

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Common Management and Operating Provisions 1-CM (Revision 3)</b>	<b>Amendment 48</b>
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**Approved by:** Acting Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraphs 765 A, 765 C, 765 D, 765 G, 765 H, 770 B, 770 D, 771 B, 771 D, 772 B, 772 C, and 772 D have been amended to provide updated screens.

Subparagraph 765 C, 765 F, 770 C, and 771 C have been amended to clarify action about the “Save” option for the FSA Power of Attorney Preview Screen.

Exhibit 102 has been amended to update approved abbreviations and acronyms.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	25-215 through 25-226 25-241 through 25-248 25-255 through 25-260	3, pages 1, 2 102, pages 1-4 pages 7, 8 pages 11, 12



**\*--764 Recording Guardianship (Continued)**

**D Record Minor Child and Parent/Guardian Preview Screen (Continued)**

The following options are available on the Record Minor Child and Parent/Guardian Preview Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Revise	Allows users to revise data.	CLICK “Revise” to return to Record Minor Child and Parent/Guardian Screen to make applicable changes.
Submit Guardianship	Allows users to submit the guardianship record.	CLICK “Submit Guardianship” after all data on the preview screen has been verified as correct and the Submit Guardianship Screen will be displayed.

**E Submit Conservatorship Screen**

The Submit Guardianship Screen will be displayed when users CLICK “Submit Guardianship”. If all the data is complete and accurate, and users want to continue, CLICK “Yes” and the Fiduciary Relationships Report Screen will be displayed. If users do not want to continue or all data is not complete and accurate, CLICK “No” and the Record Minor Child and Parent/Guardian Preview Screen will be displayed.

The following is an example of the Submit Guardianship Screen.

USDA United States Department of Agriculture  
FSA - Farm Service Agency

Fiduciary System

**Submit Guardianship**

Is all the data displayed complete and accurate?

Parent/Guardian data can not be modified after it is submitted to the Fiduciary Relationship database!

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765 Recording FSA Power of Attorney

A Overview

The “Record FSA Power of Attorney” option provides users the ability to record FSA-211 in the Fiduciary Relationships System. This option also provides users the ability to print FSA-211’s.

The following is an example of the Record FSA Power of Attorney Screen before any data being recorded.

\*--

[Fiduciary](#) > [Record FSA Power of Attorney](#)

### Record FSA Power of Attorney

**Grantor**

Name	Tax Id	
IMA FARMER	XXXX E	<a href="#">Delete</a>

---

**Attorney-In-Fact**

Name	Tax Id	
<a href="#">Select Attorney-In-Fact</a>		

---

**FSA, NRCS and CCC Programs**

Program	Transaction	
<a href="#">Add FSA, NRCS and CCC Programs and Transactions</a>		

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**Insured Crops**

Crop	Year	County	State	Transaction	
<a href="#">Add Insured Crops and Transactions</a>					

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**Recording Office**

**State**

Mississippi

**Service Center**

CLARKSDALE SERVICE CENTER

**Enter the number of required signatures**

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**\*--765 Recording FSA Power of Attorney (Continued)**

**B Recording FSA Power of Attorney Options**

The following provides options available on the Record FSA Power of Attorney Screen.

<b>Option</b>	<b>Description</b>	<b>Action</b>
Grantor - Select Grantor	Allows users to select the grantor. Select grantor by searching by producer type, name, tax ID, or other.	CLICK “Select Grantor” and the USDA SCIMS Customer Search Page will be displayed.
Attorney-In-Fact - Select Attorney-In-Fact	Allows users to select the attorney-in-fact. Select attorney-in-fact by searching by producer type, name, tax ID, or other.	CLICK “Select Attorney-In-Fact” and the USDA SCIMS Customer Search Page will be displayed.
FSA, NRCS and CCC Programs - Add FSA, NRCS and CCC Programs and Transactions	Allows users to add FSA, NRCS, and CCC programs and transactions.	CLICK “Add FSA, NRCS and CCC Programs and Transactions” to view and select FSA, NRCS, and CCC programs and transactions. See paragraph 766.
Insured Crops - Add Insured Crops and Transactions	Allows users to add insured crops and transactions.	CLICK “Add Insured Crops and Transactions” to view and select insured crops and transactions. See paragraph 767.
Recording Office - State and Service Center	<p>Drop-down menu allows users to select the State and Service Center that is recording the power of attorney.</p> <p><b>Notes:</b> The State and Service Center is defaulted according to the user’s eAuthentication ID.</p> <p>The recording county is the Service Center that has the original FSA-211 on file for the producer.</p>	Select the recording office’s State and Service Center.
Next	Allows users to continue.	Users <b>must</b> select a grantor; attorney-in-fact; FSA, NRCS, and CCC program; and/or insured crops and recording office <b>before</b> users CLICK “Next”. The FSA Power of Attorney - Verify Signatures Screen will be displayed.

--\*

765 Recording FSA Power of Attorney (Continued)

C FSA Power of Attorney - Verify Signatures Screen

The FSA Power of Attorney - Verify Signatures Screen allows users to enter the required signatories, the signature/witness date, indicate if the grantor's signature was witnessed or notarized signature, and the effective date of the power of attorney.

The following is an example of the FSA Power of Attorney - Verify Signatures Screen before entering required signatories for a grantor that is a corporation.

\*--

[Fiduciary](#) > [Record FSA Power of Attorney - Verify Signatures](#)

### FSA Power of Attorney - Verify Signatures

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**Grantor**

Name	Required number of signatures
IMA FARMER	2

---

**Required Signatories**

#	Name	Signature/Witness Date	FSA Witnessed or Notarized
1			<a href="#">Add</a>
2			<a href="#">Add</a>

---

**Effective Date**

(mm/dd/yyyy)(mmdyyyy)(mmdyy)

---

**Revoked/Cancelled Date**

(mm/dd/yyyy)(mmdyyyy)(mmdyy)

**Reason for Revocation/Cancellation**

**Explanation for Reason "Other"**

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--\*

765 Recording FSA Power of Attorney (Continued)

C FSA Power of Attorney - Verify Signatures Screen (Continued)

The following is an example of the FSA Power of Attorney – Verify Signatures Screen before entering data for a grantor that is an individual.

