

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Common Management and
Operating Provisions
1-CM (Revision 3)**

Amendment 36

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

There has been some confusion about estates and revocable trusts using Social Security numbers and how they should be loaded in SCIMS. There is also a change being implemented by IRS for tax year 2009 about 1-member LLC's having to obtain EIN's for FY 2009 payments.

B Reason for Amendment

This amendment provides clarification, policy, and procedure for loading estates and revocable trusts in SCIMS and the proper use of TIN's.

Subparagraph 121 B has been amended to:

- remove "estates" as an entity not required to obtain a separate ID number
- add a note about revocable trusts using Social Security numbers.

Subparagraph 122 A has been amended to:

- add a note to the table about revocable trusts using Social Security numbers
- no longer allow estates to use Social Security numbers, nor be loaded in SCIMS with Social Security numbers
- provide an IRS web link for estates
- add a note about LLC's having to obtain EIN's for FY 2009
- provide an IRS web link for EIN's.

Subparagraph 177 B has been amended to remove "estate" as a customer type that can be changed to a business with a Social Security numbers in SCIMS.

Amendment Transmittal (Continued)

B Reason for Amendment (Continued)

Subparagraph 178 A has been amended to remove “estate” as an ID type that can be loaded with a Social Security number in SCIMS.

Paragraph 178.5 has been amended to provide revised instructions for establishing estates in SCIMS.

Subparagraph 178.6 A has been amended to add a note about 1-member LLC’s being required to obtain EIN’s for FY 2009 and provide the applicable IRS web link.

Subparagraph 178.8 B has been amended to add a note about revocable trusts using Social Security numbers.

Exhibit 11.4 has been amended to add a note to item 9.

Page Control Chart		
TC	Text	Exhibit
	6-1, 6-2 6-2.5, 6-2.6 (add) 7-51, 7-52 7-57, 7-58 7-61, 7-62 7-62.5, 7-62.6	1, pages 1, 2 page 3 11.4, pages 1, 2

Part 6 General Rules for Identifying Numbers**Section 1 Producer Identifying Numbers****121 Requirements and Purpose****A Producer Identifying Number**

The Internal Revenue Code requires recipients of program payments to provide identifying numbers to USDA, so that payments can be correctly credited to participants' total earnings and reported to IRS. Except as provided in paragraph 124, make payments to producers who have provided a permanent ID number that IRS and SSA recognize as valid. Do **not** make payments using temporary ID numbers.

Note: See Exhibit 10 for additional information about EIN's.

B Need for Separate ID Numbers

Entities that are **not** required by IRS to have separate ID numbers, such as LLC's with 1 member and revocable trusts * * * may be required to obtain EIN's to differentiate payments.

Notes: If customers elect to use their personal Social Security number for an entity, that same Social Security number shall **not** be entered in SCIMS for the respective customer as an individual, nor shall they receive monetary benefits from FSA as an individual using their personal Social Security number in the same year.

--During the lifetime of the grantor of a revocable trust, and while the grantor is serving as trustee of his or her revocable trust, the grantor's Social Security number may be used as the revocable trust's TIN; however, on appointment of a third party as trustee or successor trustee, the trust shall obtain an EIN.--

122 Obtaining ID Number

A Obtain ID Number

Follow guidelines in 1-PL to determine the proper identifying number. Instructions in this table provide additional guidance and clarification for obtaining and using identifying numbers in certain cases.

Note See Exhibit 10 for additional information about EIN's.

Condition	Action
Person Signing as an Agent	<ul style="list-style-type: none"> • Obtain the Social Security number, EIN, or IRS identifying number for the producer. Obtain the agent's ID number or assign a temporary ID number. • The superintendent or authorized BIA representative may sign all program documents as an agent for entities on tribal and allotted lands. Issue payments to BIA with the Indian entity as the producer, using BIA number according to paragraph 124.
U.S. Territories, Possessions, and Trusts	<ul style="list-style-type: none"> • Obtain producer's Social Security number, EIN, or IRS identifying number before making producer payments. Inform producers that payments will not be reported to IRS. • Obtain information for determining whether a person is a resident of Puerto Rico from: <div style="text-align: center;"> <p>U.S. INTERNAL REVENUE SERVICE 255 PONCE DE LEON AVE STOP 28 HATO REY PR 00917-1900.</p> </div>

122 Obtaining ID Number (Continued)

A Obtain ID Number (Continued)

