

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DPM
	DATE July 21, 2016

ADVISORY: **UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 06-15, Change 1**

TO: STATE WORKFORCE AGENCIES

FROM: PORTIA WU /s/
Assistant Secretary

SUBJECT: Update to the Upgrade Plan for Replacement of State-based Information Technology Hardware for the Unemployment Insurance Data Base System

1. Purpose. To provide State Workforce Agencies (SWAs) with information on the modification of the Upgrade Plan following the installation of new Sun Server X4-2 computer systems.

2. References.

- Unemployment Insurance Program Letter (UIPL) No. 06-15, *Replacement of State-based Information Technology Hardware for the Unemployment Insurance Data Base System*;
- 41 Code of Federal Regulations (CFR) 102-36, Subpart D – Disposition of Excess Personal Property;
- DL1-55A, *Electronic Media Disposal Sanitation Certificate*, September 2003.

3. Background. Since March 2015, the Department of Labor (DOL) has configured and shipped to each SWA a Sun X4-2 server that stores important program information extracted from state benefits and tax systems and is used to electronically transmit required data to the DOL National Office.

The original content of the Upgrade Plan, as specified in UIPL 06-15, included:

- Once the X4-2 server was set up and adequately tested, all existing Personally Identifiable Information (PII) on the old system (Sun T2000), including the external drive, would be deleted to ensure privacy of SWA data.
- The old SUN T2000 chassis would be boxed and prepared for pickup.
- A packet containing "Action Required-Upgrade Return Procedures" would be used to provide all of the necessary paperwork and instructions for returning the old system to Sun Microsystems. A Return Merchandise Authorization (RMA) Number and an 800 number would be provided to make arrangements for Oracle to pick up the old system.

RESCISSIONS UIPL 6-15	EXPIRATION DATE October 31, 2016
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During the past year, DOL technical support staff worked closely with each state Sun System Administrator to transfer all software and data from the old T2000 servers to the new X4-2 servers. The transition was a transparent one for the end users and state Sun System Administrators.

Since the publication of UIPL No. 06-15, Oracle Sun Microsystems determined that they no longer wanted the servers returned and would not be providing any cost rebate. Thus, the disposal procedures, as outlined in UIPL 06-15, no longer apply. This UIPL, UIPL 06-15, Change 1, provides guidance on the new procedures that the SWAs should follow after transitioning from the old T2000 server to the new X4-2 server.

4. Upgrade Plan Change.

Changes have been made to the procedures, discussed in section 3, above, that states are to follow. The new procedures are:

- Beginning mid July 2016, DOL technical support staff will remotely access all legacy state T2000 servers to remove the state user accounts and home directories, the UIDB Informix database software and data, and the application software. This “soft” removal of any PII information is an incremental step prior to the “WipeDisk” process discussed below.
- In early August 2016, the DOL National Office will mail to each SWA a CD/DVD which will include bootable self-initiating custom software. This software (State-WipeDisk-T2000) will execute a data destruction “WipeDisk” process on the old T2000 server cleansing the entire disk(s) 12 times.
- DOL technical support staff will contact the individual state Sun System Administrators to schedule the “WipeDisk” process on the old T2000 servers and will provide technical assistance so that the state SUN Administrator can complete the process.
- Once the “WipeDisk” process is complete, the state Sun System Administrator is requested to notify the Office of Unemployment Insurance (OUI) Hotline (1-800-473-0188) that the “WipeDisk” process is complete. The OUI Hotline will annotate on an Electronic Media Disposal Sanitation Certificate (DL1-55A form) that the system has been cleansed.

Once the system is cleansed, each SWA must decide what to do with the old T2000 server. DOL conducted research on the disposal condition of the servers. DOL determined that the disposal condition (41 CFR 102-36.240) of the servers would be “Salvage”; Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical. In June, 2016, based on documentation provided to the Employment and Training Administration Property Officer, a determination was made that the SWAs’ Sun T2000 servers may be abandoned under authority of 41 CFR 102-36. Following Abandonment /

Destruction regulations specified in 41 CFR 102-36.305 – “*May we abandon or destroy excess personal property without reporting it to GSA?*”, this UIPL may be used as the abandonment authority and documentation to transfer the server to the SWA. The SWAs may take any of the following actions:

- A. Upon transfer of ownership from the DOL to the SWA, keep the server. Upon transfer, it will be the responsibility of the SWA to reinstall the Solaris 10 Operating System (OS) and use/maintain the server for other state activities;
- B. On behalf of DOL, the SWA may dispose of the T2000 Server according to SWA procedures. Upon disposal, the SWA will notify the OUI Hotline (1-800-473-0188) that the T2000 server has been disposed; or
- C. The SWA may ship the T2000 server back to DOL for disposal. The shipping address is:

U.S. Department of Labor
200 Constitution Ave., N.W., S-4519
Washington, D.C. 20210
Attn: Mr. Paul Bankes

In August 2016, DOL technical support staff will be contacting each state Sun System Administrator to coordinate schedules and provide more information on the implementation process.

5. Action Required. State Administrators are requested to provide the above information to appropriate staff, including state Sun System Administrators who provide support for the SWA’s Sun UNIX system.

6. Inquiries. Please direct questions to the appropriate Regional Office.