

Performance Results System (PRS) Kansas Task Guide #2

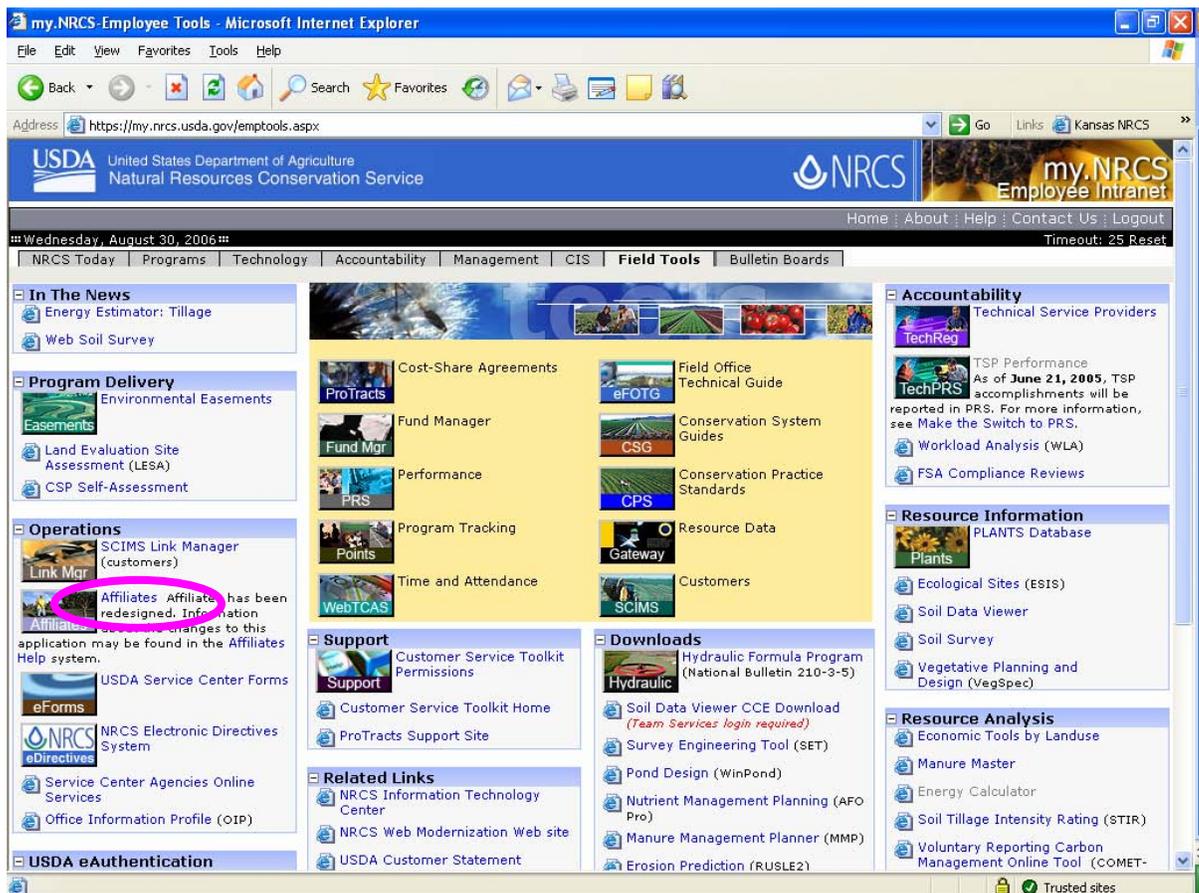
Conservation District (CD) Board Membership

