

**For:** State and County Offices

**Preparing for 2004 County Committee (COC) Election**

**Approved by:** Deputy Administrator, Field Operations



**1 Overview**

**A Background**

In preparation for the 2004 COC election and future elections, County Offices must ensure that all data within the Service Center Information Management System (SCIMS) and System 36 databases is correct. In addition to the normal COC and Local Administrative Area (LAA) data maintenance required by 15-AO, paragraph 67, and reviewing and correcting the Report of Eligible Voters Not Assigned to a COC/LAA, other reports have been developed to assist counties in reviewing and correcting records.

It is imperative that the steps and reports defined in this notice be performed to ensure that the name and address information in SCIMS and the System 36 is correct. The information contained in SCIMS is used extensively in the new COC web-based system. Counties that have inaccuracies in SCIMS and/or the System 36 may incur errors in their ballots and/or their reporting process.

Only individuals are allowed to run for a seat on COC; therefore, guidance is provided on handling members of entities or corporations who are nominated to run for COC as a representative of an entity.

**B Purpose**

This notice provides guidance on:

- updating County Office databases
- handling members of entities or corporations who are nominated to run for COC.

<p><b>Disposal Date</b></p> <p>May 1, 2005</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice AO-1309

### 1 Overview (Continued)

#### C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact 1 of the following DAFO staff members:
  - Ken Nagel at 202-720-7890
  - Zina Riley at 202-720-0258
  - Deborah Johnson at 202-720-0067.

### 2 Maintaining the COC Voter Profile Record

#### A SCIMS and System 36 Name and Address Databases

SCIMS is the:

- new world version of the name and address database
- tool that is used for storing and maintaining core customer data in the Common Computing Environment for all USDA Service Center Agencies

**Note:** Core customer data is any customer data common to at least 2 of the 3 Service Center Agencies, FSA, NRCS, and RD. All core customers' data is stored in SCIMS, regardless of Agency affiliation.

- the database in which the customer status as an individual or business is recorded.

Refer to 1-CM, paragraphs 177 through 179 for a definition of SCIMS core data items.

However, since the COC election process (COC/LAA's and Eligible to Vote flag) are applicable to FSA only, the COC election process is **not** considered to be SCIMS data. All customer data related to the COC election process is stored in the System 36 since this data is FSA specific.

**2 Maintaining the COC Voter Profile Record (Continued)**

**B Identifying Producers Eligible to Serve on COC**

15-AO, paragraph 91 defines the qualifications to serve on COC. Essentially, only an individual may serve on COC, as a member, alternate, or advisor.

An entity is not allowed to be nominated and listed on the election ballot as a nominee. Only an “individual” may hold office as a COC member or alternate. A member of an entity may be nominated as a candidate for COC, provided the entity is eligible to vote in the applicable LAA in which the person is a candidate, the individual is of legal voting age, and the individual meets the following conditions:

- be designated by the corporation, limited partnership, estate, trust, or other business enterprise to be its sole candidate for membership on the applicable committee
- be a stockholder of a corporation or authorized representative for an heir to an estate, a beneficiary of a trust, or an individual having an ownership interest in any entity, excluding general partnerships and joint ventures.

**C Establishing an Individual Profile Record for Member of an Entity**

In many cases, **members** of corporations, beneficiaries of trusts, and other business enterprises are already entered into the System 36 name and address file as an individual. If a candidate is nominated for COC who is **not** already in the system as an individual, that candidate will need to be entered into SCIMS as an individual. Refer to the instructions in 1-CM, paragraphs 175 through 177 for adding an individual to the SCIMS database. When a member of an entity has been loaded as an individual, ensure that the person is also assigned to the correct COC/LAA according to 15-AO, paragraph 68.

Various State laws provide an individual who is a sole member of a trust, Limited Liability Corporation (LLC), or other similar organization to use that individual member/grantor’s tax ID number for the entity. In these situations, the tax ID for the individual is recorded in SCIMS as a business. If the County Office selects this ID as a nominee for the COC ballot, an entity will appear on the ballot. In this case, the member of the entity must be added to SCIMS as an individual. If this individual is added to the SCIMS customer database, do not record ID for the producer when establishing a SCIMS record for the individual.

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### 2 Maintaining the COC Voter Profile Record (Continued)

#### C Establishing an Individual Profile Record for Member of an Entity (Continued)

Once the SCIMS profile record for the individual has been established, access the System 36 to record the individual's COC election flags and COC/LAA data set. If a member of an entity has been loaded as an individual, ensure that:

- the person is also assigned to the correct COC/LAA according to 15-AO, paragraph 68
- all of the flags are set correctly for the individual according to 1-CM, paragraphs 208 and 209.