\*--

[Fiduciary](#) > [Record FSA Power of Attorney - Verify Signatures](#)

### FSA Power of Attorney - Verify Signatures

---

**Grantor**

Name	Required number of signatures
ANY 1 PRODUCER	1

---

**Required Signatories**

Signature/Witness Date	FSA Witnessed or Notarized
<input style="width: 80%;" type="text"/> <small>(mm/dd/yyyy)(mmddyyyy)(mmddyy)</small>	FSA Witnessed <span style="font-size: 1.2em;">▼</span>

---

**Effective Date**

(mm/dd/yyyy)(mmddyyyy)(mmddyy)

---

**Revoked/Cancelled Date**

(mm/dd/yyyy)(mmddyyyy)(mmddyy)

**Reason for Revocation/Cancellation**

**Explanation for Reason "Other"**

---

Return
Preview Completed POA
Save
Print FSA-211

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[FSA Intranet](#) | [USDA.gov](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy](#) | [Non-Discrimination](#) | [Information Quality](#) | [USA.gov](#) | [White House](#)

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**\*--765 Recording FSA Power of Attorney (Continued)**

**C FSA Power of Attorney - Verify Signatures Screen (Continued)**

The following options are available on the FSA Power of Attorney - Verify Signature Screen.

<b>Option</b>	<b>Description</b>	<b>Action</b>
Required Signatories – Add  <b>Note:</b> Only available if grantor is not an individual.	Allows users to enter the names of the required signatories.	CLICK “ <b>Add</b> ” and the USDA SCIMS Customer Search Page will be displayed. Select signatory by searching by type, name, tax ID, or other.
Required Signatories – Delete	Allows users to delete the name of required signatory after it has been entered if it was an incorrect selection. Enter the name of the correct signatory.  <b>Note:</b> User must enter signature/witness date and select whether it was FSA witnessed or notarized.	CLICK “ <b>Delete</b> ” to delete required signatory.  CLICK “ <b>Add</b> ” and the USDA SCIMS Customer Search Page will be displayed. Select correct signatory by searching by type, name, tax ID, or other.
Signature/Witness Date	Allows users to enter the date the signatory signed the FSA power of attorney.	Enter the signature/witness date. The signature/witness date <b>must</b> be entered in “mm/dd/yyyy” format or click the calendar to select date.
FSA Witnessed or Notarized	Allows users to select how the signature was validated.	CLICK: <ul style="list-style-type: none"> <li>• “<b>FSA Witnessed</b>” from the drop-down menu if the signature was witnessed by an FSA employee</li> <li>• “<b>Notarized</b>” from the drop-down menu if the signature was notarized.</li> </ul>
Effective Date	Allows users to enter the date the power of attorney became effective.	Enter the effective date. The effective date must be entered in “mm/dd/yyyy” format or click the calendar to select date.

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## 765 Recording FSA Power of Attorney (Continued)

## C FSA Power of Attorney - Verify Signatures Screen (Continued)

Option	Description	Action
Revoked/Cancelled Date	Allows users to enter the revocation/cancellation date of the power of attorney.  <b>Note:</b> Once a record has been submitted, the user will access the record through the "Update Fiduciary Relationship" option to record a revoked/cancelled date. See paragraph 771.	Enter the revocation/cancellation date. The revocation/cancellation date must be entered in "mm/dd/yyyy" format or click the calendar to select date.
Reason for Revocation/Cancellation	Allows users to enter the reason for the revocation/cancellation of the power of attorney.  <b>Note:</b> Once a record has been submitted, the user will access the record through the "Update Fiduciary Relationship" option to record a revoked/cancelled reason. See subparagraph 771.	Select a reason for the revocation/cancellation from the drop-down menu.
Explanation for Reason "Other"	Allows users to enter an explanation for Reason "Other".	Enter an explanation for Reason "Other". Do <b>not</b> enter any PII data. This entry is <b>required</b> if Reason "Other" is selected.
*--Save	Allows users to save and continue to record data on the power of attorney record after submitting.	CLICK " <b>Save</b> " to view and verify recorded data before submitting.  <b>Note:</b> Signature/witness and effective dates <b>must</b> be updated within 14 calendar days to complete this agreement.--*
Print FSA-211	Allows users to print FSA-211.	CLICK " <b>Print FSA-211</b> " to print FSA-211 with data entered. A PDF version will be displayed.
Return	Allows users to return to Record FSA Power of Attorney Screen.	CLICK " <b>Return</b> " to make changes on Record FSA Power of Attorney Screen.
Preview Completed POA	Allows users to continue to Record FSA Power of Attorney Screen.	CLICK " <b>Preview Completed POA</b> " to view and verify data <b>before</b> submitting the record.

765 Recording FSA Power of Attorney (Continued)

**D Record FSA Power of Attorney Preview Screen**

The Record FSA Power of Attorney Preview Screen allows user to verify data before submitting the record.

The following is an example of the Record FSA Power of Attorney Preview Screen for a grantor that is **not** an individual.

\*--

[Fiduciary](#) > [Record FSA Power of Attorney Preview](#)

### Record FSA Power of Attorney Preview

**Grantor**

Name	Tax ID	Address	City	State	Zip Code	
IMA FARMER	XXXX E	123 Nowhere Street	Anywhere	ST	00000	<a href="#">Revise</a>

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**Attorney-In-Fact**

Name	Tax ID	Address	City	State	Zip Code	
ANY 1 PRODUCER	XXXX S	123 Nowhere Street	Anywhere	ST	00000	<a href="#">Revise</a>

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**Required Signatories**

Name	Signature Date	FSA Witnessed or Notarized	
ANY 2 PRODUCER	12/06/2010	FSA Witnessed	<a href="#">Revise</a>
ANY 3 PRODUCER	12/06/2010	FSA Witnessed	<a href="#">Revise</a>
ANY 4 PRODUCER	12/06/2010	FSA Witnessed	<a href="#">Revise</a>

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**FSA, NRCS and CCC Programs**

Program	Transaction	
• All current and all future programs	• All actions	<a href="#">Revise</a>