Purpose

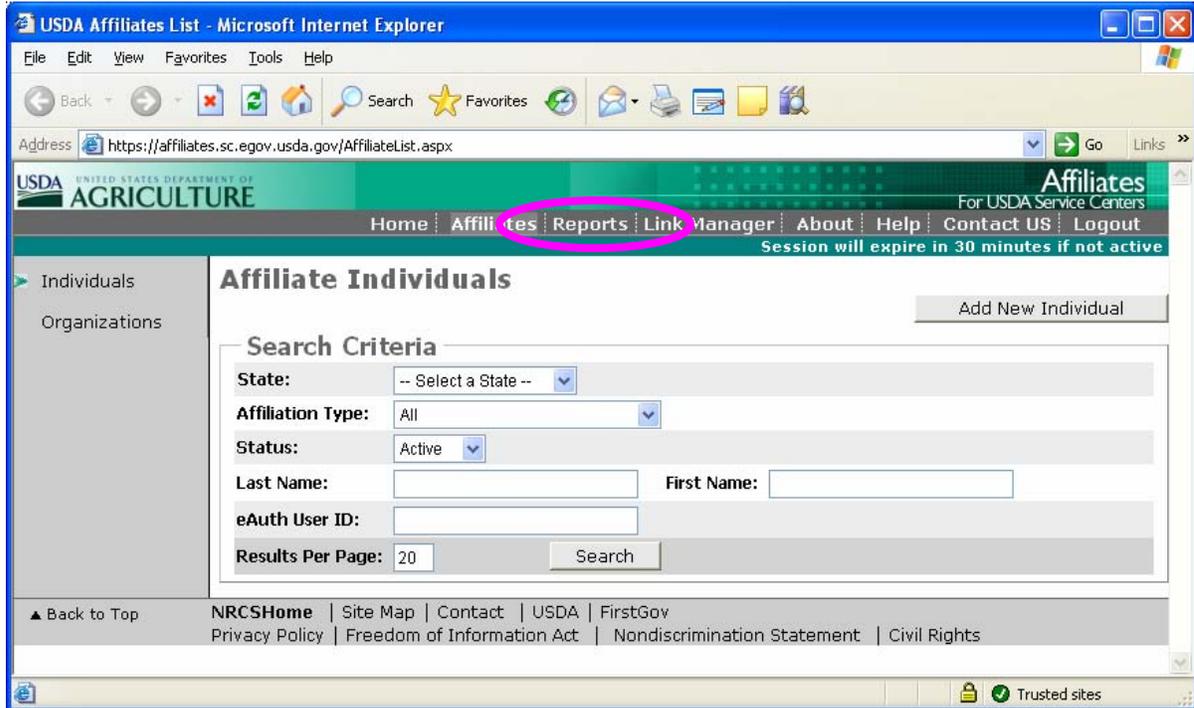
Membership data about CD boards is to be maintained within the Affiliates application. District conservationists will update this information as changes on these boards occur. Current board membership information will ensure accurate civil rights information

Instructions

1. Access the Affiliates application from my.NRCS Field Tools or by going directly to <https://affiliates.sc.egov.usda.gov/AffiliateList.aspx>.



