

For: State and County Offices

Electronic Transmission of State and County Software Releases and Common-Type Files

Approved by: Associate Administrator for Operations and Management

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1 Overview

A Background

ITSD will implement Communication Tracking and Control System (CTCS) Broadcast software to automate and improve the distribution of software releases. CTCS Broadcast software will allow for timely installation of AS400 and System 36 software releases, software updates, and common-type application files, such as LIBRFILES and monthly rate files. The data will be electronically transmitted from Kansas City directly to all Service Center Agency (SCA) AS400 systems nationwide.

Scheduled software releases are normally mailed every 2 weeks from Kansas City to SCA's on compact discs (CD's). Unscheduled common-type application files and software updates are transmitted as needed from Kansas City to SCA System 36's, through the State Office, using System 36 XOT (X.25) communications.

Electronically transferring software will correct problems previously encountered, including the following:

- broken or unreadable CD's arriving at SCA offices
- additional monitoring by SCA staff to ensure that all transmissions are successfully received and installed by each office.

B Purpose

This notice informs SCA offices of key changes to the following:

- software release distribution
- where to find additional information
- System 36, AS400, and Web environments.

Disposal Date	Distribution
January 1, 2011	State Offices; State Offices relay to County Offices

Notice IRM-435

2 CTCS-Broadcast Software

A CTCS-Broadcast Software Release

CTCS Broadcast software will be included in System 36 Release No. 697/698 and AS400 Release No. 123, scheduled for mailing August 23, 2010.

These will be the final county releases distributed on CD. Subsequent county releases will be transmitted using CTCS Broadcast software.

B Release Installation Instructions and Guidance

Following existing procedures, System 36 Release No. 697/698 and AS400 Release No. 123 will be distributed to all County Offices on CD for installation.

C State and County Offices

State and County Offices shall **immediately** install the software when received.

Important: Failure to install the releases will prevent future releases from automatically being received.

3 Additional Information

A Future Releases

Future software releases and common-type application files (LIBRFILE, monthly rate files, etc.) will use CTCS-Broadcast software to transmit data from Kansas City to State and County Office AS400 systems for installation as follows:

- **scheduled releases** will be broadcast electronically, every 2 weeks, from Kansas City to the SCA AS400 systems and will follow the current release schedule
- **unscheduled common-type files** will be broadcast as needed from Kansas City directly to SCA's and will no longer be sent to SCA's through the State Office system.

The Information Bulletin notification process will be used to notify SCA's when a software release will be broadcast.

Release installation instructions will continue to be posted at http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_releases.html.

3 Additional Information (Continued)

B CTCS-Bundle Control System (BCS) System User Guide

The CTCS-BCS System User Guide is available online to provide information about CTCS-BCS, CTCS Broadcast, and the Web Reporting System. Level 2 eAuthentication employee ID is **required** to access the Web reports.

To access CTCS-BCS User Guide, go to either of the following:

- <http://fsaintranet.sc.egov.usda.gov/CTCS/index.html> and under “Links”, CLICK “CTCS-BCS User Guide”
- <http://fsaintranet.sc.egov.usda.gov/fsa/> and under:
 - “Links”, CLICK “FSA Infrastructure”
 - “Data”, CLICK “Communications Tracking and Control System Reports (CTCS)”.

4 Key Changes

A System 36

Menu FAX271 now includes Option “7”, “**Process Library Files**”.

This option starts Procedure FCK720 and is used to process LIBRFILES.

Details about Option 7 will be included in the information bulletin instructions that accompany the broadcast of unscheduled library files.

Note: See CTCS-BCS System Users Guide, Section 3.5 for more information.

B Web Reports

CTCS WEB Report now includes the Broadcast Exception Report.

The Broadcast Exception Report shows failed broadcast transmissions and/or incomplete installations.

Note: See CTCS-BCS System Users Guide, Section 5.5 for more information.