

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 25

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 125 A has been amended to correct the restrictions.

Subparagraph 141 C has been amended to:

- remove the references to FIPS in the instruction table and Excel spreadsheet
- reference a revised AD-2017 and provide a completed example.

Subparagraph 141 J has been amended to:

- edit the note about exiting SCIMS
- add the new “Potential Duplicate” message screen and information.

Subparagraph 175 C has been amended to:

- update search criteria “active and inactive” bullet
- add “last 4-digit” option and related note to search criteria.

Subparagraph 175 E has been amended to update the “Customer Search Page” screen.

Subparagraph 175 G has been amended to update the Search Results Screen.

Subparagraph 175 I has been amended to:

- update navigation bar options on the Customer Search Screen
- add a note about exiting SCIMS.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 177 B has been amended to:

- update the Customer Information Screen to display new agency specific “Receive Mail Indicators”
- update the valid entry information for “Receive Mail Indicators” field
- add a note about inactivating customers
- clarify family member employee type for sons and daughters.

Subparagraph 178 B has been amended to:

- update the Business Information Screen to display new agency specific “Receive Mail Indicators”
- update valid entry information for “Receive Mail Indicators” field
- add notes about de-activating customers.

Subparagraph 179 D has been amended to:

- clarify Foreign Address Line entries
- include examples of foreign country and military address entries.

Subparagraph 195 B has been amended to update the items available when unlinking a customer in SCIMS.

Subparagraph 197 C has been amended to update the table about messages and actions related to the SCIMS Name and Address Update Report.

Subparagraph 711 A has been amended to add a note about corporate documentation.

Subparagraph 728 A has been amended to include information about minors and powers of attorney.

Subparagraph 802 B has been amended to revise the reference for FSA-570.

Exhibit 11.5 has been amended to update the FSA and NRCS State SCIMS Security Officers.

Amendment Transmittal (Continued)

| Page Control Chart | | |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| TC | Text | Exhibit |
| | 6-7, 6-8 6-41, 6-42 6-42.5, 6-42.6 6-49, 6-50 7-41 through 7-46 7-49 through 7-62 7-67, 7-68 7-107, 7-108 7-111, 7-112 7-113 25-75, 25-76 25-105, 25-106 27-3, 27-4 | 1, pages 1, 2 page 3 11.5, pages 1-4 |

125 ID Numbers for Land Owned by Federal Government Agencies

A Federal Government Land

This table lists the ID numbers for land owned by Federal Government Agencies that currently reside on the SCIMS database.

| Agency | ID Number |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Bureau of Indian Affairs | 52 1176810 |
| * * * | |
| Bureau of Land Management | 999991101 |
| Bureau of Reclamation | 999991102 |
| Farm Service Agency | 999991103 |
| <p>*--Note: This ID number is not to be used for payment purposes including assignments to FSA. The tax identification number for FSA, CCC, as indicated in 62-FI, subparagraph 47 C (Step 2), should be used with the "E" ID type for all FLP assignments.--*</p> | |
| US Forest Service | 999991104 |
| United States Army-Army Corps of Engineers | 999991105 |
| US Navy-US Marine Corps | 999991106 |
| United States Air Force | 999991107 |
| US Fish and Wildlife Service | 999991108 |
| Bureau of Prisons | 999991109 |
| National Park Service | 999991110 |
| Nat'l Aeronautics and Space Administration | 999991111 |
| Agricultural Research Service | 999991112 |
| Department of Energy | 999991113 |
| Federal Deposit Insurance Corp | 999991114 |
| Tennessee Valley Authority | 999991115 |
| Small Business Association | 999991116 |
| US Department of Interior | 999991117 |
| Department of Justice | 999991118 |

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125 ID Numbers for Land Owned by Federal Government Agencies (Continued)**A Federal Government Land (Continued)**

| Agency | ID Number |
|-----------------------------------|------------------|
| US Dept Housing Urban Development | 999991119 |
| EFP | 999991200 |
| Disaster Share Balance | 999991210 |
| Internal Revenue Service | 999991211 |
| Rural Development Agency | 999991212 |
| Department of Veterans Affairs | 999991213 |
| Commodity Credit Corporation | 999991214 |
| Federal Aviation Administration | 999991215 |
| Federal Grain Inspection Service | 999991216 |

Restrictions: County Offices are restricted from updating the following customer data fields for all ID numbers listed in this table:

- “Business Name”
- *--“Business Type”
- “ID Number”--*
- “Tax ID Type”.

Changes to these fields are restricted to the National Office only.

Note: The Agency titles agree with the titles used in the SCIMS customer database.

B ID Type for Federal Government

Using the drop down box, select “Federal” as the ID type for ID numbers entered for Federal Government Agencies except BIA.

C Business Type for Federal Government

Using the drop down box, select “Federal owned” as the business type for Federal Agencies.

D Obtaining ID Numbers

Contact State Offices for assistance in obtaining ID numbers from the Common Provisions Branch, PECD for Federal Government Agencies not listed in subparagraph A.

Section 2 Customer and Employee Name and Address File**141 Accessing Name and Address From SCIMS****A Purpose**

Customer and core data is stored in a central database maintained by KC-ADC known as SCIMS. Accessing the name and address for adding, inactivating, reactivating, or viewing customer core data requires accessing SCIMS through the Intranet.

Only authorized **USDA** Service Center personnel may access SCIMS to add, delete, update, or view customer core data.

--Note:** Only **USDA Service Center employees** are authorized “update” or “read only”**-- access to SCIMS. No exceptions shall be made for non-USDA personnel.

After a customer’s core data has been entered in SCIMS and a legacy link has been established, the core data will download to the AS/400 name and address files in the county where the legacy link has been established.

Note: If a legacy link is not established, the core data will reside only in SCIMS.

B Definitions

Customer core data means name and address data that has been determined to be used by at least 2 of the agencies in the Service Center.

--Authorized user** means USDA Service Center employees who have been certified to have received sufficient training commensurate with their requested role in the use of SCIMS on AD-2017 by their respective agency’s State or County SCIMS Security Officer and have been processed through FSA security operations by their respective agency’s State SCIMS Security Officer.**--

141 Accessing Name and Address From SCIMS (Continued)

C Requesting Access to SCIMS Through FSA Security Operations

State SCIMS Security Officers shall be responsible for requesting access to SCIMS for their respective employees. Requests shall be submitted to FSA Security Operations on the SCIMS eAuthentication Access Excel spreadsheet by completing the required entries according to this table.

| Column | Instruction |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B | Enter State * * * Code (see Exhibit 101). |
| C | Enter county * * * Code (see Exhibit 101). |
| D | Enter user's SSN with no hyphens. |
| E | Enter user's full name. |
| F | Enter user's eAuthentication ID. |
| G | Enter either of the following: <ul style="list-style-type: none"> • "Add", for a new authorized user • "Delete", for existing users when their authority is revoked. |
| H | Enter role requested ("update" or "read only"). |

Important: If user's role is being changed (such as "read only" to "update" or vice versa) users **must be entered twice** on the same SCIMS eAuthentication Access Excel spreadsheet to "Delete" their previous role and "Add" their new role. Failure to do this will result in the user's authority being defaulted to the lowest authority ("read only").

Following is an example of the SCIMS eAuthentication Access Excel spreadsheet.

*--

| | A | B | C | D | E | F | G | H |
|----|------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------|-----------------------------------|-----------------|-------------------|---|-----------------------------------------|
| 1 | Authorization for Service Center Information | | | | | | | |
| 2 | Management System (SCIMS) Access | | | | | | | |
| 3 | | | | | | | | |
| 4 | The following information is being requested to grant access to SCIMS | | | | | | | |
| 5 | (Note: Employees names submitted on this spread sheet <u>must</u> have a valid AD-2017 on file) | | | | | | | |
| 6 | Please do not alter the format of the spread sheet. Your information is needed in the specified columns to | | | | | | | |
| 7 | meet the requirements for our automated process. | | | | | | | |
| 8 | | | | | | | | |
| 9 | Please e-mail the spread sheet to: security@kcc.usda.gov | | | | | | | |
| 10 | | | | | | | | |
| 11 | Employees | | | | | | | |
| 12 | | | | | | | | Role (Update or Read Only) |
| 13 | State Code | County Code | SSN (9 digits/no hyphens) | Name (First, Middle, Last) | eAuth ID | Add/Delete | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |

--*

E-mail the SCIMS eAuthentication Access Excel spreadsheet to security@kcc.usda.gov for both new and revoked users.

