



NCR Move IT Brief



February 2015





Brief Overview

- **Purpose:** Overview of NCR Move IT brown bag brief
 - Key IT changes as we move to St Elizabeth Campus
 - Item checklist everyone needs to be aware of \take care of prior to move
 - Summary – Additional info links and PSC POCs for questions
- **Desired outcome:** Brief PSC on key IT changes at and what must be done to make the transition as smooth as possible.





- Key IT changes as we move to St Elizabeth Campus
 - Personal storage area limits implemented (Max 3GB) - little to no exceptions
 - Gradual reduction imposed at Ballston prior to move (10GB/5GB/3GB)
 - Limits on command/office server storage as well (500GB)
 - Laptops with docking stations replace our PCs
 - Docking station with connections for external keyboard, mouse, and up to (2) monitors
 - Preconfigured for wireless remote access capability (requires RAS account)
 - New phones/numbers/voicemail
 - VOIP phones with comparable functionality to current phones
 - New numbers will be 202-795-6XXX (last 4 remain the same)
 - Voicemail access available for HQ prior to move; Ballston voicemail access post move
 - New teleconferencing services provided at no cost; Commands can elect to keep existing service (at their own expense)
 - Multi-function devices (MFDs) replace individual printers/copiers/scanners/fax
 - HQ will provide Xerox MFDs in designated locations
 - MFDs equipped with secure print capability (retrieve with CAC at printer)
 - Little to no exceptions for personal/network printers, scanners, or fax machines



Things to do

- Checklist of items to take care of prior to move
 - Reduce the size of your personal storage area now if you are over the 3GB limit.
 - Once limits are imposed at Ballston you will no longer be able to save files
 - Reducing your personal e-mail folders (.pst files) are key for most staff
 - Old files: If you haven't accessed it in 3 years - maybe you don't need to keep it
 - Utilize DVDs/CDs if necessary
 - Obtain waiver numbers for Software not part of CG standard issue
 - Microsoft office suite (Word, Excel, Access, PowerPoint) are standard
 - Microsoft Visio, SharePoint Designer, Project are not and require a waiver
 - Software obtained prior to waiver requirement, will need a waiver to install at St E's.
 - Details provided on PSC NCR move site
 - Submit justifications for items outside HQ parameters
 - Increase on personal storage limit, IT equipment, software, etc.
 - Justification based on job requirements with division chief approval
 - Identify and properly dispose of IT equipment no longer used
 - Contact your division property custodian for procedures
 - The more you do now, the less you'll have to do later





- Way Forward
 - PSC BOPS is developing internal NCR move website to include:
 - Links to NCR move information, FAQs, and Base NCR site and services
 - Changes required prior to moving
 - Ability for members to submit questions/comments

 - PSC POC for IT NCR Move questions/concerns is Mr. Ken Lehtinen (703-872-6496) and Brian Thompson, CTR, (703-872-6395)



Questions

