

For: State and County Offices

Telecommunications-Related Costs and Reimbursable Agreements

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

A National-level Memorandum of Understanding (MOU), September 1997, directed **all** collocated offices to consolidate and aggregate their local telephone service, FTS 2000/2001 service, and frame relay costs for both local and long distance. MOU **mandated** that FSA, NRCS, and RD enter into reimbursement agreements for FTS 2000 and local charges at the National and Field Office levels. Research has shown cases where 2 agencies have paid for the same service or that agency payments were not supported by AD-672's or FSA-875's.

KCMO, Telecommunications Division (TD), has been assigned the task of collecting all documentation for telecommunication costs for all LAN/WAN/VOICE (L/W/V) sites and noncollocated sites. This includes collecting telecommunication documentation for local telephone, including long distance; FTS 2000/2001; and frame relay costs.

Continued on the next page

<p>Disposal Date</p> <p>October 1, 2000</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
--	--

1 Overview (Continued)

A

**Background
(Continued)**

Frame relay uses packet switching technology that allows a distributed organization to build a virtual wide-area network instead of using numerous dedicated point-to-point circuits. Frame relay allows simultaneous connections to the wide-area network through a single physical network interface. As new PC's are deployed to the Service Centers, FSA foresees new applications being developed for on-line business processes and increased Internet activities. As a result, FSA operational costs will increase.

Frame relay will provide a level of service significantly better than the dial-on-demand routing provided through the L/W/V network. The current demand for service has already exceeded the capacity of the dial-on-demand rotary in KCMO. Unless there is a concentrated effort to move the Field Offices to frame relay services or upgrade the existing rotor, busy signals on the dial-on-demand rotary will increase as thousands of new PC's are deployed in the field. In addition, FSA's Advanced System 36 systems will be communicating through the dial-on-demand rotary starting October 1, 1999. This will be an additional load on the rotary and may disrupt FSA business operations unless immediate corrective action is taken.

Frame relay in approved States is being implemented through concentration points or hubs at strategic locations. Each hub services about 10 to 15 other Field Offices. Central ordering of frame relay services is being done through the State Offices, which will be billed directly for ongoing frame relay services. Based on States already connected to frame relay, the charges will be about \$250 per month, per County Office. Costs will be slightly higher for those offices that serve as concentration points. If necessary, State Office budget allocations from FSA for County Offices will be increased to cover the Agency's portion of these additional charges.

B

Purpose

This notice:

- replaces Notice IRM-297 by requiring State Offices to provide information to KCMO by July 16, 1999
- requests that all offices provide telecommunication information to KCMO, TD

Note: This information is needed to verify billings and allow for a one-time collection of telecommunication costs.

- strongly encourages offices to move to frame relay.
-

Notice IRM-298

2 State Office Action

A Telecommunications Data

All sites are required to have telecommunication reimbursable agreements for each site with partner agencies. If an agreement has not yet been entered into, then do so at once.

State Offices are **required** to:

- collect and provide telecommunications information to KCMO, TD **by July 16, 1999**
- to **ensure** that all County Offices comply with this request.

In cases where FSA:

- **is** the lead Agency, State Offices shall complete FFAS-875-1, Certification of State Costs and Reimbursable Agreements for Telecommunications Services (Exhibit 1), and FAX to KCMO, TD **no later than July 16, 1999**
- **is not** the lead agency, **all appropriate agency** representatives shall sign FFAS-875-1 in the appropriate space, and FAX to KCMO, TD.

FAX copies of all pending, new, and current telecommunication AD-672's or FSA-875's and MOU's to KCMO, TD. Use either of the following telephone numbers to FAX documentation to KCMO, TD:

- 1-816-823-6100
- 1-816-926-6496.

Note: Pending or new reimbursable arrangements related **only** to telecommunication costs, signed after July 16, 1999, **must** also be submitted by FAX to KCMO, TD.

B Frame Relay Circuits

SED's are encouraged to **immediately** begin working with their counterparts from NRCS and RD to implement frame relay circuits. Installation should take place at all offices that have had L/W/V installed or are qualified and certified for installation.

