

For: State and County Offices, RMA-St. Louis

ADP Farm Loan Inventory Service Procedures

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

On July 27, 2000, Farm Loan ADP equipment supported under the RD Order, Tracking, and Inventory System (OTIS) maintenance contract will be removed.

In May 2000, FSA removed all equipment from OTIS **except** the following:

- AT&T monitors model 705
- AT&T keyboards model 705
- AT&T 3B2 systems
- HP LaserJets series 4's and 5's
- IBM Lexmark model 4039 printers
- APC UPS Units.

KC-ITSTO, Telecommunications Division sent 2 output lists from the May modification to each State Office. One list contained all the equipment that was deleted from OTIS. A second list contained all equipment remaining in OTIS. Each State was to review both lists and report to KCAO, Administrative Services Division the status of each unit.

B

Purpose

This notice:

- identifies procedures for the inventory database
- provides future service instructions for Field Offices
- lists resources for assistance.

Disposal Date July 1, 2001	Distribution State and County Offices; State Offices relay to County Offices; RMA - St. Louis
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2 Equipment Service Procedures

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Service

Use the following instructions.

Instructions

Step	Instructions
1	All ADP equipment currently supported under OTIS (see subparagraph 1 A) shall continue under existing service procedures until July 27, 2001.
2	All service calls shall be placed to the National Help Desk. After July 27, 2000, the equipment in subparagraph 1 A shall be serviced as follows: <ul data-bbox="310 730 1414 835" style="list-style-type: none">• replacement 3B2 units will be shipped out of the KC warehouse• replacement 705 monitors and keyboards will be shipped out of the KC warehouse.
3	Remove the following, after receipt of functional equipment from KC warehouse according to 30-AS and 31-AS: <ul data-bbox="310 982 553 1087" style="list-style-type: none">• defective 3B2's• 705 monitors• 705 keyboards. <p data-bbox="310 1129 1068 1161">Note: Do not ship the defective equipment to Kansas City.</p>
4	Printers and UPS systems will follow the procedures in this step. All ADP equipment that was deleted and still in use will be serviced according to the following: <ul data-bbox="310 1381 1382 1787" style="list-style-type: none">• site shall contact local service companies and obtain 2 price quotes for repair of defective item• request a trade-in discount for defective item where applicable• if price quotes for printers exceed \$500 per call or \$1,000 in the same fiscal year, submit documentation by FAX to Lori Beutel 202-720-7134• if price quotes for UPS units exceed \$150 per call or \$250 per fiscal year, submit documentation by FAX to Lori Beutel. All other equipment still in use and required for site support will be handled through the National Help Desk on a per call basis.

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3 Action

A Payment for Local Service

Invoices for ADP equipment supported through local service companies will be submitted on AD-838 to NFC for payment. Provide the following information on each AD-838:

- original signed AD-700
 - copies of price quotes
 - copy of invoice from local vendor
 - other applicable backup documentation or justifications.
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B Accounting Information

The budget codes for AD-838 are shown in this table.

ADP Equipment	Fund Code	Object Code	Accounting Code
Desktop PC's, Printers	T8	2532	00136843930
Laptop PC's and Printers	T8	2532	001336843968
Other	Contact the National Help Desk for assistance.		

A copy of AD-838 must be FAXed to Lori Beutel at 202-720-7134.

C Reference Materials

All sites have access to the following handbooks and reference materials:

- 30-AS
 - 31-AS
 - Notice IRM-308, Disposing of Excess Computer Equipment and Software
 - OTIS lists of current equipment status
 - OTIS User Guide and Equipment Maintenance Handbook.
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D Contacts

County Offices shall follow contact procedures issued by their State Offices. Direct any questions about this notice to the National Help Desk at 800-255-2434 (non-FTS) or 816-926-1552 (FTS).
