

For: FSA Offices

**Program Information Management System (PIMS) and
Office Information Profile (OIP)**

Approved by: Deputy Administrator, Management



1 Overview

A Background

County Based Agencies (CBA) PIMS is a software application used by FSA, NRCS, and RD employees to enter information about the programs delivered by each office and who to contact in that office. Each CBA has appointed data stewards who are responsible for entering and maintaining the data for their assigned area.

Customers who are using OIP program to find offices or Service Centers that can help them with particular program information will use the data entered in PIMS.

B Purpose

This notice provides instruction and guidance for PIMS and OIP.

C Contact

If additional information is needed, FSA State and County Office employees shall contact their State data stewards. All other employees shall contact either of the following:

- Ragh Singh at 202-720-7094
- Deborah Johnson at 202-720-0067.

Disposal Date	Distribution
April 1, 2005	All FSA Offices; State Offices relay to County Offices

2 PIMS Process

A PIMS Training

A user guide explaining the PIMS process is available at:

<http://intranet.fsa.usda.gov/fsatraining>

B Program Information

All appropriate program information shall be displayed under the programs delivered at the program delivery sites of DACO, National Office, and FSA Service Centers.

The PIMS User's Guide identifies "Direct Loan Programs" and "Guaranteed Loan Programs" as the FLP services that may be offered in an FSA office. All FSA Service Centers (Type 1, Type 2, and Type 3) shall list both "Direct Loan Programs" and "Guaranteed Loan Programs" under the programs delivered.

C Role of Data Stewards

The OIP and PIMS data stewards are responsible for entering and maintaining the data for their assigned area.

3 Point of Contact Persons and Content

A Point of Contact for OIP

The contact person shall be:

- SED for State Office employees
- CED for Service Centers.

B Point of Contact for PIMS

The contact person shall be:

- program manager for programs that are delivered by the National Office
- the Director for APFO
- State Program Chief for programs that are delivered by State Offices.

3 Point of Contact Persons and Content (Continued)

B Point of Contact for PIMS

- **Type 1 FLP Office.** According to the provisions of 16-AO, an FLM, FLO, or a CED delegated FLP loan approval authority is headquartered in a Type 1 office. If FLM is headquartered in the office, FLM should be listed as the point of contact. If FLM is not headquartered in the office, but FLO or CED with FLP loan approval authority is, FLO or CED, as appropriate, should be listed.
- **Type 2 FLP Office.** Under 16-AO, a Type 2 office does not have a full-time FLM or FLO, but is visited regularly by FLM or FLO, the point of contact should be FLM or FLO who visits the office.
- **Type 3 Office.** According to 16-AO, a Type 3 office does not have a full-time FLM or FLO and is not visited regularly by FLM or FLO; however, FLM headquartered in another office is responsible for the Type 3 office. The responsible FLM should be listed as the point of contact.

C Point of Contact Information

The information in OIP and PIMS shall include, but not limited to, the full name, telephone number(s), FAX number, and e-mail address of the contact person.