Continued on the next page

Notice IRM-298

2 State Office Action (Continued)

B

Frame Relay Circuits (Continued)

If installation of all sites is not possible, priority shall be given to those sites which meet one of the following criteria:

- large staffed offices
- high line usage
- FLP personnel presence
- Soil Survey Offices.

Contact the L/W/V State Team for instructions on how to order frame relay.

3 County Office Action

A

Requirements for Collocated Sites

All collocated sites will complete each of the documentation items and forward them to their State Administrative Officer. MOU alone is not acceptable. All collocated sites must have a signed copy of each document as follows:

- AD-672 or FSA-875 for each site
- FFAS-875-2, Supplemental for Telecommunication Reimbursable Agreements (Exhibit 2).

Note: A reimbursable agreement and FFAS-875-2 are mandatory.

Refer to FFAS-875-2 for annual preparation and disposition of AD-672's or FSA-875's. Complete all applicable line items and attach to the signed reimbursable agreement. This notice **does not** cancel any requirements or procedures of the Agencies for other reimbursable agreements. Payment procedures and coding will continue according to the respective Agency directives.

Note: Collocated offices that do not submit a binding AD-672 or FSA-875 **will not be considered** for a budget increase to offset telecommunications costs that should be shared with collocated agencies.

Continued on the next page

Notice IRM-298

3 County Office Action (Continued)

B Noncollocated Sites

All Agency noncollocated sites shall:

- complete FFAS-875-3, Single Site Telecommunications Costs (Exhibit 3)
 - forward FFAS-875-3 to your designated State Administrative Officer.
-

C Reimbursable Revisions

Forward all revised documentation to KCMO, TD, following the instructions in subparagraph A and your State Office guidelines.

D Contact

Direct procedure questions and problems to Lynn Oliphant, KCMO, TD, Network Analysis Branch at 816-926-1395.

For technical questions or billing and documentation clarification, contact KCMO, TD, Reimbursable Agreement Staff at 816-926-1200.

4 Obsolete Material

A Obsolete Notice

Notice IRM-297 is obsolete.

FFAS-875-1, Certification of State Costs and Reimbursable Agreements for Telecommunication Services

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FFAS-875-01 (05-27-99)	U.S. DEPARTMENT OF AGRICULTURE Farm and Foreign Agricultural Services	1. State Office Name
CERTIFICATION OF STATE COSTS AND REIMBURSABLE AGREEMENTS FOR TELECOMMUNICATIONS SERVICES		

We, the undersigned, as the authorized representatives of the collocated and noncollocated agencies, agree to the assignments of telecommunication costs. We certify that all sites within our jurisdiction have completed, signed and forwarded FSA-875, Reimbursable Agreement or AD-672, Reimbursement or Advance of Funds Agreement and all other required documentation to the offices listed in Item 2. We also certify that all changes, corrections, and cancellations of original agreements and documentation will be correctly documented and FAXed to the appropriate telephone numbers listed in Item 3.

2. State Office authorized representative signatures:

Authorized Representative (Printed)	Authorized Representative (Signature)	Agency	Date

3. When completed, forward this document and all other documentation by FAX to:

USDA-KCMO-TD-NAB
816-823-6100 or
816-926-6496

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

FFAS-875-2, Supplemental for Telecommunication Reimbursable Agreements

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FFAS-875-02
(06-03-99)

U.S. DEPARTMENT OF AGRICULTURE
Farm and Foreign Agricultural Services

SUPPLEMENTAL FOR TELECOMMUNICATION REIMBURSABLE AGREEMENTS

(ATTACH TO FSA-875 OR AD-672)

ORIGINAL AGREEMENT CORRECTED/REVISED AGREEMENT DATE: _____

OIP Site ID: _____ FSA Site ID: _____ RD Site ID: _____ NRCS Site ID: _____

Site Name: _____

Street Address: _____ City and State: _____ Zip Code: _____

Designated Lead Agency for Ordering Telephone & FTS2000/2001 Service: _____

Contact Name: _____ Phone: _____

Enter Only Cost in Dollars (no percentages)

Telephone Annual Local Charges						
FSA (not Farm Loan)	FSA FL (Farm Loan)	NRCS	RD	Other Agency Abbrev.	Other	Total
\$	\$	\$	\$		\$	\$

