



August 6, 2004

OKLAHOMA BULLETIN NO. OK180-4-8

SUBJECT: CPA – Preparation of Practice Narratives for Toolkit 2004 Deployment

Purpose: To notify offices of new procedure for updating practice narratives in Toolkit.

Expiration Date: September 30, 2004

The National Office has requested all states to provide the StandSpec.mdb file from all offices no later than September 1, 2004. This is the file that contains all the practice codes, and practice narratives used in Customer Service Toolkit during the planning process. This information will be used to populate the database of practice narratives to be used in Toolkit 2004.

To reduce workload at the field level, these files were automatically harvested from the field office servers on August 3, 2004. The ECS staff in the state and technical offices will be reviewing the content of these files to try and clean up old narratives prior to sending them to the national system. At the same time, an attempt will be made to combine databases between offices, so that good quality narratives and consistent narrative wording is available across county lines.

In order to ensure that offices do not lose practice narratives, field offices are to refrain from changing or adding practice narratives through the Toolkit Choice List Editor until they have been converted to Toolkit 2004 in the first quarter of FY-2005. Offices that find it necessary to change or add narratives to the lookup tables should document the changes and send the changes in writing to Suzanne Collier, Resource Conservationist, State Office, for incorporation into the files being uploaded to the National Office.

This change will not impact the user's ability to change, edit, or add to practice narratives in individual conservation plans. It is only pertinent to the standard narratives in Toolkit choice lists. Users will be able to once again add and edit narratives in the lookup tables after the conversion to Toolkit 2004.

If you have any questions about this clean up and upload of the practice narratives for Toolkit 2004, contact Suzanne Collier by e-mail at Suzanne.Collier@ok.usda.gov.

/s/ John Glover acting for

M. DARREL DOMINICK
State Conservationist

DIST: AE