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**Insured Crops**

Crop	Year	County	State	Transaction	

---

**Recording Office**

State	Service Center	
Mississippi	CLARKSDALE SERVICE CENTER	<a href="#">Revise</a>

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**Effective Date** 12/06/2010 [Revise](#)

**Revoked/Cancelled Date**

**Reason for Revocation/Cancellation**

**Explanation for Reason "Other"**

---

**Required Number of Signatures**

#	
3	<a href="#">Revise</a>

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[Submit](#)

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**\*--765 Recording FSA Power of Attorney (Continued)**

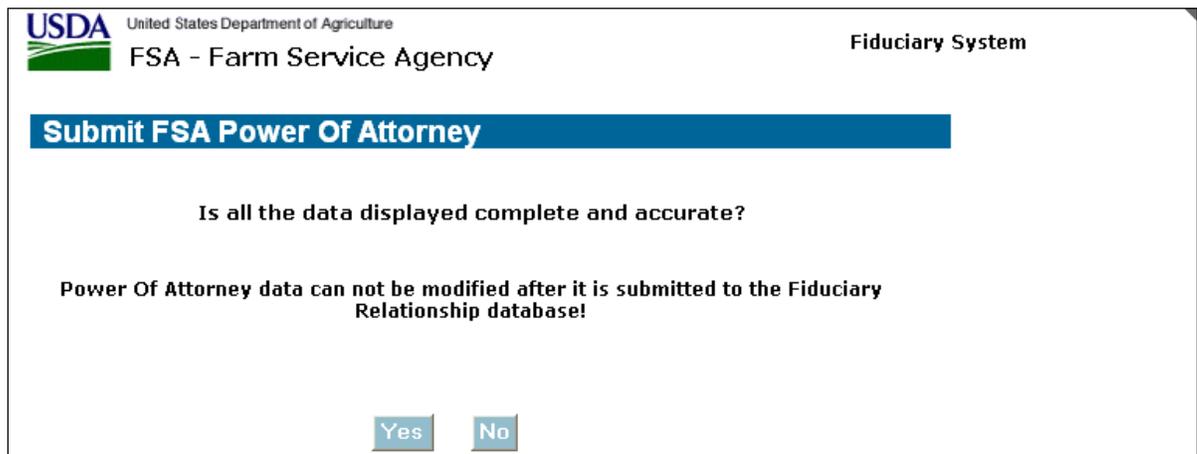
**D Record FSA Power of Attorney Preview Screen (Continued)**

To change data displayed on the Record FSA Power of Attorney Preview Screen, click any “Revise” to return to Record FSA Power of Attorney Screen. Make changes according to subparagraph C. After revisions have been made on the Record FSA Power of Attorney Screen, CLICK “Preview Completed Power of Attorney” to review data. CLICK “Submit” on the Record FSA Power of Attorney Preview Screen and the Submit FSA Power of Attorney Screen will be displayed.

**E Submit FSA Power of Attorney Screen**

The Submit FSA Power of Attorney Screen allows users to confirm all data is complete and accurate after clicking “Submit” on the FSA Power Of Attorney - Verify Signatures Screen. If all the data is correct, CLICK “Yes” to complete the recording of the FSA power of attorney and the Fiduciary Relationships Report Screen will be displayed indicating the record has been recorded. If user verifies the data is **not** correct, CLICK “No” and the FSA Power Of Attorney-Verify Signature Screen will be redisplayed.

The following is an example of the Submit FSA Power of Attorney Screen.



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**765 Recording FSA Power of Attorney (Continued)****\*--F Save Pending FSA Power of Attorney Screen**

The Save Pending FSA Power of Attorney Screen allows users to confirm all data is complete and accurate after clicking “Submit” on the “Record FSA Power of Attorney Preview” Screen. If all the data is correct, CLICK “Yes”, the data will be saved. If the user verifies the data is **not** correct, CLICK “No” and the Verify Signatures Screen will be redisplayed.

**Note:** The user will have 14 calendar days to finalize the FSA power of attorney. Failure to finalize the agreement will result in the agreement being deleted from the Fiduciary Relationships database.

USDA United States Department of Agriculture  
FSA - Farm Service Agency

Fiduciary System

**Save Pending FSA Power Of Attorney**

**This FSA Power of Attorney will be saved as a Pending agreement**

**You will have 14 days from 12/06/2010 to finalize this FSA Power of Attorney.**

**Failure to finalize this agreement will result in it being deleted from the Fiduciary Relationships database.**

**To finalize this FSA Power of Attorney, you will need to enter in all signatures and the effective date.**

**Select 'Yes' to save this agreement or 'No' to return to the Verify Signatures screen.**

Yes No

--\*

765 Recording FSA Power of Attorney (Continued)

**G Fiduciary Relationships Report Screen**

The Fiduciary Relationships Report Screen:

- will be displayed after the user clicks “Yes” on Submit FSA Power of Attorney Screen
- indicates the power of attorney has been recorded.

CLICK “FSA-211” to view the detail of the record. CLICK “Return” and the Fiduciary Relationships Home Screen will be displayed.

The following is an example of the Fiduciary Relationships Report Screen indicating FSA-211 has been recorded.

\*--

[Fiduciary](#) > [Fiduciary Relationships Report](#)

### Fiduciary Relationships Report

Select a relationship to view detail

Type	Principal	Agent	Effective Date	Revoke Cancel Date	Recording Office	Stipulations / Limitations
<a href="#">FSA 211</a>	IMA FARMER 123 NOWHERE STREET ANYWHERE, ST 00000	ANY 1 PRODUCER 123 NOWHERE STREET ANYWHERE, ST 00000	12/06/2010		CLARKSDALE SERVICE CENTER, Mississippi	n/a

[Return](#)

--\*

765 Recording FSA Power of Attorney (Continued)

H FSA Power of Attorney Detail Screen

The FSA Power of Attorney Detail Screen will display the details of the power of attorney that has been recorded. Data can no longer be revised or deleted since the power of attorney has been recorded. CLICK "Return" and the Fiduciary Relationships Home Screen will be displayed.

The following is an example of the FSA Power of Attorney Detail Screen.