Notes: See Exhibit 11.5 for a list of State SCIMS Security Officers for FSA, NRCS, and RD.

141 Accessing Name and Address From SCIMS (Continued)

C Requesting Access to SCIMS Through FSA Security Operations (Continued)

AD-2017:

- is still required to certify that users have been adequately trained and shall be completed before submitting the Excel spreadsheet to KC
- shall continue to be used to document "Revocation of Authority" by completing item 13
- shall be maintained by the respective State SCIMS Security Officer and **not** be sent to KC in either of these cases.

Important: Ensure that users requesting authority are **adequately** trained based on ***--**their requested role **and** an approved AD-2017, as follows, is on file before submitting their name to KC on the SCIMS eAuthentication Access Excel spreadsheet.

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------|------------------------------|
| This form is available electronically. | | U.S. DEPARTMENT OF AGRICULTURE | | 1. Request Date (MM-DD-YYYY) |
| AD-2017 (07-18-06) | | SERVICE CENTER INFORMATION MANAGEMENT SYSTEM (SCIMS) ACCESS FORM | | 6/15/2006 |
| PART A - INSTRUCTIONS: Please complete a separate form for each employee. | | | | |
| 2. Employee Name (Last, First, MI) Christian A. Hunt | 3. Social Security Number 555-55-5555 | 4. State Code 54 | 5. County Code 6/15/2006 | |
| 6. Type of Employee (Check one below) <input checked="" type="checkbox"/> Permanent Federal <input type="checkbox"/> Permanent County Office <input type="checkbox"/> Temporary Federal <input type="checkbox"/> Temporary County Office <input type="checkbox"/> Other (Specify): | 7. Agency (Check one below) <input checked="" type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RD <input type="checkbox"/> Other (Specify below): | 8. State Name West Virginia | | 9. County Name Jefferson |
| 10. Type of Access Requested: <input checked="" type="checkbox"/> Full Access (Employee complete item 12) <input type="checkbox"/> View Only Access | | 11. eAuthentication User ID Chris.Hunt | | |
| PART B - CERTIFICATIONS | | | | |
| 12. Certification by Employee <i>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.</i> | | | | |
| 12A. Employee's Signature | | 12B. Date (MM-DD-YYYY) 6/15/2006 | | |
| 13. Certification by SCIMS Security Officer <i>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.</i> | | | | |
| 13A. SCIMS Security Officer's Signature | | 13B. Date (MM-DD-YYYY) 6/15/2006 | | |
| PART C - REVOCATION OF AUTHORITY | | | | |
| 14. Revocation by SCIMS Security Officer <i>The authority for the above-named person was revoked on the day shown below:</i> | | | | |
| 14A. SCIMS Security Officer's Signature | | 14B. Date (MM-DD-YYYY) | | |
| <small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint or discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small> | | | | |

--*

141 Accessing Name and Address From SCIMS (Continued)

D Accessing SCIMS

--The SCIMS application shall be accessed through IE using CCE equipment. Open IE and type the URL, <https://aegean.sc.egov.usda.gov/servicecenter/>, in the "Address" field. PRESS-- "Enter".

E SCIMS Intranet Site Screen

This is an example of the SCIMS Intranet Site Screen.

*--

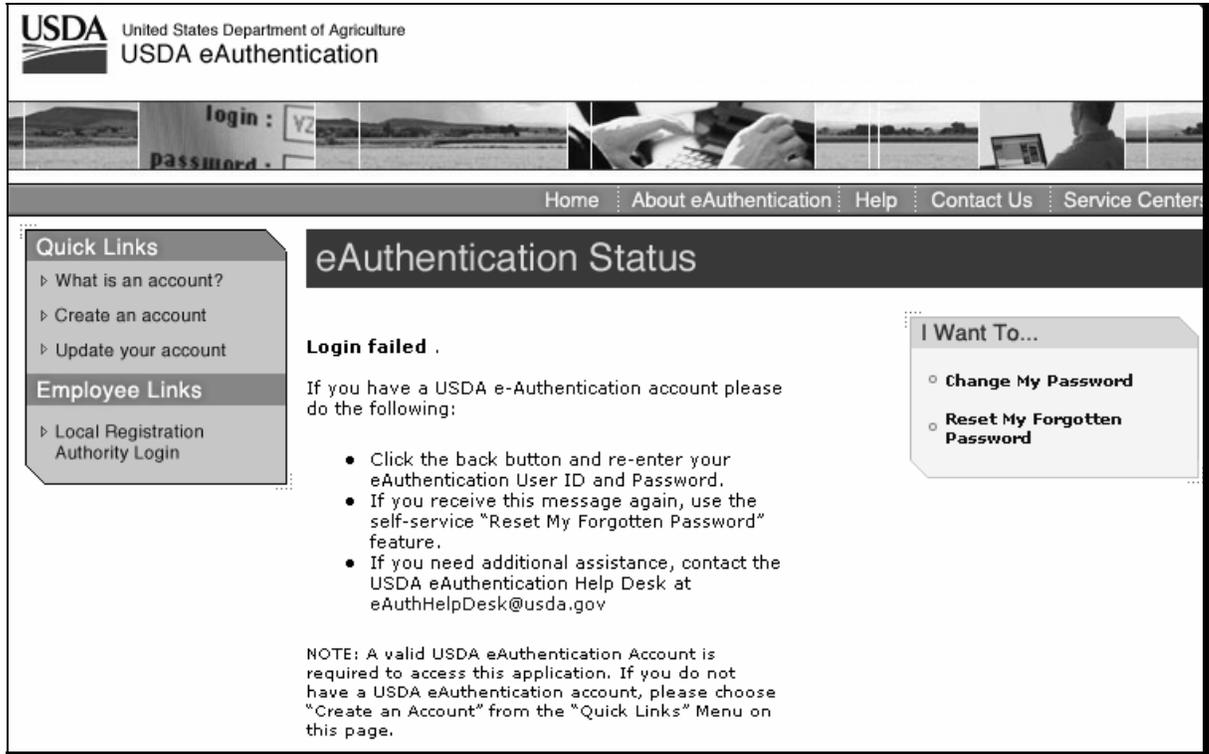


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141 Accessing Name and Address From SCIMS (Continued)

*--J eAuthentication Login Screen (Continued)

If the user does not have an eAuthentication account, the following screen will be displayed. Follow the instructions on the screen.



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141 Accessing Name and Address From SCIMS (Continued)

J eAuthentication Login Screen (Continued)

After successful login to SCIMS, the following Customer Search Page will be displayed. See paragraph 175 for customer search instructions.

*--Notes: The yellow “Potential Duplicates” warning **only** appears when applicable Service Center has potential duplicates that need to be resolved.

The screenshot shows the USDA Service Center Information Management System Customer Search Page. At the top, there is a navigation bar with the USDA logo and the system name. Below this, there are search filters for Location State (SOUTH DAKOTA) and Service Center (SIOUX FALLS SERVICE CENTER). A yellow warning box states: "The selected Site has Potential Duplicates which need to be resolved. Please print the 'Potential Duplicate' report." Below this are search criteria sections for Type (Individual, Business, Both), Name (Starts With, Exact Match), Tax ID, and Other (Common Name, Zip Code, Phone No.).

When exiting SCIMS, **always** use the “Log Off” option on the navigation bar on the left side of the screen. **Never** exit SCIMS from the “Close Box” (Red “X” in the upper right hand corner of the screen on the blue Microsoft Internet Explorer blue banner) or clicking the “Home” button on the tool bar. Exiting from the “Close Box” or “Home” button will lock out other users from accessing the last customer accessed for 2 hours. If SCIMS is inadvertently exited from the “Close Box” or “Home” button, user shall **immediately** re-access the applicable record and “Log Off” from the navigation bar.--*

Section 3 Automated Procedures for Adding Records**175 Customer Search in SCIMS****A Purpose**

To prevent duplicate entry of customer core data, SCIMS requires a search for the customer before adding the customer to the database. The search should first be conducted in the selected Service Center. If the customer cannot be located, then conduct a national search.

B Accessing SCIMS

Access SCIMS according to paragraph 141 to do a customer search.

