

For: State and County Offices

2003 County Election Web-Based Election Committee Reports

Approved by: Acting Deputy Administrator for Field Operations



1 Overview

A Background

A web-based process has been developed for recording County Committee (COC) Organizational Structure through the web-based application. The information being collected will provide FSA National, State, and County Offices with a new COC Directory. County Offices shall input the Committee Report information from the 1st organizational meeting held with the new COC.

If problems are encountered logging into the site, the Help Desk should be contacted for assistance at 800-255-2434, option 5 of the recorded message.

B Purpose

This notice explains the process for entering Committee Reports data information into the web-based system. Once all counties have uploaded the data into the web-based application, KC-Application Development Center (ADC) will produce a COC Directory. An E-Authentication (formerly known as WebCAAF) ID is required to record election results.

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact any of the following:
 - Ken Nagel at 202-720-7890
 - Deborah Johnson at 202-720-0067
 - Zina Riley at 202-720-0258.

Disposal Date	Distribution
February 1, 2005	State Offices; State Offices relay to County Offices

Notice AO-1303

2 Action

A Entering County Committee Organization Structure

Enter the COC election website address that will be provided in an Information Bulletin. The user will need their E-Authentication password.

Enter committee structure information according to this table. See Exhibit 1 for screen prints.

Step	Screen Title	Action
1	USDA E-Authentication and Authorization Warning Screen	PRESS "Continue".
2	Please enter your credentials.	<ul style="list-style-type: none"> • Enter E-Authentication User ID and Password. • PRESS "Login" or "Enter".
3	County FSA Committee Reports	PRESS "Recording County Committee Organizational Structure".
4	Recording County Committee Organizational Structure	<p>Enter the County Office Committee number and the number of local administrative areas (LAA's) in the committee.</p> <ul style="list-style-type: none"> • Select the COC Number from the drop down box. • Select the number of LAA's in the county from the next drop down box. • PRESS "Continue".
5	Administering Location	<p>A pre-filled screen displaying the Administering Location is displayed.</p> <ul style="list-style-type: none"> • Insert current information for the 2004 COC. • Insert a member for each LAA. • PRESS "LAA" to insert data.
6	Member Search	<p>On the Member Search Screen, input either of the following:</p> <ul style="list-style-type: none"> • last 4 digits of ID • partial last name. <p>PRESS "Search".</p>

Notice AO-1303

2 Action (Continued)

A Entering County Committee Organization Structure (Continued)

Step	Screen Title	Action
7	Member Data	Once the correct member has been selected, PRESS “Add Member”.
8	Member Profile	<p>A pre-filled screen displays the Member Profile.</p> <ul style="list-style-type: none"> • Place a check in the box if information is correct. • Select a position for each year that the current member has held from the drop-down boxes. • PRESS “Submit”. • On the next screen, PRESS “LAA” for the current member to record the member’s personal information. • Select the term and years remaining in term from the drop-down boxes. • PRESS “Submit Member Data”. • The next screen calculates the “Next Election Year” for each LAA. <p>Note: Repeat steps 5 through 8 until all LAA’s have members added to the profile.</p> <ul style="list-style-type: none"> • PRESS “Submit Information”.
9	Recording Alternates	PRESS “Record LAA Alternates”.
10	LAA Alternates	<p>Do either of the following:</p> <ul style="list-style-type: none"> • enter Alternates for each LAA by pressing LAA • check “No LAA Alternates” if there were no alternates for the particular LAA.

