



February 12, 2004

OKLAHOMA BULLETIN NO. OK330-4-3

SUBJECT: MGT – Board Membership Recorded in PRS

Purpose: To provide instructions for checking and updating Conservation District and RC&D Council Board Membership within the PRS system.

Expiration Date: September 30, 2004

ACTION REQUESTED BY: April 30, 2004

Board Membership is now available from the PRS data entry menu. The Board Membership data from FY2003 has been converted from PRMS to expedite the data entry process since apparently in many places the board members have changed very little from last year. Instructions on how to use the Board Membership screens in PRS are attached to this bulletin.

The area to select race has changed slightly and has become a multi-select instead of a single select field. "Other" is no longer a valid race. If "other" was selected as the race in FY2003, then it will show up on the list as "unselected" in the converted data.

All District Conservationists and RC&D Coordinators are to access PRS and check and update the data recorded on the affiliates and board membership for their respective boards.

In order to access board membership (affiliates application) you must be logged into a computer located and connected to the USDA network. If you are located at a federal office and are still experiencing problems with access denied, then please email prs@nracs.usda.gov or call the helpdesk for assistance. Questions concerning data entry of board membership should be directed to PRS Team Contacts or Jamey Wood, State PRS Coordinator.

/s/

M. DARREL DOMINICK
State Conservationist

Attachment

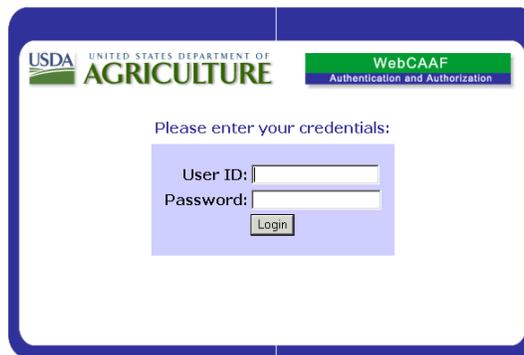
DIST: AE

About PRS Board Memberships

PRS allows you to track individual's board affiliations for reporting purposes. To do this, you access a customized version of the "Affiliates" web-application. From here you can identify various types of boards and associate people with these boards.

Login to PRS

You must have a valid WebCAAF account in order to access the PRS data screens. Depending upon how you enter the PRS system, you may be presented with the WebCAAF Authentication and Authorization screen. Enter your User ID and Password to continue.



The image shows a WebCAAF login screen. At the top left is the USDA logo and "UNITED STATES DEPARTMENT OF AGRICULTURE". At the top right is a green box with "WebCAAF Authentication and Authorization". The main text says "Please enter your credentials:". Below this are two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field.

Accessing Board Memberships

From the PRS Home, click on the "Data Entry" main menu item. The Data Entry screen appears and displays the "Practice Data Entry Screen". On the Data Entry side menu, click on the "Board Membership" menu item.



The image shows the PRS Performance Results System interface. The top banner includes the NRCS logo and "Performance Results System a component of the Integrated Accountability System". Below the banner is a navigation menu with "Home", "Data Entry", "Reports", "Tools", "FAQ", "Help", and "Contact Us". The current date is "Tuesday, 1.13.2004" and the user is "Welcome Wendy T Rusk". The session will end in 20 minutes if not active. The main content area is titled "Find Customer" and contains search fields for "Last Name", "SCIMS ID", and "SCIMS". There are also dropdown menus for "My Counties" and "Search PRS", "Search SCIMS", and "SCIMS Full Search". A side menu on the left lists "Data Entry" options: "Practice Data Entry", "PRS Worklist", "Brief Technical Assistance", "County Contribution to NRCS", "National Contribution to NRCS", "Statewide Contribution to NRCS", and "Board Membership". The footer includes "Back to Top", "NRCS Home", "Contact NRCS", "USDA", and "Accessibility".

The Add/Edit Board Members screen will appear:



You must first pick a state and board member type. By default, the state will be selected based on the state listed in your profile, but you may choose any state.

There are three board member types: Conservation District Board Member, RC&D Board Member, and State Technical Committee Member. For Conservation District and RC&D boards, you must further select the office associated with the board.

NOTE: Offices for Conservation Districts and RC&D boards are maintained in the OIP system. If there is a problem with this data, you must contact your local state OIP coordinator to resolve this.