C Search Criteria

Search for a customer by both of the following:

- 1 of the following types:
 - individual (default)
 - business
 - both
 - active (default)
 - active and inactive * * *
- any of the following criteria:
 - name:
 - starts with (default)
 - exact match
 - last or business name
 - first name

175 Customer Search in SCIMS (Continued)

C Search Criteria (Continued)

- tax ID:
 - ID number
 - ID type
 - whole ID
 - *--last 4 digits of ID

Note: The last 4-digit search does **not** function for “National Search”.--*

- other
 - common name
 - ZIP Code
 - telephone number.

After entering the search criteria, click on the “Search” button.

To clear the page of entered data, click on the “Reset” button.

Notes: Searching by an initial or the first few letters of a name will locate all names starting with that letter or letters. For example, entering “mi” in the “First Name” field will locate “Michael” as well as “Mike”.

The search process is sensitive to spaces in a name. For example, searching for the last name of “De Jong” will not locate “DeJong”.

D Customer Search in Local Service Center

Search for a customer at the local Service Center level first. When using broad search criteria, such as the last name of Jones, a maximum of 100 customers with similar matching data will be displayed. If necessary, refine the search criteria to narrow the search.

If the customer is not found in the local Service Center, perform the search by selecting either of the following:

- “All Service Centers” in the Service Center drop down box
- “National Search”.

175 Customer Search in SCIMS (Continued)

E National Customer Search

When the user selects "National Search" and enters sufficient search data for the customer, SCIMS searches all name and address records on file in the database for the customer. The same criteria used for State and local searches is used for national searches.

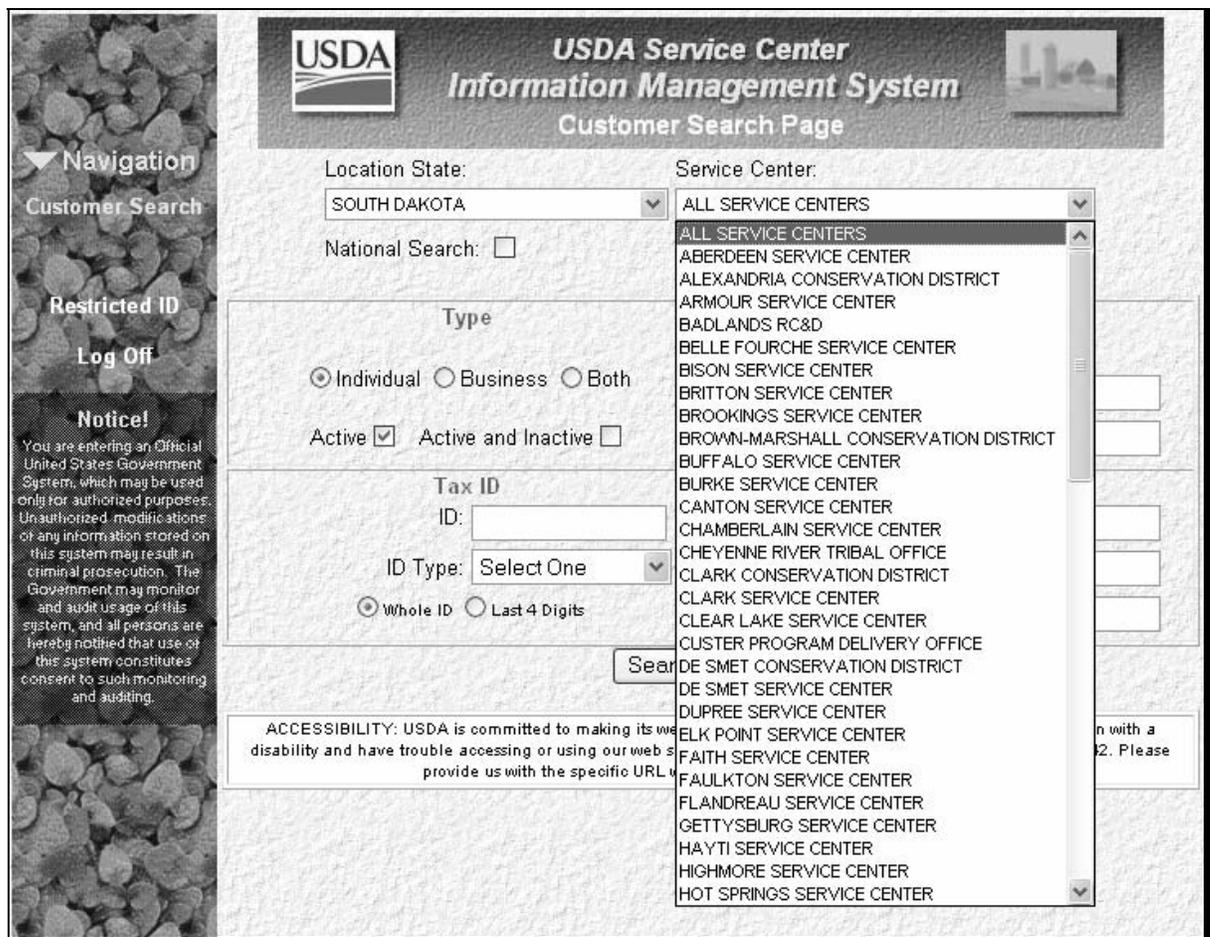
Note: When using broad search criteria, such as the last name of Jones or the same ZIP Code, a maximum of 100 customers with similar matching data will be displayed. If the customer is not located, the user shall enter additional customer data to attempt to locate the customer before adding.

F Example of Customer Search Screen

This is an example of the Customer Search Screen.

Note: The Service Center search includes both specific Service Centers and "All Service Centers" for the State search.

*--



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175 Customer Search in SCIMS (Continued)

F Example of Customer Search Screen (Continued)

To view the details of the selected Service Center, click on “Service Center Details”. The following data will be displayed:

- site name
- site address
- agencies serviced by the Service Center
- telephone number.

G Example of Search Results Screen

This is an example of the Search Results Screen.

*--

USDA Service Center Information Management System

Navigation
Customer Search
Add Customer
Log Off

Search Results
Based on selected Servicing Site SIOUX FALLS SERVICE CENTER

Select a customer:

| Active | Potential Duplicate | Common Name | Tax Id | Tax Id Type | Delivery Address Line | City, State ZIP Code | Phone No | Legacy State | Legacy County | Prior Year Business Code |
|--------|---------------------|-------------------------------|-----------|-----------------|-----------------------|-------------------------|----------------|--------------|---------------|--------------------------|
| Active | No | CHARLES JONES | 555443333 | Social Security | 333 EAST STREET | HARTFORD, SD 66666-5746 | (605) 446-3577 | | | PYBC |
| Active | No | CHRIS JONES | 555334444 | Social Security | 444 WEST STREET | HARTFORD, SD 44444-5747 | (605) 446-3903 | SOUTH DAKOTA | MINNEHAHA | PYBC |

Page 1 of 1

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Click on the customer to be accessed.

175 Customer Search in SCIMS (Continued)

H Example of No Records Available Screen

This is an example of the No Records Available Screen.



From this page, the user may elect to:

- add a new customer
- return to the search page.

Note: Search criteria from previous search will be displayed on customer search page when user elects to search again.

I Navigation Bar

*--The navigation bar on the Customer Search Screen allows for the following 3 additional options:

- “Report”
- “Restricted ID” (For National Office Use Only)--*
- “Log Off”.

As SCIMS reports are developed, they will be accessed by clicking “Report”.

By clicking on “Log Off”, the user will be taken out of SCIMS, but will still be in the selected browser. The user’s sign-on and password are still resident and will not need to be re-entered when accessing SCIMS later. This creates a security concern, because anyone can use the PC to access SCIMS. To disable the sign-on and password, close the Internet browser.

*--**Note:** When exiting SCIMS, **always** use the “Log Off” option on the navigation bar on the left side of the screen. **Never** exit SCIMS from the “Close Box” (Red “X” in the upper right hand corner of the screen on the blue Microsoft Internet Explorer blue banner) or clicking the “Home” button on the tool bar. Exiting from the “Close Box” or “Home” button will lock out other users from accessing the last customer accessed for 2 hours. If SCIMS is inadvertently exited from the “Close Box” or “Home” button, user shall **immediately** re-access the applicable record and “Log Off” from the navigation bar.--*

176 Adding Customers to SCIMS**A Purpose**

Customer data that is not in the SCIMS database shall be added according to this paragraph and paragraphs 177 through 179. Sufficient customer core data is required to add a customer. If sufficient data is not entered, a download to the AS/400 name and address files will not occur.

