UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

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

John he lilli

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 |
| | |

2 Combining FA and CE T&A's

 A
 Creating 1
 Perform the following steps to create 1 master diskette.

 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.

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.

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 | Enter current pay period T&A data. |
| | Note: It is important that the "AC" field is correct. |
| | For employees that: |
| | • currently exist on the diskette, the "AC" field remains the same |
| | Note: Continue with posting as usual. |
| | • were combined onto the diskette, on the second line, enter "2" for the "AC" field and continue with posting as usual. |
| | 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. |
| 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&<u>A's</u>

| Α | |
|----------------------------|--|
| 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.

Application Help Files ۲ 聖 Network Tools 📻 Accessories Network Neighborhood 💣 Application Assistant 🚍 Real 🛍 File Transfer (FTP) 🚍 Startup ٩ 擅 FTP Server 🧱 Command Prompt 🤣 Getting Technical Assistance Microsof Outlook 🔍 Windows NT Explorer Ø Install Notes for OnNet Host Suite Introducing OnNet Host Suite Administrative Tools (Common) ۲ ्र स 回 Adobe Acrobat ۲ 📷 KEYview Compag Information Center 📳 Notice Page InterDrive NT Servers (Common) Print Client ŞÌ README for OnNet Host Suite Matrox PowerDesk NT ۲ Netscape Communicator ۲ 🚰 Remote Utilities Programs 📵 Network Associates VirusScan NT ۲ 💻 TN3270 - TN5250 💻 TNVTPlus Documents 💼 On Net Host Suite 4.0 ۲ ۲ 🧓 Startup ۲ 5. <u>S</u>ettings USDA Applications ۲ Find 📵 WinZip Þ 🔍 Microsoft Access 9 <u>H</u>elp 😵 Microsoft Binder <u>B</u>un.. 🔀 Microsoft Excel 2 Microsoft Outlook Sh<u>u</u>t Down... Microsoft PowerPoint 🔮 Entire Network 💯 Microsoft Word 🚯 Start

| Step | Action |
|------|--|
| 1 | To open NITC "TN3270", PRESS "Start". |
| 2 | Select: |
| | "Programs" "OnNet Host Suite 4.0" "TN3270-5250". |
| | The "New Connection" box will be displayed. |

A

| s to NITC | dit <u>V</u> iew <u>L</u> ommands Sc <u>r</u> ipt <u>H</u> elp | |
|-----------|--|---------------------|
| nued) | | |
| | | |
| Ne | w Connection | ? × |
| Щe | ost: tele.nitc.usda.gov | Connect |
| Ie | mplate: TN3270-3278-2-E | Cancel |
| | TN3270 3270 Display Session - Model 2 with extended attributes | P <u>r</u> operties |
| | Show open session dialog at startup | Help |
| | | |
| | | |
| | | |
| | | |

| Step | Action |
|------|---|
| 3 | In the "New Connection" box: |
| | ENTER "tele.nitc.usda.gov" for "Host" PRESS "Connect". |
| | NITC banner screen appears. |

| Lele.ncc.usda.gov - TN3270/TN5250 Connection | - 🗆 × |
|---|-------|
| <u>S</u> ession <u>E</u> dit <u>V</u> iew <u>C</u> ommands Script <u>H</u> elp | 19 |
| | |
| NNN NN IIIIIII TTTTTTT CCCCCC NN NN NN II TT CC NN NN NI II TT CC NN NNN IIIIIII | |
| 4.3 ********* | |
| USERID ======> _ PASSWORD ======> | |
| NEW PASSWORD ==> | |
| TAKE SESSION ==> <enter> PROCESS <pf1> HELP <pf2> TIME <pf3> END <pf4> TERMINAL <pf5> REFRESH</pf5></pf4></pf3></pf2></pf1></enter> | |
| Line 11 Column | 38 |
| IBM-3278-2-E CAP NUM | |

