**HOW TO TURN IN A LIFE CYCLE LAPTOP**

**Procedures for Turn-In:**

1. Local user is notified that their laptop has been identified as life-cycled from G6/S6
	1. G6/S6 verifies life cycle management through the NEC monthly (NEC maintains database with SN/MAC address).
	2. If you suspect your laptop is outdated / not operational contact your S6/G6. They will verify if your laptop is within compliance or has been life cycled.
2. Local user verifies with supply that they have a replacement laptop.
3. Local user saves all documents/files from life cycled laptop to Microsoft one drive.
4. The local user will complete a DA FORM 2062 and turn in the computer to their S6/G6.
5. S6/G6 representative will destroy the hard drive using the degausser.
6. The destroyer (S6/G6) will complete a DLA-2500 and a MFR annotating the hard drive was destroyed, the device which was used to destroy the hard drive and the technician that completed the task.
7. Once complete, the destroyer (S6/G6) returns the computer, hard drive and the completed documentation to the user.
8. Once equipment isreceived back by the user, they will contact their local supply NCO to process the turn in of their laptop.
9. **This is a property book item and your unit S4/Supply must ship the item back to the manufacturer.**