\*--

[Fiduciary](#) > [FSA Power of Attorney Detail](#)

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**FSA Power of Attorney Detail**

Printer Friendly

**Grantor**

Name	Address	City	State	Zip Code
IMA FARMER	123 NOWHERE STREET	ANYWHERE	ST	00000

---

**Attorney-in-Fact**

Name	Address	City	State	Zip Code
ANY 1 PRODUCER	123 NOWHERE STREET	ANYWHERE	ST	00000

---

**Required Signatories**

Name	Signature Date	FSA Witnessed or Notarized
ANY 2 PRODUCER	12/06/2010	FSA Witnessed
ANY 3 PRODUCER	12/06/2010	FSA Witnessed
ANY 4 PRODUCER	12/06/2010	FSA Witnessed

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**FSA, NRCS and CCC Programs**

Program	Transaction
All current and all future programs	• All actions

---

**Insured Crops**

Program	Transaction
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**Recording Office**

State	Service Center
Mississippi	CLARKSDALE SERVICE CENTER

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**Effective Date** 12/06/2010  
**Revoked/Canceled Date**  
**Reason for Revocation/Cancellation**  
**Explanation for Reason "Other"**

---

Return

--\*

770 Searching Fiduciary Relationships

A Overview

To search for a specific power of attorney, CLICK “Search Fiduciary Relationships” on the Fiduciary Relationships Home Screen. A search may be completed by selecting a principal, agent, or principal and agent. The search will be processed against all fiduciary relationships or the specific type selected. The search will also be completed for “active”, “inactive”, or “all” according to status selected.

B Search Fiduciary Relationships Screen

The following is an example of the Search Fiduciary Relationships Screen.

\*--

[Fiduciary](#) > [Search Fiduciary Relationships](#)

### Search Fiduciary Relationships

**Principal**

Name	Tax Id	
<a href="#">Select Principal</a>		

---

**Agent**

Name	Tax Id	
<a href="#">Select Agent</a>		

**Which search would you like to see?**

- Conservatorship
- Deceased
- Guardianship
- Power of Attorney
- Spousal Signature Authority
- All Fiduciary Relationships

**Status**

- Active
- Inactive
- Pending (FSA Power of Attorney only)
- All

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770 Searching Fiduciary Relationships (Continued)

C Options

The following options are available on the Search Fiduciary Relationships Screen

Option	Description	Action
Principal - Select Principal	Allows users to search for fiduciary relationships associated with a specific principal/grantor.	CLICK <b>“Select Principal”</b> and the USDA SCIMS Customer Search Page will be displayed. Select principal/grantor by searching by producer type, name, tax ID, or other.
Agent - Select Agent	Allows users to search for fiduciary relationships associated with a specific agent/attorney-in-fact.	CLICK <b>“Select Agent”</b> and the USDA SCIMS Customer Search Page will be displayed. Select agent/attorney-in-fact by searching by producer type, name, tax ID, or other.
Which search would you like to see?	Allows users to select the type of fiduciary relationships to search.	Select 1 of the following: <ul style="list-style-type: none"> <li>• “Conservatorship”</li> <li>• “Deceased”</li> <li>• “Guardianship”</li> <li>• “Power Of Attorney”</li> <li>• “Spousal Signature Authority”</li> <li>• “All Fiduciary Relationships”.</li> </ul> <p><b>Note:</b> Power of attorney includes both FSA and non-FSA power of attorney records.</p>
Status	Allows users to select the status of the relationships to search.	Select 1 of the following: <ul style="list-style-type: none"> <li>• “Active”</li> <li>• “Inactive”</li> <li>•*--“Pending” (FSA power of attorney <b>only</b>)--*</li> <li>• “All”.</li> </ul>
Search	Performs search based on selections.	CLICK “Search” to perform a search.

770 Searching Fiduciary Relationships (Continued)

**D Search Fiduciary Relationships Screen**

The following is an example of the Search Fiduciary Relationships Screen with an agent selected. CLICK:

- “Search” to view results of search
- “Delete” to delete the agent selected.

\*--

[Fiduciary](#) > [Search Fiduciary Relationships](#)

### Search Fiduciary Relationships

**Principal**

Name	Tax Id	
<a href="#">Select Principal</a>		

---

**Agent**

Name	Tax Id	
ANY 2 PRODUCER	0005 S	<a href="#">Delete</a>

**Which search would you like to see?**

- Conservatorship
- Deceased
- Guardianship
- Power of Attorney
- Spousal Signature Authority
- All Fiduciary Relationships

**Status**

- Active
- Inactive
- Pending (FSA Power of Attorney only)
- All

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**\*--770 Searching Fiduciary Relationships (Continued)**

**E Fiduciary Relationships Report Screen**

The following is an example of the Fiduciary Relationships Report Screen displaying the active power of attorney search results for agent Katie Buxter. **CLICK:**

- “FSA-211” to view detail of the fiduciary relationship
- “Return” and the Search Fiduciary Relationships Screen will be displayed.

The screenshot displays the USDA Farm Service Agency website. At the top, it says "USDA United States Department of Agriculture Farm Service Agency" and "Fiduciary". Below this is a navigation bar with links: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and LogOut. The main content area is titled "Fiduciary > Fiduciary Relationships Report". On the left is a "Fiduciary Menu" with options like "Record Deceased", "Record Conservatorship", "Record Guardianship", "Record FSA Power of Attorney", and "Record Non-FSA Power of Attorney". The main area shows "Search Results for: Agent: KATIE BUXTER" and a table with the following data:

Type	Principal	Agent	Effective Date	Revoke Cancel Date	Recording Office	Stipulations / Limitations
<a href="#">FSA 211</a>	DAC INC 401 MAYO STREET CARTER, MS 38103	KATIE BUXTER 1215 H STREET FAIRBERRY, MS 38203	01/13/2010		CLARKSDALE SERVICE CENTER, Mississippi	n/a

Below the table is a "Return" button.

--\*

\*--770 Searching Fiduciary Relationships (Continued)

**F FSA Power of Attorney Detail Screen**

The following is an example of the FSA Power of Attorney Detail Screen displayed when “FSA-211” is selected on the Fiduciary Relationships Report Screen. CLICK “Return” and the Fiduciary Relationships Report Screen will be displayed.

