

For: All FSA Offices

Guidance for FSA AS/400 Equipment During Office Moves

Approved by: Deputy Administrator, Management



1 Notifying ITSD About Service Center Office Moves

A Background

In October 2004, USDA approved an Incidental Transfer Agreement (ITA) for the transfer of selected information technology (IT) support functions to the Office of Chief Information Officer, Information Technology Service (OCIO, ITS). FSA retained responsibility for supporting AS/400 data and equipment used in Service Centers for program delivery.

B Purpose

This notice provides State Offices and ITS Group Managers procedure for notifying ITSD of approved office relocations because of expired leases, for example.

C Contact

Direct questions about this notice to Jayne Fern, ITSD by either of the following:

- e-mail to **Jayne.Fern.@kcc.usda.gov**
- telephone at 816-926-6641.

<p>Disposal Date</p> <p>October 1, 2006</p>	<p>Distribution</p> <p>All FSA Offices; State Offices relay to County Offices</p>
--	--

Notice IRM-365

1 Notifying ITSD About Service Center Office Moves (Continued)

D Action/Procedures

FSA Service Center relocations and shipping of both old and new equipment are ongoing activities. The following procedures should be followed in all office relocations and AS/400 equipment moves.

Upon approval from the National Food and Agricultural Council to relocate a Service Center, State Office shall:

- contact the ITS Group Manager who will initiate a Magic ticket
- provide the following information to the ITS Group Manager:
 - location of the Service Center involved, including last day of business at that location
 - new location of the Service Center
 - list of all employees that will be moving.

OCIO/ITS staff will create work orders for all items related to the office and staff relocation including AS/400. The work order will be escalated to the OCIO, ITS Service Desk for assignment to ITSD.

ITSD will contact the State ITS Group Manager or assigned ITS staff member identified in the work order to provide instructions for:

- software for moving AS/400 data files
- bringing down AS/400
- shipping AS/400 equipment.