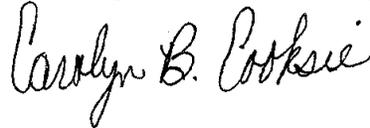


For: National Office, Kansas City, St. Louis, and State Office Employees

Establishing New Audio Teleconferencing Accounts

Approved by: Associate Administrator for Operations and Management



1 New Audio Teleconferencing Accounts

A Background

USDA/OCIO/International Technology Services (ITS) is in the process of migrating existing telecommunications contracts for voice and data telecommunications services such as FTS2000/2001 and the Universal Telecommunications Network to GSA’s Networx contract. These voice and data telecommunications services include accounts for audio teleconferencing services which are being transitioned from Verizon to AT&T. The USDA CIO has stated that this transition is required to be completed by September 30, 2011.

B Purpose

This notice notifies FSA employees that FSA will begin using the new Networx Audio Teleconferencing System on October 1, 2011. To ensure no delays in service, FSA employees should apply for an account on the new Networx Audio Teleconferencing System by **COB August 8, 2011**, to allow time for AT&T to establish the new account.

C Applying for a New Networx Audio Teleconferencing Account

FSA OCIO will use a SharePoint survey (Exhibit 1) to collect the information necessary to establish a new Networx audio conferencing account. Applicants should access <https://fsa.sc.egov.usda.gov/surveys/Lists/Networx%20Contract%20Information/overview.aspx> and CLICK “Respond to this Survey”. Accounts may be shared, but AT&T and FSA require that each account has to be in a specific individual’s name to prevent fraud. Once the account has been established, the applicant will be notified by e-mail and provided additional details about using the Networx Audio Teleconferencing System.

Disposal Date	Distribution
January 1, 2012	All National Office, Kansas City, St. Louis, and State Office employees

Notice IRM-445

1 New Audio Teleconferencing Accounts (Continued)

D Contacts

Direct any questions about this notice to both of the following individuals:

- Earl Bice, FSA/OCIO, BAO, by either of the following:
 - telephone at 202-720-0893
 - e-mail at earl.bice@wdc.usda.gov
- Patrick Cummings, USDA/OCIO/ITS, by either of the following:
 - telephone at 970-218-0505
 - e-mail at patrick.cummings@ftc.usda.gov.

2 Action

A National Office, Kansas City, and St. Louis Action

New and existing account holders will receive approval from their supervisor and complete the survey to establish a new account with Networx.

B State Office Action

Administrative Officers, in consultation with SED, will:

- determine the number of accounts to be established for the State and County Offices
- complete a survey for each approved employee.

Accounts may be established for use at the County Office level. Each account must include an account holder name and address. Single accounts can be shared within an office, but multiple offices may **not** share a single account.

Networx Audio Teleconference Call Survey

 **United States Department of Agriculture**
Farm Service Agency

Survey Alley This List: Networx Audio Teleco

FSA SharePoint Home > Survey Alley > Networx Audio Teleconference Cards > Respond to this Survey

Networx Audio Teleconference Cards: Respond to this Survey

* indicates a required field

Account Holder: First Name *

Middle Name

Last Name *

Phone Number *

Email Address *

Account Holder's Office Information (Examples: FSA_DAFP, FSA-OBF-OD, FSA-OBF-BUD-AEB) *

Address1 *

Address2

City *

State *

Zipcode *

Does the Account Holder currently have an Audio Teleconference Account assigned in their name? *

No
 Yes
 Not Sure

Does the Account Holder need to conduct teleconferences with more than 125 Callers? (Note: FSA must pay an additional fee for accounts that require more than 125 Callers) *

No
 Yes
 Not Sure

What access number does the Account Holder use for teleconferences? (Leave blank for none)

Does the Account Holder currently use any of the following for video and audio conferencing? (Check all that apply)

Microsoft Office Live Meeting?