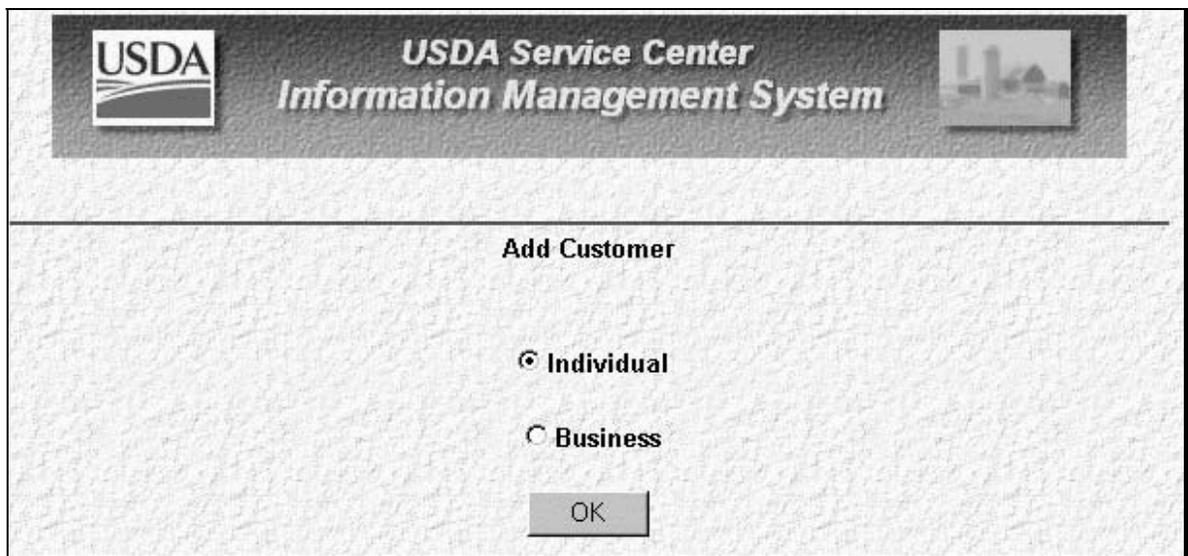
B Type of Customer

The customer shall be added as either of the following:

- “Individual”
- “Business”.

When the selection is made, click on the “OK” button.

This is an example of the Add Customer Screen.



The screenshot shows a web interface for the USDA Service Center Information Management System. At the top, there is a header bar with the USDA logo on the left, the text "USDA Service Center Information Management System" in the center, and a small image of a building on the right. Below the header, the main content area is titled "Add Customer". Under this title, there are two radio button options: "Individual" (which is selected) and "Business". At the bottom of the form, there is an "OK" button.

177 Entering Customer Core Data for an Individual (Continued)

A Selecting an Individual (Continued)

| Field | Required | Valid Entry |
|-------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name Suffix | | Use the drop down box to select 1 of the following suffixes: <ul style="list-style-type: none"> • “JR” • “SR” • “I” • “II” • “III” • “IV” • “V” • “DDS” • “DVM” • “MD”. |
| ZIP Code | X | The customer’s ZIP Code is required. Note: To add a customer with a foreign address that contains alphanumeric characters in the ZIP Code, a 5-digit number using 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. |

After the data in this subparagraph is entered, click on the “Add” button. To clear the fields entered without adding, click on the “Reset” button.

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

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data

Customer information entered on the previous page is brought forward to the Customer 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 Customer Information page.

*..

Go to:
[Race Types](#) || [Disabilities](#) || [Addresses](#) || [Phone Numbers](#) |
[E-Mail Addresses](#) || [Notes](#) || [Program Participation](#) || [Legacy Links](#) || [Bottom](#) |

 **Customer Information**

| | |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Common Name: <input type="text" value="CHARLES JONES"/> | Tax ID: <input type="text" value="555443333"/> |
| Customer Type: <input type="text" value="Individual"/> <input type="button" value="Change"/> | Tax ID Type: <input type="text" value="Social Security"/> |

| | |
|----------------------------------------------------|-----------------------------------------------------------------------------------|
| * Last Name: <input type="text" value="JONES"/> | Prefix: <input type="text" value="None"/> |
| * First Name: <input type="text" value="CHARLES"/> | Suffix: <input type="text" value="None"/> |
| Middle Name: <input type="text"/> | * Legal Name: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

| | |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| * Gender: <input type="text" value="Male"/> | Birth Date: <input type="text"/> Ex: mm/dd/yyyy |
| * Gender Determination Code: <input type="text" value="Employee Declared"/> | Birth Date Determination Code: <input type="text" value="Select One"/> |
| Citizenship Country: <input type="text" value="UNITED STATES"/> | Marital Status: <input type="text" value="Unknown N/A"/> |
| Veteran: <input type="text" value="Unknown or N/A"/> | * Voting District: <input type="text" value="SOUTH DAKOTA"/> * <input type="text" value="01"/> |
| Receive Mail Indicators: FSA <input checked="" type="checkbox"/> NRCS <input checked="" type="checkbox"/> RD <input type="checkbox"/> | Language Preference: <input type="text" value="English"/> |
| Limited Resource Producer: <input type="text" value="No"/> | Employee Type: <input type="text" value="Not an Employee"/> |
| Resident Alien: <input type="text" value="Unknown or N/A"/> | * Ethnicity: <input type="text" value="Not Hispanic or Latino"/> |
| Inactive Customer Indicator: <input type="text" value="Active record"/> | * Ethnicity Determination Code: <input type="text" value="Employee Declared"/> |

..*

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.

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>An individual may be changed to a business with a Social Security number for only the following:</p> <ul style="list-style-type: none"> • an estate • a revocable trust • a limited liability company. |
| 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 | 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). |
| 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 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 is complete.</p> <p>If multi-county customer, do not inactivate without consulting with other County Offices with existing legacy links.--*</p> <p>If multi-agency customer, user shall not activate or inactivate other agencies' customers unless authorized by the respective agency.</p> |

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

| Field | Required | Valid Entry |
|------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prefix | | <ul style="list-style-type: none"> • Defaults to “None”. • Use the drop down box to select 1 of the following: <ul style="list-style-type: none"> • “DR” • “MISS” • “MR” • “MRS” • “MS” • “REV”. <p>Note: This data is required for FLP customers.</p> |
| Suffix | | <ul style="list-style-type: none"> • Defaults to “None”. • Use the drop down box to select 1 of the following: <ul style="list-style-type: none"> • “JR” • “SR” • “I” • “II” • “III” • “IV” • “V” • “DDS” • “DVM” • “MD”. |
| Legal Name | | <p>Indicates that the First Name, Middle Name, and Last Name of the individual have been verified to be their legal name.</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> |
| Birth Date | | <p>If the customer volunteers their birth date, enter the date in the “MM/DD/YYYY” format.</p> |

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

| Field | Required | Valid Entry |
|-------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Birth Date Determination Code | | <p>To indicate how the birth date 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. |
| Marital Status | | <p>To indicate the marital status of the customer, use the drop down box to select 1 of the following:</p> <ul style="list-style-type: none"> • “Divorced” • “Married” • “Separated” • “Single” • “Unknown N/A” (default) • “Widow(er)”. <p>Note: This information is required for FLP customers.</p> |
| Voting District | X | <p>To indicate the congressional district of where the customer resides:</p> <ul style="list-style-type: none"> • select a State from the drop down box • enter the 2-digit voting district. <p>To determine the 2-digit voting district, access http://www.house.gov/writerep. Enter the applicable State and ZIP Code. In the case of a P.O. Box address, use the ZIP Code of the customer’s physical location, not the post office.</p> |

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

| Field | Required | Valid Entry |
|------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Language Preference | X | Use the drop down box to select either of the following: <ul style="list-style-type: none"> • “English” (default) • “Other” • “Spanish”. |
| Employee Type | X | Use the drop down box to select 1 of the following: <ul style="list-style-type: none"> • “Not an Employee” (default) • “Business Associate” of an FSA/NRCS employee • “Close Relative” of an FSA/NRCS Service Center employee such as, uncle, aunt, nephew, or niece • “Family Member” of an FSA/NRCS Service Center *--employee such as, wife, husband, son, or daughter, including minor children--* • “FSA Employee/Producer”, including DD’s, State Office employees, SED, STC, NRCS AC, and NRCS State Conservationist • “Service Center Employee”, including employees of other Service Center agencies. <p>Note: Ensure that employee type is changed when customer’s status changes.</p> |
| Ethnicity | X | Use the drop down box to select either of the following: <ul style="list-style-type: none"> • “Hispanic or Latino” • “Not Hispanic or Latino”. |
| Ethnicity Determination Code | X | To indicate how the ethnicity of the customer was determined, use the drop down box to select either of the following: <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 must be the same as the determination code entered in “race”.</p> |

178 Entering Customer Core Data for a Business

A Selecting a Business

This is an example of the Add Business Customer Screen.

