

For: FSA Offices

Handling FSA Information Technology (IT) Equipment During Office Consolidations

Approved by: Deputy Administrator, Management



1 Overview

A Background

Periodically, State and County Offices are approved for consolidation by the National Food and Agriculture Council (FAC). These consolidations require:

- moving IT equipment and data to a new physical location
- ITSD and Office of Chief Information Officer (OCIO) coordination and support.

B Purpose

This notice provides State and County Offices with procedures for notifying ITSD and OCIO/ITS/Technical Support Division (TSD) group managers of National FAC approved office consolidations.

C Contacts

If there are questions about this notice contact Ragh Singh, DAFO at ragh.singh@wdc.uda.gov or 202-720-7094.

Disposal Date	Distribution
September 1, 2008	All FSA Offices; State Offices relay to County Offices

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2 Responsibilities

A State Office Action

The following table provides actions to be taken.

Responsible Person	Actions
SED	<p>Identify an IT project manager to coordinate the IT portion of the office consolidation process.</p> <p>Note: State Office or project manager does not initiate the Magic ticket for office consolidation. It is OCIO/ITS/TSD's responsibility, after being contacted by the project manager, to initiate the Magic ticket.</p>
IT Project Manager	<ul style="list-style-type: none">• Conduct initial meeting with State Program Chiefs, Administrative Officer, Geographic Information Systems (GIS) Coordinator, District Director, and State Security Liaison Representatives (SLR's) to ensure that all IT business and program needs are addressed.• Direct any special needs to DAFO.• Meet with OCIO/ITS/TSD group manager to develop an implementation plan and establish roles and responsibilities of FSA and ITS, provide the following:<ul style="list-style-type: none">• date of office consolidation and copy of office consolidation approval letter• name of closing offices (include headquarters and served counties)• name of receiving office and location for data files, AS400, and peripheral equipment (include new headquarters site and served counties)• name of contact person that will run software to transfer data files from closing office to receiving office <p>Note: ITSD will e-mail software instructions to the assigned IT project manager and contact person for the office consolidation process.</p>

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2 Responsibilities (Continued)

A State Office Action (Continued)

Responsible Person	Actions
IT Project Manager (Continued)	<ul style="list-style-type: none"> • Establish dates for IT to move phones, FAX machines, printers, or computers. Notes: ITS may require a 90-calendar-day advance notice. ITS shall inform the IT project manager when advanced notice is required. • Update Teltrak with FAX machine inventory information. • Ensure distribution of working video display terminals (VDT's) and printers to sites within the State, when necessary. • Verify with ITS/TSD if there is a need to send excess VDT's and printers to MSD's warehouse. • Identify remaining excess VDT's, printers, and non-working AS400 equipment that is no longer on maintenance on AD-112. Note: OCIO/ITS/TSD group manager will assist in disposing of equipment. • Ship excess AS400 systems to MSD's warehouse. Note: Pack all equipment securely to ensure minimal damage during transit. • Coordinate shipping of all equipment with ITS, TSD group manager. Important: After successful completion of IT associated activities, the project manager shall inform DAFO and Director, ITSD by e-mail to ug-mokansasc2-fsa-office-consolidation.

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2 Responsibilities (Continued)

A State Office Action (Continued)

