



United States
Department of
Agriculture

Rural
Development

Natural
Resources
Conservation
Service

Farm
Service
Agency

September 17, 2002

KS FAC NOTICE: 2002-4

TO: All Kansas Rural Development, NRCS, and FSA Offices 27
FROM: State FAC
SUBJECT: Compaq Proliant ML370 Backup and Other Updated Agency Responsibility Maps

Action Required By: October 16, 2002

Compaq Proliant ML370 servers have been installed at all field service centers (FSC). Data from all workstations purchased through the Common Computing Environment (CCE) initiative are currently being migrated to this server. As data is moved to the new servers, a backup procedure is configured. The attached document is the policy and procedures guide for the FSC backups.

The local Food and Agricultural Council (FAC) representatives will designate at least two persons to serve as local site co-administrators responsible for server backups. Section 2.1 in the attached Field Service Center Backup Policy and Procedures Guide details the tasks required for the backups. Sections 2.6 through 2.13 explain further how to carry out these duties.

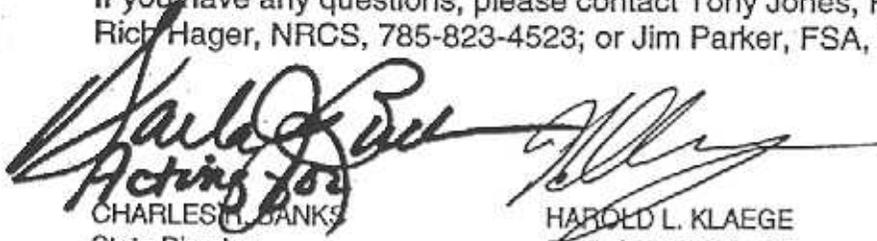
Sections 2.3 through 2.5 describe the requirements for the on-site and off-site storage locations for the tapes. The weekly complete backups will be stored at an off-site location. The off-site location can be a safe deposit box at a local bank, a commercial off-site storage facility with controlled access, or another USDA office that is in the same town (as long as it is more than one block away from the office).

Each FSC will fill in the attached Field Service Center Backup Information sheet and return to Debbie Newton, NRCS, fax number 785-823-4540.

Problems with backups should be reported to an area computer specialist. The attached maps show the area computer specialists and their coverage areas. If an area computer specialist cannot be reached, contact the Information Technology staff at any of the agency state offices.

Replacement or additional data and/or cleaning cartridges responsibilities have been added to the attached Kansas Service Centers Agency Responsibility Map. This will replace the Kansas Service Centers Agency Responsibility Map attached to KS FAC Notice 2001-1, dated August 9, 2001. Cost for additional data and/or cleaning cartridges will be shared among the three agencies similar to the HP 2500CM cartridges.

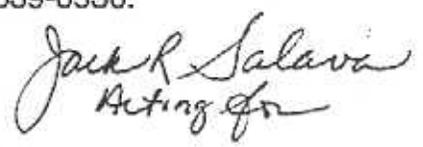
If you have any questions, please contact Tony Jones, Rural Development, 785-271-2760; Rich Hager, NRCS, 785-823-4523; or Jim Parker, FSA, 785-539-0530.



CHARLES L. BANKS
State Director
Rural Development



HAROLD L. KLAEGE
State Conservationist
Natural Resources
Conservation Service



BILL R. FULLER
State Executive Director
Farm Service Agency

Attachments:

- FSA and NRCS Area Computer Specialist Maps
- Kansas Field Service Centers Agency Responsibility Map
- Service Center Backup Information
- Field Service Center Backup Policy and Procedures Guide, dated June 16, 2002

