

For: State and County Offices

SCIMS Customer Record-Ducks Unlimited

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CM-484 advised State and County Offices **not** to resolve SCIMS potential duplicates for national and regional associations like Traveler’s Insurance and Ducks Unlimited. The National Office is in the process of resolving these customer records. Ducks Unlimited had one of the largest number of potential duplicates and has been resolved.

B Purpose

This notice directs State and County Offices **not** to alter the record as resolved.

2 Resolution and Action

A Resolution

A representative from Ducks Unlimited headquarters in Memphis, Tennessee, has verified that the correct Employer Identification Number (EIN) is 135643799. Ducks Unlimited operates as a non-profit/charitable business. Unauthorized changes will be tracked by KC-ITSD and reported to PECD for appropriate action.

B Action

All Service Center employees authorized to access SCIMS shall:

- **not** alter the resolved/corrected Ducks Unlimited customer record in SCIMS
- ensure that NRCS and RD, as applicable, receive a copy of this notice.

County Offices with other outstanding potential duplicates for national and regional associations shall report these to their respective State SCIMS Security Officer. State SCIMS Security Officers shall report these by e-mail to **Mike.Sienkiewicz@wdc.usda.gov**.

Disposal Date	Distribution
February 1, 2005	State Offices; State Offices relay to County Offices