



## United States Department of Agriculture

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Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

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### **INFORMATION TECHNOLOGY (IT) HARDWARE REQUEST POLICY**

#### **Request Submittal**

#### **Purpose**

To streamline the approval process for the deployment of IT hardware and related software as applicable.

#### **Policy**

All field offices are required to complete and forward SC-350 to their Regional Office Branch Chief (ROBC) or Federal Program Manager (FPM) respectively to have equipment deployed.

- Ruggedized equipment requests  
For ruggedized equipment ROBC or FPM will review and forward verified requests with supporting documentation to National Program Management Services (NPMS) Inspection Operations for approval.
  - NPMS will review request and approve if requirements are met.
  - NPMS will assign a FEIRS inspector ID code
  - NPMS will request MRP IT App Support to set up FEIRS Profile.
  - NPMS will submit request to Business Management Services (BMS) to handle the ruggedized equipment deployment (attach SC-350).
- Non-ruggedized equipment requests  
For non-rugged equipment, ROBC will review and forward verified requests with supporting documentation to BMS
  - For non-rugged units and IT hardware, send request with SC-350 to BMS
  - Telecommunications related requests are also submitted to BMS

#### **BMS will:**

- Submit hardware requests and coordinate with CeC and ASD to get the equipment transferred and/or shipped to the CeC technician and activate any mobile services respectively
- Request built in air card information from CEC tech or end user once the computer is imaged and booted-up.

- For all other peripheral equipment such as a monitor, keyboard, mouse, printer, copier, or similar, BMS will review the request and coordinate with the requestor to advise on best specification and purchase route for requisition.

### **Equipment deployment and receipt**

- Once CeC receives equipment from BMS, CeC will coordinate with end user and immediate supervisor on setup, shipment, and receipt of equipment at user location.
- Once received and confirmed working, end user will notify BMS asset management staff of successful receipt and functionality of equipment.
- BMS asset management staff will close out the request and update asset inventory records accordingly.

### **Completing SC-350**

- Requester: Enter date form is being completed
- Requester's name
- End user's name (if multiple end users enter multiple users in this block and follow multiple user guidance below)
- End user's Business phone
- End user's Area office
- End user's Sub-Office or Inspection Point (if Applicable)
- Full Ship to address (where to deliver the equipment)
- Name of end user's immediate supervisor
- Business phone number for supervisor
- Select applicable blocks for hardware that is being requested (more than one can be selected)
- Rugged units must be specified if desired
- If other hardware other than what is requested is needed, check the 'Other Hardware' block and explain
- If you have specifications or requirements, please include
- Provide justification and/or list of custom applications that need to be installed for the end user (this does not include standard applications like Microsoft Office, Adobe Acrobat, etc...)
- If multiple units involved, use additional fields and remarks. Enter quantity and type.
- If request involves a computer specifically for Fresh Electronic Inspection Resource/Reporting System (FEIRS) use, provide FEIRS ID and Home Market for end user
- Signature of Regional Office Branch Chief required before advancing to HQ for approval and deployment.
- Signature of Division approver required. For Fed/State users the Division approver is the Fed/State Branch Chief. For FEIRS users the Division approver is a member of NPMS. For all others the Division approver is the Assoc. Dept. Director for BMS.

The electronic version of the SC-350 is located on the AMS web site at the following link:  
<https://www.ams.usda.gov/resources/sc-350-sci-division-hardware-request-form>

**Example I:**



**SPECIALTY CROPS INSPECTION DIVISION  
 HARDWARE REQUEST FORM**

DATE:		REQUESTOR:	
END USER:		END USER PHONE:	
AREA OFFICE:		SUB-OFFICE/INSP. POINT:	
SHIP TO ADDRESS:			
IMMEDIATE SUPERVISOR:		SUPERVISOR PHONE:	
FMMI CODE: (for telecom services such as air card, jetpack, or phone)			
TYPE OF HARDWARE REQUESTED:			
<input type="checkbox"/> DESKTOP	<input type="checkbox"/> PRINTER - MULTIFUNCTION	<input type="checkbox"/> PHONE <input type="checkbox"/> Cell phone <input type="checkbox"/> Smart phone <input type="checkbox"/> New <input type="checkbox"/> Upgrade	<input type="checkbox"/> AIR CARD
<input type="checkbox"/> LAPTOP <input type="checkbox"/> REGULAR <input type="checkbox"/> RUGGED	<input type="checkbox"/> PRINTER - BLACK & WHITE		<input type="checkbox"/> JET PACK
<input type="checkbox"/> RUGGED TABLET	<input type="checkbox"/> PRINTER - COLOR	<input type="checkbox"/> DIGITAL CAMERA	<input type="checkbox"/> MONITOR
<input type="checkbox"/> OTHER HARDWARE (Specify)			
SPECIFICATIONS: (include web link, approximate cost, and your requirements)			
JUSTIFICATION: (include the name of any custom applications that should be installed on the computer for end user)			
If you are requesting equipment for more than one person, list the people you are requesting equipment for:			
QUANTITY: <input type="text"/>			
ADDITIONAL REMARKS:			
If for FEIRS please provide FEIRS ID: _____ FEIRS Home Mkt.: _____			
REGIONAL BRANCH CHIEF SIGNATURE:			
DIVISION APPROVER'S SIGNATURE: (Fed/State user = Fed/State Branch Chief, FEIRS user = NPMS, All others = BMS Assoc. Director)			

**Checked Materials have been printed from the links in this manual and included for reference.**

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“SCI moving forward in the 21<sup>st</sup> Century using technology, innovation, and old fashioned hard work”

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