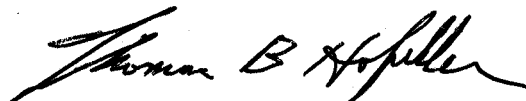


For: FFAS Employees

Electronically Accessing and Printing Handbooks and Amendments

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FSA has gradually moved to an environment where handbooks and amendments are published electronically and available on the Intranet, Internet, or both. The ability of accessing handbooks and amendments electronically required that MSD, Information Management Branch (IMB), Management Analysis and Directives Section (MADS) reconsider existing guidance for receiving and maintaining copies of handbook amendments.

B Purpose

This notice provides instruction on electronically accessing and printing handbooks and amendments.

Disposal Date	Distribution
August 1, 2008	All FAS, FSA, and RMA employees; State Offices relay to County Offices

Notice AS-2148

2 Accessing Handbooks and Amendments Electronically

A Accessing Handbooks and Amendments

All FFAS handbooks and amendments shall be accessed on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>. Under “Directives”, CLICK “Handbooks”, and all current FSA handbooks and last 3 amendments, if available, will be displayed. Users can view either of the following:

- complete version of a handbook by clicking “PDF” next to the applicable handbook under “Handbook File”

Note: The current amendment may take up to a week before it will be displayed in the complete version of the handbook.

- last 3 amendments, if available, by clicking “Current Amendment (PDF)”, “Previous Amendment (PDF)”, or “Two Amendments Back (PDF)”.

Important: Employees may need to delete their PC’s temporary Internet browser files to view the updated version of a handbook or amendment. Delete the PC’s temporary Internet browser files according to the following.

Step	Action
1	Open the Internet Explorer.
2	On the Internet Browser Menu, CLICK “Tools”.
3	CLICK “Internet Options”.
4	Under “General”, “Temporary Internet Files”, CLICK “Delete Files”, and CLICK “OK”.
5	After the system is finished deleting files, CLICK “OK”.

Note: Because complete current versions of all handbooks and handbook amendments are accessible online, the National Office Supply Room will **no** longer maintain copies of handbooks and amendments (Notice AS-2149).


Notice AS-2148

2 Accessing Handbooks and Amendments Electronically (Continued)

B Printing Handbooks and Amendments

Handbooks and amendments:

- will be displayed in Adobe Acrobat
- shall be printed on both sides (back-to-back) according to the following.

Step	Action
1	In Adobe Acrobat, CLICK “  ”.
2	Under “Printer”, select the office printer from the drop-down menu and CLICK “Properties”.
3	Under “Finishing”, “Document Options”, CHECK (✓) “Print on Both Sides” and CLICK “OK”. Note: If the “Print on Both Sides” option is not available: <ul style="list-style-type: none">• National Office FFAS employees shall contact the Help Desk at 202-690-1000• State and County Offices shall contact their IT specialist.
4	CLICK “OK”.

C Eliminating the Directives Library Search Page

Handbooks were initially made available electronically through the FSA Handbooks Online page at <http://dmis.fsa.usda.gov/rware/home.html#142432>. The license for the Retrievalware software for this page has been renewed annually. Because of the cost of the license and the limitations of the Retrievalware software, MSD has decided that it is not cost effective to continue maintaining the Retrievalware software. Therefore, the FSA Handbooks Online page will no longer be supported. Sometime after April 1, 2008, users will **not** be able to access handbooks on this page. Users shall access handbooks electronically according to subparagraph A.

D Contact

If an employee experiences problems printing, needs numerous copies of a handbook or amendment, or would like to be added to a handbook’s regular distribution, contact Nicole Steele, MSD, IMB, MADS, by either of the following:

- e-mail to nicole.steele@wdc.usda.gov
- telephone at 202-690-0804.