Condition	Action
<p>*--Corporation, LLC, Limited Partnership, Valid Trust, and Estate</p>	<p>Obtain EIN of entity and stockholders, partners, beneficiaries, or heirs according to 1-PL.</p> <p>Notes: For:</p> <ul style="list-style-type: none"> • revocable trusts using a Social Security number, during the lifetime of the grantor of the revocable trust, and while the grantor is serving as trustee of his or her revocable trust, the Grantor’s Social Security number is used as the revocable trust’s TIN; also, while the grantor is alive and acting as his or her own trustee there is no need for the trust to file separate income tax returns, IRS views any income received by the trust as being received by the grantors individually; however, on appointment of a third party as trustee or successor trustee, the trust will be required to apply for and use a TIN and file its own tax returns • estates using a Social Security number, 1 of the first duties of a personal representative, such as executor, administrator, etc. of a decedent, is to apply for an EIN for the estate; IRS requires that payments issued to a decedent before his or her death must be reported on IRS 1099-MISC using the individual’s Social Security number; payments issued after his or her death must be reported on IRS 1099-MISC using the estate’s EIN. <p>It is the responsibility and duty of the personal representative of the estate to provide the EIN acquired for the estate.</p> <p>For FY 2009, IRS will require 1-member LLC’s to deposit Federal employment taxes under the entity’s name and TIN. Before this change, 1-member LLC’s were allowed to use their Social Security number for filing; however, IRS will no longer allow this after FY 2008.</p> <p>Beginning in FY 2009, LLC’s may be loaded in SCIMS without TIN’s; however, they will not be eligible to be paid until they obtain an EIN. Go to www.irs.gov/pub/irs-pdf/p1635.pdf page 16, section H, “LLC” for additional information.--*</p>

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

The following table lists additional customer data elements. Some entries are required to create the core data in SCIMS.

Field	Required	Valid Entry
Common Name		<p>The common name will download to the AS/400.</p> <p>Examples: Robert Smith is known as Bob Smith. Jerry Saar DBA Saar Ranch.</p> <p>Note: If left blank, the customer’s first name, middle initial, and last name and suffix will default. However, the common name can be changed.</p>
Customer Type		<p>Individuals may be changed to a business with a Social Security number for only the following:</p> <p>* * *</p> <ul style="list-style-type: none"> •*-LLC’s (paragraph 178.6) • revocable trusts (paragraph 178.8).--*
Middle Name		Enter either the customer’s complete middle name or an initial.
Gender	X	Use the drop-down box to select the gender of the customer.
Gender Determination Code	X	<p>To indicate how the gender of the customer was determined, use the drop-down box to select either of the following:</p> <ul style="list-style-type: none"> • “Customer Declared” indicates verbal information directly from the customer or submission by the customer on a standard disclosure form • “Employee Declared” indicates an unsubstantiated judgment or information obtained through a third party.
Citizenship Country	X	<p>The citizenship of the customer:</p> <ul style="list-style-type: none"> • defaults to “United States” • may be changed by selecting a country from the drop-down box.
Veteran		<p>The veteran status of the customer:</p> <ul style="list-style-type: none"> • defaults to “Unknown or N/A” • may be changed by selecting from the drop-down box. <p>Note: An entry of “Y” or “N” is required for FLP customers.</p>

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Receive Mail Indicators		<p>The receive mail indicators:</p> <ul style="list-style-type: none"> • default to blank • must be checked if the customer has requested to receive mail from applicable agency. <p>Note: The FSA receive mail indicator is downloaded to all counties for a customer. However, during the SCIMS download, the AS/400 only updates the receive mail indicator if it is a new customer. Any subsequent updates to the receive mail indicator would need to be made on the S/36 through N&A Maintenance.</p>
Limited Resource Producer		<p>To indicate the limited resource producer status, use the drop-down box to select 1 of the following:</p> <ul style="list-style-type: none"> • “Yes” • “No” (default) • “Unknown”. <p>Note: See Exhibit 2 for definition of “limited resource producer” before updating this field.</p>
Resident Alien		<p>To indicate the resident alien status, use the drop-down box to select 1 of the following:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “Unknown or N/A” (default).