Continued on the next page



| Α | | |
|---------------|--------------------------|---|
| Uploading | l (| Connection Properties |
| T&A's to NITC | Lele.nil | General Emulation Keyboard Display Language |
| (Continued) | <u>S</u> ession <u>F</u> | Ec Print Options File Transfer Edit |
| | READY | Host Disk Allocation Type: TRACKS T TSD password |
| | | Eirst: |
| | | Increment: II Block size: 80 Structured Field Size: 1024 |
| | | File Handling File Record ☑ Garriage return and line feed Length: 80 ☑ ASCII translation Iype: FIXED |
| | IBM-3278-2 | E OK Cancel Apply Help |
| | Step | Action |
| | 7 | ENTER "1" in the following fields: |
| | | |
| | | • "First" |
| | | • "Increment". |
| | 8 | ENTER "80" in the "Block size" field. |
| | 9 | Click on "Carriage return and line feed" and "ASCII translation" fields in 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 |

B

| ζS [| tele.nitc.usda.gov - TN3270 | /TN5250 C | onnection | | | |
|------|--|-----------------------------|-----------|-------------|--------|--|
| 2 | <mark>Session E</mark> dit <u>V</u> iew <u>C</u> ommands | Sc <u>r</u> ipt <u>H</u> el | 5 | | | |
| | New <u>W</u> indow | Ctrl+W | | -3 - | | |
| | <u>N</u> ew | Ctrl+N | ied: file | transfer ca | nceled | |
| | <u>O</u> pen | Ctrl+O | | | | |
| | <u>S</u> ave | Ctrl+S | | | | |
| | Save <u>A</u> s | Ctrl+G | | | | |
| | P <u>r</u> operties | Ctrl+R | | | | |
| | Connect | Ctrl+J | | | | |
| | <u>D</u> isconnect | Ctrl+D | | | | |
| | Print Set <u>up</u> | Ctrl+U | | | | |
| | <u>P</u> rint Screen | Ctrl+P | | | | |
| | Send <u>M</u> ail | | | | | |
| | Capture To <u>F</u> ile | • | | | | |
| | 1 C:\ONNETH~1\\3270to~1.ctr | n | | | | |
| | E <u>x</u> it | | | | | |
| | _ | | 1 | | | |

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

| tele.nitc.us | da.gov - TN3270/TN5250 Connection View <u>C</u> ommands Script <u>H</u> elp | - 🗆 X |
|--------------|--|-------|
| | Save Connection As | |
| | Save jn: 🔄 Sessions 💌 🗈 🕋 📰 | |
| | File name: tele.nitc.usda.gov.CTN Save Save as type: Connection Files (*.Ctn) Cancel | |
| IBM-3278-2-E | Line 3 Column 1 | |

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

| C Signing On to NITC | Perform the following steps to sign on to NITC. | |
|----------------------------|---|---|
| | Lele.ncc.usda.gov - TN3270/TN5250 Connection | 1 |
| | <u>S</u> ession <u>E</u> dit <u>V</u> iew <u>Commands</u> Script <u>H</u> elp | |
| | | |
| | NNN NN IIIIIII TTTTTTT CCCCCC NN NN NN II TT CC NN NN NI II TT CC NN NNN IIIIII TT CCCCCC | |
| | Р R O D U C T I O N | |
| | USERID ======> | |
| | NEW PASSWORD ==> | |
| | NEW PRSSWORD ==> <==== VERIFY NEW PRSSWORD | |
| | TAKE SESSION ==> <enter> PROCESS <pf1> HELP <pf2> TIME <pf3> END <pf4> TERMINAL <pf5> REFRESH</pf5></pf4></pf3></pf2></pf1></enter> | |
| | Line 11 Column 38 | |
| | IBM-3278-2-E CAP NUM | |

| 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. |

| D | |
|--------------|---|
| Entering the | Select the option number that corresponds to TSOB, or ENTER "TSOB" at |
| TSOB System | COMMAND prompt. PRESS "Enter.". |
| | |