After the selection of a business, the following information may be added.

| Field | Required | Valid Entry |
|---------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID | | <p>The business' Federal Tax ID number is required if the business wishes to receive monetary benefits.</p> <p>For Federal agencies, use the ID numbers in subparagraph 125 A.</p> <p>Note: If the Federal agency is not listed in subparagraph 125 A, follow subparagraph 125 D.</p> |
| ID Type | | <p>If an ID number is entered, use the drop down box to select 1 of the following:</p> <ul style="list-style-type: none"> • "Employer ID" • "Federal" • "Social Security". |

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> <ul style="list-style-type: none"> • estate (paragraph 178.5) • LLC (paragraph 178.6) • revocable trust (paragraph 178.8). <p>Notes: For CMA or LSA, ID type must be employer ID.</p> <p style="text-align: center;">For an estate using a Social Security number, ensure that the customer is entered as an individual before changing to an estate.</p> |
| Business Name | X | The business’ name is required. |
| 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 style="text-align: center;">See Exhibit 11 for the entity type codes.</p> <p style="text-align: center;">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 on the “Add” button. To clear the fields of data entered without adding, click on the “Reset” button.

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.

*..

The screenshot shows a web form titled "Business Information" with a document icon. The form is divided into several sections:

- Customer Information:**
 - Common Name: JONES FARMS
 - Tax ID: 552222222
 - * Customer Type: Business
 - Tax ID Type: Employer Id
- Business Information:**
 - * Business Name: JONES FARMS
 - * Legal Name: Yes No
 - * Business Type: General Partnership
 - Business Prior1: General Partnership
 - Business Prior2: General Partnership
- Demographic and Identification:**
 - Gender: Select One
 - Gender Determination Code: Select One
 - Receive Mail: FSA NRCS RD
 - * Voting District: Select One
 - Limited Resource Producer: Select One
 - Originating Country: UNITED STATES
 - Inactive Customer Indicator: Active record
 - Ethnicity: Select One
 - Ethnicity Determination Code: Select One

--*

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)

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 | | This will default to the business name, but may be changed. |
| Customer Type | | The only businesses using a Social Security number that can be changed to an individual are: <ul style="list-style-type: none"> • revocable trust • limited liability company. |
| Business Prior1 | | The user cannot update. Note: The Business Prior 1 is updated each year at rollover with the previous year's value. |
| Business Prior2 | | The user cannot update. Note: The Business Prior 2 is updated each year at rollover with the Business Prior 1 value. |
| Gender | | Indicate the business owner's gender by using the drop down box to select 1 of the following: <ul style="list-style-type: none"> • "Org Other" • "Org/Fem Owned" • "Org/Male Owned" • "Unknown". |
| Gender Determination Code | | To indicate how the gender of the business owner was determined, use the drop down box to select either of the following: <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 is a required entry if "Gender" is entered.--*</p> |

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business 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: Must be left blank for CMA or LSA.</p> |
| Voting District | X | <p>To indicate the congressional district of where the majority of the business' farming interests are situated:</p> <ul style="list-style-type: none"> • select a State from the drop down box • enter the 2-digit voting district. <p>To determine the 2-digit voting district, access http://www.house.gov/writerep. Enter the applicable State and ZIP Code.</p> <p>Note: Voting district is an optional entry for the following business types:</p> <ul style="list-style-type: none"> • news media • loss adjuster contractor • public body • other. |
| 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> |
| Originating Country | | <p>The country of origin for the foreign entity:</p> <ul style="list-style-type: none"> • defaults to "United States" • may be changed by selecting a country from the drop down box. <p>Note: A <u>foreign entity</u> is a corporation, trust, estate, or other similar organization, that has more than 10 percent of its beneficial interest held by individuals who are not:</p> <ul style="list-style-type: none"> • citizens of the U.S. • lawful aliens possessing a valid Alien Registration Receipt Card (Form I-551 or I-151) • see 1-PL, subparagraph 236 A. |

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business Data (Continued)

| Field | 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 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 is complete.</p> <p>If multi-county customer, do not inactivate without consulting with other County Offices with existing legacy links.--*</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 can be loaded in SCIMS as a business, using **either** of the following:

- a customer’s Social Security number

Note: See 1-PL, subparagraph 333 B about the 2-year rule.

- Federal employer (tax ID) number.

B Loading an Estate in SCIMS

When entering a new or updating an existing estate in SCIMS, Service Centers shall enter the customer’s name followed by “Estate”.

Example: Sam Smith Estate

Estates may be entered into SCIMS using either the deceased customer’s Social Security number or the estate’s Federal employer (tax ID) number, depending on State law, when establishing or revising their respective records in SCIMS. Based on which ID number an estate uses, the following distinct and different procedures shall be followed when loading or updating the deceased customer’s records in SCIMS. Estates shall be loaded and updated in SCIMS according to the following table.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>IF a deceased customer is currently loaded in SCIMS as an individual with a Social Security number and the estate uses...</p> | <p>THEN...</p> |
| <p>the respective Social Security number</p> | <p>the existing record shall be updated to a business in SCIMS using the deceased customer’s respective Social Security number.</p> |
| <p>a Federal employer (tax ID) number</p> | <p>a complete new record shall be loaded in SCIMS as a business for that estate and submitted.</p> <p>Note: Records that exist in SCIMS for the deceased customer as an individual must be unlinked from the database according to paragraph 195.</p> |

***--Note:** If no tax ID number was entered in SCIMS, a legacy system customer ID number will be assigned. Legacy system customer ID numbers will not be eligible to--* receive payments.

179 Additional Customer Entries (Continued)

D Address Information (Continued)

Address information shall be entered according to the following table.

| Field | Required | Valid Entry |
|------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information Line | | <p>This field is used if the “Delivery Address Line” field has a secondary name or c/o.</p> <p>Example: SCIMS Farms c/o Jerry Davis 1500 Hawthorne Court Manly VA 20110</p> <p>“c/o Jerry Davis” is entered in the “Information Line” field.</p> <p>Note: “Information Line” data will be sent to the AS/400.</p> |
| *** | | *** |

179 Additional Customer Entries (Continued)

D Address Information (Continued)

| Field | Required | Valid Entry |
|-----------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery Address Line | X | <p>This line identifies the delivery address for the customer using 1 of the following:</p> <ul style="list-style-type: none"> • PO Box XXX • RR X Box XXX • HC X Box XXX • street address and apartment number. <p>Note: The “Delivery Address Line” and the “Last Line (Post Office)” of addresses should be completely standardized using USPS standard abbreviations and/or as shown in the current USPS ZIP+4 File.</p> <p>Example: BILL GREY (Recipient Line) C/O ABC GRAIN INC (Information Line-Optional) 1500 E MAIN AVE STE 201 (Delivery Address Line) SPRINGFIELD VA 22162-1010 (Last Line (Post Office))</p> |
| Foreign Address Line | | <p>*--Enter either of the following only if the address includes a foreign country or military address (such as APO or FPO):</p> <ul style="list-style-type: none"> • foreign country <div data-bbox="613 907 1195 1251" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>Note: Make no entries in “City”, “State”, or “ZIP Code” fields.</p> <ul style="list-style-type: none"> • military address. <div data-bbox="613 1402 1195 1747" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p style="text-align: right;">--*</p> <p>Note: Replace the foreign city with APO or FPO and the State name with AA, AE, or AP followed by the applicable special ZIP Code. Make no entries in "City", "State", or "ZIP Code" fields.</p> |

194 Changing or Adding Tax ID Number in SCIMS (Continued)

* * *

D Payment to an Incorrect ID Number

If an incorrect ID number has been used and payments have been issued using the incorrect number, immediately change the ID number according to subparagraphs B and C. Future payments shall be issued to the correct ID number. After changing the ID number in SCIMS, select the correct ID number from the County Office's AS/400 name and address file and add it to all records where the incorrect ID was used.