178 Entering Customer Core Data for a Business (Continued)

A Selecting a Business (Continued)

Field	Required	Valid Entry
ID Type (Continued)		<p>The ID type is required if an ID number is entered. If no ID number is entered, use the drop-down box to select “No Tax ID”.</p> <p>The only businesses that can be loaded with a Social Security number are the following:</p> <p>***</p> <ul style="list-style-type: none"> • LLC’s (paragraph 178.6) • revocable trusts (paragraph 178.8). <p>Note: For CMA or LSA, ID type must be employer ID. ***</p>
Business Name	X	The business’ name is required.
Legal Name		<p>Indicates that the business name has been verified to be the legal name of the business.</p> <p>If the customer has completed CCC-10, FSA-410-1, or FSA-2301, check applicable “Yes” or “No” box.</p> <p>Note: Legal name indicator does not download to AS/400 name and address record.</p>
Business Type	X	<p>Select the business type from the drop-down box.</p> <p>Notes: The business type selected will download to AS/400 an entity type.</p> <p>See Exhibit 11 for the entity type codes.</p> <p>For CMA or LSA, business type must be “Corporation”.</p>
Zip Code	X	<p>The business’ ZIP Code is required.</p> <p>Note: To add a customer with a foreign address that contains alphanumeric characters in the ZIP Code, the County Office’s respective ZIP Code will initially have to be entered to continue to the Enter Customer Data Page. The “ZIP Code” field will not accept alphanumeric characters.</p>

After the data in this subparagraph is entered, CLICK “Add”. To clear the fields of data entered without adding, CLICK “Reset”.

If a “potential duplicate” message is received, see paragraph 192 for resolving the potential duplicate.

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business Data

Business information entered on the previous page is brought forward to the Business Information page. Additional customer data is entered according to the table in this subparagraph. Sufficient customer data should be entered to easily identify the customer.

This is an example of the Business Information page.

*--

Business Information

Common Name: JONES FARMS	Tax ID: 552222222
* Customer Type: Business	Tax ID Type: Employer Id ▼

* Business Name: JONES FARMS	
* Legal Name: Yes <input type="checkbox"/> No <input type="checkbox"/>	
* Business Type: General Partnership ▼	
Business Prior1: General Partnership	
Business Prior2: General Partnership	

Gender: Select One ▼	Gender Determination Code: Select One ▼
Receive Mail Indicators: FSA <input checked="" type="checkbox"/> NRCS <input checked="" type="checkbox"/> RD <input type="checkbox"/>	* Voting District: Select One ▼ * <input type="text"/>
Limited Resource Producer: Select One ▼	Originating Country: UNITED STATES ▼
Inactive Customer Indicator: Active record ▼	Ethnicity: Select One ▼
	Ethnicity Determination Code: Select One ▼

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The options on the navigation bar at the top of this page may be used to access the information sections described in paragraph 179. Clicking on “Bottom” will take the user to the very bottom of the page where the “Submit” and “Reset” buttons are located as described in subparagraph 179 K.

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business Data (Continued)

Field	Required	Valid Entry
Inactive Customer Indicator		<p>To indicate activity status of customer, use the drop-down box to select either of the following:</p> <ul style="list-style-type: none"> • “active record” • “inactive record”. <p>Notes: Active record must have at least 1 active program participation, *--including FLP, and at least 1 active address. FSA program--* participation must have at least 1 legacy link.</p> <p>Inactive record must have all active program participation deleted and inactive customer program participation must be added. FSA program participation must have all legacy links deleted. “Inactive date” will display date and time customer’s inactive record was established below the “inactive customer indicator”.</p> <p>Do not inactivate a customer in SCIMS until all benefits are *--issued and all program participation, including FLP, is complete.</p> <p>If multi-county customer, do not inactivate without consulting with other County Offices with existing legacy links, including FLP.--*</p> <p>If multi-agency customer, user shall not activate or inactivate other agencies’ customers unless authorized by the respective agency.</p>
Ethnicity		<p>To indicate the business owner’s ethnicity, use the drop-down box to select either of the following:</p> <ul style="list-style-type: none"> • “Hispanic or Latino” • “Not Hispanic or Latino”.
Ethnicity Determination Code		<p>To indicate how the ethnicity of the customer was determined, use the drop-down box to select either of the following:</p> <ul style="list-style-type: none"> • “Customer Declared” indicates verbal information directly from the customer or submission by the customer on a standard disclosure form • “Employee Declared” indicates an unsubstantiated judgment or information obtained through a third party. <p>Note: The determination code:</p> <ul style="list-style-type: none"> • is a required entry if “Ethnicity” is entered • must be the same as the determination code entered in “Race”.

178.5 Establishing an Estate in SCIMS

A Purpose

*--Estates shall be loaded in SCIMS as a business, using **only** a Federal EIN.

