Initiating the AIX UNIX Decom Process

The final step of the Technology Refresh process, after building a new server and migrating the applications, is to submit the replaced server and if applicable, also the frame through the decommissioning process.

Here are the steps required and the information you will need to provide when you submit a server or frame for decommission.

1. Discovery
	* Identify servers that are no longer in use. This may be through the discovery process, or may be servers that you have migrated or built a new replacement for, and the source server is no longer in use.
2. Getting approval
	* Identify the owner of the server, this is someone who has knowledge of the server, can confirm it is no longer in use, and can provide approval, via email, that we can initiate the decommission process.
	* Print the email and attach this in the ITSM ticket later.
3. Completing the decommission form
* Find the server name in Asset Manager
* Identify the serial number of the AIX frame it is on
* Identify the location of the frame
* IP addresses
	+ Each server normally has at least 2 DNS entries
	+ Transactional (hostname + IP)
	+ Service IP (identified by “e”), for TSM backup, a variant of the hostname + IP)
		- Old naming convention: example, Hst-NameXXXX, look for Hst-NameXXXX
		- New naming convention: example, Hst-Nameap3, look for Hst-Nameap3e
	+ If the server is part of a cluster, you will submit all servers in the cluster for decom
	+ If the server is part of a cluster, there are additional DNS entries that need to be provided on the decommission form.
1. Submitting the ITSM ticket
* On the Classification tab, use the following for Product Categorization:
	+ Tier 1: Services
	+ Tier 2: Infrastructure
	+ Tier 3: CSE
	+ Tier 4: Device Decommission – Unix
* ITSM group = UNIX DECOMM
* Relationship tab - Relate the affected assets, i.e. server names and frame serial numbers
* Attachments
	+ Decom form
	+ Decom approval

Note:

The decommissioning of the AIX frame that will require a power down.