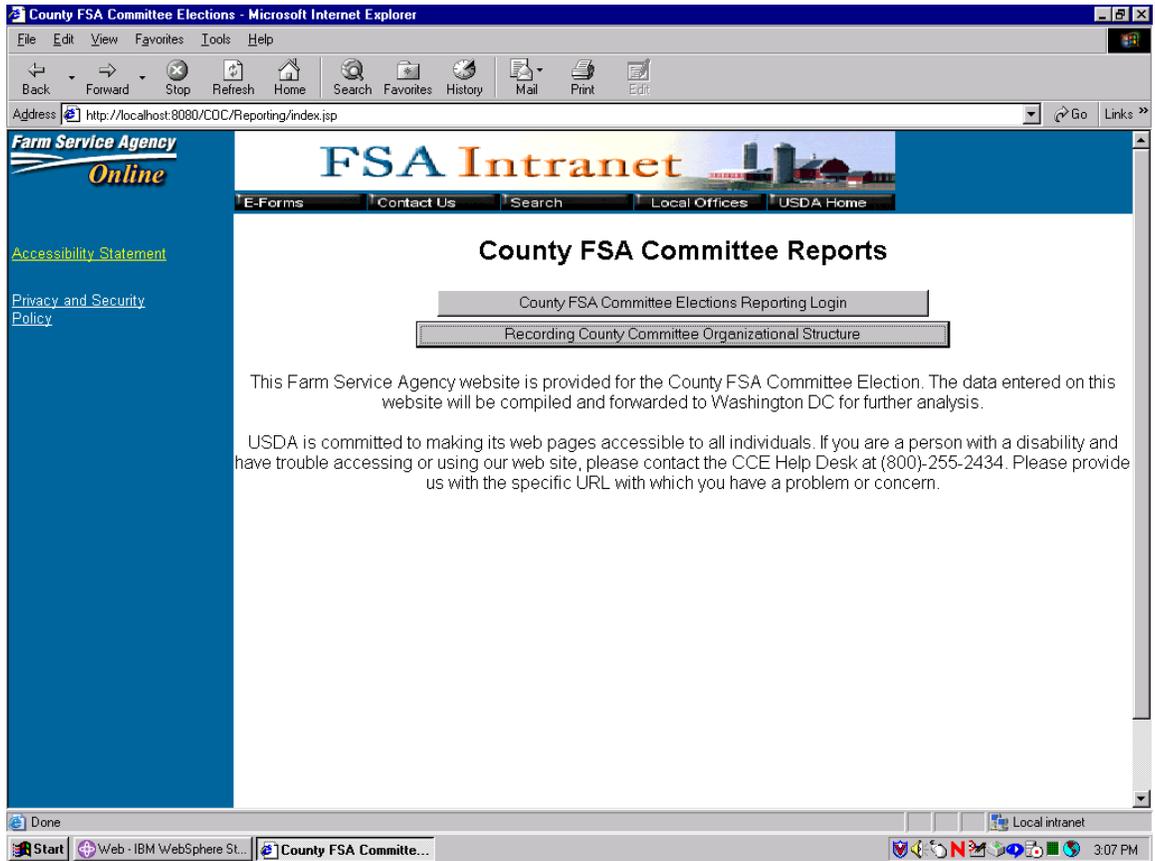
Notice AO-1303

2 Action (Continued)

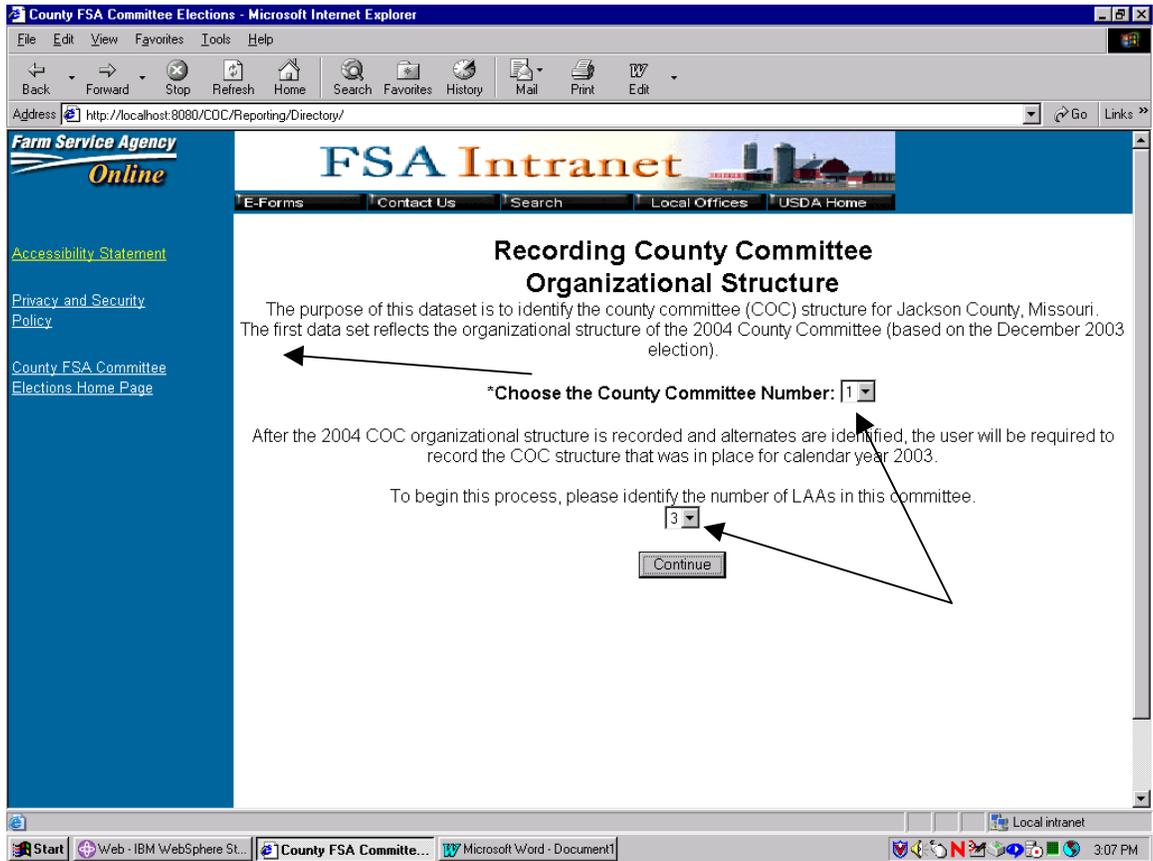
A Entering County Committee Organization Structure (Continued)

Step	Screen Title	Action
11	Alternate Search and Profile	<p>Search for member information by choosing either of the following:</p> <ul style="list-style-type: none">• last 4 digits of ID• partial last name. <p>PRESS “Search”.</p> <p>Note: Follow the same procedures in step 7 and 8.</p> <ul style="list-style-type: none">• Select the Position from the drop-down box.• PRESS “Submit”.• Repeat steps until all Alternates have been selected for each LAA.• PRESS “Submit Information”.
12	Recording Advisors	Follow steps 9 through 11.
13	Proof Information Entered	<p>Once all information for the Directory has been entered correctly, PRESS “Submit Information”.</p> <p>Note: Transaction Completed Screen will be displayed</p>

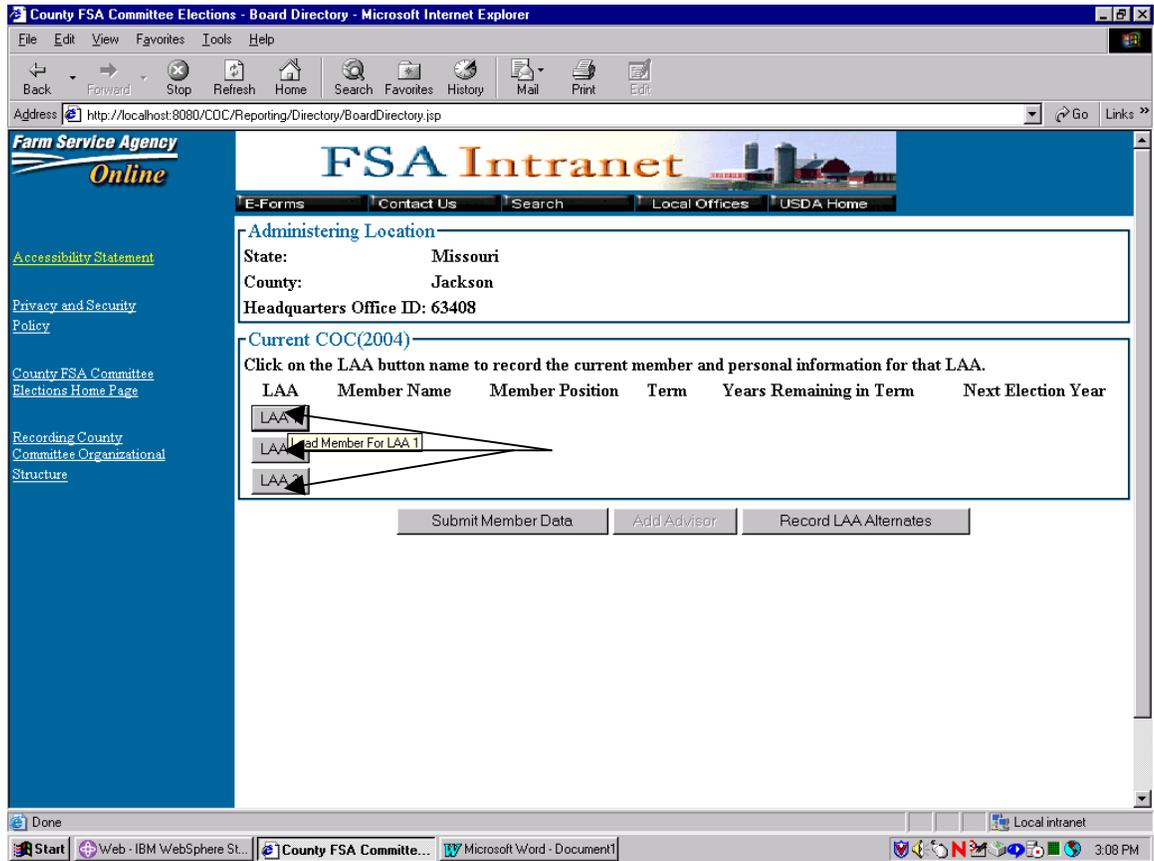
Screen Prints



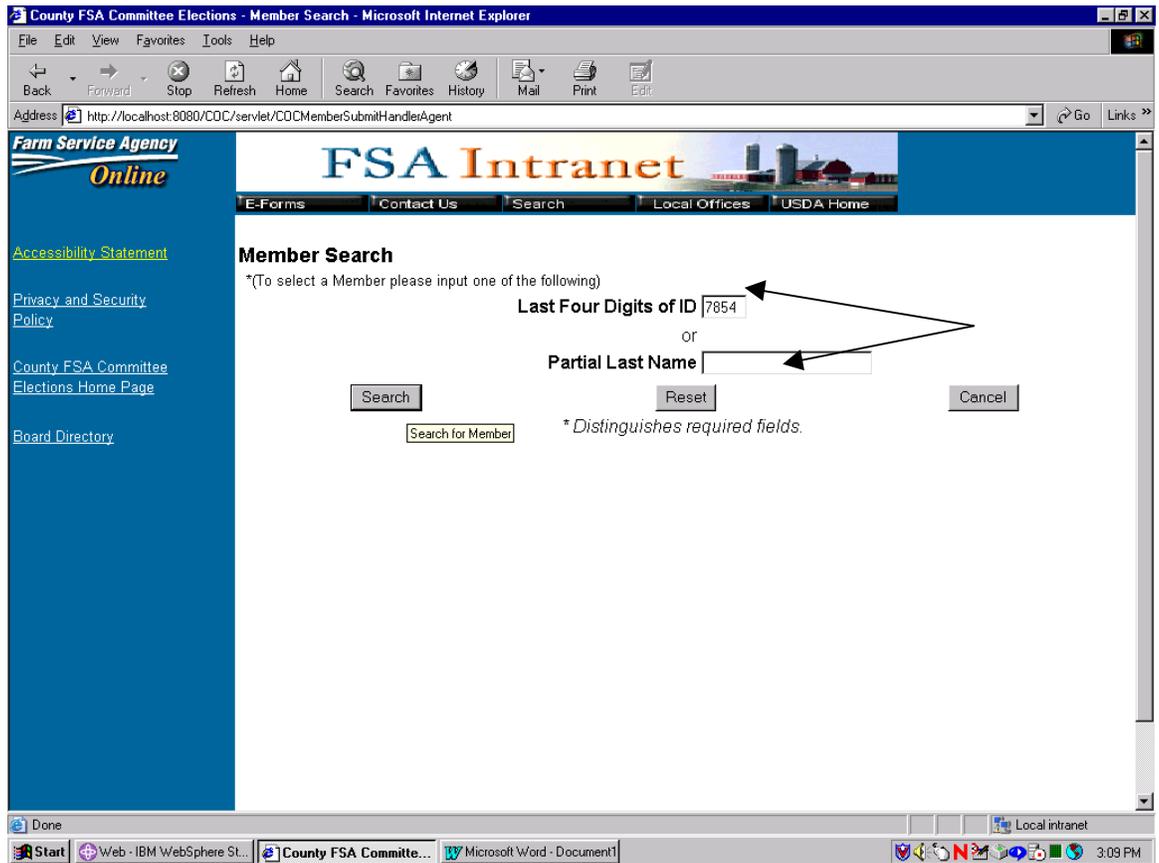
Screen Prints (Continued)



