

For: FSA Offices

Handling FSA Information Technology (IT) Equipment During Office Consolidations

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

On May 29, 2012, the Secretary of Agriculture announced the consolidation of 125 FSA offices nationwide under the authority provided in the 2008 Farm bill. These consolidations require:

- moving IT equipment and data to a new physical location
- coordination and support from FSA/OCIO/ITSD and USDA/OCIO/International Technology Services (ITS).

B Purpose

This notice provides State and County Offices with procedures for notifying USDA/OCIO/ITS/ Technical Support Division (TSD) group managers of office consolidations and the actions necessary in the relocation process.

C Contact

If there are questions about this notice, contact either of the following employees:

- Deborah Johnson, DAFO, by either of the following:
 - e-mail to deborah.johnson@wdc.usda.gov
 - telephone at 202-720-0067
- Jayne Fern, ITSD, by either of the following:
 - e-mail to jayne.fern@usda.gov
 - telephone at 816-926-6641.

Disposal Date	Distribution
February 1, 2013	All FSA Offices; State Offices relay to County Offices

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2 Action

A State Office Action

SED's shall identify a project manager to coordinate the office consolidation process.

Note: The State Office or project manager does **not** initiate the Remedy incident for an office consolidation. It is the responsibility of USDA/OCIO/ITS/TSD to initiate the Remedy incident, after being contacted by the project manager.

B Project Manager Action

Project managers shall:

- conduct initial meeting with State program chiefs, administrative officer, GIS coordinator, DD, and State Security Liaison Representatives (SLR) to ensure that all business and program needs have been addressed
- direct any special needs to Deborah Johnson according to subparagraph 1 C
- meet with the USDA/OCIO/ITS/TSD group manager to develop the implementation plan and establish roles and responsibilities of FSA and USDA/OCIO/ITS, and provide the USDA/OCIO/ITS/TSD group manager with the following:
 - name of the offices involved (include headquarters County Office and served counties, if any)
 - new location of data files and/or equipment
 - date of office consolidation
 - name of contact person that will run the software to transfer data files from the closing office to the receiving office

Note: FSA/OCIO/ITS/TSD will e-mail software instructions to the assigned project manager and the contact person for the office consolidation process.

- discuss concerns about phones, FAX machines, printers, or computers that need to be moved with the USDA/OCIO/ITS/TSD group manager

Note: ITS may require advance notice of 60 to 90 calendar days. USDA/OCIO/ITS shall inform the project manager when such an advanced notice is required.

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2 Action (Continued)

B Project Manager Action (Continued)

- ensure distribution of working VDT's and printers to sites within the State, if needed
- pack all equipment securely to ensure minimal damage during transit
- coordinate with the USDA/OCIO/ITS/TSD group manager to arrange for shipping of equipment
- nonworking AS400 equipment shall be listed on AD-112. The USDA/OCIO/ITS/TSD group manager will assist in disposing of equipment.

Important: After successful completion of IT-associated activities, the project manager shall inform DAFO and FSA Chief Information Officer by e-mail to **ug-mokansasc2-fsa-office-consolidation**.

C State eGov Coordinator Action

State eGov Coordinators shall ensure the following:

- Office Information Profile and Program Information Management System have been updated
- all reassigned employees have appropriate program access authority.

D State SLR Action

State SLR's shall:

- coordinate with CED to ensure timely submission of all security requests
- ensure that all FSA-13-A's, including System Authorization Access Requests, are processed sufficiently in advance to avoid any work interruptions during the consolidation process
- submit all security requests to the FSA Information Security Office.

Note: Remote access to County Office data will also be authorized using FSA-13-A.

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2 Action (Continued)

E County Office Action

CED's shall:

- complete and submit FSA-13-A to request the transfer of e-mail addresses from the closing office to the receiving office
- ensure that AS400/System 36 backups are completed 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 before transferring data
- prepare a list of surplus equipment and submit to the State Office

Note: Do **not** release operational control of any equipment without approval of the State Office.

- obtain State Office approval for additional FAX lines in the receiving office
- submit FSA-13-A to State SLR requesting the employee's access to systems be moved to the receiving office
- review role-based security accesses for web-based applications, such as NPS, for employees moving to the new location.

F USDA/OCIO/ITS/TSD Action

USDA/OCIO/ITS/TSD shall:

- submit a Remedy incident for office consolidation and assign to the following:
 - Support Company – “USDA-FSA”
 - Support Organization – “ITSD-OTC-IPUSO”
 - Assigned Group – “CITSO”
- provide the office consolidation project manager with the Remedy incident
- assist in the disposal of nonworking equipment

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2 Action (Continued)

F USDA/OCIO/ITS/TSD Action (Continued)

- ship the working AS400 unit and cables to the following address:

FARM SERVICE AGENCY
ATTN: LARRY HARRIS
USDA-MSD WAREHOUSE
9240 TROOST AVENUE
KANSAS CITY, MO 64131-3055

Notes: AS400/System 36 consists of the AS400 unit, 4 port adaptors (loot), EIA cable, and the power cord. EIA and DCE cables are plugged into the back of AS400, which is connected to serial port 0 in the router.

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/OCIO/ITSD/Budget and Acquisitions Office by sending an e-mail to **ug-mokansasc2-fsa-office-consolidation**.

- e-mail the AS400 serial number (begins with S10), and the State and county codes that AS400 is coming from to MSD's warehouse representative Larry Harris at **larry.harris@kcc.usda.gov**
- prepare FSA-951 for the AS400 being shipped/relocated to the USDA-MSD Troost Warehouse in Kansas City for storage and send a copy to Larry Harris at the above e-mail address or by FAX to 816-823-4740.

G FSA/OCIO/ITSD Action

FSA/OCIO/ITSD shall contact the consolidation process project manager and provide the following:

- instructions on moving the AS400 data files, provided the new site has enough space on the current AS400/System 36 to add new data groups

Note: Space requirements on AS400 will be determined by FSA/OCIO/ITSD.

- instructions for sanitizing (for security purposes), powering down, and shipping the AS400/System 36

Note: If the current AS400 needs to be moved to the new site, FSA/OCIO/ITSD will contact USDA/OCIO/ITS to coordinate necessary activities.