**USDA** United States Department of Agriculture  
Farm Service Agency

Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

**Fiduciary Menu**  
Welcome: Bobbie Butler  
User Role: FSA

**Fiduciary Relationships**  
Record Deceased  
Record Conservatorship  
Record Guardianship  
Record FSA Power of Attorney  
Record Non-FSA Power of Attorney  
Record Spousal Signature Authority  
Search Fiduciary Relationships  
Update Fiduciary Relationships  
Fiduciary Relationships Report

**Fiduciary > FSA Power of Attorney Detail**

**FSA Power of Attorney Detail**

**Grantor**

Name	Address	City	State	Zip Code
DAC INC	401 MAYO STREET	CARTER	MS	38103

**Attorney-in-Fact**

Name	Address	City	State	Zip Code
KATIE BUXTER	1215 H STREET	FAIRBERRY	MS	38203

**Required Signatories**

Name	Signature Date	FSA Witnessed or Notarized
ALEX BOSTON	01/13/2010	FSA Witnessed
CLARA SMITH	01/13/2010	FSA Witnessed
DALTON BLAKE	01/13/2010	Notarized

**FSA, NRCS and CCC Programs**

Program	Transaction
All current and all future programs	• All actions

**Insured Crops**

Program	Transaction
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**Recording Office**

State	Service Center
Mississippi	CLARKSDALE SERVICE CENTER

**Effective Date** 01/13/2010  
**Revoked/Canceled Date**  
**Reason for Revocation/Cancellation**  
**Explanation for Reason "Other"**

[Return](#)

## 771 Updating Fiduciary Relationships

### A Overview

The “Update Fiduciary Relationships” option shall be used to update a record. To access the record, a search may be completed by selecting a principal, agent, or principal and agent. The search may be processed against all fiduciary relationships or the specific type selected. The search may also be completed for “active”, “inactive”, or “all” according to status selected. Clicking “Search” on the Update Fiduciary Relationships Screen will display the Fiduciary Relationships Report indicating all records matching the search criteria. Access the record by clicking on the type of relationship associated with the name on record to update.

### B Update Fiduciary Relationships Screen

The following is an example of the Update Fiduciary Relationships Screen.

\*--

[Fiduciary](#) > **Update Fiduciary Relationships**

### Update Fiduciary Relationships

**Principal**

Name	Tax Id

[Select Principal](#)

---

**Agent**

Name	Tax Id

[Select Agent](#)

**Which search would you like to see?**

- Conservatorship
- Deceased
- Guardianship
- Power of Attorney
- Spousal Signature Authority
- All Fiduciary Relationships

**Status**

- Active
- Inactive
- Pending (FSA Power of Attorney only)
- All

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771 Updating Fiduciary Relationships (Continued)

C Options

The following options are available on the Update Fiduciary Relationships Screen.

Option	Description	Action
Principal - Select Principal	Allows users to search for fiduciary relationships associated with a specific principal/grantor to update.	CLICK "Select Principal" and the USDA SCIMS Customer Search Page will be displayed. Select principal by searching by producer type, name, tax ID, or other.
Agent - Select Agent	Allows users to search for fiduciary relationships associated with a specific agent/attorney-in-fact to update.	CLICK "Select Agent" and the USDA SCIMS Customer Search Page will be displayed. Select agent by searching by producer type, name, tax ID, or other.
Which search would you like to see?	Allows users to select the type of fiduciary relationships to search for record to update.	Select 1 of the following: <ul style="list-style-type: none"> <li>• "Conservatorship"</li> <li>• "Deceased"</li> <li>• "Guardianship"</li> <li>• "Power Of Attorney"</li> <li>• "Spousal Signature Authority"</li> <li>• "All Fiduciary Relationships".</li> </ul> <p><b>Note:</b> Power of attorney includes both FSA and non-FSA power of attorney records.</p>
Status	Allows users to select the status of the relationships to search to update.	Select 1 of the following: <ul style="list-style-type: none"> <li>• "Active"</li> <li>• "Inactive"</li> <li>• *--"Pending" (FSA power of attorney <b>only</b>)--*</li> <li>• "All".</li> </ul>
Search	Performs search based on selections.	CLICK "Search" for search to be performed.

771 Updating Fiduciary Relationships (Continued)

**D Update Fiduciary Relationships Screen**

The following is an example of the Update Fiduciary Relationships Screen with a principal selected. CLICK:

- “Search” to view results of search
- “Delete” to delete the principal selected.

\*--

[Fiduciary](#) > [Update Fiduciary Relationships](#)

### Update Fiduciary Relationships

**Principal**

Name	Tax Id	
ANY 1 PRODUCER	N	<a href="#">Delete</a>

---

**Agent**

Name	Tax Id	
<a href="#">Select Agent</a>		

**Which search would you like to see?**

Conservatorship  
 Deceased  
 Guardianship  
 Power of Attorney  
 Spousal Signature Authority  
 All Fiduciary Relationships

**Status**

Active  
 Inactive  
 Pending (FSA Power of Attorney only)  
 All

[Back to Top ^](#)

--\*

772 Fiduciary Relationships Reports (Continued)

B Fiduciary Relationships Reports Screen

The following is an example of the Fiduciary Relationships Reports Screen indicating the following options “All Fiduciary Relationships”, “Active”, and “Default Report” are defaulted settings.