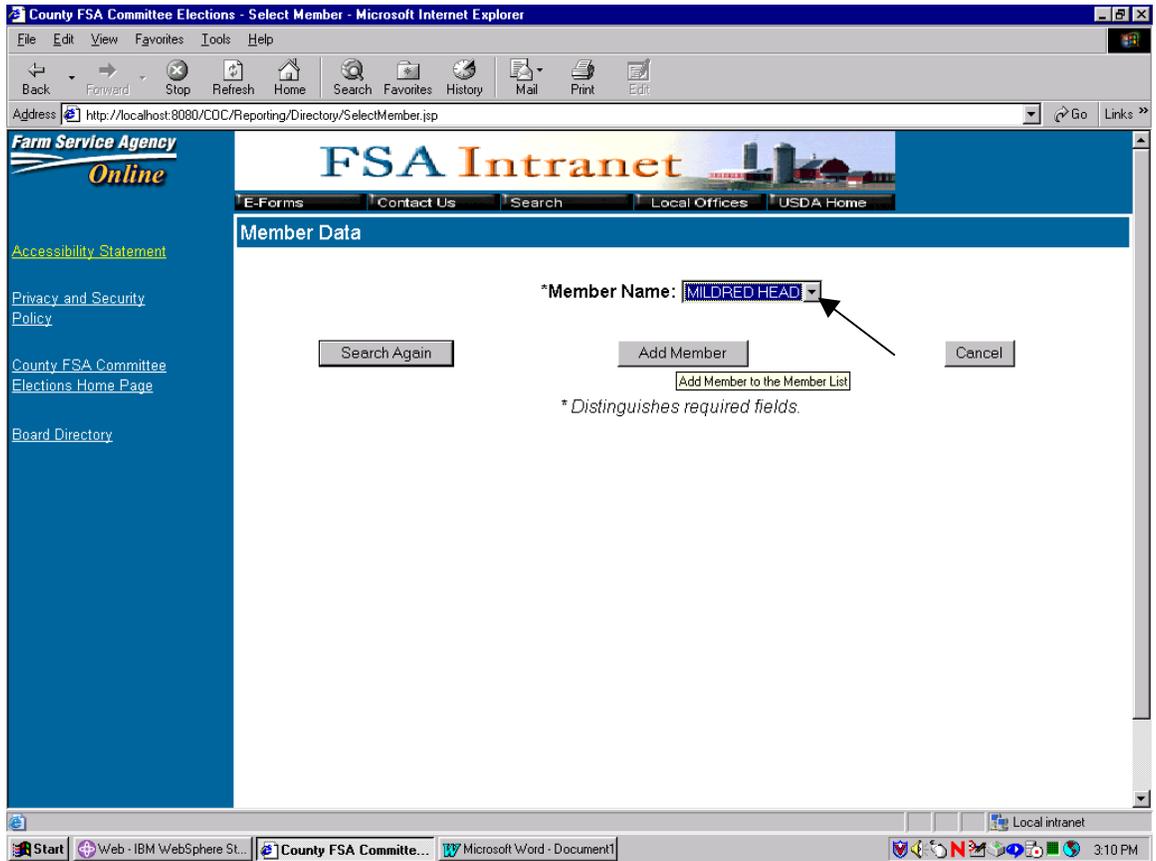
Screen Prints (Continued)



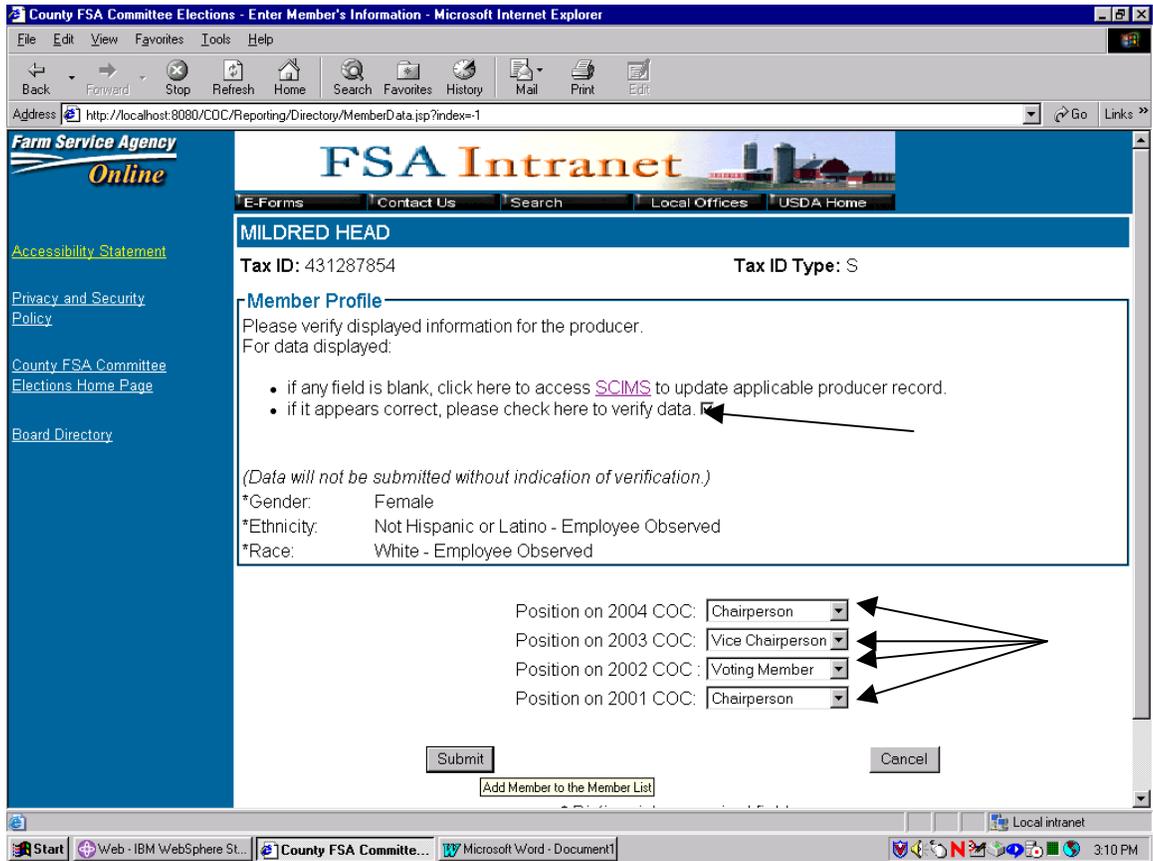
Screen Prints (Continued)



Screen Prints (Continued)



Screen Prints (Continued)



Screen Prints (Continued)

The screenshot shows a Microsoft Internet Explorer browser window displaying the FSA Intranet website. The browser's address bar shows the URL: <http://localhost:8080/COC/Reporting/Directory/BoardDirectory.jsp>. The website header includes the text "Farm Service Agency Online" and "FSA Intranet". Navigation tabs include "E-Forms", "Contact Us", "Search", "Local Offices", and "USDA Home".