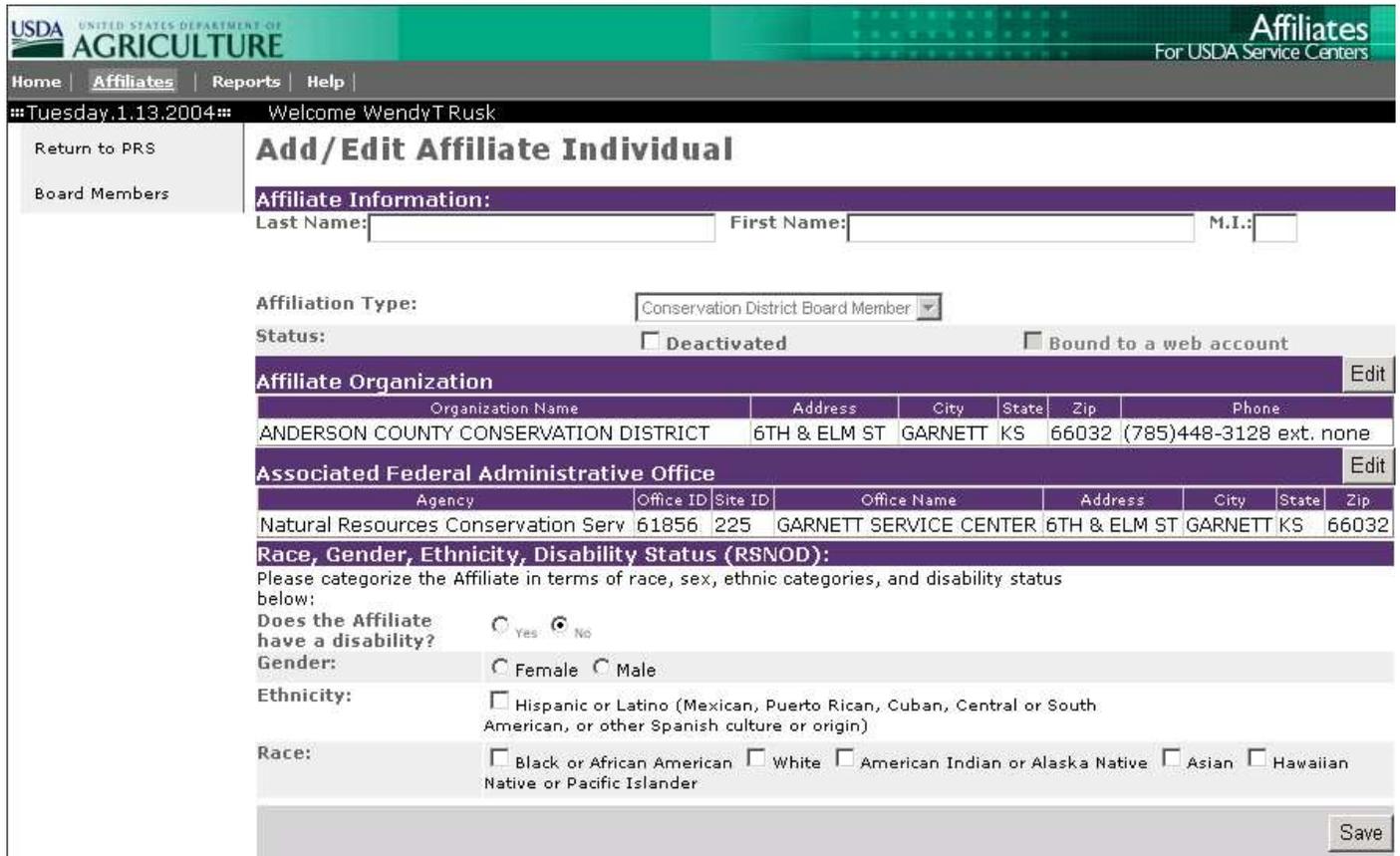
Once you have selected the state, type, and offices (if necessary), a list of board members will be displayed.



Board Member	Gender	Race	Ethnicity	Disability	
Bernie Liteig	Male	Unspecified	Non-Hispanic	No	Delete
Ralph Jerry	Male	Unspecified	Non-Hispanic	No	Delete
Ona Lunt	Female	Unspecified	Non-Hispanic	No	Delete
Ralph Baberry	Male	Unspecified	Non-Hispanic	No	Delete
Randy Bunn	Male	Unspecified	Non-Hispanic	No	Delete

Adding a Board Member

To add a board member, first select the state, type, and office as described above. Then click on the “Add” button. The “Add/Edit Affiliate Individual” screen appears:



USDA UNITED STATES DEPARTMENT OF AGRICULTURE Affiliates For USDA Service Centers

Home | Affiliates | Reports | Help

##Tuesday, 1.13.2004## Welcome Wendy T Rusk

Return to PRS
Board Members

Add/Edit Affiliate Individual

Affiliate Information:

Last Name: First Name: M.I.:

Affiliation Type: Conservation District Board Member

Status: Deactivated Bound to a web account

Affiliate Organization Edit

Organization Name	Address	City	State	Zip	Phone
ANDERSON COUNTY CONSERVATION DISTRICT	6TH & ELM ST	GARNETT	KS	66032	(785)448-3128 ext. none

Associated Federal Administrative Office Edit

Agency	Office ID	Site ID	Office Name	Address	City	State	Zip
Natural Resources Conservation Serv	61856	225	GARNETT SERVICE CENTER	6TH & ELM ST	GARNETT	KS	66032

Race, Gender, Ethnicity, Disability Status (RSNOD):
Please categorize the Affiliate in terms of race, sex, ethnic categories, and disability status below:

Does the Affiliate have a disability? Yes No

Gender: Female Male

Ethnicity: Hispanic or Latino (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin)

Race: Black or African American White American Indian or Alaska Native Asian Hawaiian Native or Pacific Islander

Save

You must fill in the last name, first name, and the RSNOD¹ data fields in order to save the record. The Affiliate Organization and Associated Federal Administrative Office data is pre-filled based on how you selected records on the Board Members screen, but you can change these data items by clicking on the appropriate “Edit” button. To save your changes, click on the “Save” button.

NOTE: If you leave this screen without first clicking on the “Save” button, your record will not be saved to the affiliates database.

¹ Race, Sex, Nationality/Origin, Disability

Editing and Removing a Board Member

To edit a board members' information or to remove an individual from the board, first select the state, type, and office as described above. Then click on the name of the person you want to edit or remove. Once a person is added to a board, you cannot edit their name, but you can edit their Affiliate Organization, Associated Federal Administrative Office and RSNOD data.

To remove a person from a board, click on the "Delete" button on the Add/Edit Board Members screen.

Ralph Jerry	Male	Unspecified	Non-Hispanic	No	Delete
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