\*--

[Fiduciary](#) > [Fiduciary Relationships Report](#)

### Fiduciary Relationships Report

**Which report would you like to see?**

- Conservatorship
- Deceased
- Guardianship
- Power of Attorney
- Spousal Signature Authority
- All Fiduciary Relationships

---

**State & Service Center**

**State**

Mississippi

**Service Center**

- All Service Centers
- ABERDEEN SERVICE CENTER
- ACKERMAN SERVICE CENTER
- ASHLAND SERVICE CENTER

**Status**

- Active
- Inactive
- Office errors only
- Pending (FSA Power of Attorney only)
- All

**Report Type**

- Customized Report
- Default Report

**The following items (if available) print on all reports:**

---

**Report Type**

- Customized Report
- Default Report

**The following items (if available) print on all reports:**

- Relationship type
- Grantor name and the last four digits of their ID number
- Attorney-in-fact name(s) and the last four digits of their ID number
- Effective date
- Signature date
- Revoked/Cancelled date (Only if inactive or all is selected)
- Recording Office
- Stipulation indicator (Only prints if free form data cannot be printed)
- FSA, NRCS and CCC Programs and Transactions
- Insured Crops and Transactions
- Limitation indicator (Only prints if free form data cannot be printed)
- Signature authority revocation date

[View Report](#)

--\*

\*--772 Fiduciary Relationships Reports (Continued)

**B Fiduciary Relationships Reports Screen (Continued)**

The following options are available on the Fiduciary Relationships Report Screen.

Option	Description	Action
Which report would you like to see?	Allows users to select the type of fiduciary relationships report to display.  <b>Note:</b> The report, “All Fiduciary Relationships”, is defaulted.	Select 1 of the following: <ul style="list-style-type: none"> <li>• “Conservatorship”</li> <li>• “Deceased”</li> <li>• “Guardianship”</li> <li>• “Power Of Attorney”</li> <li>• “Spousal Signature Authority”</li> <li>• “All Fiduciary Relationships”.</li> </ul> <b>Note:</b> Power of Attorney includes both FSA and non-FSA power of attorney records.
State & County - State and Service Center	Drop-down menu allows users to select a specific State and Service Center’s report.  <b>Note:</b> The State and Service Center is defaulted according to the user’s eAuthentication ID.	Select the State and Service Center for report to display.  <b>Note:</b> The fiduciary relationships recorded in that Service Center will be displayed.
Status	Allows users to select the status of the relationships to display on the report.  <b>Note:</b> The status of “Active” is defaulted.	Select 1 of the following: <ul style="list-style-type: none"> <li>• “Active”</li> <li>• “Inactive”</li> <li>• “Office errors only”</li> <li>• “All”.</li> </ul>
Report Type	Allows users to select the type of report to display.  <b>Note:</b> The report type of “Default” is defaulted.	Select 1 of the following: <ul style="list-style-type: none"> <li>• “Customized Report”</li> <li>• “Default Report”.</li> </ul>
View Report	Allows users to view default report or continue if “Customized Report” is selected.	CLICK “View Report” to view a default report or continue to the Customize Fiduciary Relationships Report Screen.

--\*

772 Fiduciary Relationships Reports (Continued)

C Fiduciary Relationships Default Report

The following is an example of the Fiduciary Relationships Report - Default Report Screen indicating all active power of attorney relationships, including both FSA and Non-FSA power of attorney records updated in the Fiduciary Relationships System. CLICK "Printer Friendly" to print report or "Return" to return to the Fiduciary Relationships Report Screen.

\*--

Fiduciary > Fiduciary Relationships Report - Default Report

**Fiduciary Relationships Report - Default Report**

 Printer Friendly

**Displaying Active Records: 1 - 25 of 83**

**Conservatorship**

Incompetent	Conservator(s)	Recording Office	Stipulations
ANY 1 PRODUCER XXXX S	ANY 2 PRODUCER XXXX S	CLARKSDALE SERVICE CENTER, Mississippi	N
	ANY 3 PRODUCER XXXX S		
ANY 4 PRODUCER XXXX S	ANY 5 PRODUCER XXXX S	CLARKSDALE SERVICE CENTER, Mississippi	N

--\*

772 **Fiduciary Relationships Reports (Continued)**

**D Customize Fiduciary Relationships Report**

The “Customized Report” option on the Fiduciary Relationships Report Screen allows users the ability to create, view, and print customized reports. All items or specific items can be selected. The option also allows the report to be sorted by a specific item.

The following is an example of the Fiduciary Relationships Report Screen after user has selected an “Active” status and “Customized Report”. CLICK “View Report” to continue.

\*--

[Fiduciary](#) > **Fiduciary Relationships Report**

---

**Fiduciary Relationships Report**

**Which report would you like to see?**

Conservatorship  
 Deceased  
 Guardianship  
 Power of Attorney  
 Spousal Signature Authority  
 All Fiduciary Relationships

---

**State & Service Center**

**State**

Mississippi

**Service Center**

All Service Centers  
 ABERDEEN SERVICE CENTER  
 ACKERMAN SERVICE CENTER  
 ASHLAND SERVICE CENTER

**Status**

Active  
 Inactive  
 Office errors only  
 Pending (FSA Power of Attorney only)  
 All

**Report Type**

Customized Report  
 Default Report

---

**The following items (if available) print on all reports:**

- Relationship type
- Grantor name and the last four digits of their ID number
- Attorney-in-fact name(s) and the last four digits of their ID number
- Effective date
- Signature date
- Revoked/Cancelled date (Only if inactive or all is selected)
- Recording Office
- Stipulation indicator (Only prints if free form data cannot be printed)
- FSA, NRCS and CCC Programs and Transactions
- Insured Crops and Transactions
- Limitation indicator (Only prints if free form data cannot be printed)
- Signature authority revocation date

--\*

772 Fiduciary Relationships Reports (Continued)

D Customize Fiduciary Relationships Report (Continued)

The following is an example of the Customize Fiduciary Relationships Report Screen that will be displayed **after** user clicks “View Report” on Fiduciary Relationships Report Screen and **before** user selects information or sort priority.

