

For: State and County Offices

On-Line Office Equipment Requests for FY 2001

Approved by: Deputy Administrator, Management



1 Overview

A Background

Each year, MSD requests that State and County Offices prepare FSA-528 and submit their equipment needs for the upcoming FY to MSD.

B Purpose

This notice notifies State and County Offices that:

- only equipment items that are essential shall be requested
- the electronic FSA-528 must be completed on-line **no later than November 17, 2000.**

C Contact

If there are any questions, contact either of the following.

Subject	Contact	Telephone
Non-ADP Equipment	LaShawn Lucas, MSD	202-720-4766
ADP Equipment	Buddy Bice, ITSD	202-720-0893

Disposal March 1, 2001	Distribution State Offices; State Offices relay to County Offices
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2 Requesting Equipment

A

**State Office
Action**

State Offices shall take the following actions to consolidate County Office equipment needs.

Step	Action
1	Request County Offices to submit equipment needs.
2	Thoroughly assess County Offices equipment needs.
3	Review and approve only essential equipment items requested.
4	Follow Federal Supply Schedule (FSS) prices, when possible.
5	Verify all figures, and round up to the nearest whole dollar amount.
6	Ensure that the necessary justifications have been provided for miscellaneous requests exceeding \$50,000. Note: If an item is: <ul style="list-style-type: none"> • less than \$5,000, include in the miscellaneous equipment category total • \$5,000 or more, include in the non-ADP equipment category.
7	Consolidate all the County Office needs into 1 request.
8	Complete electronic FSA-528 for review and approval by November 17, 2000 .

State Offices shall take the following actions to develop State Office equipment needs.

Step	Action
1	Request only essential equipment items.
2	Follow FSS prices, when possible.
3	Verify all figures and round up to the nearest whole dollar amount.
4	Ensure that the necessary justifications have been provided for miscellaneous requests exceeding \$50,000. Note: If an item is: <ul style="list-style-type: none"> • less than \$5,000, include in the miscellaneous equipment category total • \$5,000 or more, include in the non-ADP equipment category.
5	Complete electronic FSA-528 for review and approval by November 17, 2000 .

3 Special Instructions

A

Special Instructions for All Offices

Include compliance and grain test equipment on the County Summary FSA-528.

B

Recommendations

It is recommended that State and County Offices adhere to the following:

- purchase lateral files, instead of vertical files
 - when purchasing chairs, select chairs that are:
 - ergonomic
 - a neutral color.
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4 Identifying ADP Equipment Needs

A

ITSD Pilot

ITSD is piloting the use of FSA-528 as a tool to identify, consolidate, analyze, and prioritize State and County Office ADP equipment needs.

This pilot is an effort to establish a method to assess State and County Office ADP equipment needs for inclusion in the budget and planning process.

Note: Funding constraints and Common Computing Environment (CCE) restrictions prevent the allowance of individual State Office allotments for ADP equipment.

B

Completing FSA-528 for ADP Equipment

Follow the instructions provided in paragraph 5. Click on either “ADP Hardware” or “ADP Software” in the “Equipment Category” box. In addition to ADP hardware and software, include FAX machines and telephone systems.

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5 FSA-528 On-Line Entry Instructions

A

On-Line Entry Complete the following steps for the FSA-528 on-line entry.

Step	Action
1	ENTER http://intranet.fsa.usda.gov/dam/fsa528/fsa528main.html into the location bar of the internet browser to go to the FSA-528 Main Page.
2	Select from the choice on the screen, to add a equipment budget record, edit a record, or request a report.
3	Click on “Enter Equipment Requests” to enter the FSA-528 Equipment Budget Requests.
4	Click on “Edit FSA-528 Equipment Requests” to make corrections to a previously entered request, and to review approvals.
5	Click on “Generate Reports based on your Equipment Request Input” to generate a web page report of requests.

Continued on the next page

5 FSA-528 On-Line Entry Instructions (Continued)

B

**Adding a New
Equipment
Budget Request**

Complete the following steps to add a new equipment budget request.

Step	Action
1	ENTER http://intranet.fsa.usda.gov/dam/fsa528/fsa528main.html into the location bar of the internet browser to go to the FSA-528 Main Page.
2	Select State from the drop-down box.
3	Select area from the drop-down box.
4	Select the appropriate office type from the drop-down box.
5	Select the appropriate equipment category from the drop-down box.
6	Enter an item description in the “Item” box. Note: Do not use any punctuation symbols such as commas, apostrophes, or periods. Limit the item description to 200 characters or less.
7	Enter a price in the “Price” box. Note: Use whole numbers only. Do not use dollar signs or periods. Example: 12500 would be used for an item with a unit cost of \$12,500.
8	Enter a quantity in the “Quantity” box. Note: Use whole numbers only.
9	Enter a total in the “Total” box. Note This number must be equal to the price multiplied times the quantity values. Use whole numbers only.
10	Click on “Submit Record”.

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5 FSA-528 On-Line Entry Instructions (Continued)

C

Editing an Existing Record Complete the following steps to edit an existing record.

Step	Action
1	ENTER http://intranet.fsa.usda.gov/dam/fsa528/fsa528update.asp into the internet browser location box and PRESS “Enter”. Bookmark this page for quick access.
2	Select State from the State drop-down box.
3	Click on “Submit”.
4	Select the record number from column 1 in the table that matches the record you wish to edit. Click on the number to bring the record to your desktop.
5	Make any necessary changes to the data fields.
6	Click on “Update” to update the record. Click on “Delete” to delete the record. To cancel, click on “Back” on the Internet browser or click on “Quit”. Note: Double check the record you are on before clicking “Delete”.

D

Generating Reports Complete the following steps to generate reports.

Step	Action
1	ENTER http://intranet.fsa.usda.gov/dam/fsa528/fsa528main.html into the location bar of the internet browser to go the FSA-528 Main Page.
2	Click on “Generate Reports”. Note: Reports will also run by clicking on “Report” on any equipment update page.
3	Select State from the drop-down box.
4	Select the appropriate Office Type from the drop-down box
5	Select the appropriate Category from the drop-down box.
6	Click on “Submit” to run the report, or click on “Reset” to clear the entries.

6 Approval Process

A

Approval Action

MSD shall:

- review requested non-ADP equipment
- make necessary adjustments to amount and quantity requested
- submit request to BUD for approval.

BUD shall:

- approve allotments
- issue BU notice.

ITSD shall:

- review requested ADP equipment
- ensure conformance with CCE standards
- confer with EDSO on feasibility and determine actions needed.

Note: The future allotments from BUD will **not** include funding for ADP equipment and must **not** be used to purchase ADP hardware and software.
