



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
Silver Spring, Md. 20910

MEMORANDUM FOR: All NWS Regional Headquarters, Regional Maintenance Specialists, Electronic Systems Analysts, and Electronics Technicians [Engineering Handbook (EHB)-13, Series II distribution]

FROM: W/OPS1 - Mark S. Paese

SUBJECT: Transmittal Memorandum for EHB-13 Series II, Issuance 02-30

1. Material Transmitted:

Engineering Handbook No. 13, Advanced Weather Interactive Processing System (AWIPS), Section 1.0, AWIPS Information Note 15, AWIPS Parts Disposal Instructions.

2. Summary:

AWIPS Information Note 15, provides guidance on disposing replaced AWIPS hardware.

3. Effect on Other Instructions:

None. File in EHB-13



AWIPS INFORMATION NOTE 15 (for Electronic Systems Analysts)

Maintenance Logistics & Acquisition Division

W/OPS1: FJZ

- SUBJECT** : AWIPS Parts Disposal Instructions
- PURPOSE** : To provide guidance for disposing AWIPS parts
- AFFECTED SITES** : All AWIPS sites replacing HP with Linux hardware.
- TECHNICAL SUPPORT** : For questions or problems regarding these instructions, please contact Franz Zichy at 301-713-1833 x128 or your regional property custodian.

GENERAL

AWIPS sites replacing HP hardware with Linux devices by approval of the AWIPS Configuration Change Request and as instructed by OPS1 Modification Notes, can remove old AWIPS hardware from service. Old AWIPS hardware comprises of the old HP-RT Communications Processors, Waveswitch LAN hubs, and any AWIPS hardware replaced by Linux upgrades through the Request for Change approval process.

Replaced AWIPS hardware is no longer needed by the AWIPS program and is deemed excess according to Federal Management Regulation (FMR) 102-36.30. Since this property may be useful to other agencies or organizations external to the government, complete form SF 120 and report the excess property to GSA for possible transfer to eligible recipients.

NOTE: Since each NWS region has their own disposal procedures, these instructions only provide general guidelines for disposing AWIPS hardware. Please refer specific property questions to your Regional Property Managers.

INFORMATION

Information and instructions outlined in this note were taken from the MASC Personal Property Handbook.

A. Instructions for Completing Report of Excess Personal Property SF 120

These instructions are provided to help fill out form SF 120, Report of Excess Personal Property. A sample SF 120 is provided in attachment A.

Block Number	Information
1	Leave blank
2	Enter date prepared
3	Total cost of items listed
4	Original
5	Address of region's GSA office
6	Leave Blank
7	Enter address shown in attachment A
8	Name and title of Custodial Property Officer
9	Individual most knowledgeable of item(s). Be sure to include both commercial and FTS telephone numbers
10	Custodial Property Officer's Signature
11	Custodial Property Officer's mailing address
12	Leave blank
13	FSC Class (first four digits of the property code). Do not mingle on one form items having different FSC Classes
14	Building, street address, etc., where the property is located and can be inspected. You may annotate same as Block 9 only if the address in Block 9 is also the property location

Block Number	Information
15	No
16	Optional for use of Custodial Property Officer
17	Leave blank
18a	Consecutive numbers for all line items in the report, beginning with "1"
18b	Describe each line item in detail - name of manufacturer, model, stock numbers, part numbers, etc. All of the information specified in 3.B.(3) above must be included in this block. Also be sure to include SID Number(s).
18c	Condition Code -- If condition cannot be accurately described by code, elaborate in Column (b).
18d	Unit -- Indicate the type of unit. This will usually be "EA" (each).
18e	Number of Units -- A line item may include a quantity of more than one only if all items bear the same description (except for serial and SID numbers) and are in the same condition.
18f	Per Unit Acquisition Cost -- Indicate the per unit acquisition cost.
18g	Enter total cost
18h	Leave blank

MAINTENANCE REPORTING

Report the completed equipment removal using the Engineering Management Reporting System (EMRS) according to the instructions in the NWS Instruction 30-2104, Maintenance Documentation, Part 4, and Appendix F. A sample EMRS report is included as Attachment B. As an additional guide, use the information in the table below.