\*--

[Fiduciary](#) > [Customize Fiduciary Relationships Report](#)

### Customize Fiduciary Relationships Report

**Death Notification**  
Select the information to be displayed on the report

<input type="checkbox"/> Deceased	<b>Sort By</b>
<input type="checkbox"/> Date of Death	<input type="radio"/> Deceased
<input type="checkbox"/> Documentation	<input type="radio"/> Date of Death
<input type="checkbox"/> FSA-325 Form	
<input type="checkbox"/> Recording Office	<input type="radio"/> Recording Office

[Select All](#) | [Clear All](#)

---

**Conservatorship**  
Select the information to be displayed on the report

<input type="checkbox"/> Incompetent	<b>Sort By</b>
<input type="checkbox"/> Conservator(s)	<input type="radio"/> Incompetent
<input type="checkbox"/> Stipulations	<input type="radio"/> Conservator(s)
<input type="checkbox"/> Recording Office	<input type="radio"/> Recording Office
<input type="checkbox"/> Effective Date	<input type="radio"/> Effective Date

[Select All](#) | [Clear All](#)

---

**Guardianship**  
Select the information to be displayed on the report

<input type="checkbox"/> Minor Child	<b>Sort By</b>
<input type="checkbox"/> Parent/Guardian	<input type="radio"/> Minor Child
<input type="checkbox"/> Stipulations	<input type="radio"/> Parent/Guardian
<input type="checkbox"/> Recording Office	<input type="radio"/> Recording Office
<input type="checkbox"/> Effective Date	<input type="radio"/> Effective Date

[Select All](#) | [Clear All](#)

---

**Power of Attorney**  
Select the information to be displayed on the report

<input type="checkbox"/> Grantor	<b>Sort By</b>
<input type="checkbox"/> Attorney(s)-in-fact	<input type="radio"/> Grantor
<input type="checkbox"/> Limitations	<input type="radio"/> Attorney(s)-in-fact
<input type="checkbox"/> Recording Office	<input type="radio"/> Recording Office
<input type="checkbox"/> Effective Date	<input type="radio"/> Effective Date
<input type="checkbox"/> OGC Review Date	<input type="radio"/> OGC Review Date
<input type="checkbox"/> Signature Date	<input type="radio"/> Signature Date
<input type="checkbox"/> Notarized or FSA Witnessed	<input type="radio"/> Notarized or FSA Witnessed
<input type="checkbox"/> FSA, NRCS and CCC Programs	
<input type="checkbox"/> Insured Crops	

[Select All](#) | [Clear All](#)

---

**Spousal Signature Authority**  
Select the information to be displayed on the report

<input type="checkbox"/> Principal	<b>Sort By</b>
<input type="checkbox"/> Principal's Signing Authority	<input type="radio"/> Principal
<input type="checkbox"/> Principal/Spouse	<input type="radio"/> Principal/Spouse
<input type="checkbox"/> Principal/Spouse's Signing Authority	
<input type="checkbox"/> Stipulations	<input type="radio"/> Recording Office
<input type="checkbox"/> Recording Office	

[Select All](#) | [Clear All](#)

[View Custom Report](#)

[Back to Top](#) ^

--\*

772 Fiduciary Relationships Reports (Continued)

D Customize Fiduciary Relationships Report (Continued)

The following is an example of a customized active power of attorney report indicating grantor, attorney-in-fact, and FSA, NRCS, and CCC programs sorted by attorney-in-fact. CLICK "Printer Friendly" to print report or "Return" to return to Fiduciary Relationships Report Screen.

\*--

[Fiduciary](#) > [Fiduciary Relationships Report - Custom Report](#)

### Fiduciary Relationships Report - Custom Report

 Printer Friendly

**Displaying Active Records: 1 - 25 of 45**

**FSA Power of Attorney**

Grantor	Attorney-in-Fact
ANY 1 PRODUCER XXXX S	ANY 2 PRODUCER XXXX S

FSA CCC NRCS Program	FSA CCC NRCS Transaction
All current and all future programs	All actions

Grantor	Attorney-in-Fact
IMA FARMER XXXX E	ANY 1 PRODUCER

FSA CCC NRCS Program	FSA CCC NRCS Transaction
All current and all future programs	All actions

--\*

773-775 (Reserved)

## Menu and Screen Index

The following menus and screens are displayed in this handbook.

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## Menu and Screen Index (Continued)

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## Approved Abbreviations and Acronyms

### A Mandatory Abbreviations and Acronyms

Offices shall use the following table to determine FSA use of mandatory abbreviations and acronyms.

**Note:** The list is in alphabetical order by abbreviation or acronym.

Abbreviation or Acronym	Term
AAOM	Associate Administrator for Operations and Management
ACH	Automated Clearing House
ACP	Agricultural Conservation Program
ACR	acreage conservation reserve
ACRE	average crop revenue election
ACRS	Automated Cotton Reporting System
ACS	automated claims system
ADC	Application Development Center
ADP	automated data processing
ADPS	Automated Discrepancy Processing System
AFIDA	Agricultural Foreign Investment Disclosure Act
AGI	adjusted gross income
AgLearn	Agriculture Learning Service Database
AID	Agency for International Development
ALS	Appeals and Litigation Staff
a.m.	before noon
AMD	Acquisition Management Division
AMS	Agricultural Marketing Service
APFO	Aerial Photography Field Office
APH	actual production history
APHIS	Animal and Plant Health Inspection Service
APSS	automated price support system
ARCP	Agricultural Resource Conservation Program
ARP	Acreage Reduction Program
ARS	Agricultural Research Service
ATM	automated teller machine
AWOL	absent without leave
AWP	adjusted world price
*--BCAP	Biomass Crop Assistance Program--*
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
BOC	budget object code
BQL	base quota level
BUD	Budget Division

Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

Abbreviation or Acronym	Term
CAB	crop acreage base
CAIVRS	Credit Alert Interactive Voice Response System
CAMS	Combined Administrative Management System
*--CAP	Crop Assistance Program--*
CAT	Catastrophic Risk Protection Program
CCC	Commodity Credit Corporation
CCE	common computing environment
CDP	Crop Disaster Program
CED	County Executive Director
CEPD	Conservation and Environmental Programs Division
CFR	Code of Federal Regulations
CLP	Certified Lender Program
CLU	common land unit
CMA	Cooperative Marketing Association
CMC	Community Committee
COB	close of business
COC	County Committee
COD	Commodity Operations Division
COE	County Office expense
COPS	Cotton Online Processing System
COR	county operations reviewer
CORP	County Operations Review Program
COT	County Operations Trainee
COWM	County Office work measurement
*--CPA	conservation priority area--*
CR	Office of Civil Rights, USDA
CREP	Conservation Reserve Enhancement Program
CRES	Conservation Reporting and Evaluation System
CRP	Conservation Reserve Program
CRP-SIP	CRP-Signing Incentive Payment
CRS	Common Receivable System
***	***
CSRS	Civil Service Retirement System
c.t.	central time
CU	conserving uses
CW	converted wetland

