

For: State Offices

**Redistributing Advanced/36-Connected Terminals and Printers to Support FLP**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Because of progress in converting applications from the AT&T 3B2 to the Advanced/36, software releases to Field Offices should begin by the summer of FY 1999. With this goal in sight, it is imperative that there are sufficient Advanced/36 terminals and printers available for all FLP staff use.

Employees servicing farm loans require terminals to access the Advanced/36 to do the following:

- process daily cash collections
- prepare monthly management reports
- conduct other daily FLP business functions.

SED's are asked to ensure that Advanced/36 terminals and printers are distributed appropriately to provide the needed support for FLP's daily access to the Advanced/36.

**B**

**Purpose**

This notice provides instructions for redistributing Advanced/36-connected terminals and printers to support FLP functions.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 1999	States Offices

**Notice IRM-291**

**2 State Office Action**

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**A**

**Allocating  
Terminals**

By **May 31, 1999**, State Offices shall take the following action.

<b>Step</b>	<b>Action</b>
1	Determine the number of excess terminals within the State, giving consideration to office closures and staffing.
2	Provide an Advanced/36 terminal, Model 3179, 3180, or interfaced PC, at the desk of each State Office FLP Specialist, Farm Loan Manager, Farm Loan Officer, and FLP Technician.
3	Ensure that the allocation of terminals will provide the best support for offices within the State.
4	Ensure that Advanced/36 printers are connected and accessible to all Field Office staff.
5	FAX information to KCMO, ASD, Property Management Section at 816-926-2835, if either of the following conditions exist: <ul style="list-style-type: none"><li>• no excess terminals are available for redistribution to meet minimum needs</li><li>• excess terminals are available for distribution to other States after meeting minimum needs.</li></ul>

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**Notice IRM-291**

**2 State Office Action (Continued)**

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**B**

**Shipping  
Terminals**

According to 30-AS, subparagraph 222 D, the losing State Office shall take the following action.

<b>Step</b>	<b>Action</b>
1	Arrange for shipping property, using the most economical method of transportation, or request the gaining protective wrappings within boxes.
2	Notate any damage before shipping, such as cracks, missing keys, etc.
3	Ensure that terminal locks are in the "unlock" position with keys taped to the side of the terminal.  <b>Note:</b> Do <b>not</b> leave keys in the lock when shipping.
4	Ensure that all serial numbers are listed accurately.  <b>Note:</b> Shipping costs will be paid by using the following information on the applicable documents: <ul style="list-style-type: none"><li>• object class code 2220</li><li>• accounting classification code 99136840043.</li></ul>
5	Ensure that FSA-951 is prepared according to 30-AS, subparagraph 198 C, and sent to KCMO for inventory adjustment.

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