

PLEASE FILL IN THE KSC FROM/TO FORM ONLY:
Agency Form will fill Automatically

INFORMATION BLOCKS: fill in Major Move number, Phase # (if applicable), POC/DFUM name/number, title, date submitted, need date and add # (Addition or changes made to initial request). Note: If you do a "add" to your from/to – you will have to re-submit your "add" to the From/To Distribution List (below) and re-submit to IMCS <http://imcssc.ksc.nasa.gov/> - Service Request as a Delta. Only submit the changes and the line item # change from the original spreadsheet from/to list that you are changing to the delta - not the whole from/to list.

1. COLUMN A: Line Item #
2. COLUMN B: Employee's LAST Name
3. COLUMN C: Employee's FIRST Name
4. COLUMN D: Current Mail Code – This is required for each employee (Can be located in NED Database)
5. COLUMN E THRU G (FROM): Telephone "FROM" info, phone #, BLDG, Room/Cubicle.
6. COLUMN H thru K (TO): Telephone "TO" info, in the new location please list the current phone number located in that room (if there is one). This will be the number that will be switched with your current number. Indicate N/A if there isn't a phone located in that cubical or office. If there is a number in the new location, please indicate what to do with that number. For example, delete number or move it to another location – type "delete" in the box w/ the phone # if you want it deleted or backfill if you want to backfill. Continue entering data for the "TO" location, New Building #, New Room #/cube number.
7. COLUMN L: BCDS, OISD, OTV – Select B, O or T – Make sure you also submit a drawing to indicate where the drop should be installed. Please identify if it will be wall mounted/ceiling mounted or standard desk height installation.
8. COLUMN M thru P: Equipment Asset tag #'s. Computer Asset # on ACES equipment is good for Monitor 1. Provide Monitor 2 property tag # (if applicable). Printer and/or peripherals name of item and tag # (if applicable)
9. COLUMNS Q THRU U: CURRENT CIRCUIT LOCATION (FROM): Action, (If this area is not going to be backfilled, the circuit should be spared), CFP ID, circuit prefix, circuit #, (Customer Face Plate number on the wall plate or box where your computer is connected, example: CFP-03-0187-D1. DFUMS, please make note of if need for backfill; otherwise NICS will place circuits in disabled status.
10. COLUMNS V THRU Z NEW LOCATION (TO): Action (See drop down on from/to list, IMCS will need to know if you require an installation or activation. If you do not know the condition of the CFP, action should be to "V" to verify the circuit), CFP ID, circuit prefix, circuit #, (Customer Face Plate number on the wall plate or box where the computer will be connected, See next step for instructions on how to get the "TO" information.
11. COLUMN Z: IP ADDRESS IN "TO" LOCATION: NICS will supply the IP list to ACES and IMCS – 1-3 weeks prior to scheduled move date (depending on whether it is new or existing drop or VoIP).
NOTE: DO NOT EMAIL IP ADDRESSES UNSECURELY
12. FAX#: List the fax line currently used (if it is not attached to MFD). - Please create separate line items if you plan on requesting a fax or Polycom be moved.
13. COLUMN AA,AB,AC: DNS, Firewall, Speed duplex (Organizations IT Representative Inputs)
14. COLUMN AD, MISC MOVE ITEMS: This would include headsets, Network, CAD, Optiset(s), etc.
15. COLUMN AE, # FURN ITEMS: If moving furniture give number of items.
16. COLUMN AF, # BOXES: Number of boxes (or approximate).
17. COLUMN AG, NOTES: for example: Move phone? Do you require the phone instrument be moved. (If you have programmed numbers in the directory or have speed dial buttons programmed.)
18. COLUMNS AH thru AJ: Agency Requirements for ACES and NICS ONLY; obtain this information in the NASA Enterprise Directory (<https://webdir.nasa.gov/#>).
19. Submitting to From/To's: You need to go to the IMCS website , <http://imcssc.ksc.nasa.gov/> then go to: Submit Service Request – fill out data and attach your From/To and design drawing – submit in Phases: Example: Phase 1- Move Out, Phase 2 – Mods and Phase 3- Move in - to Service Request. That will put your job into the system. All phases need to be submitted before a major move date will be provided. For ACES and NICS support submit to the ESD website (<https://esd.nasa.gov/secure/main.cfm>) and select "Order Services", "Moves" and select the appropriate service. For example: Major moves would be "Multiple Move Bundle w/o Telephone" and submit your completed From/To with the Agency Form showing.
20. Distribution Email List for From/To's: After you submit SR to IMCS, you will need to email your "From/To" to the following people: Steve Schuh -ACES, James Garrett -ACES, Dawn E. Brush - ISC Move/Mod Scheduler, Lisa M. Biddle, IMCS Abacus Technology] (FYI copy), Pamela H. Brightman - ISC Space Allocation Office and a cc to Ramon L. Mejias – Move/Mod Manager.
21. NETWORK PRINTER/MFD IP ADDRESS: Network printers and MFD'S are special needs cases; DFUMs must submit a separate ESD Request Ticket per MFD (submit as a computer seat move until further notice). If you need this Printer/MFD IP Address contact, for the address. Contact Mary Lynn Yust 867-8292. Upon submission to the ESD for movement of MFD provide the "From/To" to Mary Lynn Yust at: Yust, Mary L. (KSC-ACES)[HP ES] mary.l.yust@nasa.gov .