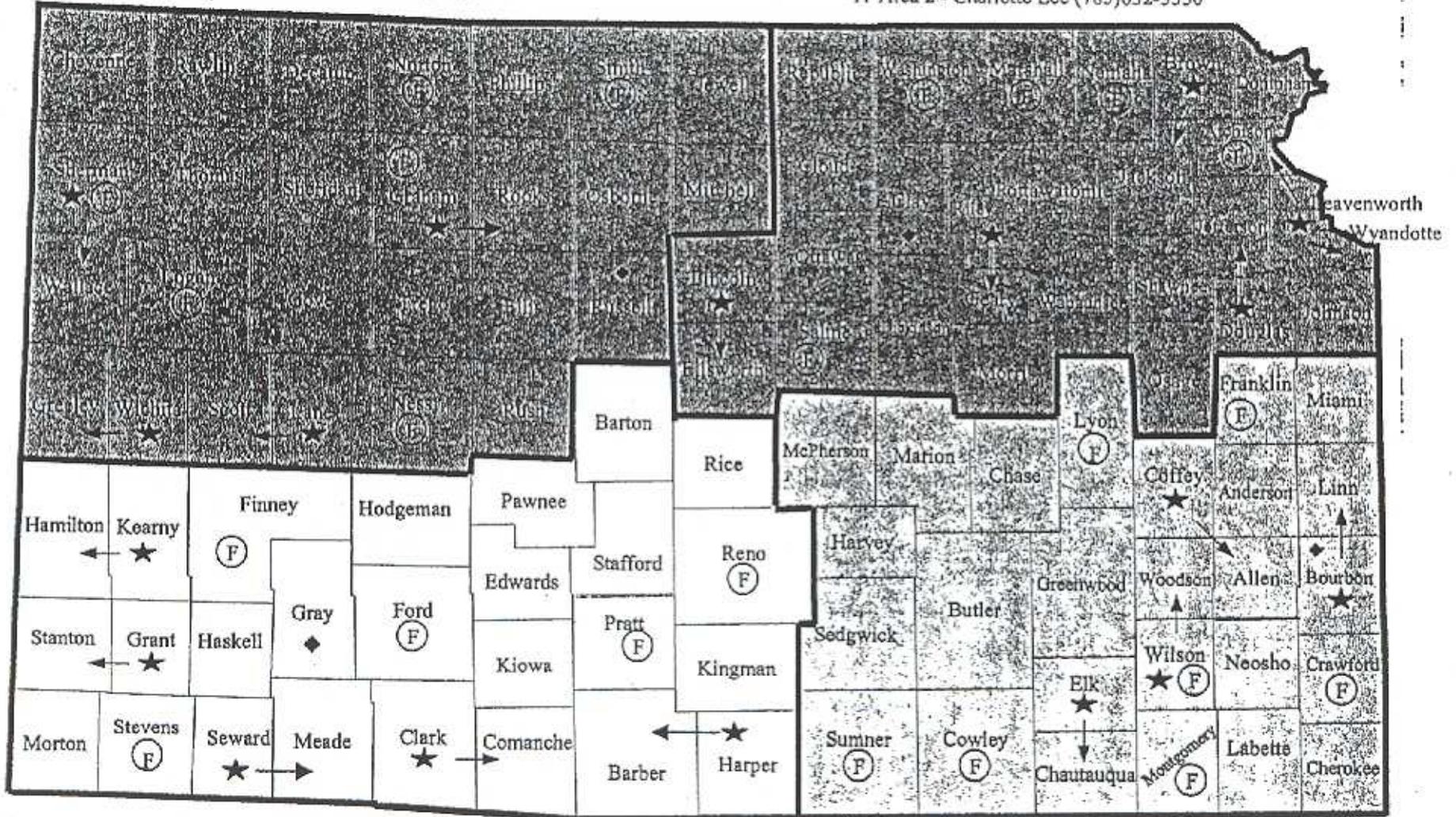
FSA Area Computer Specialists

Updated - 8/20/2002

- ★ = HQ County
- F = FLP Office
- ◆ = Computer Specialist

IT Area 1 - Todd Goodheart (785)483-5618

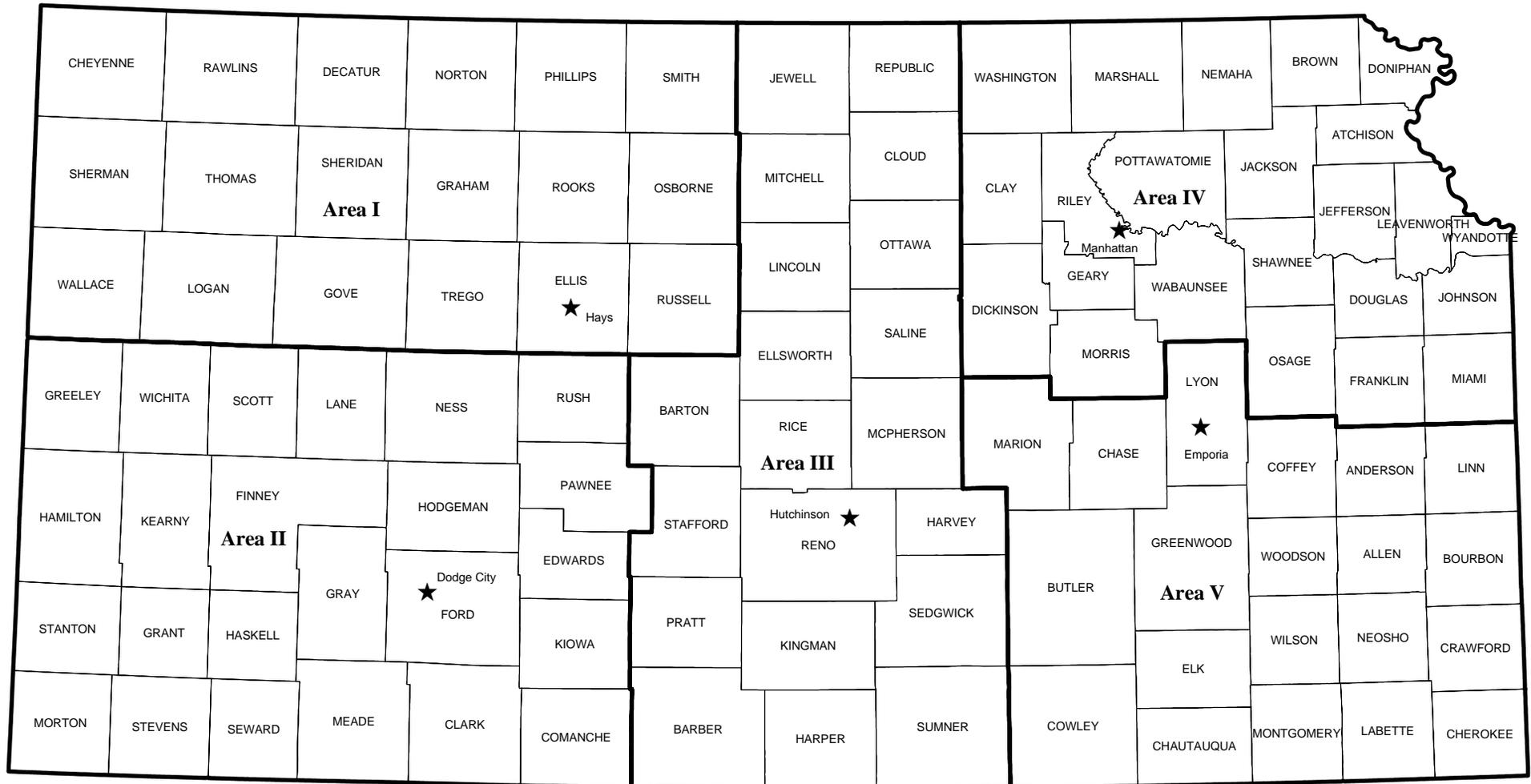
IT Area 2 - Charlotte Lee (785)632-3550



IT Area 4 - Cindy Barrett (620)855-3515

IT Area 3 - Matt Mason (620)223-1880

ADMINISTRATION MAP - KANSAS AREA COMPUTER SPECIALISTS



AREA COMPUTER SPECIALISTS

Area 1

Janet J. Schuetz
 1010 East 17th
 Hays, KS 67601-2498
 (785) 625-2588 Ext 102
 (785) 628-3746 FAX

Area 2

Donald A. DuPree
 107 Layton
 Dodge City, KS 67801-2498
 (620) 227-2392
 (620) 227-6020 FAX

Area 3

Keith A. Budreau
 9 West 28th, Suite B
 Hutchinson, KS 67502-3453
 (620) 663-3501
 (620) 663-3866 FAX

Area 4

Lynn K. Wahl
 1125 Westport Drive
 Manhattan, KS 66502-2860
 (785) 776-5182
 (785) 539-7983 FAX

Area 5

Joe E. Smith
 2917 West Highway 50
 Emporia, KS 66801-5140
 (620) 343-7276
 (620) 343-7871 FAX