| tele.ni | tc.usda.gov - TN327 | 70/T | N5250 Connection | |
|--------------------------|--|------|-----------------------------|--------------------------------|
| <u>S</u> ession <u>I</u> | <u>E</u> dit <u>V</u> iew <u>C</u> ommand: | s S | c <u>r</u> ipt <u>H</u> elp | |
| | | 3 | | ⊘ |
| СОММ | IANDS EN | VIR | ONMENT HELP | EXIT |
| | | | | |
| LUNAME | : LU2 -2/2E : TCPT6239 | | USDH TELEVIEW4.3 | USERID: MSP866 ESCAPE: Attn |
| ROUMON | | | | |
| COMMEN | ······································ | | | |
| Segnum | System Tag | I | Application Status | Remarks / Description |
| 1 | HELP | N | Available | TeleView Help Facility |
| 2 | NEWS | N | Available | NITC NEWS |
| 3 | MSG | N | Available | TeleView Message Facility |
| 4 | USERMENU | N | Available | TeleView Usermenu |
| 5 | HARDCOPY | N | Available | TeleView Hardcopy |
| 6 | TSOA | N | Available | Production System A |
| 7 | TSOB | N | Available | Production System B |
| 8 | TSOC | N | Available | Production System C |
| 9 | тзок | N | Available | NITC Production LPAR |
| 10 | DYNAMIC | N | Available | Dynamic Application |
| 11 | NEC | N | Available | National Finance Center |
| | | | | |
| | | | | |
| PF1= HE | LP PF3= END PF7= | PA | GE UP PF8= PAGE DOWN PF9= | NOTEPAD PF10= ERASE NOTES |
| | | | | Line 7 Column 18 |
| IBM-3278-2 | ?-E | | | CAP NUM /// |
| | | | | |

3 Transmitting T&A's (Continued)

E Tr

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

| tele.nitc.usda.gov - TN3270/TN5250 Connection | - 🗆 × |
|---|-------|
| <u>S</u> ession <u>E</u> dit <u>V</u> iew <u>Commands</u> Script <u>H</u> elp | |
| 🗅 🖙 🖬 😭 🗧 Send File Ctrl+1 🖸 📖 🖓 🔛 🛷 | |
| IKJ564551 MSP86 ECENT IN THE AT 10:03:47 ON JULY 22. 1999 | |
| welcome to National Information Technology Center. | |
| READY | |
| - | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Line 6 Column 1 | |
| Send a File to the Host | |

3 Transmitting T&A's (Continued)

F

Transmitting File Perform the following steps to transmit a file.

| Lele.nitc.usda.gov - TN32 Session Edit View Command | 70/TN5250 Connection |
|---|---|
| | 8 • • • • • • |
| IKJ56455I MSP866 LOGON ******* Welcome T <mark>Se</mark> | IN PROGRESS AT 10:18:56 ON JULY 22, 1999 nd File |
| TSO LOGON SUCCESSFU Ready | PC File Name A:\XMIT.DAT Browse |
| | Host File Name MF0S29.MGAORG.S29001.DA |
| | Host System |
| | OK Cancel Help |
| | |
| IBM-3278-2-E | Line 6 Column 1 |

| Step | Action |
|------|---|
| 1 | In the "PC File Name" box, ENTER "A:\xmit.dat". |
| | 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. |
| 2 | In the "Host File Name" box, ENTER (include single quotes) 'MFOSxx.MGAORG.Sxxccc.DATA' |
| | Be certain the periods are in the correct places. |
| | Note: "xx" = numeric State code and "ccc" = numeric county code. Example: Appling, GA 13001: 'MFOS13.MGAORG.S13001.DATA' |
| 3 | "TSO" must be selected for the "Host System." Press "OK." |