2. To review current board membership, click on **Reports** on the top menu bar.

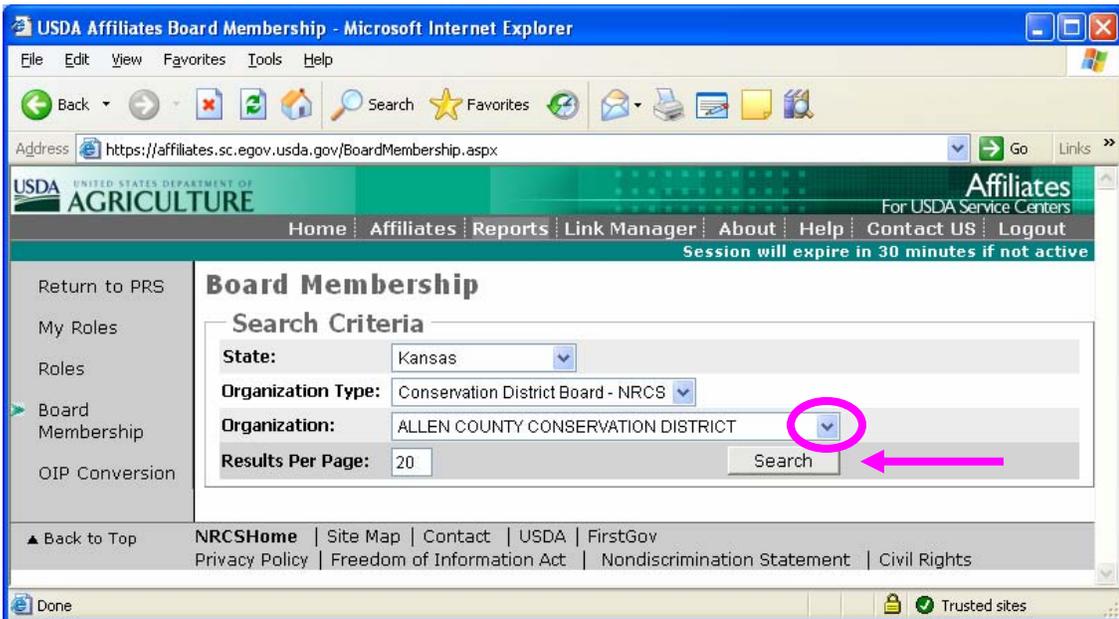


3. From the left side menu, click **Board Membership**.

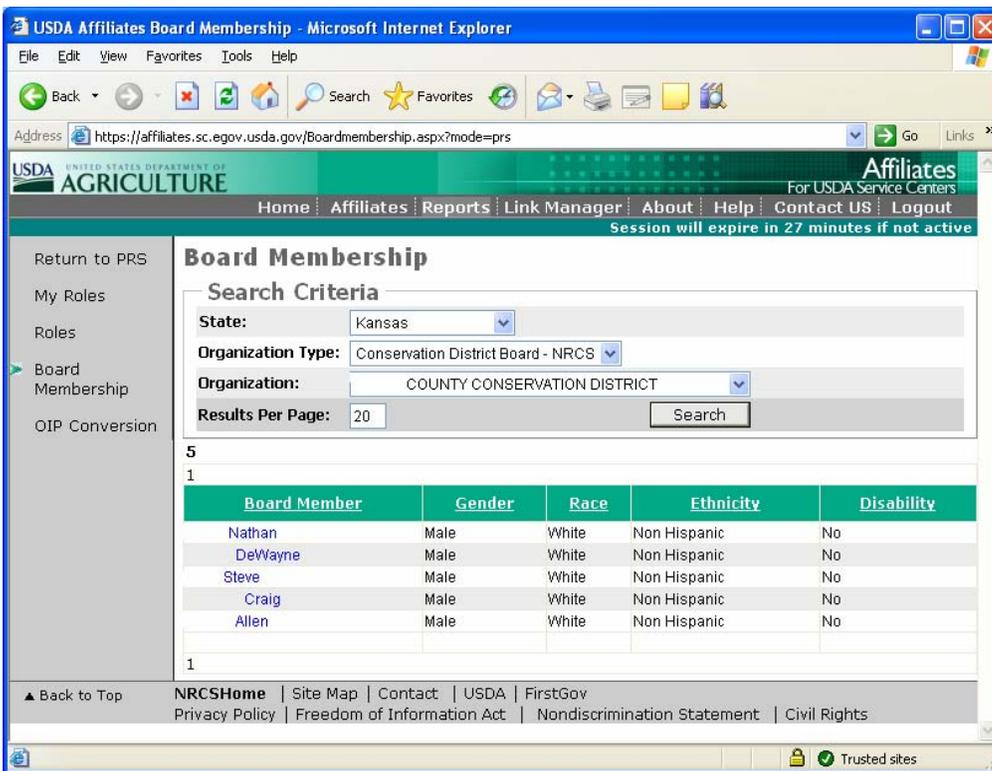


4. Use the drop-down lists to select “Kansas” in the State field and “Conservation District Board – NRCS” in the Organization Type field. When you select the Organization Type, the screen will automatically update.

- Next, select the appropriate board from the Organization drop-down list and click **Search**.



- The current board member list is displayed. Click on the name of a board member if you need to review their information or to remove them from board membership.



- To remove the person from board membership, check the **Deactivated** box and click **Save**.

The Expiration Date field is available for auto cleanup of board membership. The ending date of the individual's appointment can be entered in the expiration date field. After this date, the record will automatically be marked as deactivated. Once entered, this date can be changed to reflect a new term, but it cannot be cleared. Deactivated records can also be reset to active if needed.

USDA Add/Edit Affiliate Individual - Microsoft Internet Explorer

Individual Information

Name (Last/First/MI): Clark Nathan

Affiliation Type: CD Board Member

Position Title:

eAuth User ID:

Affiliate Agency ID: 10012585

Status: Deactivated

Expiration Date:

Publish: Public

Contact Information

Source	Phone			Type	Email		
	Primary	Pub	Number		Primary	Pub	Address
Affiliates	<input type="radio"/>	<input type="checkbox"/>	() - x	-- Select Type --	<input type="radio"/>	<input type="checkbox"/>	-- Select Type --
Affiliates	<input type="radio"/>	<input type="checkbox"/>	() - x	-- Select Type --	<input type="radio"/>	<input type="checkbox"/>	-- Select Type --