195 Unlinking Customer in SCIMS

A Introduction

When it is no longer necessary to have a customer in the County Office’s AS/400 name and address record, the customer’s legacy link should be deleted. The customer will be moved to “Pending Delete” status in the county’s AS/400 if the customer is eligible to be unlinked.

B Deleting Legacy Link

To unlink a customer from a County Office, the customer must be eligible to be unlinked. To be eligible, the customer must be inactive in the County Office that is to be unlinked. Areas where the customer may be active include, but are not limited to:

- accounting
- contracts
- entity files
- farm loan programs
- farm records
- loans.

After the customer is made inactive in all programs and records in the County Office, unlink the customer in SCIMS according to the following table.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Perform a search of the customer in SCIMS according to subparagraph 175 C. |
| 2 | Select the customer to unlink from the Search Results Screen. |
| 3 | Select the “Legacy Link” section. |
| 4 | Click on the “Select for Deletion” field for the State and county link record to be deleted. |
| 5 | Answer the deletion confirmation prompt. |
| 6 | Select the “Program Participation” section. |
| 7 | Click on the “Select for Deletion” field in the “Program Participation” record for the State and county that was deleted in the “Legacy Link” section. |
| 8 | Answer the deletion confirmation prompt. |
| 9 | Click on the “Submit” button to submit the changes to SCIMS. Note: When producer is linked to other counties, the County Office should be able to submit at this point. In cases where the producer is only linked to the 1 county, the County Office needs to add back a “Program Participation” entry. When adding a “Program Participation” entry back in, select “Inactive Customer” with your State, county, and Service Center. When “Inactive Customer” is selected, “General Program Interest” and “Current Participant” fields will be unavailable to access. Do not add back the NRCS record. County Offices can now submit this record. |

--197 SCIMS to Name and Address Update Report*A Introduction**

When a customer's tax identification number is changed or a customer is unlinked in SCIMS, an attempt is made by KC-ITSDO to move the old record to "Delete" status in the AS/400 name and address file for the legacy link county. If the customer's record cannot be moved to "Delete" status, the county will receive a SCIMS to Name and Address Update Report. The report will identify the reasons why the customer cannot be moved to "Delete" status and the actions the county needs to take.

B Reasons a Customer's Record Cannot Be Deleted

When KC-ITSDO attempts to move to "Delete" status a customer that has been changed or unlinked in SCIMS, 1 or more of the following messages may be received. Counties shall take necessary actions to allow the record to be deleted. Some conditions that are listed require no action because participation in the program determines when the record is eligible to be deleted.

The message will only be received when the initial update is submitted in SCIMS and will not be received again unless another update is submitted through SCIMS. If the county does not take the necessary actions when the message is received and the customer is not updated in SCIMS again, the customer will not be moved to "Delete" status and will remain in "Pending Delete" status indefinitely.

Example: The County Office accesses a customer's record in SCIMS and changes the tax identification from "No Tax ID" to a permanent ID number. When the changed record is sent back to the customer's legacy link county's AS/400 name and address file, it becomes a new record for the customer. An attempt is made by KC-ITSDO to move the old record to "Delete" status. If the County Office has not removed the temporary tax ID from all farms, the county will receive a message that the customer cannot be deleted because the ID is active on a farm and the temporary ID record will be moved to "Pending Delete". If the county does not remove the old ID from the farm, the old ID will remain in "Pending Delete" indefinitely. The county will not be notified again unless a change is made in SCIMS to the customer's record.--*

197 SCIMS to Name and Address Update Report (Continued)

C Messages and Actions

If a report is received, 1 or more of the following messages may be included. The county shall make necessary corrections to allow the record to be deleted.

***--Note:** These messages are generated when a customer ID has been changed in SCIMS, but the customers previous ID is still active on the AS400 and cannot be deleted because of reasons listed in the following table.

| Message | Reason for Message | Action |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Active Producer | Customer was associated with a farm in the previous 2 years as an operator, owner, or OT. Note: Customers must be inactive on all farms for 2 complete rollovers to be moved to "Deleted" status. | None. |
| Active on a Farm | Customer is currently active on at least 1 farm as owner, operator, or OT.--* | Remove the customer from all farms that he/she is associated with. |
| CY Permitted Entity File | Customer is currently in the CY Entity or Joint Operation file. | Delete customer from the CY Entity or Joint Operation file. |
| Combined Entity File | Customer is combined with another customer. | Delete customer from the Combined Entity File. |
| *** | *** | *** |

***--Note:** If a SCIMS to Name and Address Update Report prints with any of the above messages, then the customer is placed in a "Pending Delete" status.--*

197 SCIMS to Name and Address Update Report (Continued)

C Messages and Actions (Continued)

*--

| Message | Reason for Message | Action |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Farm Loan Programs | Customer filed an application for farm loan programs, loan. | If customer is no longer a farm loan programs customer, flag must manually be set to "N". |
| Loans | Customer had a price support loan within the last 6 months. | None. Price Support runs a monthly edit to reset customers who have had no loan activity for 6 months and their outstanding balance is zero. Note: LDP's keep the IND-DEL-LOAN flag active for 1 year and 9 months. |
| CRP | This flag is currently not being checked when flagging a producer for deletion. | Ensure that producer has no active CRP participation when flagging for deletion. |
| Accounting | Customer's flag is set to "Y" in 1 of the following: <ul style="list-style-type: none"> • direct deposit • claims • receivables. | If the flag is no longer applicable, reset the flag to "N". KC-ADC periodically runs edits to correct these. |

Note: If a SCIMS to Name and Address Update Report prints with any of the above messages, then the customer is placed in a "Pending Delete" status.--*

711 Corporations, Limited Partnerships, Limited Liability Partnerships, Limited Liability Companies, and Other Similar Entities

A Officer Authorization

A copy of either of the following documents will authorize an officer or member to sign:

- the corporate charter, bylaws, or partnership papers executed according to State law, that designates the officer or member
- resolution by the corporation's board of directors, signed by the corporation's secretary or other officer other than the designated agent.

***--Notes:** The identification/listing of officers and/or shareholders of a corporation does not, by itself, provide sufficient evidence of who has authority to act on behalf of the corporation.--*

Before July 20, 2004, certain properly executed affidavits may have been used as evidence of signature authority. Properly completed affidavits on file before July 20, 2004, shall continue to be honored as evidence of signature authority by State and County Offices.

Spouses shall not sign on behalf of each other as an authorized signatory for a corporation, limited partnership, limited liability partnership, limited liability company, or other similar entity. Individuals who are appointed an attorney-in-fact for another individual shall not sign for that individual as an authorized signatory for a corporation, limited partnership, limited liability partnership, limited liability company, or other similar entity.

Example: Joe Blue is a member of B Inc. The charter for B Inc. authorizes Joe Blue to sign for the corporation. Joe Blue's spouse shall not sign for Joe Blue as the authorized signatory for B Inc. Joe Blue appointed Mary Smith as his personal attorney-in-fact on FSA-211. Mary Smith shall not sign for Joe Blue as the authorized signatory for B Inc.

Spouses may sign on behalf of each other's individual interest in a corporation, limited partnership, limited liability partnership, limited liability company, or other similar entity; unless a written notification denying a spouse this authority is provided to County Office. Individuals who are appointed as an attorney-in-fact for another individual may sign for that individual's interest in a corporation, limited partnership, limited liability partnership, limited liability company, or other similar entity.

Example: Jane Brown is a member of JBB Inc. The corporate charter for JBB Inc. requires all members to sign documents for the corporation. Jane Brown's spouse may sign for Jane Brown's individual member interest in the corporation. Jane Brown appointed Mike Black as her personal attorney-in-fact on FSA-211. Mike Black may sign for Jane Brown's individual member interest in the corporation.