3 Transmitting T&A's (Continued)



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

H

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

| Lele.nitc.usda.gov - TN3270 | /TN5250 C | Connection | | - 🗆 × |
|--|------------------------------|-------------------|---|-------|
| <u>Session</u> Edit <u>View</u> Commands | Sc <u>r</u> ipt <u>H</u> elj | p | | |
| New <u>W</u> indow | Ctrl+W | | @ | |
| <u>N</u> ew | Ctrl+N | HELP | EXIT | |
| <u>0</u> pen | Ctrl+O | | | |
| <u>S</u> ave | Ctrl+S | USDA | USERID: MSP86 | 6 |
| Save <u>A</u> s | Ctrl+G | TELEVIEW 4.3 | ESCAPE: Attn | |
| P <u>r</u> operties | Ctrl+R | | | |
| Connect | Ctrl+J | ation Status | Remarks / Description | |
| Disconnect | Ctrl+D | le | TeleView Help Facility | |
| Drive Cashira | CHUL | ple | NITC NEWS | |
| Print Setup | |)le | Teleview Message Facil Teleview Usermenu | ity |
| Print Screen | Utrl+P | ble | TeleView Hardcopy | |
| Send <u>M</u> ail | | ple | Production System A | |
| Capture To <u>F</u> ile | | ple | Production System B | |
| | | vie vie | NITC Production LPAR | |
| <u>1</u> tele.nitc.usda.gov.UTN | | ble | Dynamic Application | |
| <u>2</u> C:\ONNETH~1\\3270to~1.ctr | 1 I | ble | National Finance Cente | r |
| | | | | |
| | Hac of 1 | 8= PAGE DOWN PF9= | NOTEPAD PF10= ERASE NOT | ES |
| | | | Line 7 Column 13 | 7 |
| Quit the application; prompts to save | documents | | CAP NUM | |

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.

4 State Office Transmissions (Continued)

B

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

| 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. |

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 |
| | 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.

