



Natural Resources Conservation Service
675 U.S. Courthouse
801 Broadway
Nashville, Tennessee 37203

January 30, 2004

TENNESSEE BULLETIN NO. 180-04-1

SUBJECT: CPA - CONSERVATION PLANNING AND APPLICATION

Purpose. To provide TOOLKIT WIZARD installation instructions.

Expiration Date: September 30, 2004.

All NRCS field offices (including "closed" offices) in Tennessee now have the CCE Windows XP update installed. All systems are now ready for installation of TOOLKIT WIZARD. It will be the vehicle used to upload and report progress in the new Progress Reporting System (PRS).

Each field office should designate one person to be responsible for PRS reporting. These persons should download and install TOOLKIT WIZARD on their workstations under their login. They should also download a copy of the TOOLKIT WIZARD USER'S GUIDE. The following link is to be used to install the wizard and get a copy of the user's guide. Offices with "dialup" web connections may experience difficulty with the installation process, if they happen to get a weak connection when the download is attempted. An installation CD has been requested and will be provided to offices where this difficulty persists.

<http://www.itc.nrcs.usda.gov/toolkitng/checkin.htm#Check%20In%20Wizard>

TOOLKIT WIZARD and PRS training have been scheduled in each area during the month of February, as follows:

February 5	Area 1	Jackson, Tennessee
February 11 and 17	Area 2	Murfreesboro, Tennessee
February 19	Area 3	Knoxville, Tennessee

It will be helpful to you if you review the TOOLKIT WIZARD USER'S GUIDE prior to the training.

If you have any further questions, you may contact Herb Paugh at (615) 837-5529.

/s/

JAMES W. FORD
State Conservationist

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