

**UNITED STATES DEPARTMENT OF AGRICULTURE**

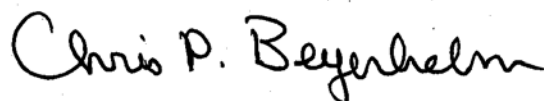
Farm Service Agency  
Washington, DC 20250

**Notice IRM-470**

**For:** State and County Offices

**Transmitting Application System (AS) 400 System 36 County Office Files**

**Approved by:** Associate Administrator for Operations and Management



**1 Transmitting AS400 System 36 Files**

**A Background**

FSA has been migrating AS400 System 36 applications into the web-based environment to mitigate the risk of the outdated technology. A forthcoming notice will provide specifics on the decommissioning plans for the AS400 System 36. In preparation of the AS400 System 36 decommission, a set of designated program history files will be transmitted from every FSA County Office.

Beginning August 29, 2015, these designated files will be automatically queued and transmitted over multiple weekends, as long as the AS400 System 36 is online. There will be approximately 900 files transmitted per AS400 System 36 until its completion in Spring 2016. Files within the AS400 System 36 are being batched into multiple smaller subsets of files per weekend. Once the initial batch is transmitted successfully for all AS400 System 36 nationwide, a second batch will be triggered and the cycle will repeat on future weekends until all batches/files are transmitted nationwide.

**B Purpose**

This notice requests that State and County Offices verify and ensure that the AS400 System 36 is **on-line at all times** to permit the timely transfer of critical files.

**C County Office Action**

The following table outlines the steps necessary to ensure the AS400 System 36 is running and how to Initial Program Load (IPL) the AS400 System 36, if County Office are not able to connect to the AS400 System 36:

Disposal Date	Distribution
June 1, 2016 8-27-15	State Office; State Offices relay to County Offices

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### 1 Transmitting AS400 System 36 Files (Continued)

#### C County Office Action (Continued)

Step	Action	
1	Check to see if the green power light on the bottom front panel of the tower is displayed.	
2	If the green power light is off, PRESS the power button. The AS400 System 36 will reboot in approximately 25 minutes.	
3	If the green power light is displayed and the County Office user is unable to connect, perform the following <b>after</b> opening the front door of the tower.	
4	<b>Step</b>	<b>Action</b>
	A	PRESS up arrow until “02” is displayed and PRESS blue “ <b>Enter</b> ” button.
	B	PRESS up arrow until “ <b>BM</b> ” is displayed and PRESS blue “ <b>Enter</b> ” button
	C	PRESS down arrow once until “01” is displayed and PRESS blue “ <b>Enter</b> ” button.
	D	The display should now show “01 BM”. PRESS the white power button at the bottom and “0?” will be displayed on top. PRESS the white power button again and the AS400 System 36 will shut down.
	E	When the green power light is off, PRESS up arrow until “02” is displayed and PRESS blue “ <b>Enter</b> ” button.
	F	PRESS up arrow until “ <b>BN</b> ” is displayed and PRESS the blue “Enter” button.
	G	PRESS down arrow once until “01” is displayed and PRESS blue “ <b>Enter</b> ” button.
4	H	The display should now show “01 BN”. PRESS the white power button to IPL.
5	If the County Office is unable to connect to the AS400 System 36, submit <b>Help Desk Electronic Remedy Ticket Request</b> , labeled “File Upload and Route To Jayne Fern”.	

**Note:** If the AS400 System 36 in a County Office is **not** available when the process runs on the weekend, the process will re-attempt to run daily until successful. Make every attempt possible to have the AS400 System 36 ready for transmission on End-of-Day (EOD), Friday, **August 28**, to avoid the transmissions from executing during a workday and competing for bandwidth with normal County Office workload.

County Offices should be proactively performing a Start-of-Day (SOD), a “queue all”, and EOD on the same day **at least** once a week. Performing SOD, queue all, and EOD will assist with AS400 System 36 operation.

A “queue all” is completed by signing onto AS400 System 36 with user’s ID and, from FAX250, take Option “3”, then Option “7”, Option “1” to queue all, and entering “Y” for all counties. This will queue up files **not** queued during EOD. A “queue all” should be completed in the afternoon just **before** taking EOD option.

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### 1 Transmitting AS400 System 36 Files (Continued)

#### D Contacts

State Offices shall direct questions about this notice as follows.

Issue	Contact
Software-Related Problems	National help Desk at 800-255-2434 or 816-926-1552. <b>Note:</b> Select option 3 for hardware and application software.
Processes on AS400 System 36	Jayne Fern by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b><a href="mailto:jayne.fern@kcc.usda.gov">jayne.fern@kcc.usda.gov</a></b></li><li>• telephone at 816-926-6641.</li></ul>