Sensitivity and Security Clearance

Sensitivity Code: Not Applicable

Computer Sensitivity: Not Applicable

Security Clearance: Not Required

Background Investigation

Initiated: (mm/dd/yyyy)

Completed: (mm/dd/yyyy)

Organization Information

Affiliate Organization: ALLEN COUNTY CONSERVATION DISTRICT

Address: IOLA, KS 66749-1641

Phone: (620)365-2901

Associated Federal Office: IOLA SERVICE CENTER

Agency: Natural Resources Conservation Serv

ID: 61853 Site: 223 Address: IOLA, KS 66749-1641

Address Information

Physical Location of Affiliate: Federal Office Affiliate Organization Other (Complete Below)

Mailing Address of Affiliate: Same as Physical Location Other (Complete Below)

Save Cancel

- To enter new board members, click on **Affiliates** on the top menu bar.

USDA Affiliates Board Membership - Microsoft Internet Explorer

Address: https://affiliates.sc.egov.usda.gov/BoardMembership.aspx

USDA UNITED STATES DEPARTMENT OF AGRICULTURE

Affiliates For USDA Service Centers

Home Affiliates Reports Link Manager About Help Contact US Logout

Session will expire in 30 minutes if not active

Return to PRS

My Roles

Roles

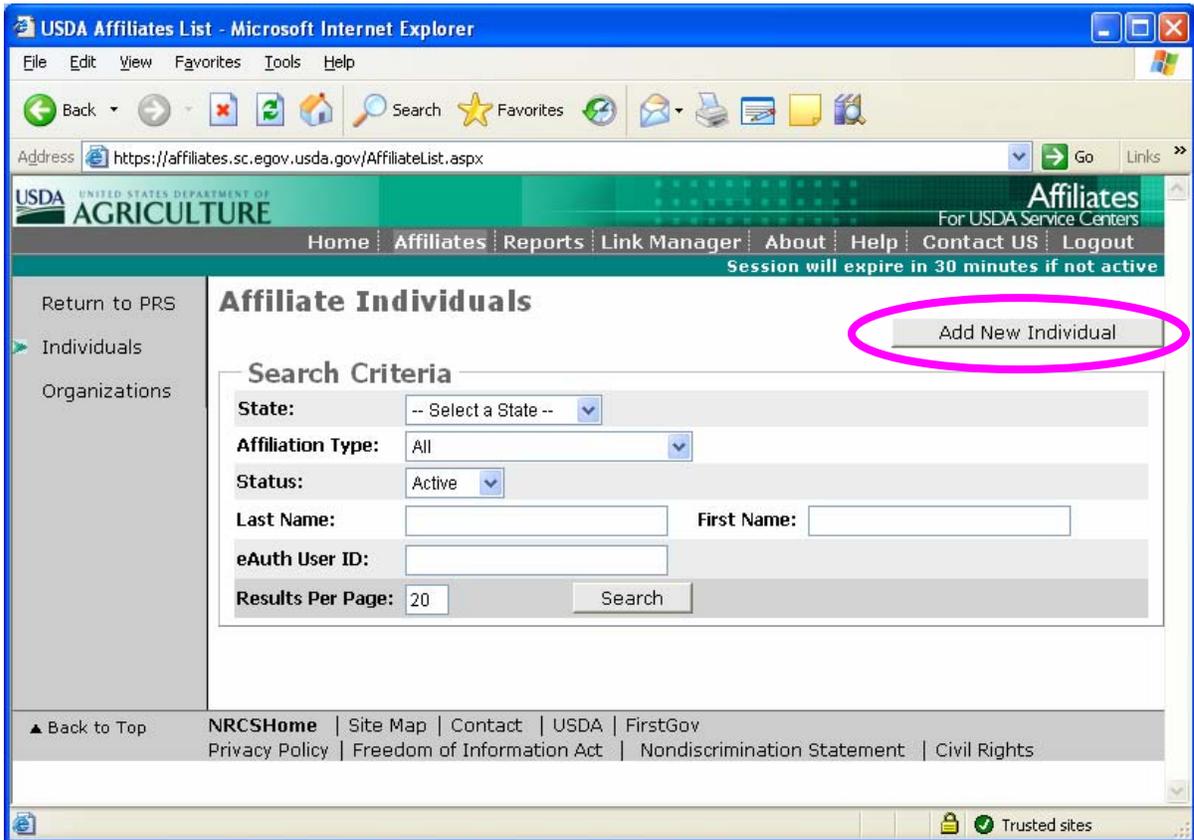
Board Membership

Search Criteria

State: Kansas

9. You can search the state for an existing record to determine if the individual already exists in the database. If the individual does not exist in the database, click **Add New Individual** to create a new record.