711 Corporations, Limited Partnerships, Limited Liability Partnerships, Limited Liability Companies, and Other Similar Entities (Continued)

*--B Redelegation of Signature Authority

Use the following table to determine how an agent may be granted authority to sign for a corporation, limited partnership, limited liability partnership, limited liability company, or other similar entity.

| IF... | THEN... |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>the entity documents allow for redelegation of signature authority</p> | <p>the person authorized to sign for the entity according to subparagraph A may redelegate their authority to an agent on FSA-211.</p> <p>Notes: See Section 4 for power of attorney.</p> <p>See paragraph 707 if the agent granted signature authority is an entity.</p> <p>Important: The person authorized to sign for the entity according to subparagraph A shall not redelegate this authority if the entity documents do not allow for redelegation of signature authority.</p> <p>Example 1: The XYZ Corporation charter designates Mary Brown as the corporate officer with signature authority for the corporation. The corporate charter provides that the authority to sign for XYZ Corporation may be redelegated. Mary Brown may redelegate her signature authority for XYZ Corporation to an agent by completing FSA-211.</p> <p>Example 2: The ABC Corporation charter designates Mike Jones as the corporate officer with signature authority for the corporation. The corporate charter does not indicate that the authority to sign for ABC Corporation may be redelegated. Mike Jones shall not redelegate his signature authority for XYZ Corporation.</p> |

--*

Section 4 Power of Attorney and Rules on Authority

728 Policy for Powers of Attorney

A General Policy

In the County Office where employed, County Office employees shall not act as attorney-in-fact on behalf of any producer, including family members. See paragraph 707.

*--Minors may **not** appoint an attorney-in-fact to act on their behalf or be appointed an attorney-in-fact to act on grantor's behalf.--*

Since August 1, 1992, spouses may sign documents on behalf of each other for FSA and CCC programs in which either has an interest without completing FSA-211 or FSA-211-1, unless written notification denying this authority has been provided to the County Office.

Exceptions: See paragraph 707 for exceptions to spouse's authority to sign on the other's behalf.

From April 17, 1996, to August 25, 2002:

- producers wishing to appoint an attorney-in-fact to act on their behalf for FSA and CCC programs must have completed FSA-211 or FSA-211-1, as applicable
- FSA no longer accepted power of attorney forms other than FSA-211 or FSA-211-1, as applicable, for FSA and CCC programs.

Exception: FSA accepted certain power of attorney forms other than FSA-211 in unique cases when a producer could not complete FSA-211, such as incompetence or incapacitation. Acceptance of power of attorney forms other than FSA-211 in these cases required review and approval by the regional attorney.

Since August 25, 2002:

- producers wishing to appoint an attorney-in-fact to act on their behalf for FSA and CCC programs must complete FSA-211
- FSA-211-1 is obsolete
- FSA shall not accept power of attorney forms other than FSA-211 except in:
 - unique cases when a producer could not complete FSA-211, such as incapacitation
 - cases involving members of the United States Armed Forces under active military duty.

728 Policy for Powers of Attorney (Continued)

B FSA-211 * * *

*--A separate FSA-211 shall be completed for each grantor and each attorney-in-fact. The County Office shall not process FSA-211 providing more than 1 grantor or more than 1 attorney-in-fact.

A grantor wishing to appoint more than 1 attorney-in-fact shall complete and submit a separate FSA-211 for each attorney-in-fact. Two or more grantors wishing to appoint the same attorney-in-fact to act on their behalf shall each complete and submit separate FSA-211's.

Example 1: Mike Jones wishes to appoint both Jane Smith and Bob Brown as attorney-in-fact to act on his behalf. Mike Jones must complete one FSA-211 appointing Jane Smith and a separate FSA-211 appointing Bob Brown.

Example 2: Mary White and John Green both wish to appoint Joe Black as their attorney-in-fact. Mary White must complete and submit FSA-211 appointing Joe Black to act on her behalf, and John Green must complete and submit a separate FSA-211 appointing Joe Black to act on his behalf.

FSA-211 shall be used to appoint 1 attorney-in-fact to act on behalf of the grantor for FSA and CCC programs. The authority granted using FSA-211 may be for any of the following:

- all current and all future FSA and CCC programs
- all current FSA and CCC programs
- specific FSA and CCC program or programs.

FSA-211 may be used to appoint an attorney-in-fact to act on behalf of the grantor for FCIC-insured crops.

Note: It is the producer's responsibility to provide a copy of FSA-211 to the applicable crop insurance agent.--*

802 Waiving Eligibility for Assistance

A Submitting FSA-570

Producers shall sign FSA-570 to waive all eligibility for emergency crop loss assistance on all crops of economic significance for which at least the catastrophic level of crop insurance has not been purchased.

FSA-570 applies * * * in all counties where the producer has an interest in a crop of economic significance and shall remain in effect until revoked in writing by the producer or canceled by the Department. If the producer revokes a signed waiver and does not obtain at least the CAT level of crop insurance for all crops of economic significance, the producer *--will be ineligible for all benefits listed in subparagraph 801 A.--*

* * *

B Eligibility Flags

In each county, where the producer has an interest in a crop of economic significance, the County Office must have a copy of either FSA-570 or evidence that the crop insurance policy is in effect before eligibility flags can be updated.

When a copy of the signed FSA-570 or evidence that a crop insurance policy is in effect, *--update the FCI flag according to 3-PL, paragraph 38.--*

802 Waiving Eligibility for Assistance (Continued)

C Example of FSA-570

Following is an example of FSA-570.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-570
(04-11-96)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

WAIVER OF ELIGIBILITY FOR EMERGENCY ASSISTANCE

In accordance with section 508(b)(7)(A) of the Federal Crop Insurance Act, as amended, regarding eligibility for Department programs, **I hereby waive my eligibility to receive any emergency crop loss assistance from the United States Department of Agriculture for any of my crops for which insurance is available, and I have elected not to insure,** under the Federal crop insurance program. This waiver shall remain in effect until the earlier of (1) the crop year following revocation in writing by me or (2) cancellation by the Department. Nothing contained herein affects my eligibility for emergency loans under section 371 of the Consolidated Farm and Rural Development Act.

Producer name: _____

Producer signature: _____

Date: _____

Social Security number (or other program identifier): _____

803-812 (Reserved)

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 | | | 750, 753 |
| AD-2017 | Service Center Information Management System (SCIMS) Access Form | 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 |
| 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-392 | Redelegation/Revocation of Authority to Sign or Countersign CCC Payments | | 680 |
| CCC-501A | Member's Information | | 753 |
| CCC-502 | | | 753 |
| CCC-526 | Payment Eligibility Average Adjusted Gross Income Certification | | 72, 753 |
| CCC-605 | Designation of Agent - Cotton | | 728, 731 |
| CCC-633 LDP | Loan Deficiency Payment Certification and Application | | 680 |
| 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 |
|---------------------|--------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| FSA-211 | Power of Attorney | Ex. 60 | Part 25, 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 |
| 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 |
| I-151 | Alien Registration Receipt Card | | 178, 932 |
| I-551 | Alien Registration Receipt Card | | 178, 932 |
| 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 Delegations 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 |
| EQIP | Environmental Quality Incentives Program | 750-754 |
| FIPS | Federal Information Processing Standards | 141, Ex. 101 |
| FSRIA | Farm Security and Rural Investment Act of 2002 | 106, 107 |
| HC | highway content | 179 |
| IE | Internet Explorer | 141 |
| KC-ADC | Kansas City-Application Development Center | 141, 156, Ex. 2 |
| LAA | local administrative area | 142, 208, 212, 291, 294, 305 |
| LLC | Limited Liability Company | 178.6 |
| MQ | Marketing Quota | 208, 209 |
| NSCP | Naval Stores Conservation Program | 779, 918 |
| OIP | Office Information Profile | 141 |
| OT | other producer | 197 |
| RR | rural route | 179, 208 |
| SCIMS | Service Center Information Management System | Text, Ex. 11, 11.5, 12, 2.5-12.10, 104 |
| TAA | Trade Adjustment Assistance | 728 |