The main content area is divided into two sections:

- Administering Location:** State: Missouri, County: Jackson, Headquarters Office ID: 63408.
- Current COC(2004):** A table with columns for LAA, Member Name, Member Position, Term, Years Remaining in Term, and Next Election Year. The table contains one entry for LAA 1, MILDRED HEAD, Chairperson.

Below the table are three buttons: "Submit Member Data", "Add Advisor", and "Record LAA Alternates".

The left sidebar contains links for "Accessibility Statement", "Privacy and Security Policy", "County FSA Committee Elections Home Page", "Recording County Committee Organizational Structure", and "Farm Service Agency Online".

The Windows taskbar at the bottom shows the Start button, several open applications (Web - IBM WebSphere St..., County FSA Committe..., Microsoft Word - Document1), and the system tray with the time 3:11 PM.

Screen Prints (Continued)

Farm Service Agency Online

FSA Intranet

E-Forms | Contact Us | Search | Local Offices | USDA Home

Administering Location
 State: Missouri
 County: Jackson
 Headquarters Office ID: 63408

Current COC(2004)
 Click on the LAA button name to record the current member and personal information for that LAA.

LAA	Member Name	Member Position	Term	Years Remaining in Term	Next Election Year
LAA 1	MILDRED HEAD	Chairperson	1	1	
LAA 2	SANDRA LEE LEWIS	Vice Chairperson	1	1	
LAA 3	CROWN ENTERPRISES	Voting Member	Current Board	1	

Submit Member Data | Add Advisor | Record LAA Alternates

Screen Prints (Continued)

The screenshot shows a web browser window titled "County FSA Committee Elections - Board Directory - Microsoft Internet Explorer". The address bar shows "http://localhost:8080/COC/Reporting/Directory/BoardDirectory.jsp". The page header includes "Farm Service Agency Online" and "FSA Intranet". Navigation links include "E-Forms", "Contact Us", "Search", "Local Offices", and "USDA Home".

Administering Location
State: Missouri
County: Jackson
Headquarters Office ID: 63408

Current COC(2004)
Click on the LAA button name to record the current member and personal information for that LAA.

LAA	Member Name	Member Position	Term	Years Remaining in Term	Next Election Year
LAA 1	MILDRED HEAD	Chairperson	2	1	
LAA 2	SANDRA LEE LEWIS	Vice Chairperson	1	2	
LAA 3	CROWN ENTERPRISES	Voting Member	1	3	

Buttons: Submit Member Data, Add Advisor, Record LAA Alternates

Tooltip: Calculate the Next Election Year for each LAA and validates the current board

The "Submit Member Data" button is highlighted with an arrow.

Screen Prints (Continued)

FSA Intranet

E-Forms | Contact Us | Search | Local Offices | USDA Home

Administering Location
 State: Missouri
 County: Jackson
 Headquarters Office ID: 63408

Current COC(2004)
 Click on the LAA button name to record the current member and personal information for that LAA.

LAA	Member Name	Member Position	Term	Years Remaining in Term	Next Election Year
LAA 1	MILDRED HEAD	Chairperson	2	1	2005
LAA 2	SANDRA LEE LEWIS	Vice Chairperson	1	2	2006
LAA 3	CROWN ENTERPRISES	Voting Member	1	3	2007

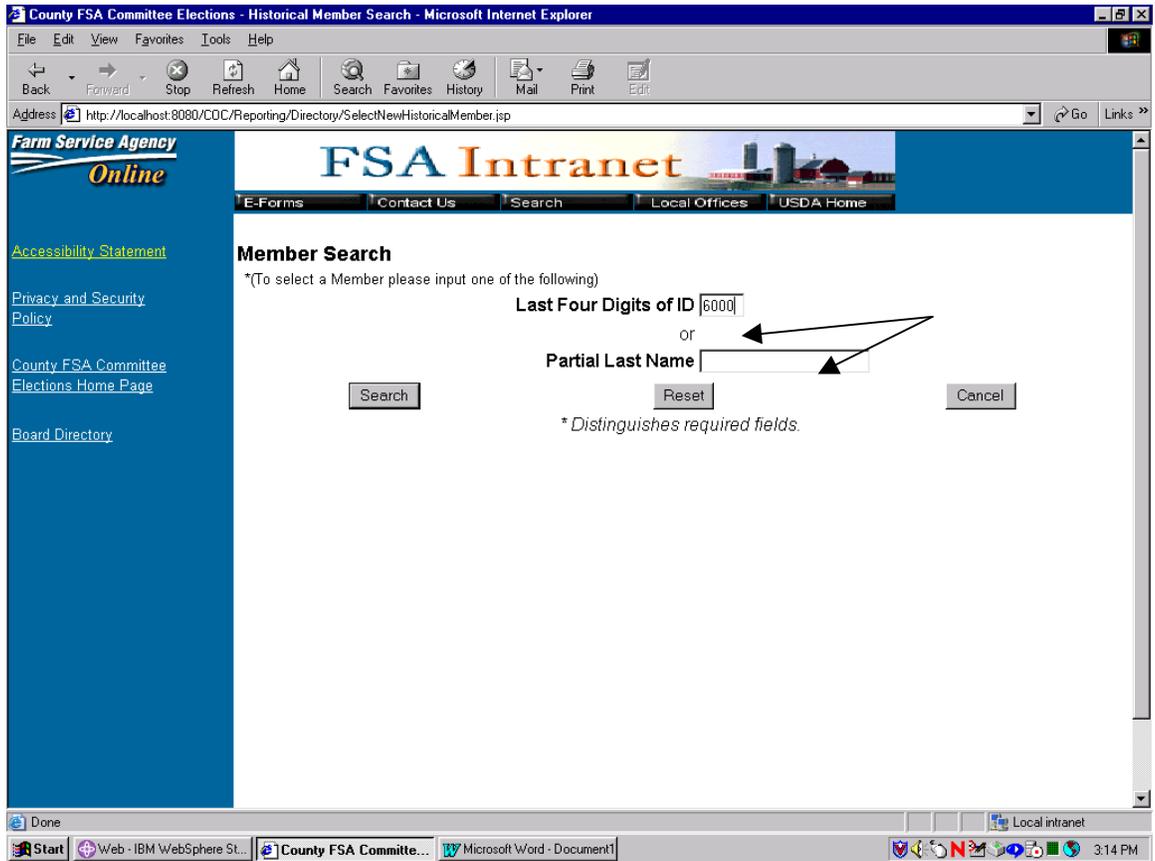
Submit Member Data | Add Advisor | Record LAA Alternates

COC (2003)
 Click on the LAA button to record the current member and personal information for that LAA.