**Only authorized SCIMS users may establish a SCIMS profile record for a producer. Care must be taken not to create a duplicate entry for any individual.**

#### D Spouses and Active Producer Flags

15-AO, paragraph 75 identifies voter eligibility rights. Note that the right to vote and the right to hold office are **not** the same. To be considered eligible to vote, the individual must have an interest in a farm or farming operation in LAA for which the election is being processed. If an individual has been recorded in the System 36 farm producer file as any of the following, then that producer will have an active producer flag set to "Y":

- owner, operator, or other tenant on a tract or farm
- member of an entity with an interest as an owner, operator, or other tenant.

**Producers who meet this criterion must be properly recorded in farm record maintenance to receive a ballot. Refer to 1-CM, subparagraph 211 D.**

### 3 Action

#### A Updating the Voter Database

Reports are available to aid County Offices in verifying that the databases contain correct and complete information for producer flags. Reports generated by options 1, 2, 4, 5, 6, and 7 must be printed and used to check the name and address data for accuracy. County Offices shall research and verify the list for each item on the following table.

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**3 Action (Continued)**

**A Updating the Voter Database (Continued)**

<b>Option</b>	<b>Report</b>	<b>Action</b>
1	Print Zip+4 Non-Updated Report	Refer to 1-CM, paragraphs 295 and 296.
2	Print Incomplete Name/Address Records	This report will list addresses in the System 36 that are incomplete. Incorrect addresses must be modified or corrected through SCIMS. Refer to 1-CM, paragraph 191.
4	Print List of Eligible Voters With an Invalid COC/LAA	Entries on this list have an Eligible to Vote flag set to "Y", but the COC/LAA flag is invalid. Correct invalid COC and LAA entries through the System 36. Refer to 1-CM, subparagraph 305 E, and 15-AO, paragraph 67.
5	Print Active Producers Flagged Not Eligible to Vote Report	<p>This report lists 2 classifications of voters:</p> <ul style="list-style-type: none"> <li>• individuals and/or members of businesses in which only the members are authorized to vote, that is, general partnerships and joint ventures, etc.</li> <li>• entities that have their own voting rights, that is, corporations, LLC's, etc.</li> </ul> <p>15-AO, paragraph 76 defines types of eligible voters. Producers listed on this report do not have an Eligible to Vote flag set to "Y". This setting may be correct when an individual's only interest is as a member of an entity. Verify that the Eligible to Vote flag is properly set. Correct invalid entries through the System 36. Refer to 1-CM, subparagraph 208 C.</p>
6	Print Inactive Producers Flagged Eligible to Vote Report	<p>This report will list producers who do not meet this criteria but the Eligible to Vote flag is set to "Y". 15-AO, paragraph 75 defines producers who are eligible to vote.</p> <p>Reset the Eligible to Vote flag to "N" if the producer is an ineligible voter. The COC/LAA data set for the producer must also be set to "00" (double zero). Correct invalid entries through the System 36. Refer to 1-CM, subparagraph 208 C.</p>
7	Print Ineligible Voters With Valid COC's and LAA's Report	<p>This report checks all active producer records. This includes all producers who do not have a pending delete flag, or who have not been deleted. The producer may have a valid entry in the COC/LAA field with an Eligible to Vote flag as "N".</p> <p>Verify that these producers are not active producers, through farm maintenance, and correct the voting flag to "N" and COC and LAA entry to zero. Correct invalid entries through the System 36. Refer to 1-CM, subparagraph 208 C.</p>

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### 3 Action (Continued)

#### A Updating the Voter Database (Continued)

County Offices must ensure that the data contained in the reports is correct. Appropriate steps must be taken to update any incorrect data, and the reports must be rerun until all information contained therein is correct. This information must be updated by **July 23, 2004**. CED's will certify to their Administrative Officer when all of the reports have been updated and are correct. This data must be corrected to ensure eligible voter lists are accurate. Updating producer records is ongoing, so new eligible voter lists must be processed and displayed as updates are made.

#### B Accessing the Reports Menu

Refer to the following table to access these reports.

Step	Menu or Screen	Action
1	FAX250	Enter either of the following: <ul style="list-style-type: none"><li>• “3”, “Application Processing (Headquarters Office)”. Go to step 3.</li><li>• “4”, “Application Processing (Office Selection)”. Go to step 2.</li></ul>
2	FAX09002	Enter applicable county.
3	FAX07001	Enter “9”, “Common Provisions”.
4	MA0000	Enter “2”, “Producer Name and Address Maintenance”.
5	MACI00	Enter “3”, “Name/Address Reports”.

#### C State Office Action

State Offices shall closely monitor County Offices to ensure that all of the data updating and corrections are completed by **July 23, 2004**.

Administrative Officers or State COC Coordinators shall:

- require each County Office to certify to the State COC Coordinator and AO that each section of the database updates has been completed **no later than July 23, 2004**
- submit a report to Deborah Johnson, Office of DAFO, **no later than July 28, 2004**.