

For: State and County Offices

Service Center Information Management System (SCIMS) “View Only” Access

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

SCIMS “View Only” access is scheduled to be released in the near future. To access the “View Only” customer data, a security password must be requested for each authorized employee. Although no formal training is required before access is granted, State Office and Service Center employees shall receive basic SCIMS access and security instructions.

B Purpose

This notice provides:

- instructions to ensure that NRCS and RD receive a copy of this notice
- guidance on granting access to SCIMS “View Only”
- suggested basic instructions for employees requesting access to SCIMS “View Only”
- procedure for obtaining password to access SCIMS “View Only”
- a copy of AD-2017 (Exhibit 1) to be completed for each employee who requests a password
- provides National Office contact.

Disposal Date	Distribution
August 1, 2004 2-20-04	State Offices; State Offices relay to County Offices

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2 SCIMS “View Only” Access

A Distributing Notice to NRCS and RD

County Offices shall ensure that NRCS and RD receive a copy of this notice, as applicable, in their respective Service Center.

B Who Should Have Access

No restrictions or limitations have been established about granting who should have access to “View Only” in SCIMS. State and Service Center SCIMS Security Officers shall request passwords for any employee that has a need to view customer data in SCIMS.

C Suggested Basic “View Only” Instructions

State and Service Center SCIMS Security Officers shall review 1-CM, paragraphs 141 through 175, and other applicable security issues, with users requesting a password. Complete the review before requesting a password for the user.

D Procedure for Obtaining Password for “View Only” Users

Service Center employees requesting access to SCIMS shall:

- consult with Service Center SCIMS Security Officer about access to “View Only” request and basic orientation
- complete AD-2017, blocks 1 through 10, checking “View Only Access” box in block 10.

Service Center SCIMS Security Officer shall:

- notify State SCIMS Security Officer of the names of Service Center employees who have requested "View Only" access and have received basic SCIMS orientation
- FAX completed AD-2017 to State SCIMS Security Officer.

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2 SCIMS "View Only" Access (Continued)

D Procedure for Obtaining Password for "View Only" Users (Continued)

State SCIMS Security Officer shall notify the:

- Kansas City Security Staff:
 - by Excel spreadsheet, of the name, Social Security Number, and State and County FIPS code of Service Center employees authorized to access "View Only" in SCIMS
 - immediately with names of Service Center employees who no longer need access to SCIMS and whose authorization has been revoked
- requesting employee when access is authorized.

Note: Requesting authorization to access SCIMS is an ongoing process. Service Center SCIMS Security Officers can request that authorized employees be added or removed at any time by submitting required information to the State SCIMS Security Officer. SCIMS Security Officers may also change type of access ("Full" or "View Only") as necessary.

E AD-2017

AD-2017 (Exhibit 1) shall be completed by each employee requesting access to SCIMS. AD-2017 is available online at <http://165.221.16.90/DAM/ffasforms/forms.html>, the FFAS Employees Forms Online Website.

Note: Employees requesting "View Only" access shall complete only blocks 1 through 10. Block 11, "Certification by Employee", shall be left blank.

F National Office Contact

Direct questions about this notice to Mike Sienkiewicz, PECD, Common Provisions Branch, at 202-720-8959.

AD-2017, Service Center Information Management System (SCIMS) Access Form

Following is a copy AD-2017.

REPRODUCE LOCALLY. Include form number and date on all reproductions.			
AD-2017 (11-15-01)		U.S. DEPARTMENT OF AGRICULTURE	
SERVICE CENTER INFORMATION MANAGEMENT SYSTEM (SCIMS) ACCESS FORM			1. Request Date
INSTRUCTIONS: Please complete a separate form for each employee.			
2. Employee Name (Last, First, MI)	3. Social Security No.	4. State FIPS Code	5. County FIPS Code
6. Type of Employee (Check One) <input type="checkbox"/> Permanent Federal <input type="checkbox"/> Permanent County Office <input type="checkbox"/> Temporary Federal <input type="checkbox"/> Temporary County Office <input type="checkbox"/> Other (Specify) _____	7. Agency (Check One) <input type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RD <input type="checkbox"/> Other (Specify) _____	8. State Name	9. County Name
10. Type of Access Requested: <input type="checkbox"/> Full Access (Employee complete Item 11) <input type="checkbox"/> View Only Access			
11. Certification by Employee			
By signing this form, I certify that I have received training by a USDA Employee who has authority to grant me use of the SCIMS database. I understand that proper use of the database and the consequences of accessing and making changes to customer's core data. I certify that I will use the database only for conducting USDA Governmental business as a necessary part of my position with the United States Department of Agriculture.			
_____ Employee Signature		_____ Date	
12. Certification by Security Officer			
As State or County Security Officer, I certify that the above employee has received sufficient training on the use of the SCIMS database. By signing this form, I have granted this USDA employee permission to obtain a password to access the SCIMS database to conduct official USDA business.			
_____ Security Officer Signature		_____ Date	
13. Revocation of Authority			
The authority for the above-named person was revoked on the day shown below.			
A. Security Officer Signature		B. Date	
_____ 		_____ 	
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