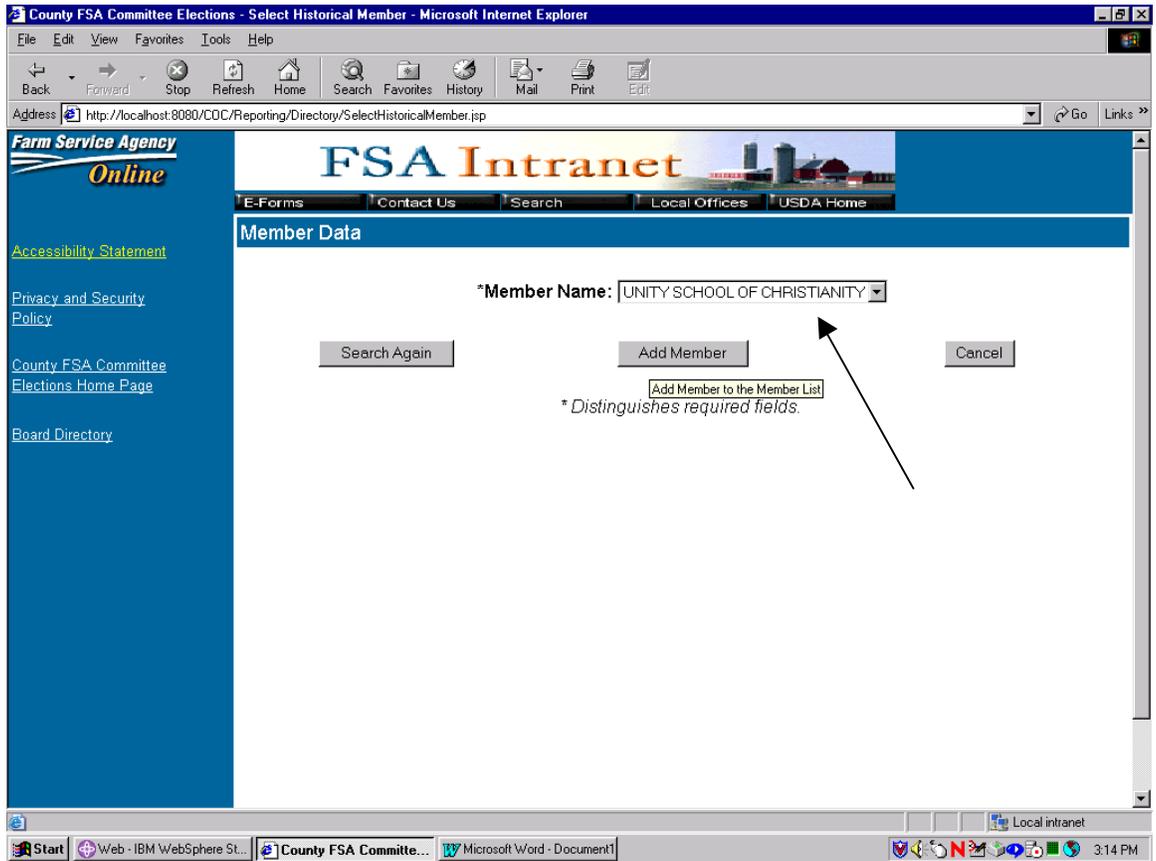
LAA	Member Name	Member Position	Position in 2002	Position in 2001
LAA 1	MILDRED HEAD	Vice Chairperson	Voting Member	Chairperson
LAA 2	SANDRA LEE LEWIS	Voting Member	Unknown	Unknown
LAA 3				

Submit Information | Add Historical Advisor

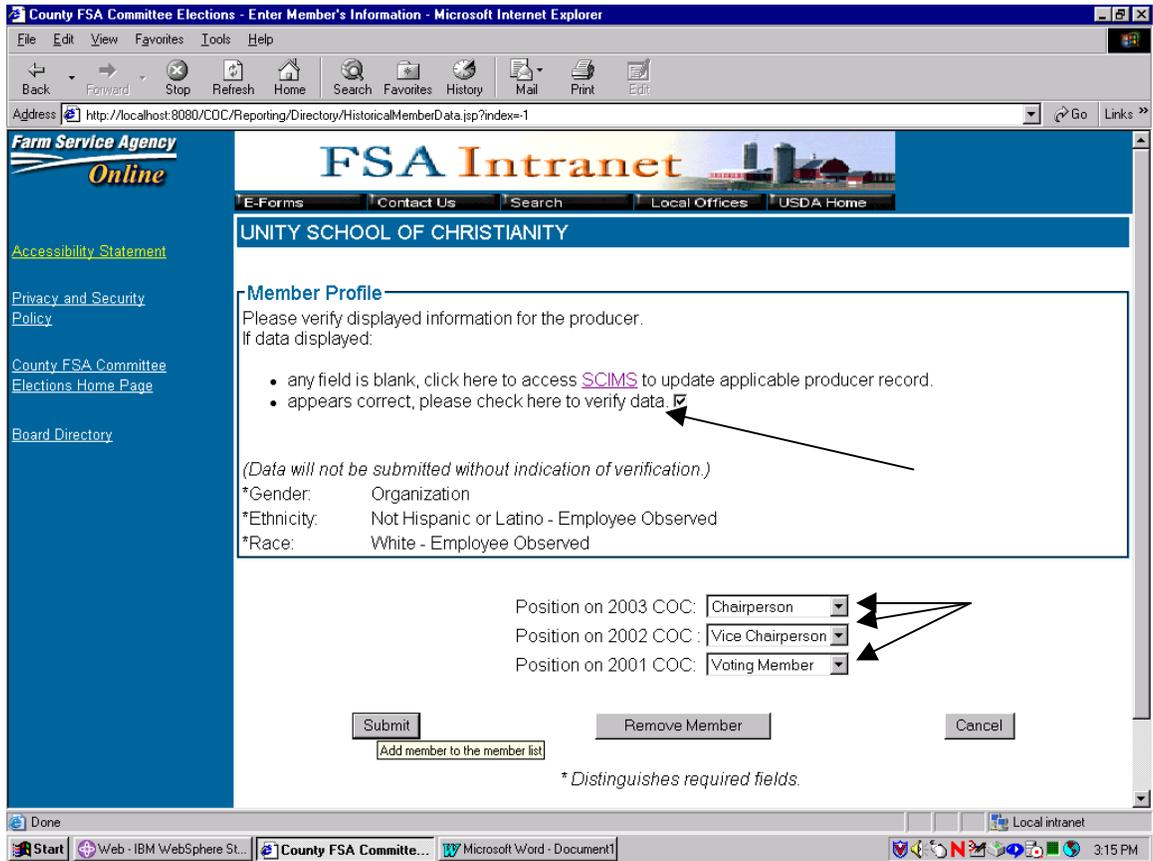
Screen Prints (Continued)



Screen Prints (Continued)



Screen Prints (Continued)



Screen Prints (Continued)

Farm Service Agency Online

FSA Intranet

E-Forms | Contact Us | Search | Local Offices | USDA Home

Address: http://localhost:8080/COC/Reporting/Directory/BoardDirectory.jsp

Administering Location
 State: Missouri
 County: Jackson
 Headquarters Office ID: 63408

Current COC(2004)
 Click on the LAA button name to record the current member and personal information for that LAA.

LAA	Member Name	Member Position	Term	Years Remaining in Term	Next Election Year
LAA 1	MILDRED HEAD	Chairperson	2	1	2005
LAA 2	SANDRA LEE LEWIS	Vice Chairperson	1	2	2006
LAA 3	CROWN ENTERPRISES	Voting Member	1	3	2007

Submit Member Data | Add Advisor | Record LAA Alternates

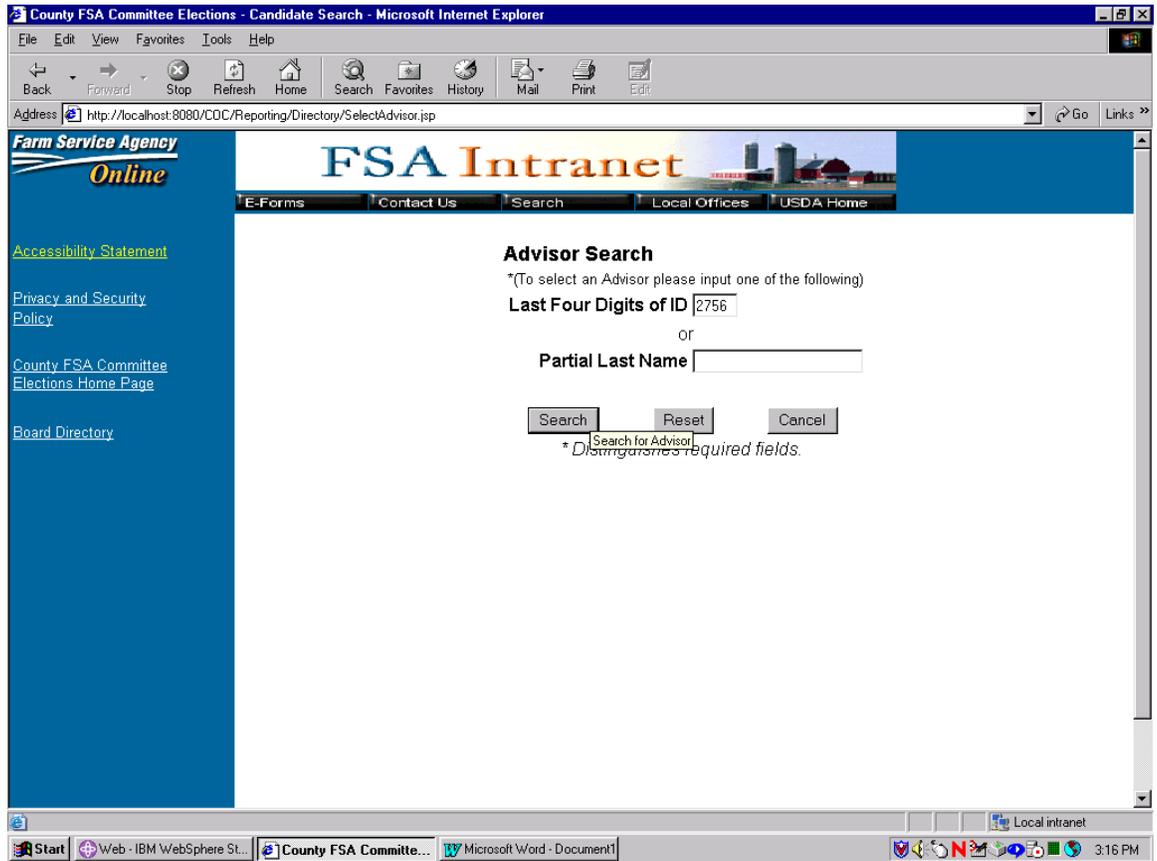
COC (2003)
 Click on the LAA button to record the current member and personal information for that LAA.