| SA-13-A U.S. DEPAR 3-14-00) Fai DATA SECURITY AC | TMENT OF AGR m Service Agenc CESS AUT | ICULTURE Y IORIZATIO | N FORM | INSTRUCTIC separate form | NS: Plean for each | ase co i emp | omplete a loyee. | 1. | REQUEST D | ATE |
|--|---|--|-------------------|-----------------------------|--------------------|-----------------|-------------------------|------------|------------------|---------------------|
| EMPLOYEE NAME | FIRST | c. M.I. | 3. SOCIAL S | ECURITY NO. | 4. PHONE | NO. (/ | nclude Area | Code) | 5. FAX NO. | (include Area Code) |
| TYPE OF EMPLOYEE (Check | as applicable): | | L | | | 7. L | OGON ID (I | fone has a | lready been a | ssigned to you) |
| FSA-KC FSA-St. Louis | RMA-KC | c L | Contractor | (Specify belo | N): | | Mainfra | mes | | |
| FSA-WDC | RMA-RO | | | | | - | · | AN | | |
| State Office | RMA-Con | npliance | | | | - | ullatin D | oard | | |
| Other (Specify): → | | | | | | | System (E | BS) | | |
| | Change | . AGENCY | 10. OFFICE | | | 1 | 1. DIVISIO | N | 12. BR/ | ANCH/SECTION |
| f employee has transferred fi | rom another 1 | 3. NAME OF OF | FICE TRANSF | ERRED FROM | | a.s | TART DATE | | b. END | DATE |
| I. STATE OFFICE ADDRESS (| include ZIP Code |) | 15. COUNTY | OFFICE ADDRE | SS (Include 2 | ZIP Coo | le) | 16. F | SA STATE /C | OUNTY CODE |
| | 17. SYSTE | MS ACCE | SS INFOR | RMATION | Check a | il an | plicabl | e boxe | s) | |
| OTE: For FSA | LAN and | GroupW | vise acc | ess, use | the Te | lecr | mmu | nicatio | ons Div | ision |
| Service I | Request | System (| SRS++) |). | | | | | | |
| INTERNET/PROXY | SERVER | | E (Check and | | UOST4 | 1 1- | POPALY | 04 | Other: () - | 4). |
| | | | | »• []IL | 1001 | LIF | RODAIX | רע | Uther (Lis | Ŋ: |
| SUN (RMA) (List below, |): | INFORMIX DATABASE (List below): GROUP (List belo | | | w): | | PC | IP ADDRES | SS (List below): | |
| LAN (RMA) | S | ERVER: | | | | GRC | UPS (LIst | below): | | |
| CC:MAIL (RMA) | | | | | | | | | | |
| SYBASE | N | MACHINE NAME (Check one): TDHOST1 | | | | F | PRODAIX01 Other (List): | | | |
| | L | IST SYBASE D | ATA BASE N | IAME: | | LIST | RIGHTS: | | | |
| NETGATEWAY | L | IST DB2 DATA | BASE NAME | : Se | lect | Πι | Ipdate | | insert | Delete |
| | L | IST TRANSAC | TION GROUI | P; | | | | | | |
| SYSTEM/36 | | DEV1 Other (List) | DEV2 | DEV3 | DEV4 | | EV5 | Natio | nal Help C | esk System |
| IDMS DATA BASE - | Complete a | nd attach F | Form KC-3 | 28 | | | | | | |
| National Finance Ce | i attach For enter - Subr | m KC-330 nit Form FS | A-13-R | | | | <u> </u> | · · · · · | | |
| NITC (Mainframe) | | | тѕок | Endevor | RMA I access | DMS s belo | (List w): | COR | E (List reg | ions below): |
| OTHER ACCESS (List/ | Explain - If m | ore space new | → eded, use re | everse): | | | | | | |
| · . | | | | | | | | | | |
| . JUSTIFICATION FOR ACCES | SS (To be comple | ted by employee | 's supervisor - l | f more space need | led, use reve | irse): | | | ÷ | |
| | | | | | | | | | | |
| . SIGNATURE OF EMPLOYEE | 'S SUPERVISOR | (Branch Chief or | above) | | | | | | | 20. DATE |
| 100500 (0h-sh-sh- | | | SECURITY | STAFF US | EONLY | | | | | |
| Approved Dis | sapproved | SECURITY | OFFICER SIG | NATURE | | | 1 | 22. SECU | RITY STAFF | TRACKING NO. |
| HOW DATES → | ER NOTIFIED | 24. FORM | ARDED TO IM | ISD 25. FC | RWARDED | TO SE R | CURITY | | | |
| . COMPLETED BY (IMSD) | | | | 27. DA | TE | | | 28. NEW | LOGON | ASSIGNED |
| Eor agaista | | of the VC I | TOTO C | | 1 04 04 0 | 000 | 050- | | | |
| ror assistar | ice, conta | ut the KC-I | 1310-56 | curity Staf | r at 816- | 926 | 6537 o | r FAX i | 316-926 | -6090 |

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

| FSA-13-A | (REVERSE) |
|------------|--|
| OTHER ACC | CESS (Continuation from front): |
| ed) | |
| | |
| | |
| | |
| | |
| | |
| JUSTIFICAT | TION FOR ACCESS (Continuation from front): |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| BLOCK | |
| NO. | Data of completion instructions |
| | Date of request. |
| | Employee's social security number (mandatory). Disclosure Statement: The SSN that you have provided is |
| 3 | considered sensitive and not for public disclosure. The SSN will only be used for authentication purposes and w |
| 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). |
| 9 | Agency (e.g. ESA, 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. |
| 15 | County office address (if request is from a county office) |
| 16 | State and county code (if request is from a field office). |
| | 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. |
| | IDMS data base access: Complete Form KC-328. |
| | DB2 access: Complete Form KC-330, National Finance Center access: Complete Form FSA-13-B |
| 17 | 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 |
| | State and county field offices can access the FSA prefixed forms on the Bulletin Board System under the Nation Forms Library. Reference the FFAS Forms Catalog or weekly National Forms Checklist to determine appropria |
| 18 | Justification explaining need for access. |
| | Branch Chief or Division Chief signature |
| 19 | Enter of Billion of Billion of Billion |