



Title: I, Payroll/Personnel Manual

Chapter: 20, Reports, Section 2, Remote Forms Queuing System (RFQS)

Bulletin: RFQS 04-1, Enhancements to the Virtual Telecommunications Access Method (VTAM) Printer Support System (VPS) for AD-658 (Within Grade Increase)

Date: April 21, 2004

To: Holders of the RFQS Procedure
Personnel Users Groups
Personnel Offices

This bulletin announces the availability of laser printing for Form AD-658, Within Grade Increase (WGI), through the Virtual Telecommunications Access Method (VTAM) Printer Support System (VPS). Currently, the Notification of Personnel Action (SF-50) and Record of Leave Data (SF-1150) are available for VPS laser printing.

Hardware Requirements

The hardware requirements for laser printing through VPS are shown below:

- Any duplex printer (any printer control language printer that has duplex capabilities)
- Printer memory with a minimum of 32 megabytes
- Transmission Control Protocol/Internet Protocol (TCP/IP) – Line Printer Remote/Line Printer Daemon (LPR/LPD) Protocol. TCP/IP printers must be defined at the National Finance Center (NFC).

Note: LPR/LPD does not provide any level of encryption.

- To verify whether your current configuration is sufficient for VPS laser printing, please send an e-mail to nfc.telecom@usda.gov. Please note that Table Management System (TMGT) Table 072, Remote Processing, must be coded to indicate agency printing of AD-658s before laser printing may be done.

Requesting A VPS Printer Identification Number (ID) For Laser Printing

If you need to obtain a VPS printer ID, please submit a request with the information shown below:

Required Information	Example
Security Officer's Name	John Smith
Security Officer's Telephone Number	504-255-XXXX
Agency	APHIS
Assignee's Name	Jane Doe
City & State	New Orleans, LA
Telephone Number	504-426-XXXX
Printer IP Address	123.123.123.1
Queue Name (if any)	LPT1
Make/Model	HP8100DN or Xerox N2125

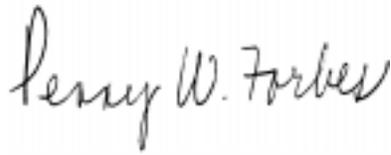
Requests are to be sent to NFC via e-mail to nfc.telecom@usda.gov. **Note:** Only one printer ID per personnel office location will be allowed.

RFQS Procedure

For instructions on printing Form AD-658, Within Grade Increase (WGI), and other laser printed forms, please refer to the RFQS procedure, which is available online at NFC's Web site. To view and/or print this procedure, go to NFC's home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Title/Chapter** and search for the RFQS procedure on the list provided.

Inquiries

Please refer questions about VPS laser printing to Customer Support at **504-255-5230** or via e-mail to customer.support@usda.gov.



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