



May 27, 2004

**OKLAHOMA BULLETIN NO. OK330-4-7**

**SUBJECT: MGT – Race, Sex, National Origin, and Disability Information in SCIMS needed for parity reports**

**Purpose:** To provide guidance on entering and updating information on race, sex, national origin, disability (RSNOD) and other items in SCIMS customer data.

**Expiration Date:** September 30, 2004

**ACTION REQUIRED BY: September 30, 2004**

Parity information on servicing of NRCS customers will be pulled from PRS reports for FY-2004. In order to ensure that the information in these reports is accurate, PRS users will have to ensure that the race, sex, national origin, and disability (RSNOD) information is accurate in SCIMS for each customer tied to PRS records and ProTracts records.

Instructions for updating RSNOD information in the SCIMS customer database are attached. The RSNOD changes are not to be made in SCIMS until the District Conservationist consults with FSA. Instructions are to be reviewed thoroughly before making any updates and changes to SCIMS records. Only those users with SCIMS training and certification will be able to update SCIMS records.

The priorities, for updating the RSNOD information in SCIMS, are as follows:

1. Customer records tied to approved, funded, active contracts in ProTracts. (This is to be updated for all active WHIP and EQIP contracts in ProTracts.)
2. Customer records tied to records reported in PRS (planned or applied information) on customers that are receiving other types of cost-share program payments (earlier WHIP and EQIP contracts, CAT contracts, state cost-share, SWCA, GPCP, CRP, etc.).
3. Customer records tied to records reported in PRS (planned and applied information) on customers that are not receiving cost-share, but have received assistance on planning and application through CTA-GENRL funds. This SCIMS information is to be updated to the extent that the PRS parity reports reflect a reasonable servicing within the field office work area.

Any questions or problems related to updating SCIMS data should be directed to Suzanne Collier, Resource Conservationist, at 405-742-1234, or [Suzanne.Collier@ok.usda.gov](mailto:Suzanne.Collier@ok.usda.gov).

/s/

M. DARREL DOMINICK  
State Conservationist

Attachment

DIST: AE

# Quick Reference for SCIMS

## Instructions for Updating RSNOD Information in SCIMS Customer Records

Only field office users who have had SCIMS training and access to SCIMS will be able to update SCIMS records. Users should refer to the SCIMS training notebook, blue section entitled SCIMS Data Entry Process for more specific instructions on accessing the SCIMS database.

1. Access the national SCIMS database, from the USDA eGovernment section of the my.nrcs.usda.gov link.

The screenshot shows the my.NRCS Employee Intranet website. The page is titled "my.NRCS Employee Intranet" and includes a search bar and navigation links. The main content area is divided into several sections:

- USDA eGovernment:** Contains links for "eAuthentication Information", "USDA Online Services (eGov)", and "Service Center Site Intranet (SCIMS Data Entry)". The "Service Center Site Intranet (SCIMS Data Entry)" link is circled in red.
- NRCS Community Bulletin Boards:** Contains a table of announcements under "Human Resources" and "General Announcements".
- NRCS Employee Resources:** Contains links for "WebTCAS", "I\*CAMS", "NRCS News Lists", "No Fear Act", and "Thunder Book".

Subject	From	Date
Maryland Vacancy Announcement	Sandra A Thompson	05/24/2004
ELECTRONIC DIRECTIVES NOTIFICATION	Phyllis I Williams	05/21/2004
MN-Duluth Vacancy Misc Clerk	Gloria Larson	05/20/2004
NH State Conservationist Vacancy Announcement	William L Barber	05/20/2004
ELECTRONIC DIRECTIVES NOTIFICATION	Phyllis I Williams	05/19/2004
NHQ vacancy announcements	William L Barber	05/19/2004
Richard D. Babcock announces retirement	Lynn A Howell	05/21/2004
NEDC Needs Instructors	Carolyn B Emmert	05/19/2004
Retirement of Henry Mount	Margaret A Hitz	05/18/2004
Richard L. Hager Passed Away	Karen F Churchman	05/17/2004
SCA IT Convergence	Sheila Warren	05/14/2004

2. Search for and open the SCIMS record for the customer. DO NOT add a new record if the person already exists in SCIMS. (Refer to SCIMS guidance for step by step process to access an existing SCIMS record.)

**Customer Information**

Common Name:  Tax ID:

3. Complete and/or update the following information within the SCIMS record. Do not change other information without consultation with the FSA office.
- A. Update, as needed, Gender, Voting District, and Ethnicity. Update Limited Resource Producer, if the customer has self-certified as being an LRP.

\* Gender: Female  
 \* Gender Determination Code: Employee Declared  
 Citizenship Country: UNITED STATES  
 Veteran: Unknown or N/A  
 Receive Mail Indicator:   
 Limited Resource Producer: No  
 Resident Alien: Unknown or N/A  
 Inactive Date:

Birth Date:  Ex: mm/dd/yyyy  
 Birth Date Determination Code: Select One  
 Marital Status: Unknown N/A  
 \* Voting District: OKLAHOMA \* 03  
 Language Preference: English  
 Employee Type: Not an Employee  
 \* Ethnicity: Select One  
 \* Ethnicity Determination Code: Select One

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- B. Update race type and disability information, as needed. Disability information should be entered for all NRCS customers.

**\* Race Type**

Click to Modify	Click to Delete	Race Type	Race Determination Code
<a href="#">Modify</a>	<a href="#">Select for Deletion</a>	White. Origins in original peoples of Europe, the Middle East, N Africa	Employee Declared

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**Disability Information**

NO DISABILITY FOR THIS CUSTOMER

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C. Do not update or change any address or phone information without consultation with the FSA office.

 \* Address Information

Click to Modify	Click to Delete	Address Lines	City, State ZIP Code	Car Rte	Cur Adr
<a href="#">Modify</a>	<a href="#">Select for Deletion</a>	5320 E 32ND AVE	STILLWATER, OK 74074-6116	R004	Yes

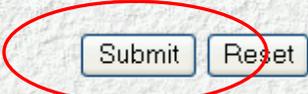
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 Phone Number

Click to Modify	Click to Delete	Number	Type	Extension	Primary	Unlisted
<a href="#">Modify</a>	<a href="#">Select for Deletion</a>	(405)377-3508	Home		Yes	No

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4. Be sure to submit the updates so the changes to the record will be updated.



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\* Required

Go to:

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| [E-Mail Addresses](#) | | [Notes](#) | | [Program Participation](#) | | [Legacy Links](#) | | [Bottom](#) |

Record Updated

 Customer Information