

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**  
(Expires 12/4/2021)

## 1. Personal Computer Lifecycle.

- A. The following diagram represents appropriate checkpoints and relative timeframes for managing the personal computer (PC) lifecycles. It is not intended to limit procurement to the end of the fiscal year but instead represents a full 4-year timeframe in 4 complete fiscal years. As shown in the figure below, 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.
- B. Maintenance activities occur throughout the 4-year life cycle of the PC. In the event that business needs dictate the purchase/replacement of a PC before the end of its 4-year lifecycle, the supervisor must use the procurement process in Paragraph 6.A. of this release to document the business need and give consideration to transferring the PC to another user that may be reaching the end of the lifecycle, as appropriate.

