

**For:** State and County Offices

**2005 County Committee (COC) Election Web-Based Organizational Structure**

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



---

**1 Overview**

**A Background**

This notice provides updated guidance for entering new COC organizational structure through the web-based application. COC organizational structure provides information for a COC Directory.

**B Purpose**

This notice explains the process for entering COC organizational structure into the web-based application. Screens have been revised from 2003. County Offices shall input the COC report information from the 1<sup>st</sup> organizational meeting held with the new COC.

**C Contact**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact:
  - Ken Nagel at 202-720-7890
  - Zina Riley at 202-720-0258.

---

**Disposal Date**

May 1, 2006

**Distribution**

State Offices; State Offices relay to County Offices

2 Action

A Entering COC Organizational Structure

To access the COC election web-based application:

- go to <http://intranet.fsa.usda.gov/fsa>
- under “Programs”, PRESS “COC Elections”.

Enter COC structure information according to the following table. Example screens are displayed in subparagraph B.

Step	Screen Title	Action
1	USDA e-Authentication and Authorization Warning Screen	PRESS “Continue”.
2	Enter your credentials	<ul style="list-style-type: none"> <li>• Enter e-Authentication user ID and password.</li> <li>• PRESS “Login” or “Enter”.</li> </ul>
3	County FSA Committee Election	PRESS “Recording County Committee Organizational Structure”.
4	Recording County Committee Organizational Structure	<p>Enter COC number and the number of local administrative areas (LAA’s) in COC.</p> <ul style="list-style-type: none"> <li>• Select the COC Number from the drop down box.</li> <li>• Select the number of LAA’s in the county from the next drop down box.</li> <li>• PRESS “Continue”.</li> </ul>
5	Administering Location	<ul style="list-style-type: none"> <li>• PRESS “2004 County Committee Organization Structure” displayed on the left side of the screen.</li> <li>• Print the screen and use the information as a guide when entering COC 2005 organizational structure.</li> </ul>
6	COC (2005)	<p>A pre-filled screen displaying the administering location is displayed.</p> <ul style="list-style-type: none"> <li>• Enter current information for 2005 COC.</li> <li>• Enter a member for each LAA.</li> <li>• PRESS “LAA” to insert data.</li> </ul>

2 Action (Continued)

A Entering County Committee Organizational Structure (Continued)

Step	Screen Title	Action
7	Member Search	Enter 1 of the following: <ul style="list-style-type: none"> <li>• last 4 digits of ID</li> <li>• partial last name.</li> </ul> PRESS “Search”.
8	Member Data	<ul style="list-style-type: none"> <li>• Select “Member Name” from drop-down box.</li> <li>• PRESS “Add Member”.</li> </ul>
9	Member Profile	A pre-filled screen displays the member profile. <ul style="list-style-type: none"> <li>• Place a check in the box “if it appears correct, please check here to verify data”, if information is correct.</li> <li>• Select the 2005 position for the member from the drop-down box.</li> <li>• PRESS “Submit”.</li> <li>• Repeat Steps 7 and 8 until all LAA’s have members added to the profile.</li> <li>• Enter the term and years remaining in term for each member from the drop-down boxes.</li> <li>• PRESS “Calculate Next Election Year”.</li> </ul> <p><b>Note:</b> Next election year for each member will be displayed.</p>
10	Recording Alternates	PRESS “Record LAA Alternates”.
11	LAA Alternates	Do either of the following: <ul style="list-style-type: none"> <li>• enter alternates for each LAA by pressing LAA</li> <li>• PRESS “No LAA Alternates,” if there were no alternates for the particular LAA.</li> </ul>

