

For: State and County Offices

Creating 1 Master PC-TARE Diskette for Federal (FA) and County (CE) T&A's

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides information to:

- County Offices:
 - with FA and CE employees, on combining T&A's for both to 1 master diskette
 - to begin transmitting combined county T&A's with the processing of pay period 09
- State Offices on submitting FSA-13-A for future T&A transmissions to National Information Technology Center (NITC).

B

Contact

If there are questions about:

- transmissions, contact the National Help Desk through your State Computer Specialist
- PC-TARE data entry:
 - County Offices shall contact the State Office
 - State Offices shall contact either Carolyn Layden at 816-926-6709 or Myrna Highlander at 816-926-6184, KCAO, Personnel Division.

Disposal Date	Distribution
April 1, 2002	State Offices; State Offices relay to County Offices

Notice PM-2242

2 Combining FA and CE T&A's

A
Creating 1
Master Diskette

Perform the following steps to create 1 master diskette.

Step	Action
1	Insert either the FA or CE master diskette that contains the most T&A's. Note: A new master T&A record will be built on this diskette.
2	To assist in building the new combined master diskette, enter the master T&A data using a copy of the PC-TARE printout/certification sheet from the previous pay period.
3	To build the new master records, at the PC-TARE main menu, select option 1, "Add/Modify Master Record". Add master records individually onto the single master diskette. Upon completing, PRESS "F2", and return to the PC-TARE main menu. Note: It is critical that all items in field 3, "contact point", are entered correctly with FA or CE data.

Continued on the next page

Notice PM-2242

2 Combining FA and CE T&A's (Continued)

B
Posting Current T&A's to the New Combined Master Diskette

Perform the following steps to post current T&A's to the new combined master diskette.

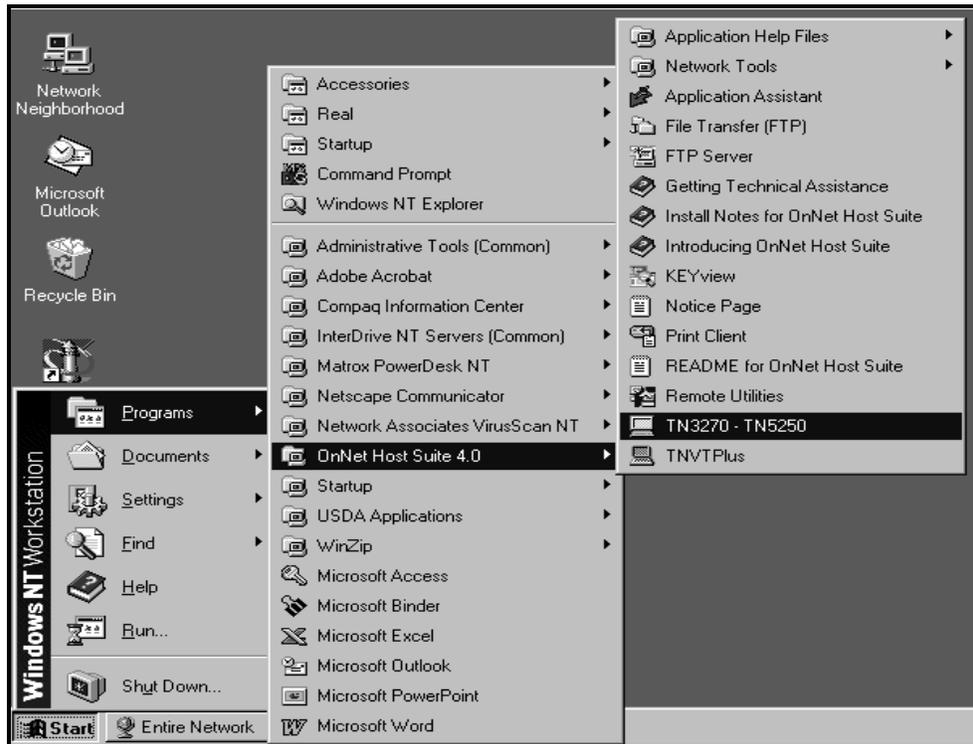
Step	Action
1	On the PC-TARE main menu, select option 2, "Enter Current T&A".
2	<p>Enter current pay period T&A data.</p> <p>Note: It is important that the "AC" field is correct.</p> <p>For employees that:</p> <ul style="list-style-type: none">• currently exist on the diskette, the "AC" field remains the same <p>Note: Continue with posting as usual.</p> <ul style="list-style-type: none">• were combined onto the diskette, on the second line, enter "2" for the "AC" field and continue with posting as usual. <p>For new employees, "1" must be entered for the "AC" field along with the accounting data. Remember to change the "AC" field back to a "2" when posting hours for the following pay period. Continue to follow procedures for entering data. For assistance, refer to contacts in subparagraph 1 B.</p>
3	Print T&A's and verify that the contact point is correct for either FA and CE employees. Prepare 1 transmit diskette.

