



June 30, 2003

OKLAHOMA BULLETIN NO. OK130-3-5

SUBJECT: AGN - WebCAAF Self Registration for Electronic Access

Purpose: To Provide Instructions for USDA Customers on Requesting Electronic Access

Expiration Date: September 30, 2003

This bulletin supercedes information contained in OK Bulletin 130-3-2 dated February 28, 2003 and OK Bulletin 130-3-3 dated March 7, 2003.

Offices were previously instructed to provide the AD-2016 form to individuals interested in registering for electronic access with USDA, or direct them to a web-site to obtain that form. As of June 3, 2003, individuals have been able to register on-line and establish their own login and password prior to submitting an AD-2016 form to a USDA agency. A USDA employee can then activate their account and registration. This new process streamlines the old process in which temporary passwords were delivered through the mail and users were required to activate those passwords and then select new passwords.

NRCS employees should encourage potential Technical Service Provider applicants, or any customer desiring to do business with USDA electronically, to use the new WebCAAF Self Registration process to initiate the request. This registration process is accessed at <http://webcaafsr.sc.egov.usda.gov> and will walk the customer through two screens of information that are to be completed. Once the information is completed the customer can print an AD-2016 with part of the information filled in already. They can then sign the form, complete the remainder of the information, and submit the form to the local USDA Service Center.

Upon receipt of a completed AD-2016 form, the NRCS office should immediately contact one of the WebCAAF-SCIMS Contacts for Oklahoma to complete the activation of the registration. A list of contacts is attached to this bulletin for reference. The WebCAAF-SCIMS contact will use the website <https://webcaafsc.sc.egov.usda.gov> to activate the account. This process should take less than 30 minutes and can be done while the applicant is in the office, if desired.

All questions on obtaining electronic access should be directed to a WebCAAF-SCIMS contact or Suzanne Collier, Resource Conservationist, at 405.742.1234. Questions related to Technical Service Providers should be directed to the employee's immediate supervisor or Randy Freeland, State Resource Conservationist, at 405.742.1240.

/s/

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AO