★ NRCS Area Offices



NRCS Administration Areas

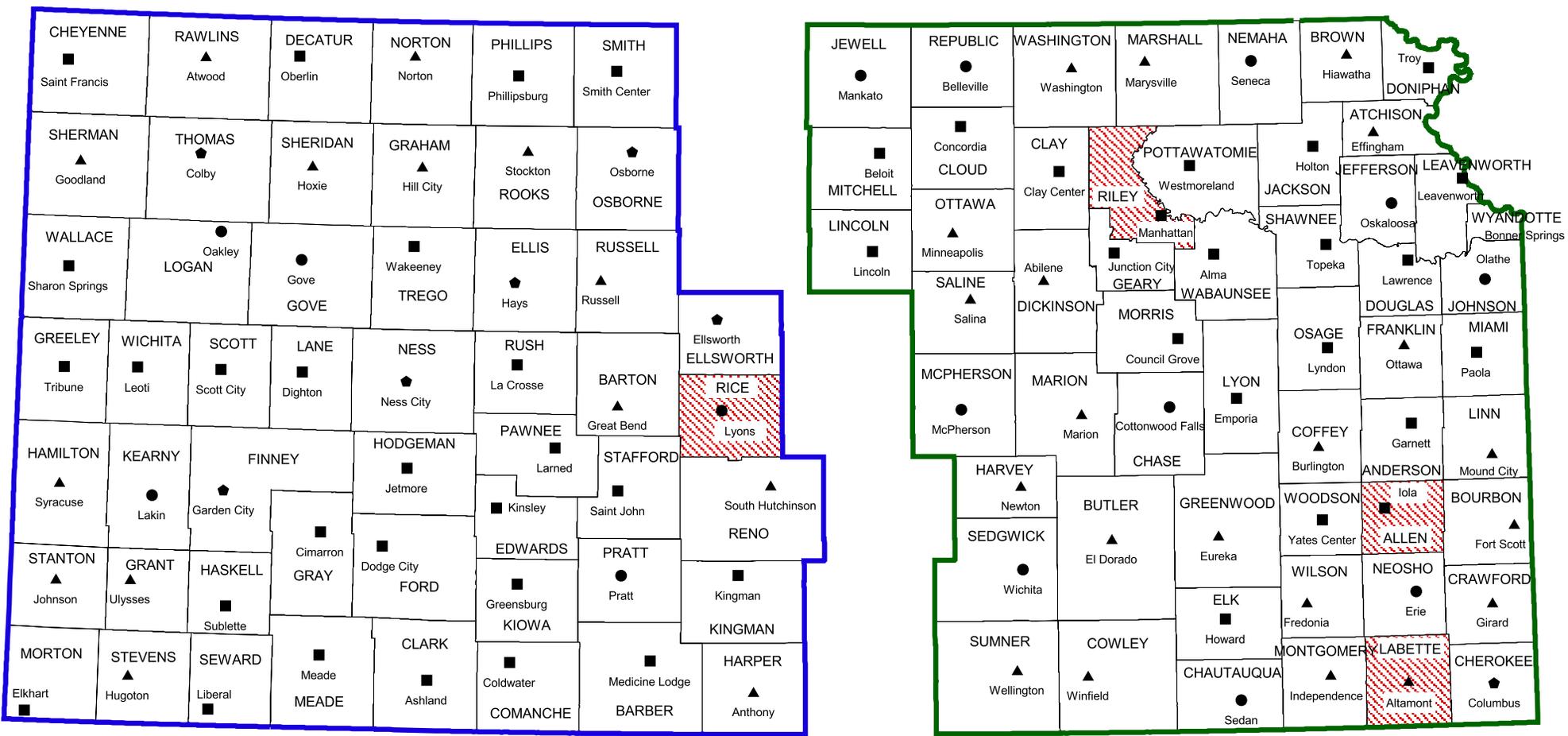


KANSAS FIELD SERVICE CENTERS AGENCY RESPONSIBILITY MAP

NRCS Responsibility *

 RD Responsibility *

FSA Responsibility *



* NRCS Responsibility

- AT&T Partner Plus Phone Systems - STATEWIDE
- NEC Phone
- ◆ Voice Over IP Phone Systems
- HP2500CM Cartridges
- HP2500CM Printer Repairs
- Compaq Advance Intelligent Tapes
- FTS2001 and Local Phone Service

* Rural Development Responsibility

- NEC Phone
- HP2500CM Cartridges
- HP2500CM Printer Repairs
- Compaq Advance Intelligent Tapes
- FTS2001 and Local Phone Service

* FSA Responsibility

- ▲ Norstar Meridian Phone Systems - STATEWIDE
- NEC Phone
- ◆ Voice Over IP Phone Systems
- Compaq Advance Intelligent Tapes
- FTS2001 and Local Phone Service

Field Service Center Backup Information

Office Location: _____

Local Site Co-Administrators: _____

Off-Site Storage Location and Address:

Off-Site Storage Contact and Phone Number:

Please fax to 785-823-4540, attention Debbie Newton, Computer Specialist, NRCS before October 16, 2002.