

For: State and County Offices

Removal of Business Type “Group of Individuals” From SCIMS

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

It has been determined that there is no longer a need for business type “Group of Individuals” to record a group of individuals in SCIMS. This business type was previously included in SCIMS for NRCS use only.

B Purpose

This notice provides:

- information on the SCIMS edit and report for business type “Group of Individuals”
- instructions for updating, removing, and/or inactivating these records in SCIMS.

2 Report

A SCIMS Report

Kansas City will provide the National Office with a report of all current customers included in SCIMS as business type, “Group of Individuals”, listed by State and county. The National Office shall post a copy of the report to the Common Provisions Branch website at <http://dc.ffasintranet.usda.gov/farbill/cc/default.htm> for respective use and distribution.

B Report Information

The report will include the following:

- State Code
- County Code
- Customer Name.

Disposal Date	Distribution
May 1, 2009 11-24-08	State Offices; State Offices relay to County Offices

Notice CM-623

3 Action

A Reviewing “Group of Individuals” Report

CED's shall review the “Group of Individuals” report and take action, as applicable, according to the following table.

IF the customer...	THEN...
is a valid active record	determine the correct entity type to replace entity type “Group of Individuals” and update record accordingly.
currently resides in SCIMS as an active record and is no longer active or participating	inactivate the customer according to 1-CM , subparagraph 178 B.

Note: Since many of these “Group of Individuals” entity type records are NRCS customers; CED shall consult with NRCS before updating these records.

B Providing Information to NRCS

CED's shall ensure that NRCS is provided with both a copy of this notice and the related report.

C State SCIMS Security Officers Action

FSA State SCIMS Security Officers shall:

- provide applicable counties with a copy of the “Group of Individuals” report
- ensure that County Offices comply with the contents of this notice
- ensure that State NRCS SCIMS Security Officers receive a copy of this notice.

D Contact

State Office with questions or concerns about this notice shall contact Mike Sienkiewicz, PECD, by either of the following:

- e-mail to mike.sienkiewicz@wdc.usda.gov
- telephone at 202-720-8959.