LAA	Member Name	Member Position	Position in 2002	Position in 2001
LAA 1	MILDRED HEAD	Vice Chairperson	Voting Member	Chairperson
LAA 2	SANDRA LEE LEWIS	Voting Member	Unknown	Unknown
LAA 3	UNITY SCHOOL OF CHRISTIANITY	Chairperson	Vice Chairperson	Voting Member

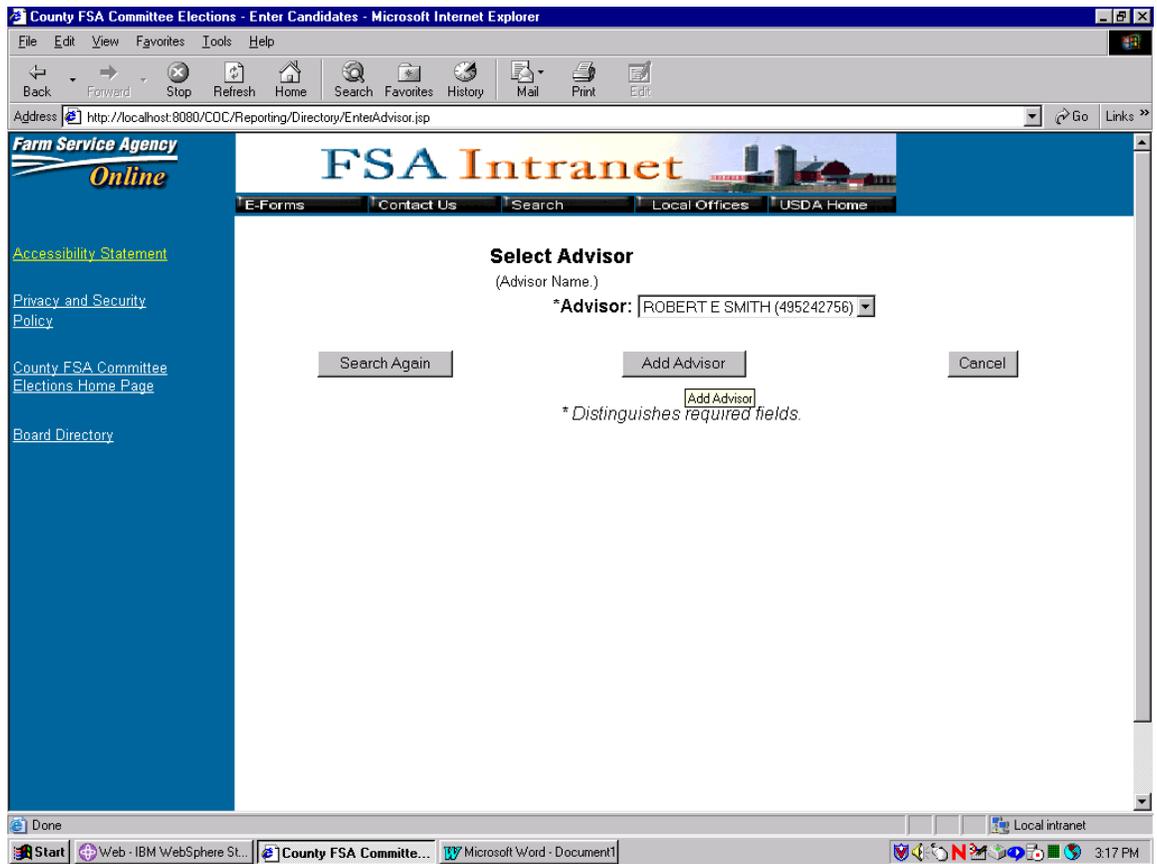
Submit Information | Add Historical Advisor | Add Advisor for the 2003 Board

Taskbar: Start | Web - IBM WebSphere St... | County FSA Committe... | Microsoft Word - Document1 | Local intranet | 3:16 PM

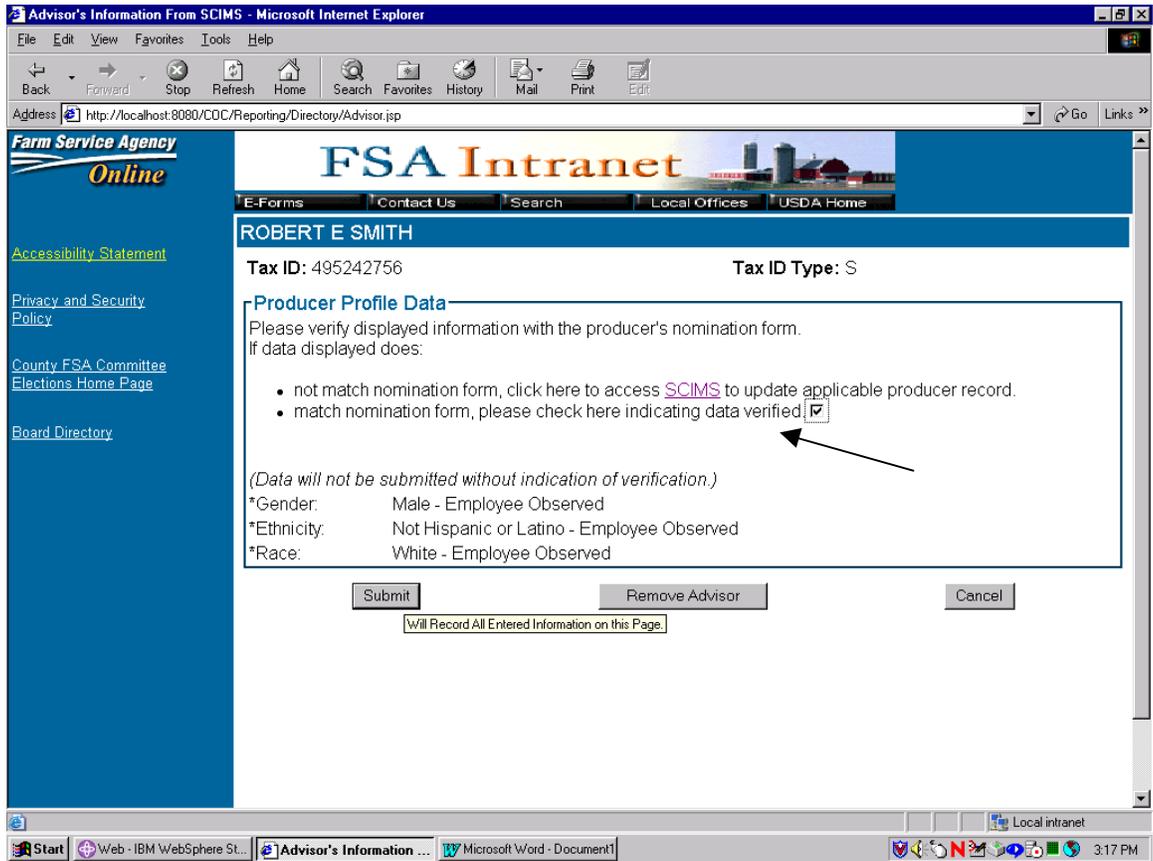
Screen Prints (Continued)



