

For: State and County Offices

Service Center Information Management System (SCIMS) Training Site

Approved by: Acting Deputy Administrator, Farm Programs



1 SCIMS Training Site

A Background

State and County Offices were recently notified of the availability of a SCIMS training site for conducting training. Additional information is in this notice about using actual customer data in the training site.

B Purpose

This notice advises all SCIMS users that they **shall not enter valid customer data**, such as names, addresses, tax identification numbers, or any information that can be used to distinguish or trace an individual's identity in the SCIMS training site while conducting training or using the site for any reason. Be advised that loading a customer's real data in the SCIMS training site is in direct violation with USDA's recent campaign to protect personally identifiable information (PII) of both customers and employees.

Note: If a SCIMS user has previously entered a customer's real data in the SCIMS training site, they shall immediately delete or modify the real data accordingly.

C Action

All SCIMS users shall immediately comply with the instructions in this notice. It is every USDA employee's responsibility to protect PII of customers and employees.

D Contacts

For additional information about this notice, contact either of the following, as applicable:

- for **FSA**, Mike Sienkiewicz by telephone at 202-720-8959 or e-mail to **mike.sienkiewicz@wdc.usda.gov**
- for **NRCS**, Terry Buettgenbach by telephone at 970-295-5552 or e-mail to **terry.buettgenbach@ftc.usda.gov**.

Note: FSA offices shall ensure that all NRCS State Office and Service Center employees receive a copy of this notice.

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| Disposal Date | Distribution |
| November 1, 2008 | State Offices; State Offices relay to County Offices |