



June 9, 2004

OKLAHOMA BULLETIN NO. OK330-4-8**SUBJECT: MGT – Performance Results System (PRS)**

Purpose: To provide guidance and information regarding the use of PRS in Oklahoma for FY04.

Expiration Date: September 30, 2004

As you are all aware, the progress reporting system for NRCS has dramatically changed for this fiscal year. Although there has been a dramatic change in the reporting system, it still remains critical that the agency's accomplishments are accounted for in the system that has been developed. On April 28, 2004, the Chief sent a memo to all State Conservationists reiterating this importance. The Chief stated, "There have been, and will continue to be, challenges as we transition to the new system. I want to re-emphasize the importance of continuing to report progress on a continuous basis."

There are nuances of PRS we are learning about as we continue to go through the transition from PRMS to PRS. In addition, enhancements and changes have been made throughout the year to the PRS website. In order to have the most current information available, each field office needs to ensure they are working from the most current copies of the reference material, or are using the Help Screens and Documents within PRS for information and guidance on use of the system. The most current references, [PRS Getting Started Manual](#) (April 2004) and [PRS Field Business Definitions](#) (December 2003), are linked to the PRS homepage.

The FY04 goals have been approved by NHQ and will remain at the same level as FY03. PRS Field Business Definitions (begins Page 31), or the attached document "[Def book- modified for OK field offices- May 2004](#)", provides the information as to how performance measures (goals) are reported as progress in PRS.

National Bulletin No. 330-4-6 provides information regarding several changes that were recently made to PRS. Highlights of these changes are provided below, or you can link to [330-4-6](#) to review the entire bulletin.

1. The requirement to locate each land unit on a map has been changed to only require one map pin location per tract. Once a user places a pin for one land unit within a tract, an inferred lat/long is automatically used for the remaining land units associated with that tract. ...for Toolkit users that have uploaded digitized lat/long coordinates through Toolkit check in wizard, there is no change; the lat/long coordinates will continue to be uploaded. The requirement to locate each land unit will resume in the future as the integration of the systems continues.
2. The PRS land unit detail screen is modified to eliminate the need to identify a primary resource concern. This is a permanent change to the PRS application.

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3. The PRS Land Unit Detail screen is modified to make the linkage of a conservation system (from the Conservation System Guides (CSG) application) temporarily optional. Users are encouraged to continue linking a CSG with each land unit, as this will assist in determining the accomplishments for some of the national performance measures. In order to assist users who decide to continue linking a conservation management system to each land unit, the following changes have been made to the Land Unit Detail screen.
 - After selecting one conservation system, a user may use the copy paste feature to link the same conservation system to any other land units in the plan that have the same land use. To use the copy paste feature, first link a conservation system to any land unit, then select the copy key (it will turn green when selected), then paste it to the other land units as applicable.
4. Resource Management Systems (RMS) designations (planned or applied) will not be goaled, or reported, within PRS or otherwise. It will continue to be the goal of the Agency to assist landowners to achieve RMS level plans; however, the reporting of RMS's within PRS is not required.

Additional PRS information, updates, and guidance is available from the PRS website by clicking "What's New" to review PRS Newsflashes, "FAQ" for frequently asked questions, and "Help" for PRS' online help system. Several state bulletins with specific PRS guidance can also be referred to for specific guidance. These are OK180-4-1- documentation of planning and application in CST in order that progress can be uploaded into PRS; OK330-4-3- recording of board membership in PRS; OK330-4-5- program codes in PRS; and OK330-4-7- RSNOD in SCIMS.

Effective immediately, Suzanne Collier will assume the day to day technical support and training responsibilities for PRS. Suzanne will be the PRS State Contact to provide training and trouble shooting for PRS Team Contacts (See attached- [PRS Team Contacts- June 2004](#)) and field office users. Jamey Wood will continue to have coordination and management responsibilities for PRS. Jamey will serve as the liaison to the SLT and QLT to ensure resource needs and management issues are addressed.

All field office employees should have received training over the last several months from their PRS team contacts. If for some reason you have not received PRS training, or need additional training on the recent PRS system changes, please contact your PRS Team Contact or Suzanne Collier to arrange for this training.

Follow-up training for field office employees will be scheduled with your ASTC (FO) and PRS Team Contact during June and July, as needed and requested.

The Government Performance Results Act requires the Agency to account for funds. A major part of our accounting system is the PRS documentation. We must input progress into PRS to account for fund usage.

Please contact your PRS Team Contact, Suzanne Collier, or Jamey Wood if you have any questions regarding PRS.

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State Conservationist

Attachment