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November 16, 2011

KANSAS BULLETIN NO. KS340-12-2

SUBJECT: SPA—Food Security Act of 1985, Notice for Validating Employee Types

Action required by: December 5, 2011
December 12, 2011

Purpose. To provide guidance to Kansas Natural Resources Conservation Service (NRCS) employees regarding review of Service Center Information Management System (SCIMS) Employee Type Code

Expiration Date. September 30, 2013

[National Bulletin 340-12-4](#) and subsequent emails from National Headquarters provide guidance on review of the SCIMS Employee Type Code for individuals who receive benefits from U.S. Department of Agriculture (USDA) programs and meet certain criteria. The review of Employee Type Codes is a cooperative effort between NRCS and the Farm Service Agency (FSA). The FSA has already started the process of identifying individuals.

The following information will be used for determination of the Employee Type Code.

- 00—Not an Employee:
 - Former employee, former district board member, or other individual formerly coded as shown below should be converted to this code.
- 01—Service Center Employee:
 - Employees other than FSA or NRCS such as State Conservation District employees and board members who also have farming interests.
- 02—FSA Employee/Producer:
 - (changed in SCIMS to remove “Service Center”) Includes any FSA employee, as well as state, county, and community committee members who also has farming interests and is a customer of any USDA Service Center agency.
- 03—Family Member:
 - Family member of a Service Center Employee includes any immediate family member who is also a customer of any USDA Service Center agency.
- 04—Close Relative of a Service Center Employee:
 - Close Relative of a Service Center Employee includes any family member not included in type “03” who is also a customer of any USDA Service Center agency.

(more)

DIST: A, MU, S

- 05—Private Business Associate of a Service Center Employee:
 - Includes any person who is in business with any Service Center employee who is also a customer of any USDA Service Center agency.
- 06—NRCS Employee/Producer:
 - Includes any NRCS employee who also has farming interests and is a customer of any USDA Service Center agency.
- Employees who do not have farming interest should not be recorded in SCIMS, although there are many currently recorded. SCIMS records have nothing to do with employees pay, retirement, leave, etc. or other personnel issues.

Note: Employees currently recorded in SCIMS that do not have farming interests should be updated to “Not an Employee” to avoid being selected for audits and spot checks.

Chad G. Volkman, State SCIMS Security Officer, will coordinate identifying individuals at the state level and forward those names to the appropriate supervisory district conservationist (SDC) for correction or addition into SCIMS. This action is required by **December 5, 2011**.

Assistant state conservationists for field operations (ASTC-FOs) will coordinate identifying individuals at the area level and forward those names to the appropriate SDC for correction or addition into SCIMS. This action is required by **December 5, 2011**.

SDCs will identify individuals in their management unit (MU). SDCs will correct or add individuals identified in their MU and individuals forwarded to them by the area office and the state office. It may be helpful for SDCs to work with their local FSA office to review the Excel spreadsheet that FSA has distributed to county offices. This spreadsheet contains individuals that currently have an Employee Type Code.

SDCs will complete corrections and/or additions to SCIMS and report completion to ASTC-FOs by **December 12, 2011**. ASTC-FOs will notify Chad of completion by **December 12, 2011**.

Contact: Chad G. Volkman, State SCIMS Security Officer, at 785-823-4529

(signed)

ERIC B. BANKS
State Conservationist