Responsible Person	Actions
Project Manager (Continued)	<ul style="list-style-type: none"> • FSA National IT funds, not State or county funds, shall be used when shipping equipment to MSD's warehouse. To obtain the accounting instructions and information required to pay for shipping costs, send a request through e-mail, memorandum, or AD-700 to ITSD, Budget and Acquisitions Office (BAO), by: <ul style="list-style-type: none"> • mail or FAX to: <p style="margin-left: 40px;">FSA, ITSD, BAO 1400 Independence Ave SW Rm 6757 Washington DC 20250 Telephone: 202-720-1780 FAX: 202-720-7134</p> • e-mail to: <ul style="list-style-type: none"> • delayne.gravelle@wdc.usda.gov • earl.bice@wdc.usda.gov • najmur.nahar@wdc.usda.gov.
State eGov Coordinator	<ul style="list-style-type: none"> • Ensure Office Information Profile (OIP) and Program Information Management System (PIMS) have been updated. • Ensure that all reassigned employees have appropriate program access authority.
State SLR	<ul style="list-style-type: none"> • Coordinate with CED to ensure that FSA-13-A's are timely submitted. • Use FSA-13-A to ensure that all security requests, including System Authorization Access Requests (SAAR), are processed sufficiently in advance to avoid any work interruptions during the consolidation process. • Submit all FSA-13-A's to FSA Information Security Office. <p>Note: Remote access to County Office data, if required, will be authorized using FSA-13-A.</p>
State GIS Coordinator	Ensure that common land unit (CLU) out transfer and in transfer are completed timely and accurately according to forthcoming IRM instructions.

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2 Responsibilities (Continued)

B County Office Action

The following table provides actions to be taken.

Responsible Person	Actions
CED	<ul style="list-style-type: none"> • Complete and submit FSA-13-A to request transfer of e-mail address from closing office to receiving office. • Ensure that AS400 backups are complete for both closing and receiving offices the evening before the file transfer. • Run a Start-of-Day and have a clean exception report the morning of the file transfer. • Ensure that software releases are updated to the same level at both closing and receiving sites before transferring data. • Prepare a list of surplus equipment on FSA-951 and submit to State Office. <p style="text-align: center;">Note: Do not release operational control of any equipment without approval of State Office.</p> <ul style="list-style-type: none"> • Obtain State Office approval for additional FAX lines in the receiving office. • Submit FSA-13-A to State SLR requesting remote access to county data for employees moving to the new location, if required. • Submit FSA-13-A to State SLR requesting AS400/System 36 access according to Notice IRM-393 for employees moving to the new location. • Review role-based security accesses for web-based applications, such as National Payment Service, for employees moving to the new location.

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2 Responsibilities (Continued)

C OCIO/ITS/TSD Action

The following table provides actions to be taken.

Responsible Office	Actions
OCIO/ITS/TSD	<ul style="list-style-type: none"> • Submit a Magic ticket for office consolidation and prepare work orders for items related to the office, equipment, and staff relocation, including AS400 equipment and peripherals. • Provide the office consolidation IT project manager with the Magic ticket number. • Assist with non-working equipment disposal. • Determine, in collaboration with ITSD, if excess working VDT's and printers shall be shipped to MSD's warehouse or discarded. • E-mail the AS400 serial number (begins with S10) with State and county code that AS400 is coming from, to MSD's warehouse representative, Larry Harris, at larry.harris@kcc.usda.gov. • Coordinate the shipment of the working AS400 unit and cables to the following address: <p align="center">ATTN: Larry Harris USDA-MSD Warehouse 9240 TROOST AVE KANSAS CITY MO 64131-3055.</p> <p>Notes: AS400 system shipments should consists of the AS400 unit, 4 port adaptors (loon), EIA cable, and power cord. EIA and DCE cables are plugged into the back of AS400 that is connected to serial port 0 in the router.</p> <p>FSA National IT funds, not State or County funds, shall be used when shipping equipment to MSD's warehouse. Ensure that the IT project manager obtains the accounting instructions and information from FSA, ITSD, BAO.</p>

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2 Responsibilities (Continued)

D ITSD Action

The following table provides actions to be taken.

Responsible Office	Actions
ITSD	<ul style="list-style-type: none">• Contact the IT process project manager and provide instructions:<ul style="list-style-type: none">• to move AS400 data files and add new data groups<p style="margin-left: 40px;">Note: ITSD will determine if the receiving AS400 can accommodate the additional data groups of the closing office. If the receiving AS400 has insufficient space, ITSD will contact ITS to coordinate the movement of the AS400 to the receiving office.</p>• for sanitizing (for security purposes), powering down, and shipping the AS400 system.• An ITSD, BAO staff member will provide the accounting instructions and information for shipping equipment to MSD's warehouse upon requests from project managers.