2 Action (Continued)

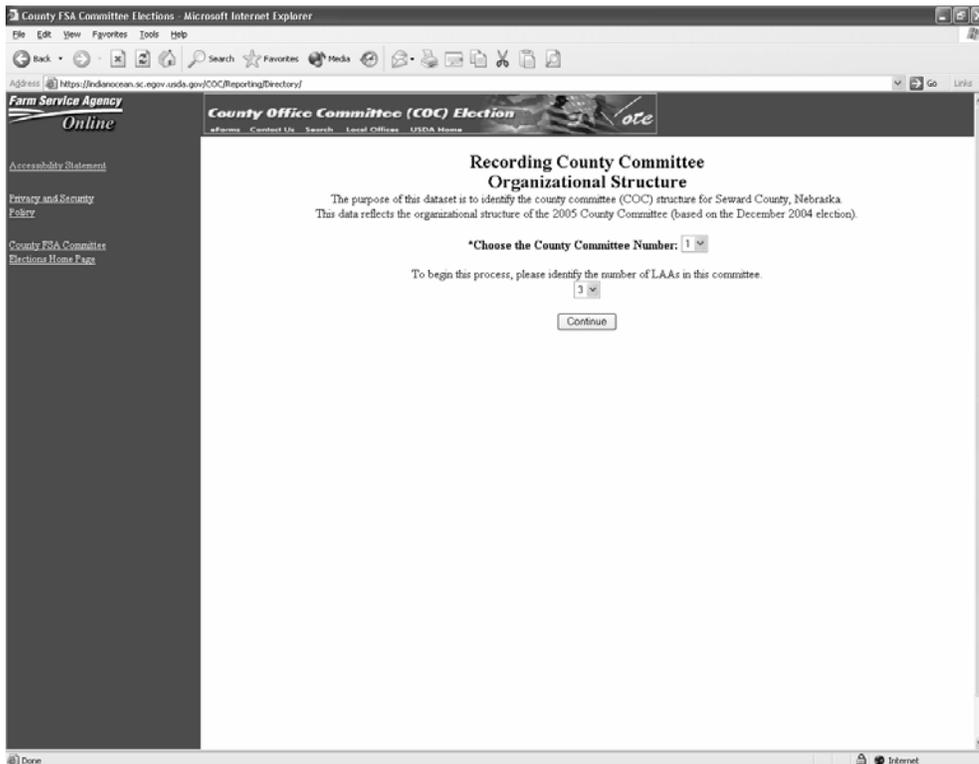
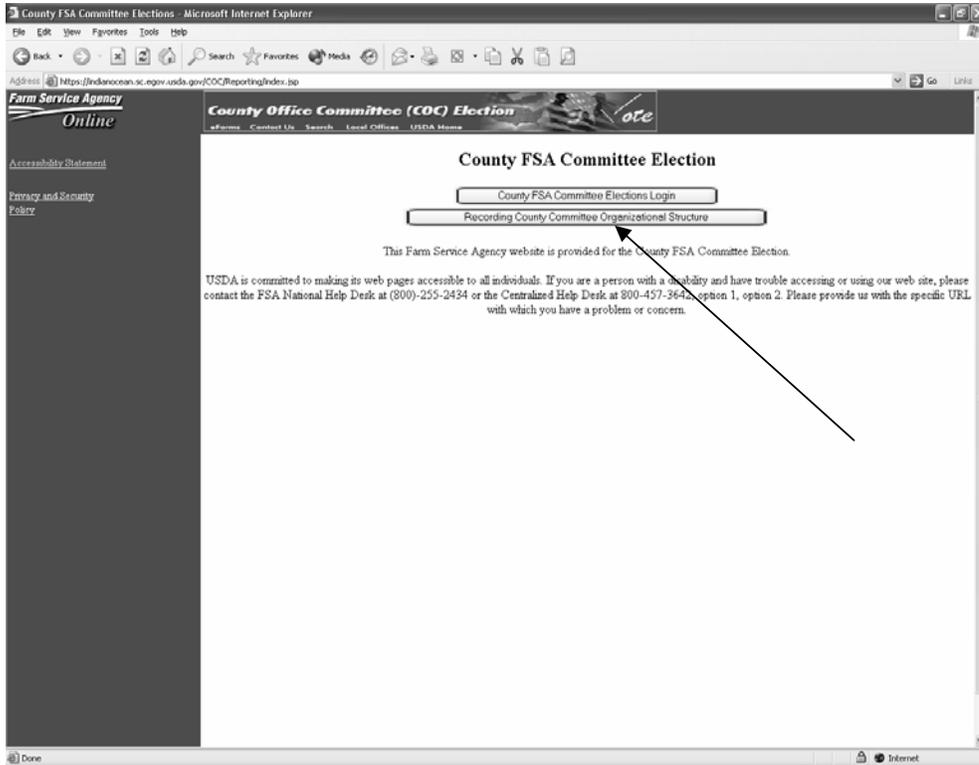
A Entering County Committee Organizational Structure (Continued)

Step	Screen Title	Action
12	Alternate Search and Profile	<p>Search for member information by choosing 1 of the following:</p> <ul style="list-style-type: none"> <li>• last 4 digits of ID</li> <li>• partial last name.</li> </ul> <p>PRESS “Search”.</p> <p><b>Note:</b> Follow procedures in steps 7 through 9.</p> <ul style="list-style-type: none"> <li>• Select the position from the drop-down box.</li> <li>• PRESS “Submit”.</li> <li>• Repeat steps until all alternates have been selected for each LAA.</li> <li>• PRESS “Submit”.</li> </ul>
13	Recording Advisors	<p>Follow steps 10 through 12.</p> <p><b>Note:</b> Enter current advisor, after March 1 update advisor information.</p>
14	Proof Information Entered	<ul style="list-style-type: none"> <li>• Enter all information for the directory.</li> <li>• PRESS “Submit Information to the Database”.</li> </ul> <p><b>Note:</b> Transaction Completed Screen will be displayed.</p>

2 Action (Continued)

B Example Screens for Entering Committee Structure Information

These sample screens provide guidance for entering information.



