



September 14, 2004

OKLAHOMA BULLETIN NO. OK330-4-10**SUBJECT: MGT – Service Center Information Management System (SCIMS) Training****Purpose:** To inform NRCS employees of an upcoming SCIMS training session.**Expiration Date:** September 30, 2004**ACTION REQUIRED BY: September 30, 2004**

Data entered in the Service Center Information Management System (SCIMS) is used by multiple USDA agencies and, therefore the accuracy of SCIMS data is critical to the mission of USDA and NRCS. In order to ensure that all offices have at least one employee that is capable of entering data in the SCIMS database, basic training sessions on SCIMS will be provided twice a year. The training is intended for employees who will have responsibility for maintaining information in the SCIMS database. In order to maintain accurate records it is highly recommended that one employee per office be provided training and be given the responsibility of entering and updating the database.

Sessions for 2005 are being scheduled in October and February (tentatively). The October session is scheduled for Thursday, October 14, 2004, 9:30 AM through 3:00 PM. All sessions will be held in Stillwater in the IT training room, Room 231, at the State Office USDA building. Sessions will be filled on a first-come first-serve basis, with priority being given to employees in offices that do not have anyone with SCIMS training and access. Class size will be limited to twelve students per session. Requests to attend the training should be made by e-mail to Suzanne Collier, Resource Conservationist, State Office, at Suzanne.Collier@ok.usda.gov. She will put your name on a participant list and then ask that the training be submitted for final approval through supervisory channels on an OK-FNM-1 form.

Any questions on the upcoming training session should be directed to Suzanne Collier at 405.742.1234 or at Suzanne.Collier@ok.usda.gov.

/s/ John Glover acting for

M. DARREL DOMINICK
State Conservationist

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