3 Transmitting T&A's

A
Uploading
T&A's to NITC

Perform the following steps to upload all T&A's to NITC.

Note: Systems used for transmitting PC-TARE data should be either a CCE or NT machine.

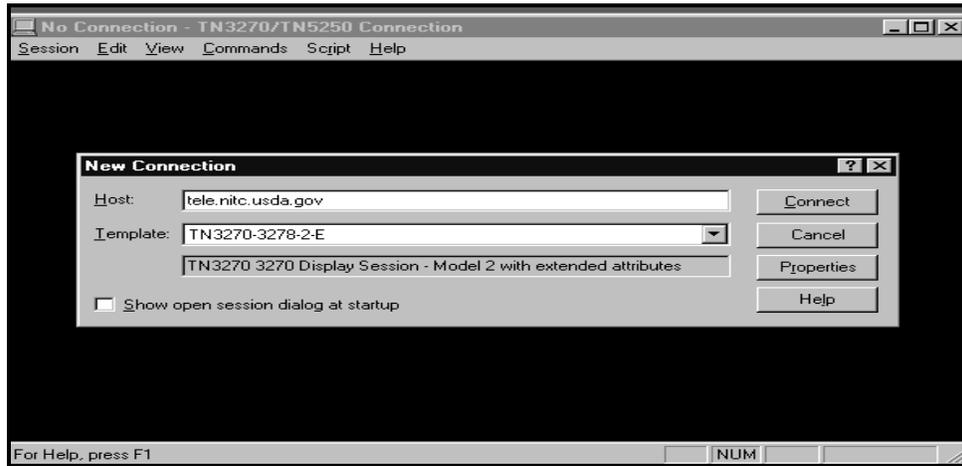


Step	Action
1	To open NITC "TN3270", PRESS "Start".
2	Select: <ul style="list-style-type: none"> • "Programs" • "OnNet Host Suite 4.0" • "TN3270-5250". The "New Connection" box will be displayed.

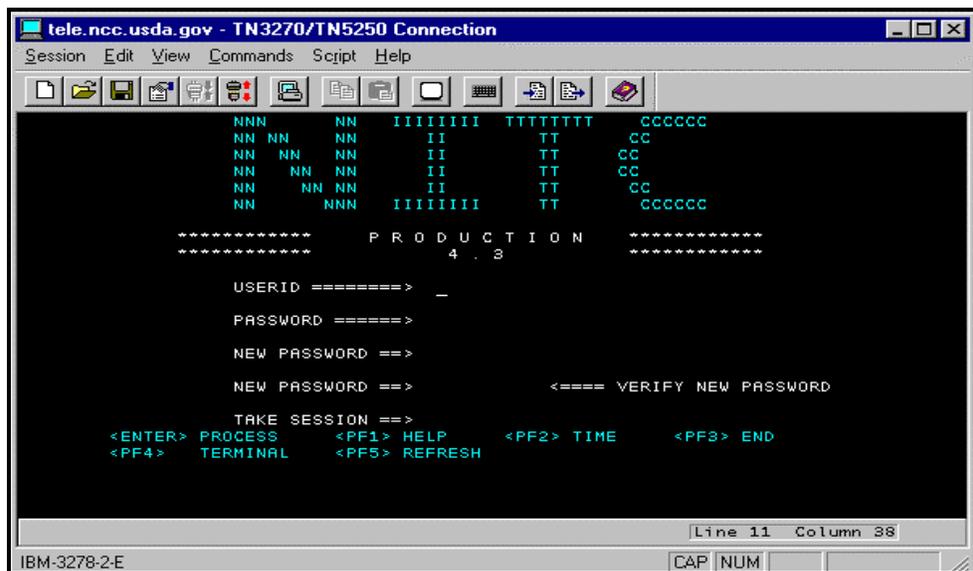
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3 Transmitting T&A's (Continued)

A
Uploading
T&A's to NITC
(Continued)