2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)

County Office Committee (COC) Election

Administering Location  
 State: Nebraska  
 County: Seward  
 Headquarters Office ID: 63890

COC (2005)  
 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
LAA1					
LAA2					
LAA3					

Buttons: Calculate Next Election Year, Add Advisor, Record LAA Alternates, Submit Information to the Database

Note: Any selected 'Term' and 'Years Remaining in Term' will not be stored on this screen unless the 'Calculate Next Election Year' button is clicked

2004 Nebraska FSA Directory

Seward (159), Office ID: 63890  
 SEWARD COUNTY FARM SERVICE AGENCY  
 PO BOX 389  
 SEWARD, NE 68434-0389

County Committee: 1

Position	Name	Address	Elected This Year	LAA	Consecutive Term(s)	Years Left in Term
Chairperson	ELROY W REETZ	XXXXXXXXXXXX	No	2	3	2
Vice Chairperson	DONALD W CODR	XXXXXXXXXXXX	No	1	2	1
Voting Member	TIM MERBERG	XXXXXXXXXXXX	Yes	3	2	3
Advisor	NANCY JURGENSEN	XXX				

Executive Director: W BRUCE THOMPSON

2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)

County FSA Committee Elections - Microsoft Internet Explorer

Address: https://indianocan.sc.egov.usda.gov/COC/Reporting/Directory/BoardDirectory.jsp

**Farm Service Agency Online**

**County Office Committee (COC) Election**

Administering Location

State: Nebraska  
 County: Seward  
 Headquarters Office ID: 63890

COC (2005)

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					
LAA 2					
LAA 3					

Buttons: Calculate Next Election Year, Add Advisor, Record LAA Alternates, Submit Information to the Database

\*Note: Any selected 'Term' and 'Years Remaining in Term' will not be stored on this screen unless the 'Calculate Next Election Year' button is clicked

County FSA Committee Elections - Microsoft Internet Explorer

Address: https://indianocan.sc.egov.usda.gov/COC/Reporting/Directory/SelectNewMember.jsp

**Farm Service Agency Online**

**County Office Committee (COC) Election**

**Member Search**

\*(To select a Member please input one of the following)