Screen Prints (Continued)



Screen Prints (Continued)



Screen Prints (Continued)

FSA Intranet

E-Forms | Contact Us | Search | Local Offices | USDA Home

Administering Location
 State: Missouri
 County: Jackson
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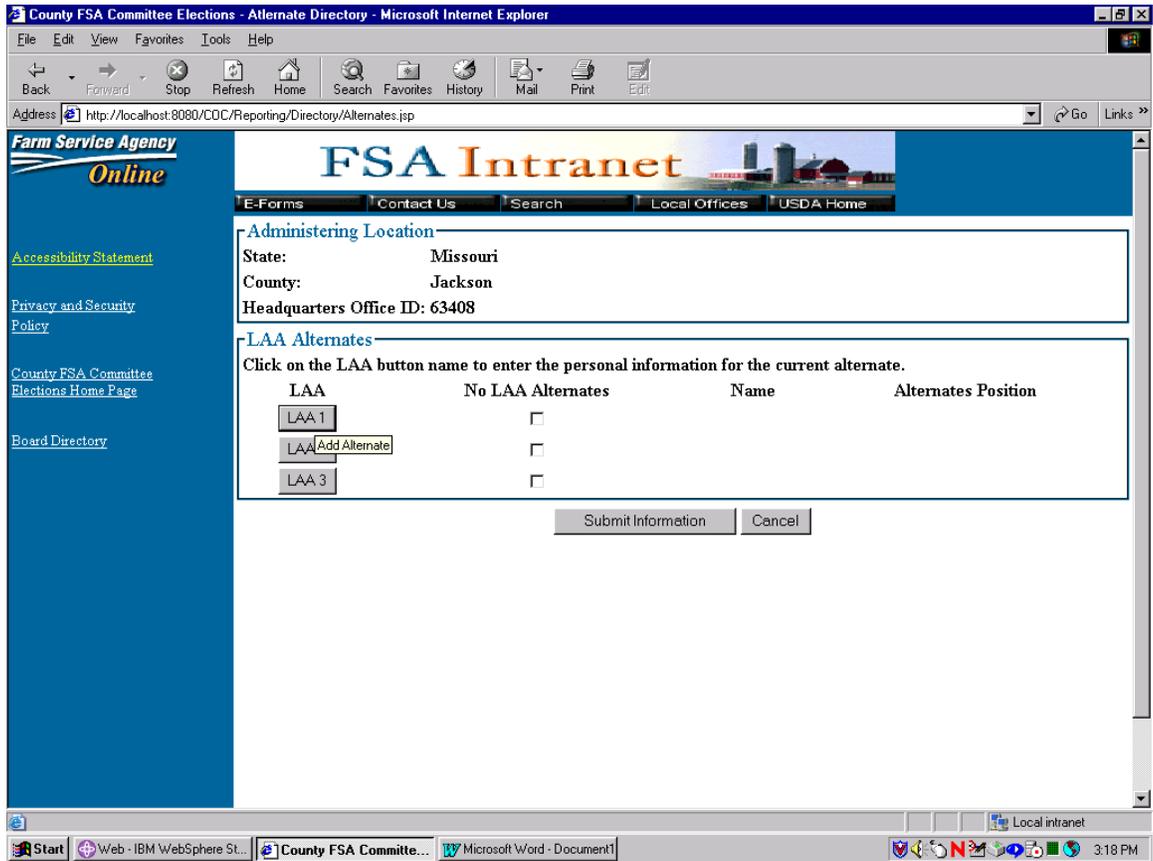
Submit Member Data | Add Advisor | Record LAA Alternates

COC (2003)
 Click on the LAA button to record the current member and personal information for that LAA. Load or Update the Alternates for the current board

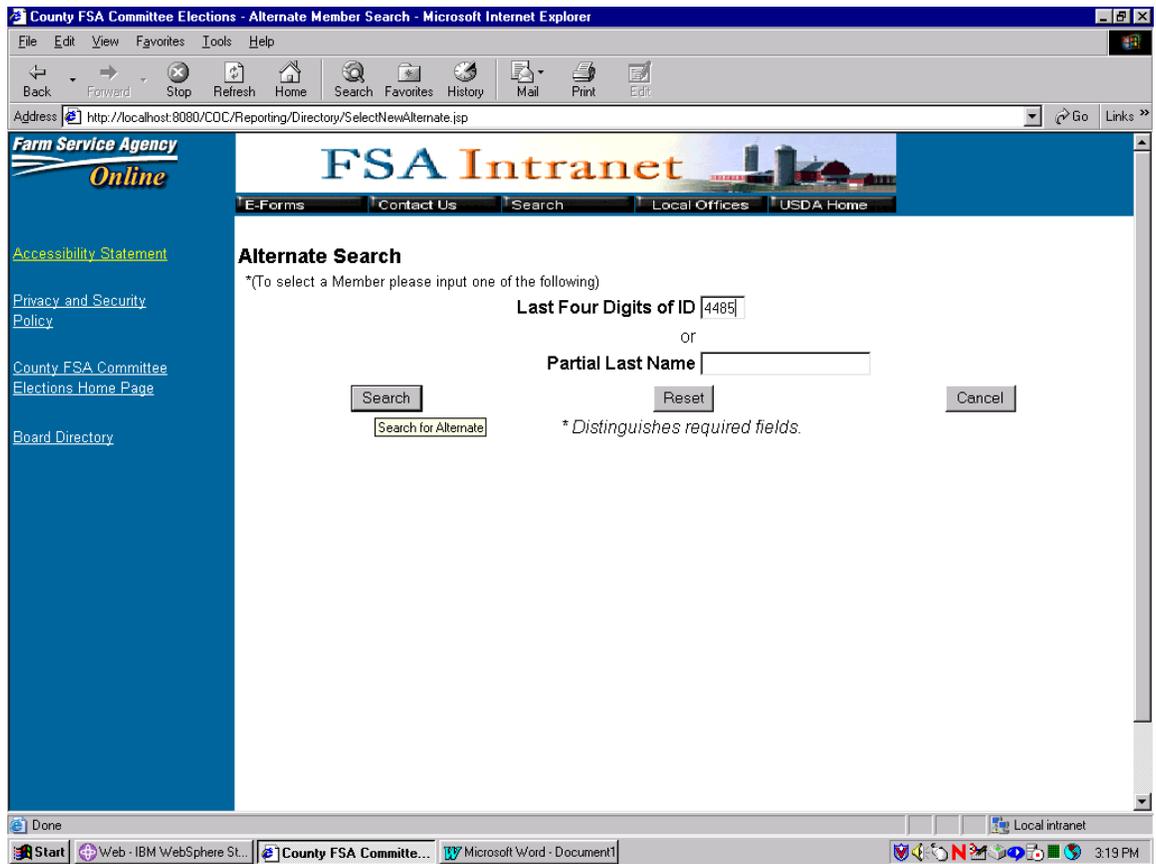
LAA	Member Name	Member Position	Position in 2002	Position in 2001
LAA 1	MILDRED HEAD	Vice Chairperson	Voting Member	Chairperson
LAA 2	SANDRA LEE LEWIS	Voting Member	Unknown	Unknown
LAA 3	UNITY SCHOOL OF CHRISTIANITY	Chairperson	Vice Chairperson	Voting Member
	ROBERT E SMITH	Advisor	Unknown	Unknown