Note: Using a decedent's Social Security number is not consistent with IRS requirements for estates.

One of the first duties of a personal representative, such as executor, administrator, etc., of a decedent is to apply for an EIN for the estate. It is the responsibility and duty of the personal representative of the estate to provide the EIN acquired for the estate to all parties of interest. Go to <http://www.irs.gov/pub/irs-pdf/p559.pdf>, page 2, "personal Representative/Duties" for additional information.

Estates may be loaded in SCIMS without TIN's; however, they will **not** be eligible to be paid until they obtain an EIN.--*

B Loading an Estate in SCIMS

*--When entering an estate in SCIMS, Service Centers shall enter the estate's name as it appears on court documents presented by the executor/administrator of the estate.

Notes: If a deceased customer is currently loaded in SCIMS as an individual with a Social Security number, the record shall **not** be updated and used by the estate. A complete new record shall be loaded in SCIMS as a business for the estate and submitted.

Records that exist in SCIMS for the deceased customer as an individual must be inactivated and unlinked from the database according to subparagraph 178 B and paragraph 195 respectively.--*

* * *

178.6 Establishing LLC's in SCIMS

A Purpose

LLC's shall be loaded in SCIMS using **either** of the following:

- a customer's Social Security number

***--Important:** For FY 2009, IRS will require 1-member LLC's to deposit Federal employment taxes under the entity's name and TIN. Before this change, 1-member LLC's were allowed to use their Social Security number for filing; however, IRS will no longer allow this after FY 2008.

Beginning in FY 2009, LLC's may be loaded in SCIMS without TIN's; however, they will not be eligible to be paid until they obtain EIN's. Go to www.irs.gov/pub/irs-pdf/p1635.pdf page 16, section H, "LLC" for additional information.--*

- a Federal EIN.

Note: If a customer, who is the sole member of LLC elects to use their personal Social Security number for LLC, that same Social Security number shall **not** be entered in SCIMS for the respective customer as an individual, nor shall they receive monetary benefits from FSA as an individual using their personal Social Security number.

B Loading LLC in SCIMS

When entering a new or updating an existing LLC in SCIMS, Service Centers shall enter the customer's name followed by "LLC".

Example: Smith Farms LLC.

LLC should be entered in SCIMS as a business customer with a Federal EIN or no TIN. If the customer uses the Social Security number, the customer **must** first be entered in SCIMS as an individual and submitted. After the customer has been updated, change the individual to a business by selecting "Limited Liability" as the business type in SCIMS.

Notes: If no TIN was entered in SCIMS, a customer ID number will be assigned. Customer ID numbers will **not** be eligible to receive payments.

The change to LLC as a business type **must** be done in a timely manner.

178.7 Establishing Irrevocable Trusts in SCIMS

A Purpose

Irrevocable trusts shall be loaded in SCIMS using a Federal EIN.

178.7 Establishing Irrevocable Trusts in SCIMS (Continued)**B Loading an Irrevocable Trust in SCIMS**

When entering a new or updating an existing irrevocable trust in SCIMS, Service Centers shall enter the irrevocable trust by using the customer's name followed by "Irrevocable Trust".

Example: James Jones Irrevocable Trust.

The irrevocable trust should be entered in SCIMS as a business customer with a Federal EIN or no tax ID number.

Note: If no TIN was entered in SCIMS, a customer ID number will be assigned. Customer ID numbers will **not** be eligible to receive payments.

178.8 Establishing a Revocable Trust in SCIMS**A Purpose**

Revocable trusts shall be loaded in SCIMS:

- using a Federal EIN, Social Security number, or no tax ID number
- selecting "Revocable Trust" as the business type.

B Loading a Revocable Trust in SCIMS

When entering a new or updating an existing revocable trust in SCIMS, Service Centers shall enter the revocable trust by using the customer's name followed by "Revocable Trust".

Example: James Jones Revocable Trust.

The revocable trust should be entered in SCIMS as a business customer with a Federal EIN, Social Security number, or no tax ID number.

Notes: If no TIN was entered in SCIMS, a customer ID number will be assigned. Customer ID numbers will **not** be eligible to receive payments.

--During the lifetime of the grantor of a revocable trust, and while the grantor is serving as trustee of his or her revocable trust, the grantor's Social Security number may be used as the revocable trust's TIN; however, on appointment of a third party as trustee or successor trustee, the trust shall obtain an EIN.--

If customers elect to use their personal Social Security number for a revocable trust, that same Social Security number shall **not** be entered in SCIMS for the respective customer as an individual, nor shall they receive monetary benefits from FSA, as an individual using their personal Social Security number.

