

For: All FSA and RMA Offices

Telecommunications Procedures for Field Offices

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

KCMO, Telecommunications Division, Network Analysis Branch (TD, NAB) is responsible for all telephone support and service (voice, video and data) in all offices where FSA is the designated telecommunication lead agency. In addition, TD, NAB maintains an updated inventory of all telephone numbers, equipment, and Federal calling cards installed or issued nationwide.

B

Purpose

This notice:

- identifies information that shall be reported to KCMO when changes occur that effect telephone service
- provides instructions and procedures for reporting information to KCMO
- lists designated KCMO personnel assigned by geographical location.

<p>Disposal Date</p> <p>January 1, 2001</p>	<p>Distribution</p> <p>All FSA and RMA Offices; State Offices relay to County Offices</p>
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2 Action

A Information To Report When Changes Occur

All changes made to the following type of information **must** be reported to KCMO, TD, NAB:

- office closings or relocations requiring changes in telephone/data lines
 - changes in local exchange carriers
 - telecommunication line changes, additions, or cancellations
 - telephone equipment changes
 - telephone number changes, including area code
 - billing changes
 - Federal calling card additions, changes, or cancellations.
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B Required Information When Reporting Changes to KCMO

All changes must be reported to KCMO, TD, NAB and shall include the following information:

- office name
 - office mailing address
 - site identifier (FIPS, agency site ID, etc.)
 - OIP ID
 - contact person
 - contact telephone number
 - description of the change.
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2 Action (Continued)

C

Contacts by Location

To direct and control the Telecommunications Network Stabilization and Migration Program, TD, NAB has assigned each specialist specific geographical areas.

Telephone or FAX information to the following designated contact person according to this table.

Office Location	Contact	Telephone Number	FAX Number
National Office, APFO, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Vermont, Virgin Islands, Pennsylvania, Rhode Island, West Virginia	Bobbie Budgett	816-926-6465	816-823-6013
Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming	Horace Gorton Ron Rockel	816-926-3478 816-823-1540	816-823-6016
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin	Dianne Hord Patrice Bryant	816-926-6013 816-926-3786	816-823-6014
Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia	Pat McLaughlin Joe Avila	816-926-3405 816-823-1960	816-823-6015
Arizona, California, Colorado, Hawaii, Kansas, Nevada, New Mexico, Oklahoma, Texas, Utah	Lynn Oliphant Becki Schreckenghaust	816-926-1395 816-926-5028	816-823-6017

Notes: Do **not** call MCI directly. All questions and changes **must** be reported to KCMO, TD, NAB according to the table.

The alternate FAX number for all contact persons is 816-926-6496.