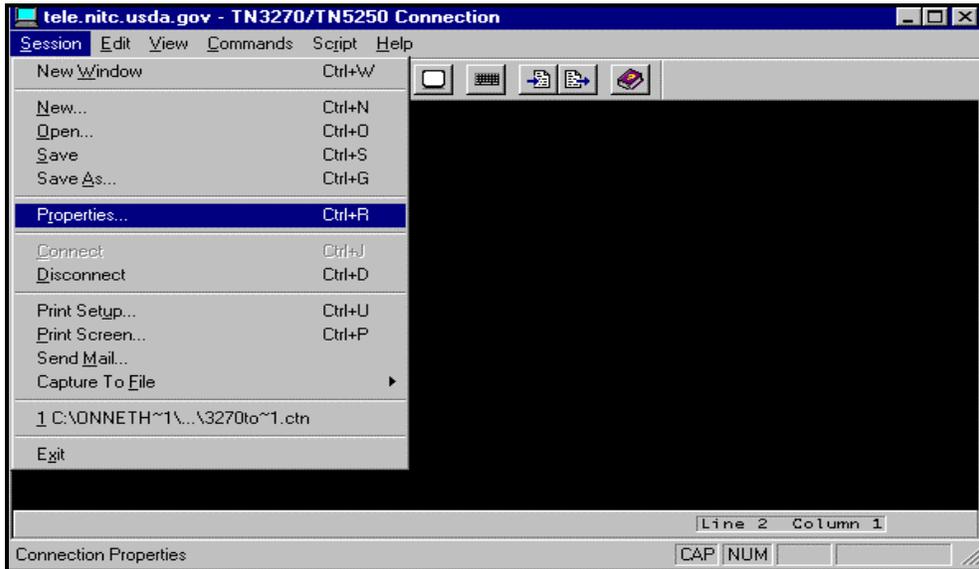
Step	Action
3	In the “New Connection” box: <ul style="list-style-type: none"> • ENTER “tele.nitc.usda.gov” for “Host” • PRESS “Connect”. NITC banner screen appears.



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3 Transmitting T&A's (Continued)

A
 Uploading
 T&A's to NITC
 (Continued)

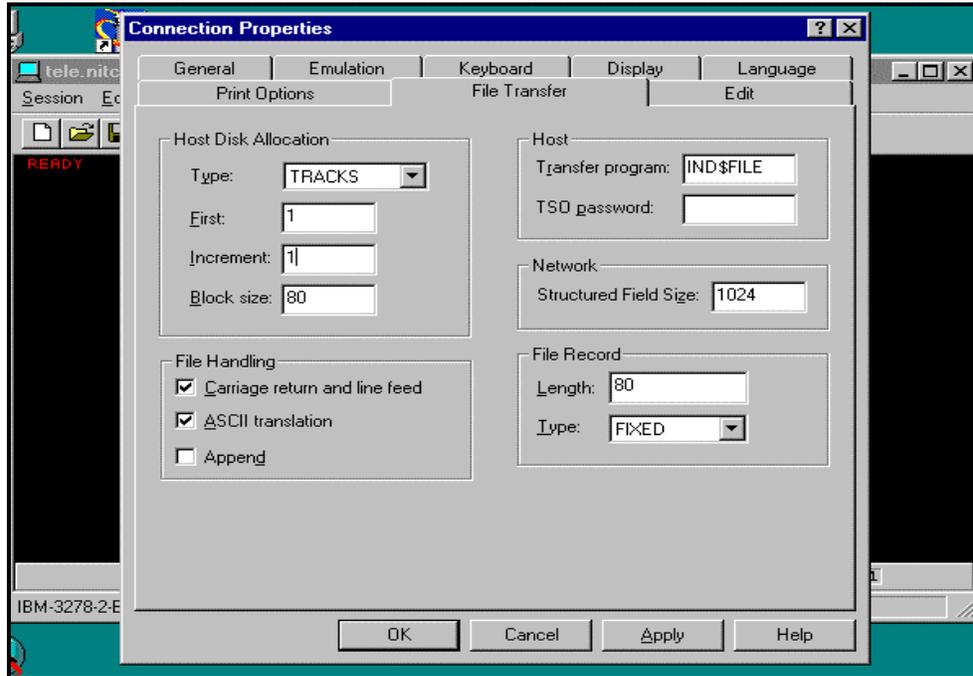


Step	Action	
4	The NITC connection information:	
	<ul style="list-style-type: none"> will only have to be entered once must be signed on with a system administrator ID to save the NITC connection information. 	
	IF...	THEN...
	NITC connection is being established for the first time	continue with the following steps.
	NITC connection has previously been setup	continue with subparagraph C.
5	To setup a NITC connection, select "Session", then "Properties" from the Menu bar. "Connection Properties" box will be displayed.	
6	Select "File Transfer".	

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3 Transmitting T&A's (Continued)

A
Uploading
T&A's to NITC
(Continued)



