

For: State and County Offices

**NRCS and Rural Development (RD) National Service
Center Information Management System (SCIMS) Training**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

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Background

The National FSA Office has received numerous inquiries from FSA State and Field Offices requesting guidance on SCIMS training for NRCS and RD employees.

Both NRCS and RD employees need access to SCIMS for a number of program purposes including, but not limited to, Web/CAAF and e-gov. Respective agency customers must be in the SCIMS database to complete forms online.

An agreement has been reached at the national level among FSA, RD, and NRCS that FSA will hold a national “train the trainer” session for key RD and NRCS employees.

B

Purpose

This notice provides State and County Offices with information about the following:

- FSA’s national SCIMS training for NRCS and RD
- State Office responsibilities related to SCIMS training
- contact person about this matter.

Disposal Date	Distribution
December 1, 2002	State Offices; State Offices relay to County Offices

Notice CM-436

2 NRCS and RD National SCIMS Training

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FSA's Offer to Provide National SCIMS Training

The National FSA Office will provide national SCIMS training and a training package for key NRCS and RD employees. Because of limited resources and heavy workload, FSA is not able to train every NRCS and RD employee at the State and Field Office level who needs access to SCIMS.

In light of this situation, State and County FSA Offices will not be conducting training for NRCS and RD. After NRCS and RD key employees are trained at the national training session, they will be responsible for training their respective Field Office staff. The subject training will be scheduled by NRCS and RD as soon as practical to enable employees to have access to the database.

B

State Office Responsibilities

It is vital that **all** employees are properly and adequately trained before granting them access to the SCIMS database. It is envisioned that each agency will maintain a State security officer to:

- certify that employees are trained
 - control and authorize access to SCIMS accordingly.
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Contact Person

Direct questions, concerns, and comments about this training to Mike Sienkiewicz, PECD, Common Provisions Branch, at 202-720-8959.
