
December 22, 2003

WEST VIRGINIA BULLETIN NO: WV330-4-4

SUBJECT: New Performance Results System (PRS)

Purpose: To announce the availability of the new Performance Results System (PRS) for reporting progress in FY 2004 and to request that field office staff start entering progress data.

Expiration Date: September 30, 2004

ACTION REQUESTED BY JANUARY 16, 2004

Information and instructions regarding the new Performance Results System (PRS) for reporting of field office progress is now available on the "My.NRCS" website. To access "My.NRCS", employees can log in at: <http://my.nrcs.usda.gov/> by using their WebCAAF User ID and Password.

Once an employee is logged into the "My.NRCS" web site, they can access the new PRS information by clicking on the "my NRCS" tab at the top of the page, then clicking on the "Performance Results System" link on the right hand side of the page. This will bring up links to:

- 1) A Users Guide called "Performance Results System, (Version 1.0.0, dated 12-2-2003) and**
- 2) FY2004 Field Performance Business Definitions**

All NRCS field employees should download and read the User's Guide and the Field Performance Business Definitions.

The PRS Training Site allows employees to practice using the PRS system without adversely affecting the real progress data. The PRS Training site is found on My.NRCS, under the "Accountability" tab. On the right hand side of the screen, under "IAS 2004 Training Information", there is a link to "PRS Training Site - NEW". When you click on this link, you will be taken to a Welcome screen with areas highlighted in yellow that indicate it is a training site, not a production site. You can add or change records on this site without affecting any permanent records. At the top of this screen, there are tabs for "Home", "Data Entry", "Reports", "Tools",

“FAQ”, and “Help”. You can practice data entry, read the FAQ, and access the Help pages on this site. BE SURE THAT YOU ARE ON THE TRAINING SITE WHEN YOU ARE PRACTICING. Employees should practice data entry on the PRS practice site, and once comfortable with using PRS, start to enter real data.

Employees are requested to start entering data no later than January 16, 2004. The PRS Production Site link is also on the My.NRCS “Accountability” page as the practice site link. The link has wording highlighted in yellow that says “Data Entry Now Available”. If you go into this site, it looks identical to the practice site, except that there is no yellow highlighted “Training” at the top of the page. Any data that you enter here WILL affect your permanent records and show up in the real PRS system. Again, be sure that you know which site you are in.

The following dates have been scheduled to provide training and answer questions after employees have had a chance to use the system for a short time. ASTC-FO’s will provide more information on the location and time of this training.

West Area – Feb. 5

East Area – Feb.12

South Area – Feb. 18

You may access two replays of Net Conference training sessions on PRS by clicking on the links below. You will need to fill out the registration page and have to check the box that you agree to the privacy policy. Then click on the “proceed” button. On the next page, select the first viewing option, the “PlaceWare Replay”. You may need to adjust the volume on your computer speakers to hear the audio portion. Both Net

Conferences are available only for a limited time. If the first one is not available when you try it, then try the second one.

The first Net Conference is basically an orientation and overview of PRS. It is one and a half hours long. The link is:

<https://www.mymeetings.com/nc/join.php?i=PH8276150&p=PRS%20SCREEN%20B&t=r>

At the present time, data can only be entered directly into PRS manually. The software necessary to do the automatic data mining from Toolkit is not loaded yet. Employees should NOT attempt to install the “Toolkit Check In Wizard”. In the near future, the automatic data mining feature will be available. In the meantime, you also need to know how to do the manual data entry and need to become familiar with PRS.

The second Net Conference is about two hours and twenty minutes long. It gets into more of the details regarding PRS. It will be helpful for you to have practiced the PRS system a little bit, to follow what is happening. The link is:

<https://www.mymeetings.com/nc/join.php?i=PH8622731&p=PROGRESS&t=r>

If you have questions or need additional information, please contact Herb Andrick at 304-284-7560, or Jim Piper at 304-284-7543.

/s/

**LILLIAN V. WOODS
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