

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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In Reply Refer To:  
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February 11, 1997

EMS TRANSMISSION

Instruction Memorandum No. HR-97-011  
Expires: 9/30/98

To: DSDs for Support Services  
From: Director, National Human Resources Management Center  
Subject: Final Implementation of Rehosted Version of RETARS

Operational testing of the rehosted version of RETARS has been completed. The schedule for implementation is:

- Complete installation at all sites February 24
- Conference call with all system administrators and points of contact February 20
- Distribution of User Guide February 21
- PP0797 through PP0897 - Implementation of rehosted version of RETARS March 2 - March 29

Installation: A Version Description Document (VDD) will be sent to all installation sites. The VDD will have appendixes for system administrators as well as the instructions for setting up a separate instance of Informix. Bryan Vial and Theo Zeisig of the Office of IRM/Modernization will be available to assist in installation.

Data Conversion: A request was for current RETARS data residing on your DPS6 Plus was made January 27, 1997 by the Office of IRM/Modernization. The data will be converted and loaded into the Informix database.

PrePrinted Time and Attendance (T&A) Forms: The preprinted T&A data will print on the same

forms used by the DPS6 printer. All sites should have a line printer to preprint the forms on the modernization equipment.

Conference Call: The conference call will focus on user orientation. The conference call is scheduled for Thursday, February 20, 1997 from 11 a.m. to 1 p.m. MST. To connect you need to call 907-271-6026.

User Guide: A copy of the user guide will be sent to each State/Center as soon as it is available, but no later than February 14, 1997.

Signed  
Linda D. Sedbrook  
Director

Authenticated  
Darlene Robitaille  
Secretary

cc: SPOs  
IRMAC  
System Administrators

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