Local Carrier Name: _____ Local Carrier Contact: _____ Local Carrier Phone: _____

Telephone Annual Long Distance Charges						
FSA (not Farm Loan)	FSA FL (Farm Loan)	NRCS	RD	Other Agency Abbrev.	Other	Total
\$	\$	\$	\$		\$	\$

Long Distance Carrier: FTS2000/2001 Other Long Distance Carrier Name: _____
Other Carrier Contact: _____ Other Carrier Phone: _____

Frame Relay Annual Local Charges						
FSA (not Farm Loan)	FSA FL (Farm Loan)	NRCS	RD	Other Agency Abbrev.	Other	Total
\$	\$	\$	\$		\$	\$

Circuit ID Number: _____ Port Access Speed: _____
Associated Permanent Circuit (PVC) ID: _____ Committed Information Rate: _____

Frame Relay Annual FTS2000/2001 Charges						
FSA (Not Farm Loan)	FSA FL (Farm Loan)	NRCS	RD	Other Agency Abbrev.	Other	Total
\$	\$	\$	\$		\$	\$

Circuit ID Number: _____ Port Access Speed: _____
Associated Permanent Circuit (PVC) ID: _____ Committed Information Rate: _____

T1 Annual Local Charges						
FSA (Not Farm Loan)	FSA FL (Farm Loan)	NRCS	RD	Other Agency Abbrev.	Other	Total
\$	\$	\$	\$		\$	\$

Circuit ID Number: _____ Port Access Speed: _____ Committed Information Rate: _____
Type of Circuit: Channelized Unchannelized Destination: _____

T1 Annual FTS2000/2001 Charges						
FSA (Not Farm Loan)	FSA FL (Farm Loan)	NRCS	RD	Other Agency Abbrev.	Other	Total
\$	\$	\$	\$		\$	\$

Circuit ID Number: _____ Port Access Speed: _____ Committed Information Rate: _____
Type of Circuit: Channelized Unchannelized Destination: _____

PREPARER SIGNATURE	DATE	COUNTY OFFICE NAME AND ADDRESS
TELEPHONE NO. ()		

FFAS-875-3, Single Site Telecommunications Costs

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FFAS-875-03
(06-03-99)

U.S. DEPARTMENT OF AGRICULTURE
Farm and Foreign Agricultural Services

SINGLE SITE TELECOMMUNICATION COSTS

This form shall be completed by all Agency noncollocated sites:

ORIGINAL CORRECTED/ REVISED DATE: _____

OIP Site ID: _____ FSA Site ID: _____ RD Site ID: _____ NRCS Site ID: _____
 Site Name: _____
 Street Address: _____
 Street City and State: _____
 Street Zip Code: _____ - _____
 Agency Contact Name: _____ Phone: _____

Enter only Cost in Dollars (no percentages)

Telephone Annual Local Charges	
\$ _____	Local Carrier Name: _____
Local Carrier Contact: _____	Local Carrier Phone: _____
Telephone Annual Long Distance Charges	
\$ _____	Long Distance Carrier: <input type="checkbox"/> FTS2000/2001
<input type="checkbox"/> Other Long Distance Carrier Name: _____	
Other Carrier Contact: _____	Other Carrier Phone: _____
Frame Relay Annual Local Charges	
\$ _____	Carrier Name: _____
Carrier Contact: _____	Carrier Phone: _____
Frame Relay Annual FTS2000/2001 Charges	
\$ _____	
Associated Permanent Virtual Cir ID (PVC): _____	Circuit ID Number: _____
Port Access Speed: _____	Burst Rate: _____
T1 Annual Local Charges	
\$ _____	Port Access Speed: _____
Circuit ID Number: _____	Committed Information Rate: _____
Type of Circuit: _____	<input type="checkbox"/> Channelized <input type="checkbox"/> Unchannelized
T1 Annual FTS2000/2001 Charges	
\$ _____	Port Access Speed: _____
Circuit ID Number: _____	Committed Information Rate: _____
Type of Circuit: _____	<input type="checkbox"/> Channelized <input type="checkbox"/> Unchannelized
PREPARER SIGNATURE	DATE
TELEPHONE NO. ()	COUNTY OFFICE NAME AND ADDRESS