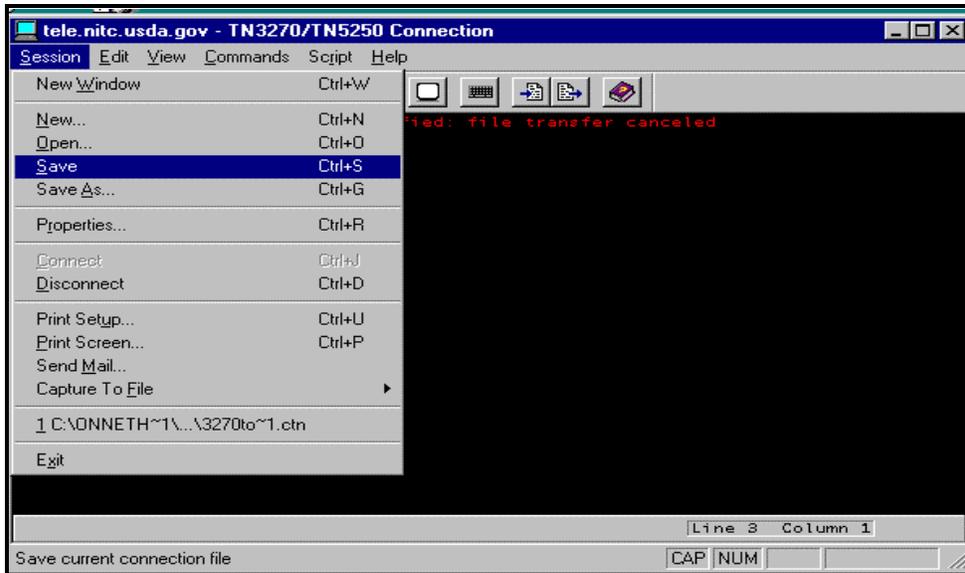
Step	Action
7	ENTER "1" in the following fields: <ul style="list-style-type: none"> • "First" • "Increment".
8	ENTER "80" in the "Block size" field.
9	Click on "Carriage return and line feed" and "ASCII translation" fields if they do not already contain a check mark. Note: It is very important that ASCII is checked.
10	ENTER "80" in the "Length" field.
11	Select "FIXED" from the drop down menu in the "Type" field.
12	PRESS "Apply", then "OK". Note: File Transfer settings will only have to be completed once and settings will be saved each time a TN3270 session is opened. However, if PC must be core-loaded, these settings must be reentered.

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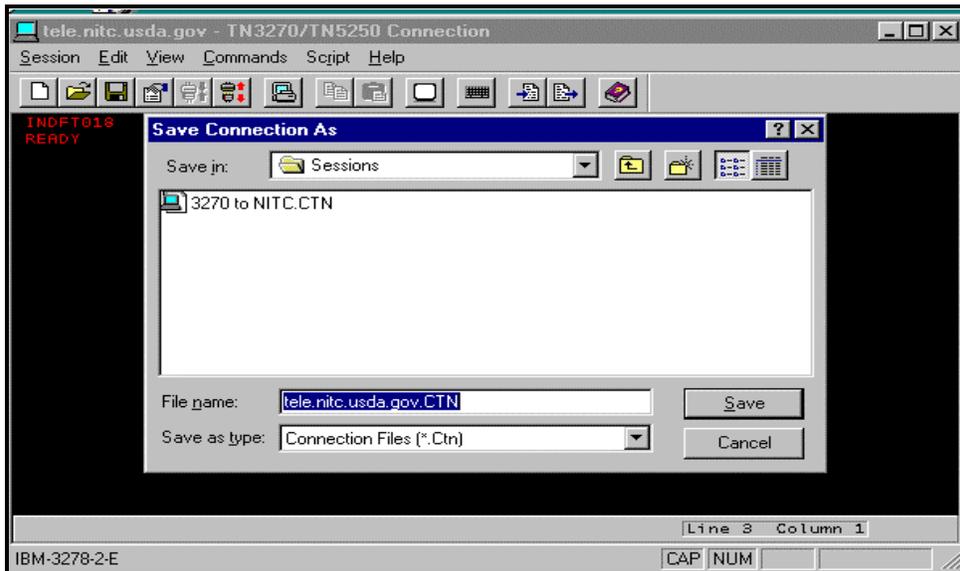
3 Transmitting T&A's (Continued)

B
Saving Telenet
Connection
Settings

Perform the following steps to save telenet connection settings.



Step	Action
1	To save a Telenet Connection Setting, select "Session", then "Save" from the Menu bar.



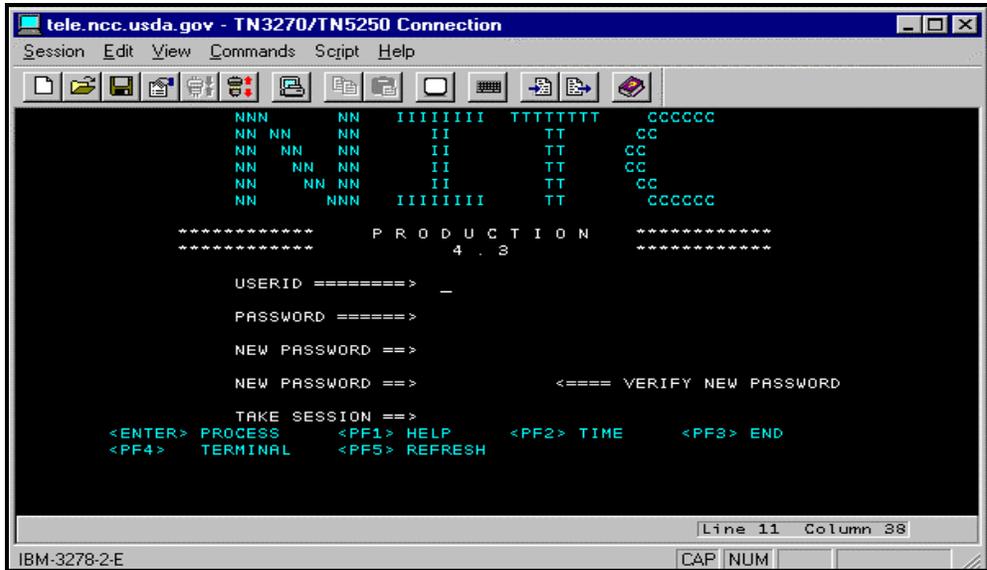
Step	Action
2	Do not change the default "File name". PRESS "Save".