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		750, 753
AD-2017	Service Center Information Management System (SCIMS) Access Form	Ex. 11.4	141, Ex. 2
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		177, 178
CCC-36	Assignment of Payment		211, 934
CCC-37	Joint Payment Authorization		211, 934
CCC-64	Surety Bond (Minor)	677	
CCC-184	CCC Check		679, 779
CCC-501A	Member's Information		753
CCC-502	Farm Operating Plan for Payment Eligibility Review		753
CCC-509	Direct and Counter-Cyclical Program Contract		709, 710
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		72, 753
CCC-605	Designation of Agent - Cotton		728, 731
CCC-1099-G	Report of Payments to Producers		276
CRP-1	Conservation Reserve Program Contract		211

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		728
FSA-211	Power of Attorney	Ex. 60	Part 25, 178, 709, Ex. 2
FSA-211-1 <u>1/</u>	Power of Attorney for Husband and Wife		728
FSA-211A	Power of Attorney Signature Continuation Sheet	Ex. 60	728
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent	779	
FSA-410-1	Request for Direct Loan Assistance		177, 178
FSA-476	Notice of Acreage Bases, Payment Yields and CRP Reduction		83
FSA-570	Waiver of Eligibility for Emergency Assistance	802	801
FSA-2301	Request For Youth Loan		177, 178
I-151	Alien Registration Receipt Card		178, 932
I-551	Alien Registration Receipt Card		178, 932
IRS 1099-MISC	Miscellaneous Income		122
SF-256	Self-Identification of Handicap	Ex. 13	179
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	780	
SF-1199A	Direct Deposit Sign-Up Form		728
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		728
UCC-1	UCC Financing Statement		681
UCC-1F	Effective Financing Statement		681
W-7	Application for IRS Individual Taxpayer Identification Number		127

1/ FSA-211-1 is obsolete.

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in Exhibit 102

The following abbreviations are not listed in Exhibit 102.

Approved Abbreviation	Term	Reference
AGI	adjusted gross income	750
APO	Army Post Office	179, 932
CCE	Common Computing Environment	141
CY	current year	208, 212
DBA	doing business as	177
e-FC	electronic funds control	20
EIN	employer ID number	121, 122, 178.5, 178.6, 178.7, 178.8
EQIP	Environmental Quality Incentives Program	750-754
FIPS	Federal Information Processing Standards	Ex. 101
FRS	Farm Records Management System	752
FSRIA	Farm Security and Rural Investment Act of 2002	106, 107
HC	highway content	179
IE	Internet Explorer	141
ITSD-ADC	Information Technology Services Division - Application Development Center	141, 156
LAA	local administrative area	142, 208, 212, 291, 294, 305
LLC	Limited Liability Company	121, 122, 177, 178, 178.6
MQ	Marketing Quota	208, 209
NSCP	Naval Stores Conservation Program	779, 918
OT	other producer	197
PYBC	Prior Year Business Code	141, Ex. 11.4
RR	rural route	179, 208
SCIMS	Service Center Information Management System	Text, Ex. 11, 11.5, 12, 12.5-12.10, 104
TAA	Trade Adjustment Assistance	728
TIN	taxpayer ID number	121, 122, 178.5, 178.6, 178.7, 178.8

Re delegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
Authority to act for entities may be redelegated by the representative by filing FSA-211 for an agent to perform for the trust or estate.	730

Completing AD-2017

A Instructions for Completing AD-2017

Complete AD-2017 according to this table.