**Note:** CSREES was replaced by NIFA.

**Approved Abbreviations and Acronyms (Continued)**

**A Mandatory Abbreviations and Acronyms (Continued)**

\*--

<b>Abbreviation or Acronym</b>	<b>Term</b>
DACO	Deputy Administrator for Commodity Operations
DAFLP	Deputy Administrator for Farm Loan Programs
DAFO	Deputy Administrator for Field Operations
DAFP	Deputy Administrator for Farm Programs
DALR\$	Debt and Loan Restructuring System
DAM	Deputy Administrator for Management
DCIA	Debt Collection Improvement Act of 1996
DCP	Direct and Counter-Cyclical Program
DD	District Director
DDAP	Dairy Disaster Assistance Payment
DIPP	Dairy Indemnity Payment Program
DLS	Direct Loan System
DMA	Designated Marketing Association
DOI	Department of the Interior
DOJ	Department of Justice
DR	Departmental Regulation
DRPP	Dairy Refund Payment Program
DSA	disaster set-aside
DTP	Dairy Termination Program
DVD	digital video disc

--\*

Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

Abbreviation or Acronym	Term
EAP	Employee Assistance Program
ECOA	Equal Credit Opportunity Act
ECP	Emergency Conservation Program
EE	economic emergency loan
EEO	equal employment opportunity
EEOC	Equal Employment Opportunity Commission
EFAP	Emergency Feed Assistance Program
EFP	Emergency Feed Program
*--EFRP	Emergency Forest Restoration Program
EFT	electronic funds transfer
ELAP	Emergency Assistance for Livestock, Honeybees, and Farm-Raised Fish Program--*
ELS	extra long staple
EM	emergency loan
EPA	Environmental Protection Agency
*--EPAS	Economic and Policy Analysis Staff
EPD	Emergency Preparedness Division--*
EQIP	Environmental Quality Incentives Program
ERS	Economic Research Service
ESS	Executive Secretariat Staff
e.t.	eastern time
EWP	Emergency Watershed Protection Program
EWR	electronic warehouse receipt
EWRP	Emergency Wetlands Reserve Program

Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

\*--

<b>Abbreviation or Acronym</b>	<b>Term</b>
GAO	Government Accountability Office
GIPSA	Grain Inspection, Packers, and Stockyards Administration
GIS	Geographic Information System
GLS	Guaranteed Loan System
GPO	Government Printing Office
GRP	Grassland Reserve Program
GS	General Schedule
GSA	General Services Administration
HEL	highly erodible land
HELCS	highly erodible land conservation
HRD	Human Resources Division
ICC	Interstate Commerce Commission
IRS	Internal Revenue Service
ITSD	Information Technology Services Division
KCCC	Kansas City Computer Center
KCCO	Kansas City Commodity Office
KCHRO	Kansas City Human Resources Office

--\*

Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

Abbreviation or Acronym	Term
LA	loss adjuster
LAA	local administrative area
LAN	local area network
LAP	Livestock Assistance Program
LCP	Livestock Compensation Program
*--LDAP	Livestock Disaster Assistance Program--*
LDP	loan deficiency payment
LFP	Livestock Forage Disaster Program
LIP	Livestock Indemnity Program
LLC	limited liability company
LMD	Loan Making Division
LSA	Loan Servicing Agent
LSPMD	Loan Servicing and Property Management Division
M&IE	meals and incidental expenses
MAC	Management of Agricultural Credit
MAL	marketing assistance loan
*--MIDAS	Modernize and Innovate the Delivery of Agricultural Systems--*
MILC	Milk Income Loss Contract
MOU	memorandum of understanding
MPL	marginal pasture land
MSD	Management Services Division
MSPB	Merit Systems Protection Board
m.t.	mountain time
NAD	National Appeals Division
NALR	national average loan rate
NAP	Noninsured Crop Disaster Assistance Program
NASCOE	National Association of FSA County Office Employees
NASS	National Agricultural Statistics Service
*--NCT	national crop table--*
NEPA	National Environmental Policy Act
NFC	National Finance Center
*--NIFA	National Institute of Food and Agriculture--*  <b>Note:</b> Formerly Cooperative State Research, Education, and Extension Service (CSREES).
NITC	National Information Technology Center
NPS	National Payment Service
NRCS	Natural Resources Conservation Service
*--NRRS	National Receipts and Receivables System--*

Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

Abbreviation or Acronym	Term
SBA	Small Business Administration
SCA	Service Center Agency
SCIMS	Service Center Information Management System
SCOAP	State and County Office Automation Project
SDA	socially disadvantaged
SEC	Office of the Secretary
SED	State Executive Director
SPO	servicing personnel office
SRR	soil rental rate
SSA	Social Security Administration
SSFL	Sugar Storage Facility Loan
Stat.	United States statutes-at-large
STC	State Committee
*--SURE	Supplemental Revenue Assistance Payments--*
SW	soil and water loan
T&A	time and attendance
TAA	Trade Adjustment Assistance
TAP	Tree Assistance Program
TDD	telecommunication device for the deaf
TDY	temporary duty
TIN	tax identification number
TOP	Treasury Offset Program
TTPP	Tobacco Transition Payment Program

Approved Abbreviations and Acronyms (Continued)

A Mandatory Abbreviations and Acronyms (Continued)

\*--

Abbreviation or Acronym	Term
UCC	Uniform Commercial Code
UGRSA	Uniform Grain and Rice Storage Agreement
U.S.C.	United States Code
USDA	United States Department of Agriculture
USGS	United States Geological Survey
USPAP	Uniform Standards of Professional Appraisal Practice
USPS	United States Postal Service
VDT	video display terminal
WAOB	World Agricultural Outlook Board
WBP	Water Bank Program
WC	wetland conservation
WGI	within-grade increase
WQIP	Water Quality Incentive Projects
WRP	Wetlands Reserve Program
ZIP Code	Zoning Improvement Plan Code

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