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**STANDARD OPERATING PROCEDURE
FOR
PROPERTY TURN-IN**

Purpose Statement:

The purpose of this Standard Operating Procedure (SOP) is to document the procedure for the Property Turn-In (PTI) of unclassified and classified, accountable and non-accountable property owned by the NRO, or generated as a result of a NRO contract.

Date of Last Revision: March 07, 2017

Office of Primary Responsibility: MS&O,

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References: NRO Government Property Manual FY2016

Location of Softcopy File:

(b)(3)

NRO Functional Process to which this SOP Aligns: Property Management-Property Management

Unless otherwise noted at the redaction site, (b) (3) denials in this document are made pursuant to 10 U.S.C. § 424.

Classified By:
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STANDARD OPERATING PROCEDURE
Property Turn-In (March 2017)

SOP - #6

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LOGISTICS STANDARD OPERATING PROCEDURE SOP - #6

SUBJECT: Property Turn-In (PTI)

PURPOSE: This procedure provides the process for returning property to the NRO.

1. GENERAL

1.1. MS&O [redacted] (MS&O, [redacted]) is the NRO Headquarters office responsible for the administration and policy guidance applicable to the sanitization and disposal of NRO property.


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2. PURPOSE

2.1. The purpose of this policy is to establish standard operating procedures for government and contractor personnel working at NRO government or contractor owned facilities that are required by regulation or contract provision to return to NRO possession Unclassified, Controlled, Sensitive or Classified property owned or generated as a result of activities authorized by the NRO; more specifically NRO property that:

- 2.1.1. Requires Sanitization and Secure Destruction in accordance with NSA and NIST policy;
- 2.1.2. Is Excess to needs;
- 2.1.3. Is No longer required;
- 2.1.4. Is Obsolete;
- 2.1.5. Is Not repairable; or
- 2.1.6. Can be reutilized or donated.

3. FORM

3.1. NRO Form N4-05 is used to dispose of excess NRO property. Forms are available on the Forms Management Program Office website, tab, NRO Forms N4-05 . The Program Rep (PR) and the Information System Security Officer (ISSO) must digitally sign for items that have memory storage capabilities. Digital approval signatures are required from the Government Associate Property Management Officer (A/PMO)

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- 3.2. ** A list of Government Property Officials are found by the following path:
Government Property Officials:

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4. NRO PTI RECEIVING

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5. SCREENING, SORTING, DISASSEMBLY AND DISPOSAL OF UNCLASSIFIED AND CLASSIFIED MEDIA AND EQUIPMENT AT ORIGIN SITE

- 5.1. All property designated for PTI must be screened, sorted and dispositioned at the origin site, to the extent possible, prior to placement into NRO transportation channels, to mitigate unnecessary costs that result in the inefficient utilization of NRO resources. can provide further guidance and assistance, if required. Examples of common items that can be screening, sorting and disposal at origin include:

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5.1.1. Server Rack, Routers, Chassis Units

Server racks should be disassembled and only the individual server units containing the hard disk drive, circuit board, and removable media, should be returned to the NRO. The metal rack frame unit, after the server units are removed, is metal scrap that can be turned over to a local metal recycler. It should not be returned to the NRO.

5.1.2. Switch Boxes

Unclassified switch boxes that are certified by the manufacturer, via the volatility statement, not to retain memory after power is removed, can be turned over to a local recycler for disposal. They do not need to be returned to the NRO.

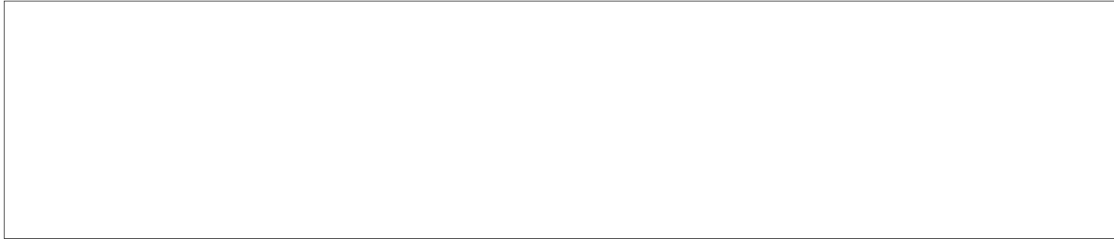
5.1.3. CPU Cases

CPU cases can be disposed of as metal recycling after the hard disk drive, RAM chips, and any other sensitive items and batteries contained within the unit are removed. They do not need to be returned to the NRO.

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5.2. Origin site ISSO personnel can provide assistance in which items need sanitization and determining which items can be disposed of locally and which items require secure return to the NRO.