Redelegations 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 |

State SCIMS Security Officers

| State | Agency | Name |
|--------------|---------------|--------------------------|
| Alabama | FSA | Sharrie G. Peterson |
| Alabama | NRCS | *--Julie Yates--* |
| Alabama | RD | Cynthia Smith |
| Alaska | FSA | Jimmy R. LaVoie |
| Alaska | NRCS | Philip B. Naegele |
| Alaska | RD | Robyn Martin |
| Arizona | FSA | Carla Hill |
| Arizona | NRCS | Vicky L. Bennett |
| Arizona | RD | Ron Walch |
| Arkansas | FSA | Patricia G. Cook |
| Arkansas | NRCS | *--Dennis Mobley--* |
| Arkansas | RD | Terrie Rose |
| California | FSA | Navdeep K. Dhillon |
| California | NRCS | Carmen De Jesus Ortiz |
| California | RD | Vacant |
| Colorado | FSA | David E. Schneider |
| Colorado | NRCS | Michael Wall |
| Colorado | RD | Vacant |
| Connecticut | FSA | Marilu R. Soileau |
| Connecticut | NRCS | *--Michelle Hendricks--* |
| Connecticut | RD | Richard A. Lavoie |
| Delaware | FSA | Robin L. Talley |
| Delaware | NRCS | *--Lester Stillson--* |
| Delaware | RD | Vacant |
| Florida | FSA | *--Georgetta R. Degel--* |
| Florida | NRCS | Jeff Werner |
| Florida | RD | Hilary Cook |
| Georgia | FSA | Edwin T. Weldon |
| Georgia | NRCS | *--Dot Harris--* |
| Georgia | RD | Craig Scroggs |
| Hawaii | FSA | Steve D. Peterson |
| Hawaii | NRCS | Camille Kimbrough |
| Hawaii | RD | Clarice H. Osako |
| Idaho | FSA | Sherrie L. Brooks |
| Idaho | NRCS | Glenn Shea |
| Idaho | RD | Vacant |

State SCIMS Security Officers (Continued)

| State | Agency | Name |
|---------------|---------------|----------------------|
| Illinois | FSA | Stanley W. Wilson |
| Illinois | NRCS | *--Karl Vissor--* |
| Illinois | RD | Denise A. Pubill |
| Indiana | FSA | Carl R. Schweikhardt |
| Indiana | NRCS | John Poenisch |
| Indiana | RD | Kellermeyer |
| Iowa | FSA | Bradley J. Murray |
| Iowa | NRCS | Roy Campbell |
| Iowa | RD | Kathy Deppe |
| Kansas | FSA | Terry L. Hawk |
| Kansas | NRCS | Jeff Hart |
| Kansas | RD | Brenda E. Aeillo |
| Kentucky | FSA | *--Brenda Johnson--* |
| Kentucky | NRCS | *--Christy Morgan--* |
| Kentucky | RD | Shirley Halcomb |
| Louisiana | FSA | T. Christine Normand |
| Louisiana | NRCS | Tim Landreneau |
| Louisiana | RD | Sheila Ford |
| Maine | FSA | Dan W. Heathcote |
| Maine | NRCS | *--Susan Arrants--* |
| Maine | RD | Tammy Carter |
| Maryland | FSA | Andrea Naughton |
| Maryland | NRCS | Michael K. Shockley |
| Maryland | RD | Vacant |
| Massachusetts | FSA | Noreen L. Vassallo |
| Massachusetts | NRCS | Jeffrey G. Anliker |
| Massachusetts | RD | Richard A. Lavoie |
| Michigan | FSA | Kelly D. Losey |
| Michigan | NRCS | *--Tim Catton--* |
| Michigan | RD | Lynette McCarty |
| Minnesota | FSA | Lisa B. MacDonald |
| Minnesota | NRCS | Mike G. Pageler |
| Minnesota | RD | Lori Moore |
| Mississippi | FSA | Gary M. Morrison |
| Mississippi | NRCS | Katura Wright |
| Mississippi | RD | Cynthia White |
| Missouri | FSA | Richard A. Waggoner |
| Missouri | NRCS | David Gruber |
| Missouri | RD | Dean Olson |

State SCIMS Security Officers (Continued)

| State | Agency | Name |
|------------------|---------------|-------------------------|
| Montana | FSA | Carole A. Nichols |
| Montana | NRCS | *--Dave Kascht--* |
| Montana | RD | Vacant |
| Nebraska | FSA | Michael L. Sander |
| Nebraska | NRCS | Doug Garrison |
| Nebraska | RD | Krista Stevens |
| Nevada | FSA | Debbie G. Goin |
| Nevada | NRCS | *--Rod Dahl--* |
| Nevada | RD | Vacant |
| New Hampshire | FSA | Linda L. Grames |
| New Hampshire | NRCS | Gary Domian |
| New Hampshire | RD | Raymond B. Fredericks |
| New Jersey | FSA | Christopher K. Scheirer |
| New Jersey | NRCS | Nancy Paolini |
| New Jersey | RD | Vacant |
| New Mexico | FSA | Joanie Fister |
| New Mexico | NRCS | *--John Tunburg--* |
| New Mexico | RD | Brooke Bishop |
| New York | FSA | Heather K. Laman |
| New York | NRCS | *--Richard Martin--* |
| North Carolina | FSA | Carole L. Nobles |
| North Carolina | NRCS | *--Mike Sugg--* |
| North Carolina | RD | Neal Sherrod |
| North Dakota | FSA | Brian R. Natwick |
| North Dakota | NRCS | *--Tanya Riehl--* |
| North Dakota | RD | Vacant |
| Ohio | FSA | Richard L. Borland |
| Ohio | NRCS | *--Sean Browning--* |
| Ohio | RD | Vacant |
| Oklahoma | FSA | Tona J. Huggins |
| Oklahoma | RCS | Suzanne Collier |
| Oklahoma | RD | Jody Harris |
| Oregon | FSA | Anthony M. Meeuwesen |
| Oregon | NRCS | Danny Burgett |
| Oregon | RD | Faith Harris |
| *--Pacific Basin | NRCS | Kurencio Ngowakl--* |
| Pennsylvania | FSA | Jackie M. Stonfer |
| Pennsylvania | NRCS | *--Lisa Walker--* |
| Pennsylvania | RD | Dane Bowerman |

State SCIMS Security Officers (Continued)

| State | Agency | Name |
|----------------|---------------|-------------------------|
| Puerto Rico | FSA | Edgar Maldonado |
| Puerto Rico | NRCS | Manuel A. Roman |
| Puerto Rico | RD | Jorge Lopez |
| Rhode Island | FSA | Deborah A. Lebrun |
| Rhode Island | NRCS | Jackie Pashnik |
| Rhode Island | RD | Richard A. Lavoie |
| South Carolina | FSA | *--W. Riley Odum--* |
| South Carolina | NRCS | Ellis Morrow |
| South Carolina | RD | Vacant |
| South Dakota | FSA | Allen R. Barton |
| South Dakota | NRCS | *--Kathy Irving--* |
| South Dakota | RD | Kay Daugherty |
| Tennessee | FSA | Dennis V. Williams |
| Tennessee | NRCS | *--Grace Lutz--* |
| Tennessee | RD | Vacant |
| Texas | FSA | Christi A. Morris |
| Texas | NRCS | Dennis L. Williamson |
| Texas | RD | Larry McDonald |
| Utah | FSA | Cary B. Son |
| Utah | NRCS | *--James Huggard--* |
| Utah | RD | Vacant |
| Vermont | FSA | *--Rachel Cadieux--* |
| Vermont | NRCS | Robert L. Sylvester |
| Vermont | RD | Raymond B. Fredericks |
| Virginia | FSA | Robert A. Smith |
| Virginia | NRCS | *--Rod Wood--* |
| Virginia | RD | Nancy A. Lewis |
| Washington | FSA | Mary Kay Bryan |
| Washington | NRCS | Amy J. Rodman |
| Washington | RD | James A. Wehrer |
| West Virginia | FSA | Jacki A. Defazio |
| West Virginia | NRCS | *--Peg Reese--* |
| West Virginia | RD | Vacant |
| Wisconsin | FSA | Robin L. Jachthuber |
| Wisconsin | NRCS | *--Michelle Komiskey--* |
| Wisconsin | RD | Jolane Rankin |
| Wyoming | FSA | Nancy L. Schoonover |
| Wyoming | NRCS | *--Sharon Williams--* |
| Wyoming | RD | Mary A. Sessin |
| Guam | NRCS | Barbara D. Aflague |