



Natural Resources Conservation Service
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February 23, 2004

OKLAHOMA BULLETIN NO. OK360-4-14

**SUBJECT: PER – Final Service Center Information Management System (SCIMS)
Training Session for FY-2004**

Purpose: To provide information on the final training opportunity for SCIMS data entry for field office personnel.

Expiration Date: September 30, 2004

Oklahoma currently has most offices covered by at least one NRCS employee that has permission to input a client record into the Service Center Information Management System (SCIMS). A final training session has been scheduled on Wednesday, March 17, 2004, to catch just a few offices and individuals that were not covered in the first rounds of training. There are slots available, if you feel that there would be any reason to train an additional person in your office. This would probably only be needed if you have a significant number of customers who do not participate in other USDA programs, or if the person who has been trained is not readily available to make entries into the system when needed. Only NRCS employees (and FSA and RD employees) are allowed to enter data into the SCIMS system, so this training is only open to NRCS personnel.

District Conservationists who would like to nominate themselves or another employee to attend the upcoming SCIMS training will need to do the following:

- Have the training request approved through their ASTC(FO)
- Send an e-mail to Suzanne.Collier@ok.usda.gov, with the name of the employee.
The session will be filled on a first come first serve basis.

The training will be from 9:30 AM to about 2:30 PM in the State Office IT training room (Room 231), on Wednesday, March 17th. Participants will need to know their WebCAAF Login ID and password for the session.

If you have any questions about the training contact Suzanne Collier, Resource Conservationist, at 405.742.1234 or e-mail Suzanne.Collier@ok.usda.gov .

/s/

M. DARREL DOMINICK
State Conservationist

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