.O. BOX 889
SAVANNAH, GA 31402-0889

DISTRICT REGULATION
NO. 25-1-28

17 Apr 03

Information Management
LAPTOP COMPUTER LOANER PROGRAM

1. Purpose. This regulation establishes policies and assigns responsibilities for the Information Management (IM) Laptop Computer Loaner Program.
2. Applicability. This regulation applies to Savannah District employees and contractors.
3. References.
 - a. AR 25-1, Army Information Management, 31 May 02.
 - b. AR 380-19, Computer Systems Security, 27 Feb 98.
 - c. AR 735-5, Policies and Procedures for Property Accountability, 10 Jun 02.
4. Policy. IM will loan laptop computers to users for temporary use in the conduct of official business. Laptops will be loaned on a first come first serve basis for periods up to 2 weeks. Special considerations may be granted to users for systems that are needed in excess of 2 weeks. Any damage or loss of the laptop computer and/or its components/parts will be charged to the user's organization.
5. Responsibilities.
 - a. Information Management will provide a few laptop computers for loan to users on a temporary basis through the Laptop Loaner Program. The IM Help Desk will administer the program. Systems will be loaned out on a first come first serve basis. IM will bill the requesting user's organization for the initial setup and reconfiguration of the laptop. This fee will be the same as the normal Help Desk work request fee. After 10 working days, a usage fee of \$10 per day will be billed to the user's organization until the laptop is returned. Usage fees collected will be used to offset costs to purchase additional equipment. ENG Form 4900-R, Property Control Receipt, will be completed by IM and signed by the user for temporary use of the equipment. See Appendix A for a sample of this form.

This regulation supercedes DR 25-1-28, 30 May 02.

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b. Users shall acquire approval from his/her supervisor before requesting a loaner laptop. The user will be held accountable for the property while in use. This includes the laptop and all accessories checked out by the user.

c. Logistic Management will not have a responsibility unless an item is lost or stolen. LM will receive the original copy of the attached ENG Form 4900-R, Property Control Receipt Form, only if the property is not returned to the IM Help Desk. The ENG Form 4900-R, Property Control Receipt Form will be used as a Temporary Property Pass (Hand Receipt) to the user while the equipment is in use.

6. Procedures.

a. Users shall contact the IM Help Desk to reserve a laptop for the date requested. **Please contact the IM Help Desk at least 5 days prior to the date requested.** Users shall inform the IM Help Desk of any special applications that will be needed, the actual date needed for pickup, and the date of return.

b. The IM Help Desk will reserve laptops for the user on the date requested, if available. The laptop will be setup according to the user's software requested and the user's sign-on profile. ENG Form 4900-R, Property Control Receipt Form will be completed by the Help Desk and signed by the user. The IM Help Desk will bill the user's organization for the actual time spent to perform the initial setup of the laptop.

c. Users shall return the laptop and accessories to the IM Help Desk after completion of use. The original copy of ENG Form 4900-R, Property Control Receipt Form will be updated and initialed by the user. The IM Help Desk will bill the user's organization for the actual time spent to reconfigure the laptop. After 10 working days, the user's organization will be billed \$10 per day until the laptop is returned.

Appendix
A - ENG Form 4900-R

/s/
ROGER A. GERBER
COL, EN
Commanding

DISTRIBUTION C & D

PROPERTY CONTROL RECEIPT (ER 700-1-1)

<p>LOSING HAND RECEIPT HOLDER (HRH)</p> <p>Name: <u>JM HELPDISK</u> Off Sym: <u>JM-I</u> HRH Number: _____ Room No: _____ Phone: <u>652-5946</u></p> <p>Signature: _____</p>		<p>GAINING HAND RECEIPT HOLDER (HRH)</p> <p>Name: <u>USER NAME</u> Off Sym: <u>EN</u> HRH Number: _____ Room No: _____ Phone: <u>x9797</u></p> <p>Signature: _____</p>		<p>FIPS EXCESS/TRANSFER</p> <p>Date: <u>1 Mar 2002</u> Reviewed By: (Name) _____ Signature: _____</p>			
REQUESTED ACTION							
TRANSFER <i>(Internal Only)</i>		RETURN DATE	TRANSFER <i>(To Another UIC)</i>				
PROPERTY PASS		x	Gaining Command: _____ Gaining UIC: _____				
REPAIR <i>(Property Pass)</i>			Gaining PBO: _____ Ship to Address: _____				
EXCESS			Received By: _____ Date: _____				
ITEM NO.	BAR TAG NUMBER	NOMENCLATURE	COND. CODE	SERIAL NUMBER	ACQUI. DATE	ACQUISITION PRICE	DOCUMENT NUMBER
1	99999	LAPTOP	GOOD	999999999999999999			
2		ACCESSORIES LISTING					
PRINT/TYPE: NAME/OFFICE SYMBOL/VENDOR REMOVING OR RECEIVING PROPERTY:					SIGNATURE AND DATE:		
USER NAME (PRINTED)					USER SIGNATURE AND DATE		
LOSING PBO:		DATE:	ENG 4900-R Received In Logistics For Processing:				
Action Posted By:			Date:		Received By:		