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3 Transmitting T&A's (Continued)

C
Signing On to
NITC

Perform the following steps to sign on to NITC.



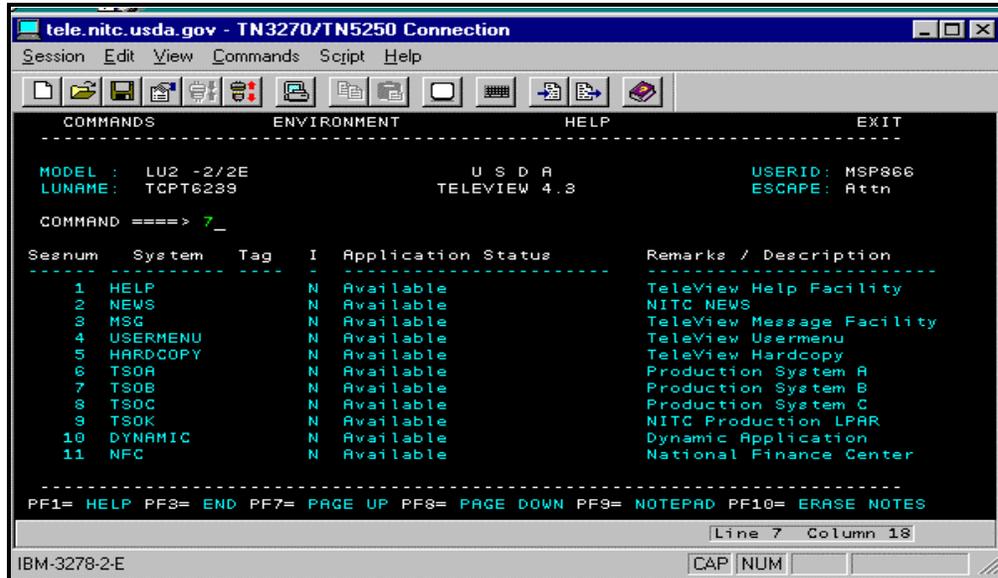
Step	Action
1	Place PC-TARE transmission diskette into the “A” drive of CCE or NT machine.
2	Sign on with your NITC “ID” and “PASSWORD.” Note: Your password expires every 30 days. Check your password before you try to transmit. If it has expired, you will receive a message at sign on and be prompted to change and verify your password.

Continued on the next page

3 Transmitting T&A's (Continued)

D
**Entering the
 TSOB System**

Select the option number that corresponds to TSOB, or ENTER "TSOB" at COMMAND prompt. PRESS "Enter."



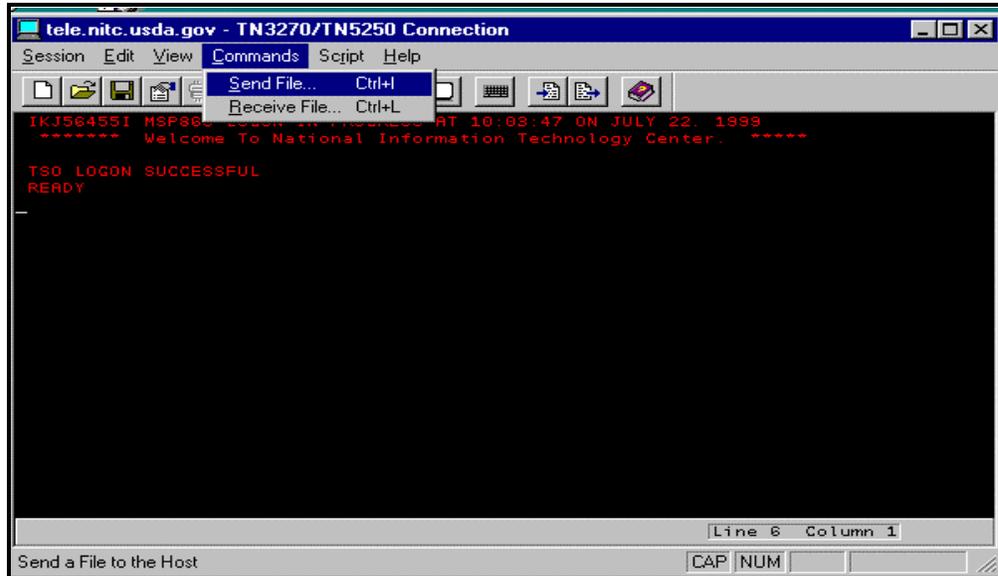
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Notice PM-2242

3 Transmitting T&A's (Continued)

E

Transmitting File At the "READY" prompt, Select "Commands"; then "Send File" from Menu bar. "Send File" will be displayed.