Note: An individual may have multiple records in the Affiliates database if they serve in multiple roles such as CD employee and CD board member.



The following sections of information are requested.

Individual Information

Name: Required fields are last and first name.

Affiliate Type: Required. Availability of other fields is determined by the affiliate type.

Position Title: Optional

Individual Information			
Name (Last/First/MI):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Affiliation Type:	CD Board Member		
Position Title:	<input type="text"/>		
eAuth User ID:			
Affiliate Account ID:			
Status:	<input type="checkbox"/> Deactivated		
Expiration Date:	8/18/2007		Publish: <input checked="" type="checkbox"/> Public

Expiration Date: For CD Board Member, the default is a year from the date the record was created. This date can be edited to reflect the end of the

term of the individual. The record will automatically be deactivated after this date.

Contact Information

This section is not required.

Contact Information									
Source		Phone				Email			
Primary	Pub	Number		Type	Primary	Pub	Address		Type
<input type="radio"/>	<input type="checkbox"/>	()	-	x	-- Select Type --	<input type="radio"/>	<input type="checkbox"/>		-- Select Type --
Affiliates									
Affiliates									

Sensitivity and Security Clearance

This section is required when a new individual is added or when an existing record is edited. For CD board members the following values should be selected.

Sensitivity and Security Clearance			
Sensitivity Code:	<input type="text" value="Not Applicable"/>	Background Investigation	
Computer Sensitivity:	<input type="text" value="Not Applicable"/>	Initiated:	<input type="text" value="(mm/dd/yyyy)"/>
Security Clearance:	<input type="text" value="Not Required"/>	Completed:	<input type="text" value="(mm/dd/yyyy)"/>

Organization Information

Affiliate Organization and Associated Federal Office are required. Click **Add** on Affiliate Organization.

Organization Information					
Affiliate Organization:		<input type="button" value="Add"/>	Associated Federal Office:		<input type="button" value="Add"/>
Name:		Agency:		Name:	
Address:		ID:		Site:	
Phone:				Address:	

On the Affiliate Organization Lookup screen, select Kansas for the state. Enter the county name in the Name field to narrow the search results. Click **Search**.

OrgOfficeSearch - Microsoft Internet Explorer

Affiliate Organization Lookup

Cancel

Search Criteria

Agency:

State: Name:

Organization Type:

Results Per Page:

Number of Results Returned: 1

Organization Name	Office Id	Site Id	Address	City	State	Phone
JEWELL COUNTY CONSERVATION DISTRICT	104128	8064	105 W SOUTH ST	MANKATO	KS	(785) 378-3961

1

The organizations meeting the criteria are displayed. Click on the appropriate organization. The affiliate organization and associated federal office will then be populated in the affiliate record. If the associated federal office is incorrect, click the **Change** button next to Associated Federal Office and search for the correct office.

Address Information

Select Affiliate Organization as the physical address.

Address Information	
Physical Location of Affiliate: <input type="radio"/> Federal Office <input checked="" type="radio"/> Affiliate Organization <input type="radio"/> Other (Complete Below)	Mailing Address of Affiliate: <input checked="" type="radio"/> Same as Physical Location <input type="radio"/> Other (Complete Below)
Other Address: <input type="text"/>	Other Address: <input type="text"/>
City/State/Zip: <input type="text"/> -- <input type="text"/>	City/State/Zip: <input type="text"/> -- <input type="text"/>

Race, Gender, Ethnicity, Disability Status (RSNOD)

RSNOD information is required for CD board members.

Race, Gender, Ethnicity, Disability Status (RSNOD)	
Disabled? <input type="radio"/> Yes <input type="radio"/> No	Race: <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American
Gender: <input type="radio"/> Female <input type="radio"/> Male	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
Ethnicity: <input type="radio"/> Hispanic or Latino <input type="radio"/> Non-Hispanic	<input type="checkbox"/> White

Click **Save** in the lower right corner of the screen to save the board member record.