Item	Instructions
1	Enter the date that access is requested.
2	Enter the employee's name.
3	Enter the employee's eAuthentication user ID.
4	Enter the State name.
5	Enter the county name.
6	Enter the OIP code. Note: OIP codes are available at http://intranet.fsa.usda.gov/fsa/ . Under "Forms, Publications, and Supplies", CLICK "State/County Name & Address List".
7	Enter a checkmark for the type of employee, as applicable. Note: SCIMS access for temporary or non-USDA employees must be approved by the National SCIMS Security Office according to subparagraph 141 A.
8	Enter a checkmark for the applicable agency.
9	Enter a checkmark for the type of access requested. *--Notes: Requests for access to SCIMS shall be FAXed to FSA Security Operations at 816-627-0687 .--* AD-2017 shall also be used to submit requests for PYBC changes. PYBC change requests shall be FAXed to the Common Provisions Branch Chief at 202-720-0051. These requests shall not be FAXed to FSA Security Operations.
10	Enter a checkmark for the requested action, as applicable.
11	Read "Certification by Employee" before completing items 12A and 12B.
11A	The requesting employee shall sign.
11B	Enter date of signature.
12	Read "Certification by SCIMS Security Officer" before completing items 13A through 13D.
12A	SCIMS Security Officer shall sign.
12B	Enter date of signature.
12C	Concurring State Security Liaison Representative shall sign.
12D	Enter date of signature.
13	Enter any pertinent remarks.
14A	Common Provisions Branch Chief shall sign. Note: PYBC requests will be approved or disapproved by the Common Provisions Branch Chief in item 14B. The requestor will be notified by e-mail of action taken.
14B	Common Provisions Branch Chief shall approve or disapprove.
14C	Enter date of signature.
15	Read "Renovation by SCIMS Security Officer" before completing items 15A and 15B.
15A	SCIMS Security Officer shall sign.
15B	Enter date access to SCIMS is revoked. Note: Requests for revocation of access to SCIMS shall be FAXed to FSA Security Operations at 816-627-0687.

Completing AD-2017 (Continued)

B Example of AD-2017

The following is a completed example of AD-2017.

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This form is available electronically. AD-2017 (05-14-08)		U.S. DEPARTMENT OF AGRICULTURE SERVICE CENTER INFORMATION MANAGEMENT SYSTEM (SCIMS) ACCESS FORM	1. Request Date (MM-DD-YYYY) 04/22/2008
PART A - INSTRUCTIONS: State SCIMS Security Officers shall be responsible for requesting from FSA Security Operation access to SCIMS for their responsible employees. Please complete a separate form for each employee.			
2. Employee Name (Last, First, MI) Hunt, Christian A.		3. Employee's eAuthentication User ID chris.hunt	
4. State Name West Virginia		5. County Name Jefferson	
6. Office Information Profile (OIP) Code 66673		7. Type of Employee (Check one below): <input type="checkbox"/> Permanent Federal <input checked="" type="checkbox"/> Permanent County Office <input type="checkbox"/> Temporary Federal <input type="checkbox"/> Temporary County Office <input type="checkbox"/> Other (Specify):	
		8. Agency (Check one below): <input checked="" type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RD <input type="checkbox"/> Other (Specify below):	
9. Type of Access Requested (Check one below): <input checked="" type="checkbox"/> Full Access (Employee complete Items 11A and 11B) <input type="checkbox"/> View Only Access <input type="checkbox"/> Prior Year Business Code (PYBC) Changes (WDC Approval Required). PYBC requests shall be FAXed to the Common Provisions Branch Chief at 202-720-0051. These requests shall not be FAXed to FSA Security Operations.		10. Requested Action <input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Modify	
PART B - CERTIFICATIONS			
11. Certification by Employee By signing this form, I certify that I have received training by a USDA Employee who has authority to grant me use of the SCIMS database. I understand that proper use of the database and the consequences of accessing and making changes to customer's core data. I certify that I will use the database only for conducting USDA Government business as a necessary part of my position with the United States Department of Agriculture.			
11A. Employee's Signature /s/ Christian A. Hunt		11B. Date (MM-DD-YYYY) 04/22/2008	
12. Certification by SCIMS Security Officer As State or County SCIMS Security Officer, I certify that the above employee has received sufficient training on the use of the SCIMS database. By signing this form, I have granted this USDA employee permission to access the SCIMS database to conduct official USDA business.			
12A. SCIMS Security Officer's Signature /s/ Leanne Dilsworth		12B. Date (MM-DD-YYYY) 04/23/2008	
12C. State Security Liaison Representative's Concurrence /s/ Jerry Pugh		12D. Date (MM-DD-YYYY) 04/23/2008	
13. Remarks:			
14A. Signature of Common Provisions Branch Chief. (Complete only if Item 9, PYBC is checked.)		14B. Common Provisions Branch Chief's Concurrence <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
		14C. Date (MM-DD-YYYY)	
PART C - REVOCATION OF AUTHORITY			
15. Revocation by SCIMS Security Officer The authority for the above-named person was revoked on the day shown below:			
15A. SCIMS Security Officer's Signature		15B. Date (MM-DD-YYYY)	
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