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3 Transmitting T&A's (Continued)

F

Transmitting File Perform the following steps to transmit a file.



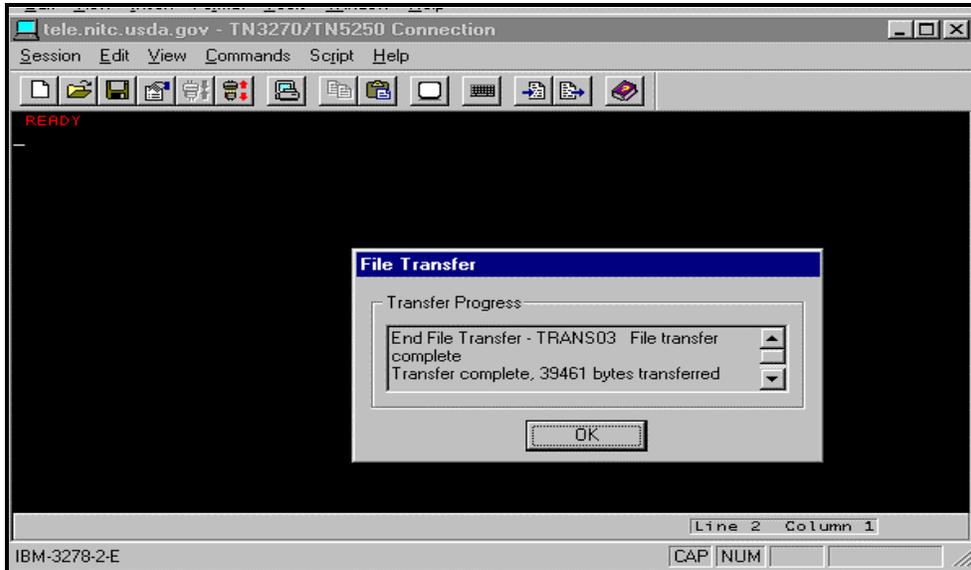
Step	Action
1	<p>In the “PC File Name” box, ENTER “A:\xmit.dat”.</p> <p>Note: It is very important that you are using the “Send File” option and all information is entered correctly. Otherwise it is possible to overwrite your T&A data.</p>
2	<p>In the “Host File Name” box, ENTER (include single quotes) ‘MFOSxx.MGAORG.Sxxxx.DATA’</p> <p>Be certain the periods are in the correct places.</p> <p>Note: “xx” = numeric State code and “ccc” = numeric county code. Example: Appling, GA 13001: ‘MFOS13.MGAORG.S13001.DATA’</p>
3	<p>“TSO” must be selected for the “Host System.” Press “OK.”</p>

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3 Transmitting T&A's (Continued)

G
File Transfer
Verification and
Sign Off

Perform the following steps to verify a file transfer and sign off.



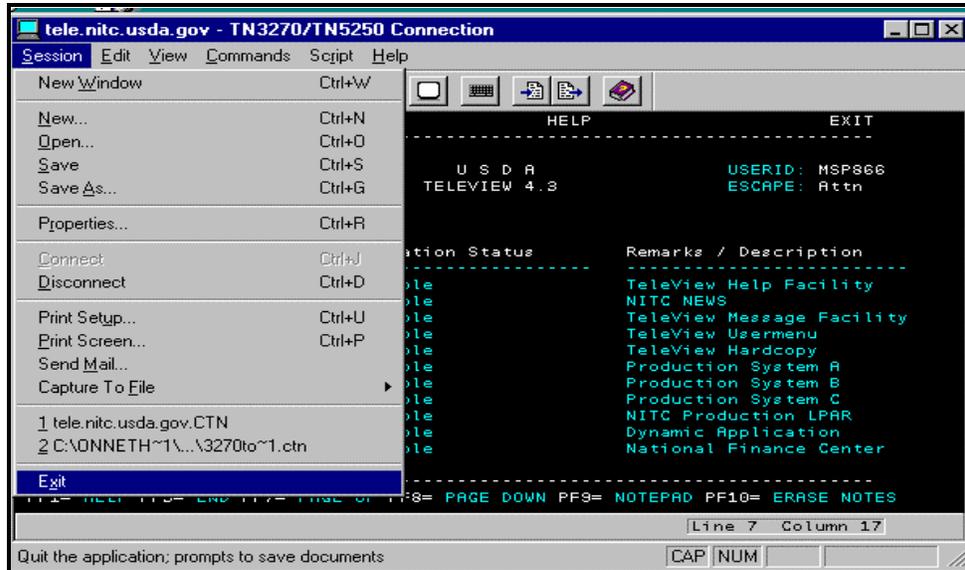
Step	Action
1	<p>You will see this dialog if the file transfer was successful, stating the number of bytes transferred. PRESS "OK".</p> <p>Note: If you receive an error message, refer to transmission contact in subparagraph 1 B.</p>
2	<p>At the "READY" prompt, ENTER "LOGOFF", and PRESS "Enter."</p> <p>Note: Do not skip this step and close the window.</p>

