

For: State Offices and Service Centers

Instructions for COB Thursday, December 30, 1999

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

During the past several months, FSA has been making preparations for the ADP equipment during year 2000 (Y2K) rollover. Collectively, FSA has spent a considerable amount of time and effort automating State Offices and Service Centers to develop systems that enable FSA to better serve its customers. In an effort to minimize possible negative effects of Y2K, cooperation is requested for the actions mentioned in this notice.

B

Purpose

This notice announces the actions State Offices and Service Centers are to perform on December 30, 1999.

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Contact

Direct any questions about this notice to the FSA National Help Desk at 1-800-255-2434.

Disposal Date	Distribution
October 1, 2000	State Offices; State Offices relay to Service Centers

Notice IRM-302

2 Actions to Perform on December 30, 1999

A PC's

Common Computing Environment (CCE) Desktops, Laptops, and Legacy PC Equipment. All PC equipment should be powered down and all users logged off by 5 p.m. local time, or at the time work is released on Thursday, December 30, 1999. Since most of this equipment is supplied by unprotected power sources, it is recommended that all equipment be physically unplugged from the wall outlets. To avoid any possible problems with local power companies associated with the Y2K rollover, it is recommended all power cables remain unplugged until Saturday morning, January 1, 2000. If a location experiences any electrical fluctuations, do not plug the equipment back in until the power stabilizes.

Backups. Ensure that complete backups of all data files are made either to tape, diskette, CD-Rom, or Zip Drives. Do not back up any application files or associated software. This backup media should then be stored in a secure location. This backup step is critical for establishing a redundant source for data retrieval.

Virus Protection. Network Associates release updated Virus DAT files on a weekly basis. The last release of the year appears to be scheduled for December 23, 1999. DAT files for this release should be FTP downloaded according to the 1999 CCE Administrator's Guide, Appendix D, Section D3.

E-Mail. Government computer systems are popular targets for many outside groups. Do not open any e-mail messages or attachments that are unfamiliar, as the message may possibly contain a virus. Immediately contact the FSA National Help Desk if any unusual messages are encountered.

B Advanced System 36

System 36 operators must perform a normal end-of-day transmission on Thursday, December 30, 1999. Because of software coding, the machine will know that Friday is a holiday and will power itself off on Thursday night, as if it were a normal Friday end-of-day. The System 36 can then remain powered off until Monday morning, January 3, 2000, when a normal IPL will be initiated. On Saturday, January 1, 2000, it is acceptable to power the System 36 on if system testing is desired.

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2 Actions to Perform on December 30, 1999 (Continued)

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3B2 Equipment

The 3B2 will need to be powered down. Before powering down, ensure that a current, complete backup is on hand. While logged onto the system console, ENTER "Shutdown -i0 -g0 -y" and PRESS "Enter". This will properly close down the system and the message, "Please turn switch to standby", will be displayed. The box must physically be powered down by turning the switch to standby. The 3B2 may be turned back on beginning Saturday morning, January 1, 2000, if all power is stable.

D

Printers and FAX Machines

Similar to PC's, printers and FAX machines are very susceptible to an increase or decrease in electrical power. To remove the possibility of electrical damage, unplug all power cords for printers and FAX machines from the wall outlets. If power is stable, this equipment can be plugged in for normal operation beginning Saturday morning, January 1, 2000.

E

Telephones

The reliability of telephone service will be dependant upon local service providers. It is not necessary to power off any telephone equipment.
