

For: State and County Offices

Validating SCIMS Employee Types

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

SCIMS was enhanced in March of 2010 to add “NRCS Employee/Producer” to the “Employee Type” drop-down menu. Before this enhancement, NRCS Area Conservationist, State Conservationists, and NRCS Service Center Employees were either recorded as an “FSA/Employee/Producer” or not recorded at all. All FSA and NRCS employees who receive program benefits from either or both agencies are required to be recorded in SCIMS.

B Purpose

This notice informs State and County Offices that employee type data currently recorded in SCIMS needs to be reviewed to ensure that:

- the information is current and correct
- NRCS employees previously recorded as an “FSA/Employee/Producer” are updated to “NRCS/Employee/Producer” employee type
- all FSA and NRCS employees who receive program benefits from either or both agencies are recorded in SCIMS.

Reports will be sent to FSA State SCIMS Security Officers that include a list of current records in SCIMS with an employee type code.

Disposal Date	Distribution
September 1, 2012	State Offices; State Offices relay to County Offices

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2 Action

A State Office Action

State SCIMS Security Officers shall:

- ensure that all applicable County Offices are notified of the contents of this notice
- ensure that all County Offices receive a report of employee types currently recorded in SCIMS
- ensure that County Offices validate and record employee types in SCIMS for their respective Service Centers employees
- monitor County Office progress
- ensure that NRCS State SCIMS Security Officers receive a copy of this notice and validates their respective employees accordingly.

B County Office Action

County Offices shall:

- use the reports received from FSA State SCIMS Security Officers to validate employee types currently recorded in SCIMS for their respective employees and correct invalid information in SCIMS as necessary

Note: The following table contains employee type codes in column B of the report.

00	Not an employee, a State Committee member, or a County Committee member
01	Service Center Employee
02	FSA Service Center employee/producer (or St/Cnty Committee Member or county emp), includes FSA State Office employee/producer
03	Family member of a Service Center employee (spouse, minor or children)
04	Close relative of a Srvc Ctr emp(uncle, aunt, nephew, niece, parent,adult child)
05	Private Business associate of a Service Center employee
06	NRCS Employee/Producer

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2 Action (Continued)

B County Office Action (Continued)

- record FSA employees who receive program benefits from either FSA and/or NRCS that are not currently recorded
- ensure that NRCS receives a copy of this notice and validate and record their respective employees accordingly.
- complete validating and recording respective employees no later than December 31, 2011.

3 Contact Information

A County Office Contact Information

County Offices shall direct any questions or concerns about this notice to their State SCIMS Security Officer.

B State Office Contact Information

State Offices shall direct any questions or concerns to Mike Sienkiewicz by either of the following:

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