Continued on the next page

3 Transmitting T&A's (Continued)

H

Close Connection To close the NITC Connection, select “Session”, then “Exit” from the Menu bar.



4 State Office Transmissions

A

State Action

Complete Data Security Access Authorization FSA-13-A (Exhibit 1). State Offices will receive further instructions in a forthcoming notice on:

- transmitting T&A's to NITC
- no longer transmitting through BBS.

Continued on the next page

Notice PM-2242

4 State Office Transmissions (Continued)

B

**Completing
FSA-13-A**

Complete FSA-13-A according to the following table.

Step	Action
1	Enter "Request Date" in item 1.
2	Enter "Employee Name" in item 2. Note: Complete a separate form for each employee designated to submit PC-TARE transmissions.
3	Enter "Social Security Number" in item 3.
4	Enter "Phone Number" in item 4, including area code.
5	Enter "FAX Number" in item 5.
6	Check box for "State Office" in item 6.
7	Enter LOGON ID for "Mainframes" in item 7 if one has already been assigned to you.
8	Check box for "Add" in item 8.
9	Enter "State Office Address" in item 13, including ZIP code.
10	Enter "County Office Address" in item 14, including ZIP code.
11	Enter numeric "FSA State/County Code" in item 15.
12	Check box for "Mainframe" and "TSOB" in item 16.
13	Enter the following in item 18 for "Justification for Access": State PC-TARE clerks requiring mainframe transmission capabilities (Read, Write, Allocate) to MFOSxx.MGAORG.Sxx000.DATA & MFOSxx.MGACOR.Sxx000.DATA. Note: "xx" is the numeric State code.

Continued on the next page

Notice PM-2242

4 State Office Transmissions (Continued)

B
Completing
FSA-13-A
(Continued)

Step	Action
14	The form must be signed by the employee's supervisor in item 19.
15	Enter the current "Date" in item 20.
16	FAX or mail FSA-13-A to the following: FAX: 816-926-6090 INFORMATION SYSTEMS SECURITY PROGRAM MANAGER MAIL STOP 9198 PO 419205 KANSAS CITY MO 64141-6205.

