



United States Department of Agriculture

Farm and Foreign Agricultural Services
Risk Management Agency

INFORMATIONAL MEMORANDUM

TO: All Reinsured Companies
All Risk Management Field Offices

FROM: E. Heyward Baker, Director /s/ 03/30/99
Reinsurance Services Division

SUBJECT: On-line Plan of Operations (Plan) and Extended Period for Submitting
2000 Reinsurance Year Plans

The Standard Reinsurance Agreement requires that Plans be submitted no later than April 1 prior to the beginning of the reinsurance year. For the 2000 reinsurance year, Plans must be submitted by close of business April 12, 1999. The Risk Management Agency (RMA) has developed an on-line automated process for submitting your 2000 reinsurance year Plans. RMA requests that the automated process begin with the April 12, 1999, submission. However, as a back-up for the automated process, you will also be required to submit a hard-copy of the Plan to the Reinsurance Services Division (RSD).

The necessary documentation to assist you in setting up your automated Plan application is attached. As was stated in the March 8, 1999, memo from Linda Seigler, it is imperative that you have a technical person read the documentation and then contact Edwin Torres at (504) 678-4099 to set up the application.



1400 Independence Avenue, SW Stop 0801

The Risk Management Agency Administers and Oversees

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The names of two contact persons who are familiar with the Plan application must also be provided to Linda Seigler or Ray Sikes. Linda can be reached at (816) 926-7987, and Ray, at (816) 926-2654. In addition to a technical contact, also submit a user contact who will actually be inputting your Plan data into the application. It will be necessary for us to set-up and assign your user contact with a logon id. If you have not yet contacted Margie Byars to establish a logon id, please do so as soon as possible. She can be reached at (816) 926-3958 and the following information from your user contact should be provided to her to setup a logon id:

First Name

Last Name

Social Security Number

Phone Number

FAX Number

RO Code

Computer IP address

ATTACHMENT

The on-line Plan of Operations (Plan) application is ready for entering your Plans. The following provides instructions on how to precede. We have run a Beta test with 3 companies. Based on our experience, we request that your technical person read these instructions thoroughly and then contact Edwin Torres. We found that each company had a system configuration or architecture that was slightly different from ours. His telephone number is (504) 678-4099.

There are 3 requirements for running the application. They include the Informix INET/ICONNECT which allows database connection, the application, and the dial-up networking. The following is an explanation of the steps to perform to download and install all necessary requirements for using the application.

ALL FILES THAT YOU WILL NEED ARE LOCATED ON THE RO SERVER AND CAN BE FOUND IN THE PLANOPS_PROGRAMS DIRECTORY. You will download files based on whether you are using Windows 95 or Windows 3.x. Those using Windows 95 will download 32-bit files. Those using Windows 3.x will download 16-bit files.

Downloading:

1. Windows 3.x users: Download all INET files from the PlanOps_Programs/Informix/win31 directory. Download the application file from the PlanOps_Programs/App/win31 directory.
2. Windows 95 users: Download all ICONNECT files from the PlanOps_Programs/Informix/win95 directory. Download the application file from the PlanOps_Programs/App/win95 directory.

Software Installation: After downloading the appropriate files, you will be ready to install the software. The installation should be done in this order: **Informix INET or ICONNECT**, **Plan of Operations application**, and **Dial-Up Networking**.

1. Informix Installation: To install INET or ICONNECT, run the wcsetup.exe and the installation script will execute.
2. Plan of Operations Application: To install the application, run the poo16bit.exe (if using Windows 3.x) or the poo32bit.exe (if using Windows 95).

Windows 3.x users: When the .exe file is executed (run), the files to install the Plan of Operations application will be extracted or inflated into the same directory where poo16bit.exe resides. It is recommended that this file be downloaded to a temporary directory, as the extracted files will no longer be needed after the installation is complete. To install the application:

1. Select "File" from the menu in the Windows desktop.
2. Select "Run".
3. Type in the path where you downloaded the poo16bit.exe file followed by the filename or select the "Browse" button to find the file yourself.
4. Select the "OK" button.
5. Run the setup.exe file and follow the onscreen instructions to install the Plan of Operations application.

Windows 95 users: When the .exe file is executed (run), the files to install the Plan of Operations application will be extracted or inflated into the

Windows\Temp\ directory. To install the application:

1. Click on the "Start" button on the Windows 95 taskbar.
2. Select "Run".
3. Type in the path where you downloaded the file followed by the filename or select the "Browse" button to find the file yourself.
4. Select the "OK" button.
5. Follow the onscreen instructions to install the Plan of Operations application.

You will also need to configure INET or ICONNECT in this step. See the install.hlp for more detailed information.

3. Dial-Up Networking: See the dialup.hlp and iexplor.hlp files for detailed instructions. You must read these help files before installing the dial-up networking. These files were extracted when you ran the .exe file in the step 2.

A memo was sent out on March 8, 1999 requesting that you provide a user contact and a technical contact for the Plan of Operation. If you have not done that, please do so immediately.

Before logging on to the KC Communications Server to run the Plan of Operations application, you must have a user id and password on that server. This user id and password will also be used for the Plan of Operations database. **If you have not received a user id and password, please contact Margie Byars at 816-926-1547.**

If you have questions about installing any part of the application or any other technical issues, please call Edwin Torres at 504-678-4099. If he is unavailable, please contact David McCoy at 504-678-4399 or Van Panyanouvong at 504-678-6105. If you have any questions on actually using the application, please contact Ray Sikes at 816-926-2654.