Submit Information | Add Historical Advisor

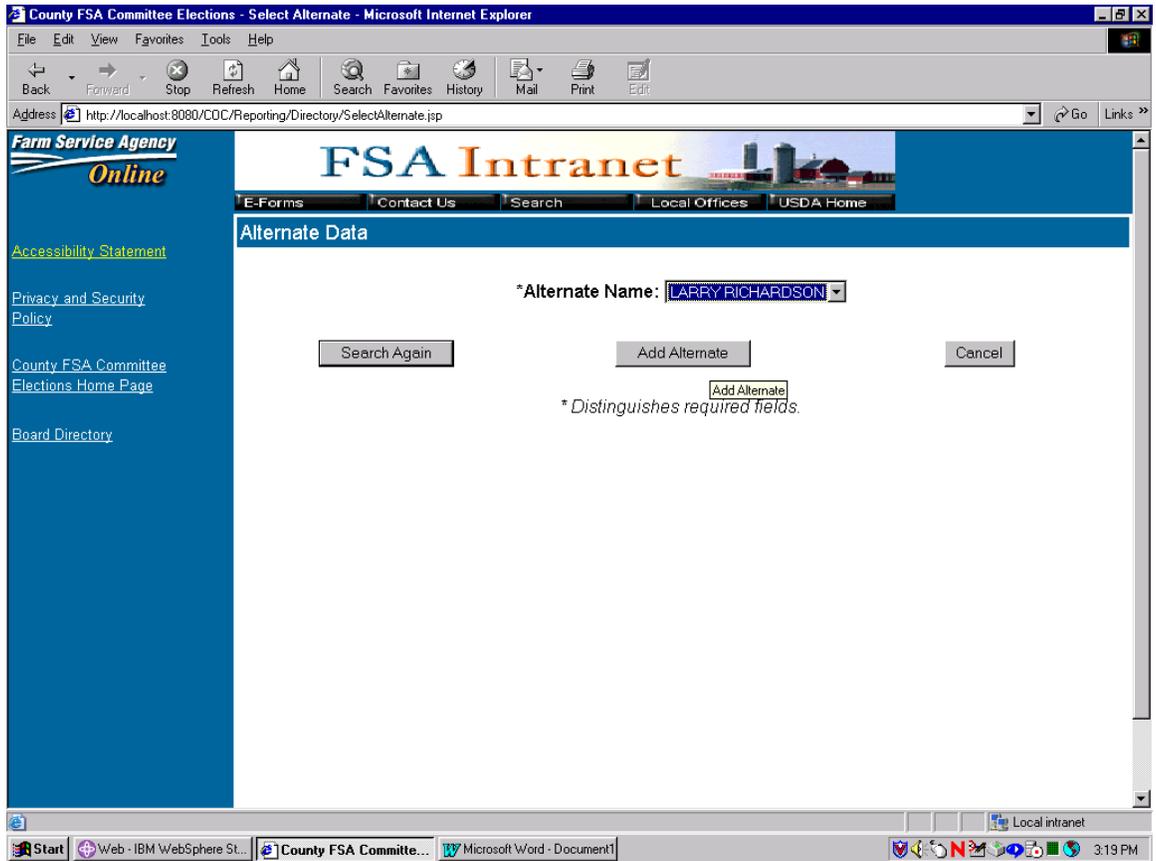
Screen Prints (Continued)



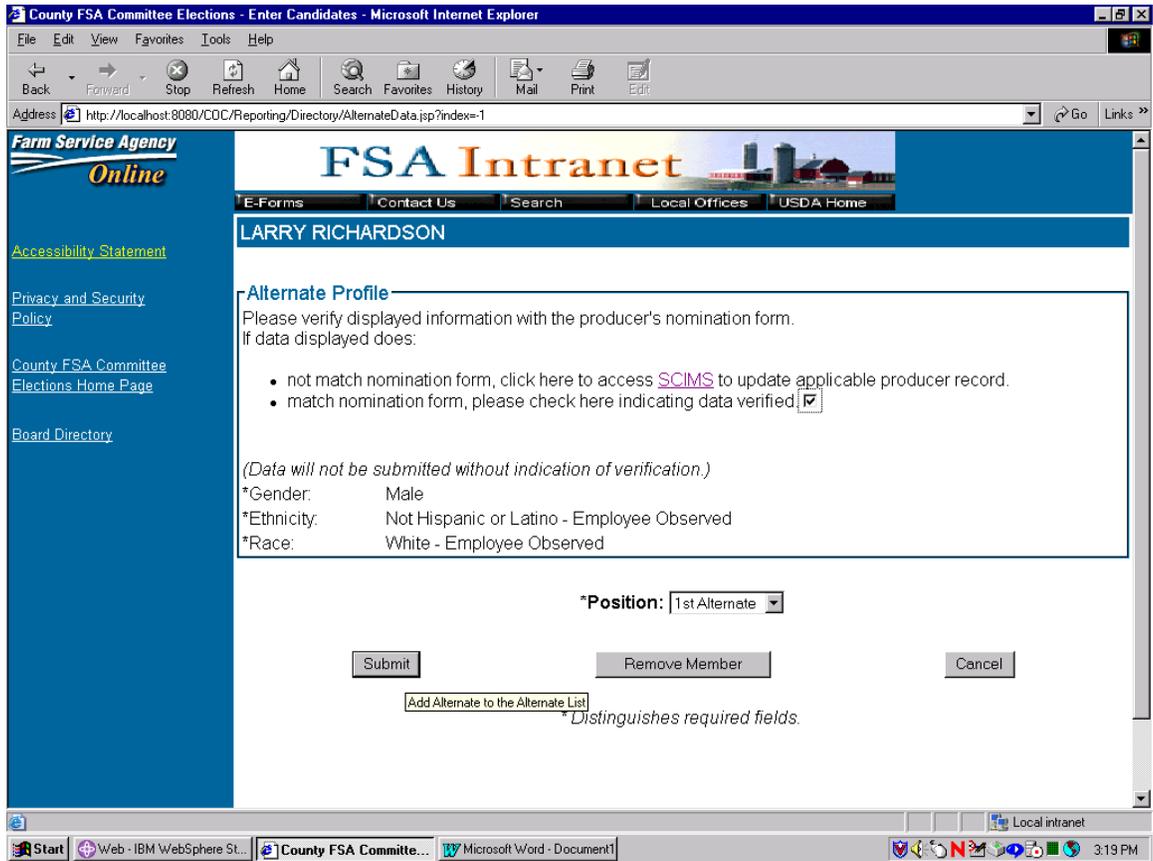
Screen Prints (Continued)



Screen Prints (Continued)



Screen Prints (Continued)



Screen Prints (Continued)

The screenshot shows a web browser window titled "County FSA Committee Elections - Alternate Directory - Microsoft Internet Explorer". The address bar shows "http://localhost:8080/COC/Reporting/Directory/Alternates.jsp". The page header includes "Farm Service Agency Online" and "FSA Intranet". Navigation links include "E-Forms", "Contact Us", "Search", "Local Offices", and "USDA Home".

Administering Location
State: Missouri
County: Jackson
Headquarters Office ID: 63408

LAA Alternates
Click on the LAA button name to enter the personal information for the current alternate.

LAA	No LAA Alternates	Name	Alternates Position
LAA 1	<input type="checkbox"/>	LARRY RICHARDSON	1st Alternate
LAA 2	<input type="checkbox"/>	ERMA E WEBB-TRUST	2nd Alternate
LAA 3	<input checked="" type="checkbox"/>	ANNETTE JUSTINE STEELMAN	1st Alternate

Buttons: Submit Information, Cancel, Validate and Submit Alternate Information

Screen Prints (Continued)

Farm Service Agency Online

FSA Intranet

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LAA 2	SANDRA LEE LEWIS	Vice Chairperson	1	2	2006
LAA 3	CROWN ENTERPRISES	Voting Member	1	3	2007

Submit Member Data | Add Advisor | Record LAA Alternates

COC (2003)
 Click on the LAA button to record the current member and personal information for that LAA.

LAA	Member Name	Member Position	Position in 2002	Position in 2001
LAA 1	MILDRED HEAD	Vice Chairperson	Voting Member	Chairperson
LAA 2	SANDRA LEE LEWIS	Voting Member	Unknown	Unknown
LAA 3	UNITY SCHOOL OF CHRISTIANITY	Chairperson	Vice Chairperson	Voting Member
	ROBERT E SMITH	Advisor	Unknown	Unknown

Submit Information | Add Historical Advisor

Taskbar: Start | Web - IBM WebSphere St... | County FSA Committe... | Microsoft Word - Document1 | Local intranet | 3:21 PM

Screen Prints (Continued)