Example of FSA-13-A, Data Security Access Authorization

A
Example of
FSA-13-A

This is an example of FSA-13-A.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-13-A U. S. DEPARTMENT OF AGRICULTURE (03-14-00) Farm Service Agency		INSTRUCTIONS: Please complete a separate form for each employee.		1. REQUEST DATE	
DATA SECURITY ACCESS AUTHORIZATION FORM					
2. EMPLOYEE NAME a. LAST b. FIRST c. M.I.		3. SOCIAL SECURITY NO.	4. PHONE NO. (Include Area Code)	5. FAX NO. (Include Area Code)	
6. TYPE OF EMPLOYEE (Check as applicable): <input type="checkbox"/> FSA-KC <input type="checkbox"/> RMA-KC <input type="checkbox"/> Contractor (Specify below): <input type="checkbox"/> FSA-St. Louis <input type="checkbox"/> RMA-WDC <input type="checkbox"/> FSA-WDC <input type="checkbox"/> RMA-RO <input type="checkbox"/> State Office <input type="checkbox"/> County Office <input type="checkbox"/> Other (Specify): →			7. LOGON ID (If one has already been assigned to you) Mainframes LAN Bulletin Board System (BBS)		
8. REQUEST TYPE <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <i>If employee has transferred from another office, please complete.</i>		9. AGENCY	10. OFFICE	11. DIVISION	12. BRANCH/SECTION
14. STATE OFFICE ADDRESS (Include ZIP Code)		15. COUNTY OFFICE ADDRESS (Include ZIP Code)		16. FSA STATE /COUNTY CODE	
17. SYSTEMS ACCESS INFORMATION (Check all applicable boxes)					
NOTE: For FSA LAN and GroupWise access, use the Telecommunications Division Service Request System (SRS++).					
<input type="checkbox"/> INTERNET/PROXY SERVER					
<input type="checkbox"/> UNIX MACHINE NAME (Check one): <input type="checkbox"/> TDHOST1 <input type="checkbox"/> PRODAIX01 <input type="checkbox"/> Other (List):					
<input type="checkbox"/> SUN (RMA) (List below): INFORMIX DATABASE (List below): GROUP (List below): PC IP ADDRESS (List below):					
<input type="checkbox"/> LAN (RMA) SERVER: GROUPS (List below):					
<input type="checkbox"/> CC:MAIL (RMA)					
<input type="checkbox"/> SYBASE MACHINE NAME (Check one): <input type="checkbox"/> TDHOST1 <input type="checkbox"/> PRODAIX01 <input type="checkbox"/> Other (List):					
LIST SYBASE DATA BASE NAME: LIST RIGHTS:					
<input type="checkbox"/> NETGATEWAY LIST DB2 DATA BASE NAME: <input type="checkbox"/> Select <input type="checkbox"/> Update <input type="checkbox"/> Insert <input type="checkbox"/> Delete					
LIST TRANSACTION GROUP:					
<input type="checkbox"/> SYSTEM/36 DEV1 <input type="checkbox"/> DEV2 <input type="checkbox"/> DEV3 <input type="checkbox"/> DEV4 <input type="checkbox"/> DEV5 <input type="checkbox"/> National Help Desk System Other (List) →					
<input type="checkbox"/> IDMS DATA BASE - Complete and attach Form KC-328					
<input type="checkbox"/> DB2 - Complete and attach Form KC-330					
<input type="checkbox"/> National Finance Center - Submit Form FSA-13-B					
<input type="checkbox"/> NITC (Mainframe) TSOB <input type="checkbox"/> TSOK Endeavor RMA IDMS (List access below): CORE (List regions below): Other (List) →					
<input type="checkbox"/> OTHER ACCESS (List/Explain - If more space needed, use reverse):					
18. JUSTIFICATION FOR ACCESS (To be completed by employee's supervisor - If more space needed, use reverse):					
19. SIGNATURE OF EMPLOYEE'S SUPERVISOR (Branch Chief or above)					20. DATE
SECURITY STAFF USE ONLY					
21. ACCESS (Check one) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		SECURITY OFFICER SIGNATURE		22. SECURITY STAFF TRACKING NO.	
SHOW DATES →	23. USER NOTIFIED	24. FORWARDED TO MSD	25. FORWARDED TO SECURITY COORDINATOR		28. NEW LOGON ID ASSIGNED
26. COMPLETED BY (MSD)			27. DATE		

For assistance, contact the KC-ITSTO-Security Staff at 816-926-6537 or FAX 816-926-6090

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FSA-13-A, Data Security Access Authorization (Continued)

A
Example of
FSA-13-A
(Continued)

FSA-13-A (REVERSE)	
OTHER ACCESS (Continuation from front):	
JUSTIFICATION FOR ACCESS (Continuation from front):	
BLOCK NO.	COMPLETION INSTRUCTIONS
1	Date of request.
2	Employee's name (include middle initial , as applicable).
3	Employee's social security number (mandatory). Disclosure Statement: The SSN that you have provided is considered sensitive and not for public disclosure. The SSN will only be used for authentication purposes and will not be disseminated other than on a "need-to-know" basis for security related purposes.
4	Employee's phone number (including area code) or the number of some other contact person.
5	FAX number where information can be sent to the employee.
6	Type of employee (if not listed, check "other" and specify).
7	Logonid (if one has already been assigned).
8	Check appropriate action to be taken for the requested service.
9	Agency (e.g., FSA, etc.)
10	Office (e.g., KC-ITSTO, etc.)
11	Division (e.g., TD, TSD, OD, etc.)
12	Branch/Section (e.g., NAB, etc.)
13	If employee has transferred from another office, show name of office transferred from, start and end dates.
14	State office address (if request is from a State office).
15	County office address (if request is from a county office).
16	State and county code (if request is from a field office).
17	<p>NOTE: FSA LAN and GroupWise access: Requesters shall use the SRS++. For any other type of access, requesters shall check appropriate options on the FSA-13-A.</p> <p>IDMS data base access: Complete Form KC-328. DB2 access: Complete Form KC-330. National Finance Center access: Complete Form FSA-13-B.</p> <p>St. Louis and Kansas City FSA offices can access these forms from K:\drive under the WPFORMS directory. RMA, Regional Offices and Compliance Offices can obtain forms by calling 816-926-5742 or 816-926-2498.</p> <p>State and county field offices can access the <i>FSA prefixed forms</i> on the Bulletin Board System under the National Forms Library. Reference the FFAS Forms Catalog or weekly National Forms Checklist to determine appropriate Release Number from which these forms can be downloaded.</p>
18	Justification explaining need for access.
19	Branch Chief or Division Chief signature.
20	Date signed by Branch Chief or Division Chief.