



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

November 6, 2007

INDIANA BULLETIN NO. IN 440-8-1

SUBJECT: PGM – Service Center Information Management System (SCIMS) Data Cleanup

Purpose: To clean up invalid customer information records in SCIMS.

Expiration Date: September 30, 2008

Background: National Bulletin 440-8-3 outlined NRCS’s role in the cleanup of the SCIMS database. This bulletin will outline Indiana NRCS’s responsibilities in this process.

The Farm Service Agency (FSA) is responsible for maintaining the SCIMS database. A memorandum from FSA outlined corrective and preventative actions needed to clean up invalid customer information records in SCIMS. Analysis of SCIMS has revealed that fictitious customer records (including names and tax identification numbers (TINs) exist in SCIMS. Many of these fictitious records reside in the SCIMS/entity files with fictitious character names, such as “John Doe” or Jane Doe”, or other unacceptable labels. Fictitious TINs containing a series of nine identical numbers (e.g., 222222222) or consecutive numbers (e.g., 123456789) also reside in SCIMS. In most cases, these fictitious entries were originally created for training or testing purposes. FSA offices will be running reports and examining the reports for fictitious records. FSA personnel may be contacting NRCS personnel at the State or county levels to determine the validity of certain records and to identify corrective actions needed.

NRCS State and field office staffs should cooperate with FSA to clean up these records and to ensure that the SCIMS database is accurate and reliable. The field office staff should work with their FSA office to eliminate the erroneous entries for clients identified as NRCS customers. To do this, FSA will print “Customer Data Listing” reports from SCIMS and provide NRCS with a copy of their respective customer listing. NRCS will be responsible for reviewing their reports and correcting/updating applicable NRCS customer records.

FSA is responsible for accessing SCIMS and creating the NRCS customer link when notified by NRCS or FSA is aware the producer will be participating in a NRCS conservation program. The NRCS customer link must exist in order for NRCS ProTracts payment software to recognize a customer and process NRCS issued payments. FSA Notice CM-518 lists the responsibilities of FSA and NRCS regarding the responsibilities for adding and/or updating information for NRCS applicants in SCIMS.

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There are only a few Indiana NRCS employees that have SCIMS update access. All employees having access to SCIMS are responsible for protecting and promoting the integrity and security of all customer data within SCIMS.

Contact: If you have any questions, contact John Poenisch at extension 357.

/s/

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State Conservationist