5.3. Unclassified Media and Equipment -- Local Disposal



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5.4. Classified Media and Equipment -- Local Disposal

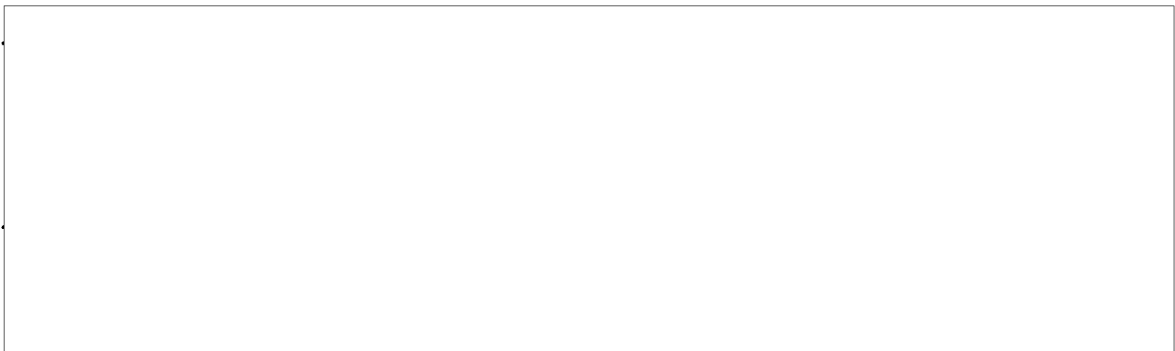


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6. PTI PROCESS -- DESCRIPTION

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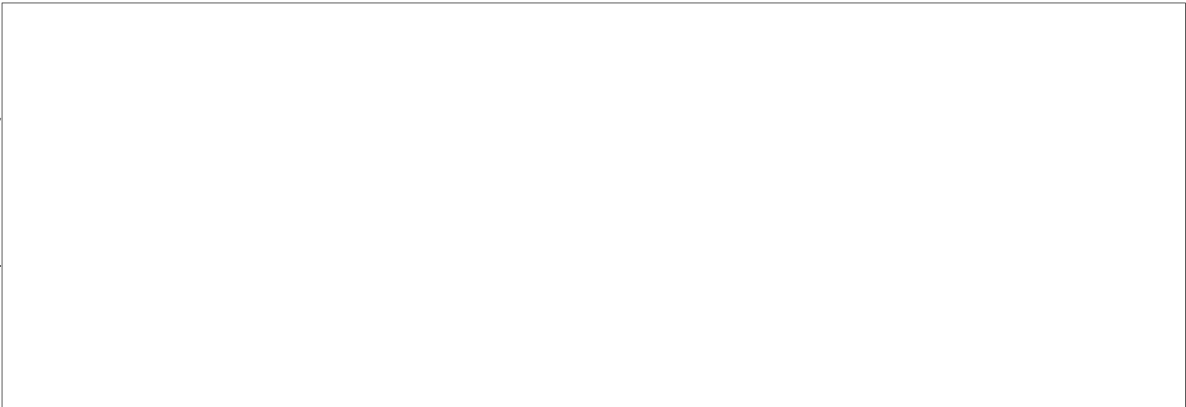


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6.3.

6.4.



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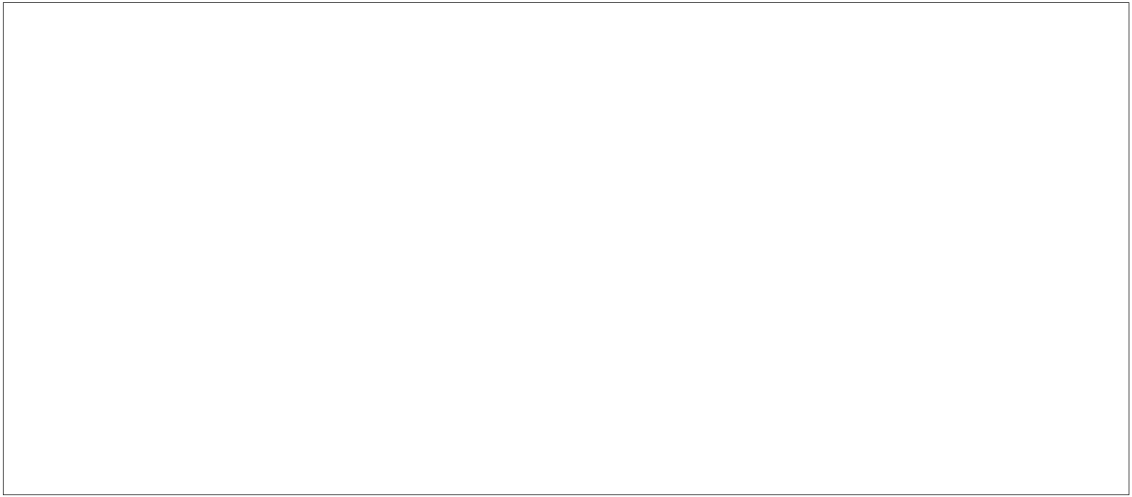
7. PTL PROCESS -- ITEMIZED LIST

7.1. Below is the detailed process list to be followed for each PTL.



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8. DONATIONS AND TRANSFER OF PROPERTY OUTSIDE THE NRO

8.1. Contact the NRO for all donations and transfer of property outside of the NRO.

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