

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE PM – 415

FOR: COUNTY OFFICES

Personnel Action Processing – COC Elections

APPROVED BY: State Executive Director



LEF:mac

1 Overview

A Purpose

The purpose of this notice is to provide instructions to county offices for submitting SF-52's "Personnel Action Requests" to the STO for COC members/alternates that are newly elected, re-elected, or outgoing members that did not run or were not re-elected.

B COF Action

County Offices shall submit SF-52's to the STO as follows:

- **Re-elected COC** – Extension of Temp Appt.
- **Newly elected COC**- Establish COC Appt.
Note: For newly elected, COF must include the following forms:
 - [W-4 Tax Withholding](#)
 - [SF-1199A, Direct Deposit Form](#)
 - [AD-349, Address Form](#)
 - [FSA-586, Oath of Office](#)
 - [SF-256, Self Identification of Handicap](#)
 - [SF-181, Race & National Origin Identification](#)
- **Not Elected or chose not to run** – Termination Expiration of Appointment
- **Ongoing COC Members** – **No Action Required**

PLEASE NOTE: County Offices need to submit an SF-52 with accompanying forms for all new members **at least 1 week prior to first payroll**. This also pertains to alternate members as they are called.

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DISPOSAL January 1, 2004

DISTRIBUTION County Offices, DD's STO

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C

Contact

If you have questions regarding this notice, please contact Marjorie in the State Office at 503 692-1973 Ext. 232.

D

COC Alternates

COC Alternates will not be loaded until actually called to a meeting. If you however, have a history in your county of using alternates, please send in all paper work as if a regular COC member. If you do not usually use alternates COF will need to obtain all necessary forms at the first meeting the alternate COC member is called. **Again, all forms for any new member/alternate must be in the STO at least 1 week prior to first payroll.**

E

PC TARE Action For Newly Elected COC

If a COC member is newly elected or a new COC alternate is called, they will need to be loaded in the PC-Tare Master Record in order to send a T&A record.

Accounting classification codes must be entered **on the first T&A** prepared for an employee. The "AC" field should be coded with "1" so that the accounting data will be stored for future reference. The accounting classification code must be entered on the first line of work hours on the T&A, beginning under the column labeled "APP". The standard classification code format for all COC is:

- **Y8741XXXCC00**

The Y in the above format should be replaced by the fiscal year (2003 = 3), the XXX should be replaced by your 3 digit County Code, the CC are the actual letters which stand for County Committee and the last two digits are zero's.

After an employee's first T&A is submitted the "AC" field should then be coded on subsequent T&A's with a "2", without entering the classification code. The code "2" tells NFC to continue using the initial accounting loaded.

F

A/36 Action

County Offices should update the A/36 System Name and Address file of County Committee Members.

County offices shall also continue to update COC Members and Alternates in Personnel and Payroll to update position and term of office information according to 15-AO par 160 through 163. **Once this information has been updated, a new COC Directory Report should be printed and faxed to the State Office as soon as possible.**

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G Completion Instructions for SF-52 for COC Elections

County Offices need to complete only the blocks listed below when using the **SF-52 Request For Personnel Action** for COC Elections. **(Links to all forms including the SF-52 is provided with this Notice.)**

Part A

Block 1: Complete the NTE date

Block 2: County Office Contact

Block 6: Signature of CED

Part B

Block 1: Full Name (Include Middle Initial, if No Middle Initial then list "NMI")

Block 2: Social Security Number

Block 3: Date of Birth (Mandatory)

Block 15: List Title of COC (Chairperson, Member or Alternate)

Block 22: List Name of County Office

Block 39: List Duty Station (Only needed in Shared Management Offices)