Block #	Block Type	Information
5	Description	Remove old AWIPS communications hardware from service
7	Equipment Code	AWIPS
8	Serial Number	001
15	Comments	Removed old HP-RT Communications Processors, Waveswitch LAN Hubs, and hardware replaced my Linux upgrade.
17a	Mod. No.	I15

Mark S. Paese
 Director, Maintenance, Logistics, and Acquisition Division

Attachment A - Sample SF 120 form, Report of Excess Personal Property
 Attachment B - EMRS Report Sample

ATTACHMENT A

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311	REPORT OF EXCESS PERSONAL PROPERTY	1. REPORT NO.	2. DATE MAILED 11-29-2002	3. TOTAL COST \$ 6,315.46
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d") <input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED <input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D		(Also check "e" and/or "f" if appropriate) <input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV		
5. TO (Name and Address of Agency to which report is made) THRU GSA/FSS (4FM)/Peachtree Summit Building / 401 West Peach St. NW Atlanta, GA 30365			6. APPROP. OR FUND TO BE REIMBURSED (if any) N/A	
7. FROM (Name and Address of Reporting Agency) National Wather Service W/OPS12 1325 East West Hwy Silver Spring, MD 20910			8. REPORT APPROVED BY (Name and Title) SR PAO	
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) John Whatsyourname, SR RDM / 819 Taylor Street Room 10A26 Fort Worth, TX 76102 817-978-4962			10. AGENCY APPROVAL (If applicable)	
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) Fort Worth, TX 76102 817-978-4962			12. GSA CONTROL NO.	
13. FSC GROUP NO. 70	14. LOCATION OF PROPERTY (If location is to be abandoned give date) WFO Brownsville, Mexicana Drive Brownsville, TX 76101, 817-253-4504	15. REIM/REQD YES NO <input type="checkbox"/> <input checked="" type="checkbox"/>	16. AGENCY CONTROL NO. 14	17. SURPLUS RELEASE DATE

18. EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
1	Communications Processor HP P/N A4261A+OPT 201 Serial number XAZ6W Y2K Compliant	4	ea	2	2,665.00	5,330.00	
2	12 Port Hub HP P/N J3201+OPT ABA Serial number EXZ899 Y2K Compliant	4	ea	2	492.73	985.46	
Condition codes: 1 - Unused 2 - Used 7 - Repairs Needed S - Scrap X - Salvage							

Attachment B - Sample EMRS Report

A26 Detail Form - E5LM2, SILVER SPRING, MD :: EMRS ANALYST - Microsoft Internet Explorer

New A26 Commit A23 Place on Hold Copy A26 Delete A26 Detail Report Preference Document Summary Help

GENERAL INFORMATION

NEW RECORD WFO* LWX Document No.* LWX2120400

1. Open Date Open Time 2. Op Initials 3. Response Priority 4. Close Date Close Time

Immediate Low

Routine Not Applicable

5. Op Description AWIPS

Remove Old AWIPS Communications Hardware from Service

EQUIPMENT INFORMATION

6. Station ID* 7. Equipment Code 8. Serial Number 9. TM 10. AT 11. How Mal

LWX AWPS 001 E M 399

Alert: Time Remaining: (For Block 12 use only)

13. PARTS USAGE and CONFIGURATION MANAGEMENT REPORTING

ASN	Vendor Part No. (New Part)	Serial Number (Old Part)	Serial Number (New Part)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New Row
				Delete Row

14. WORKLOAD INFORMATION

a. Routine	b. Non-Routine	c. Travel	d. Misc	e. Overtime
Hours Minutes	Hours Minutes	Hours Minutes	Hours Minutes	Hours Minutes
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> 3 <input type="text"/>	<input type="text"/> <input type="text"/>

MISCELLANEOUS INFORMATION

15. Maintenance Comments

Removed Old HP-RT Communications Processors, Waveswitch LAN Hubs, and Hardware replaced by LINUX Upgrade.

16. Tech Initials

_AG

17. SPECIAL PURPOSE REPORTING INFORMATION

a. Mod No. b. Mod Act/Deact Date c. Block C d. Trouble Ticket No. e. Block E

115

Done Internet