Last Four Digits of ID

or

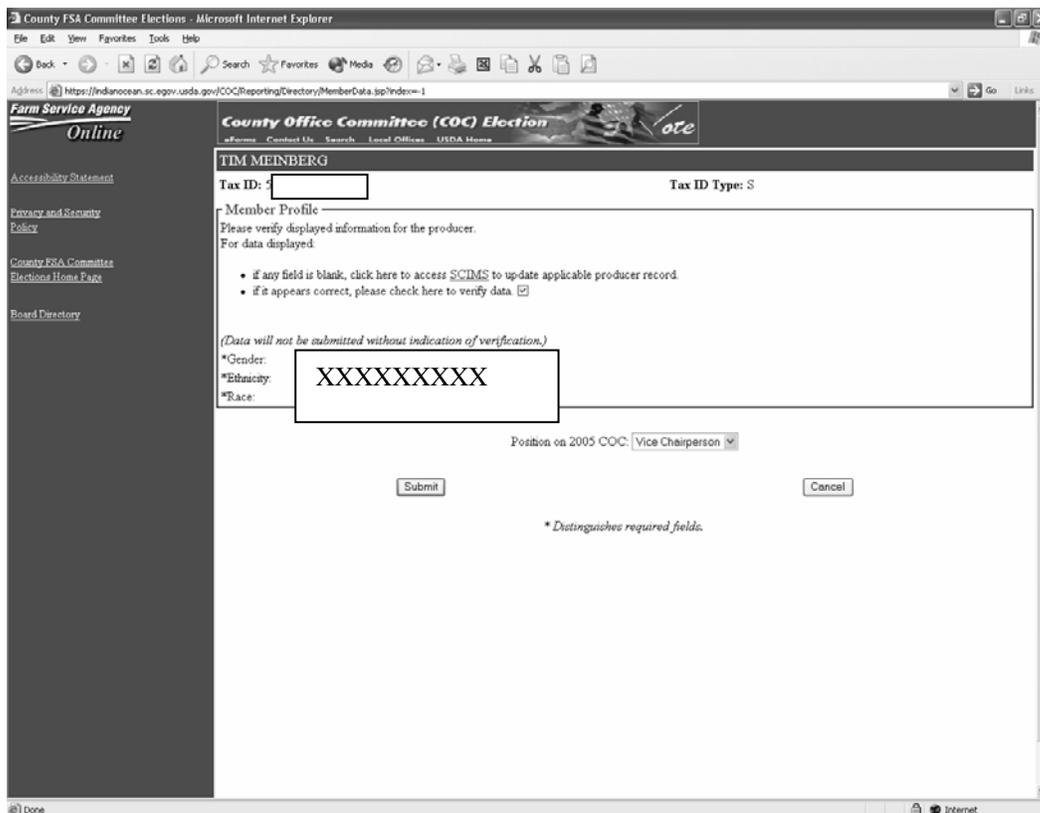
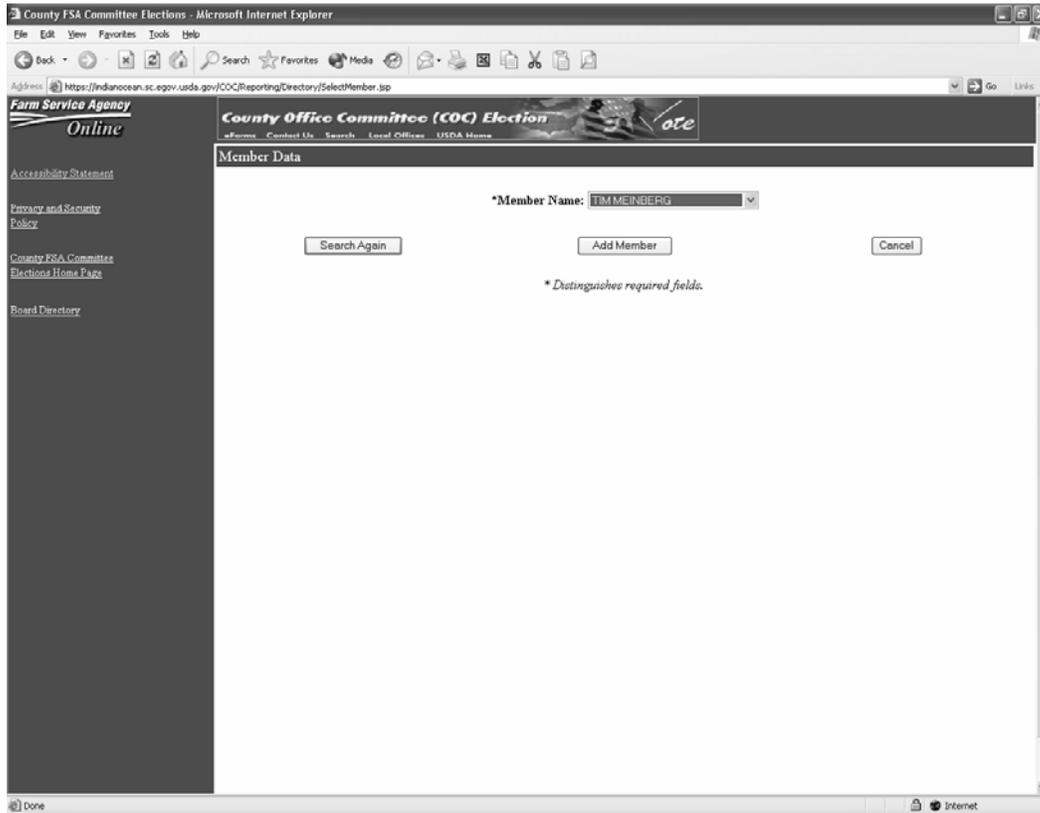
Partial Last Name

Buttons: Search, Reset, Cancel

\* Distinguishes required fields.

2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)

County FSA Committee Elections - Microsoft Internet Explorer

Address: https://indianocan.sc.gov.usda.gov/COC/Reporting/Directory/Board/Directory.jsp

**Farm Service Agency Online**

County Office Committee (COC) Election

Administering Location  
 State: Nebraska  
 County: Seward  
 Headquarters Office ID: 63890

COC (2005)  
 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
LAA1					
LAA2					
LAA3	TIM MEINBERG	Vice Chairperson			

Buttons: Calculate Next Election Year, Add Advisor, Record LAA Alternates, Submit Information to the Database

\*Note: Any selected 'Term' and 'Years Remaining in Term' will not be stored on this screen unless the 'Calculate Next Election Year' button is clicked

County FSA Committee Elections - Microsoft Internet Explorer

Address: https://indianocan.sc.gov.usda.gov/COC/Reporting/Directory/Board/Directory.jsp

**Farm Service Agency Online**

County Office Committee (COC) Election

Administering Location  
 State: Nebraska  
 County: Seward  
 Headquarters Office ID: 63890

COC (2005)  
 Click on the LAA button name to record the current member and personal information for that LAA.

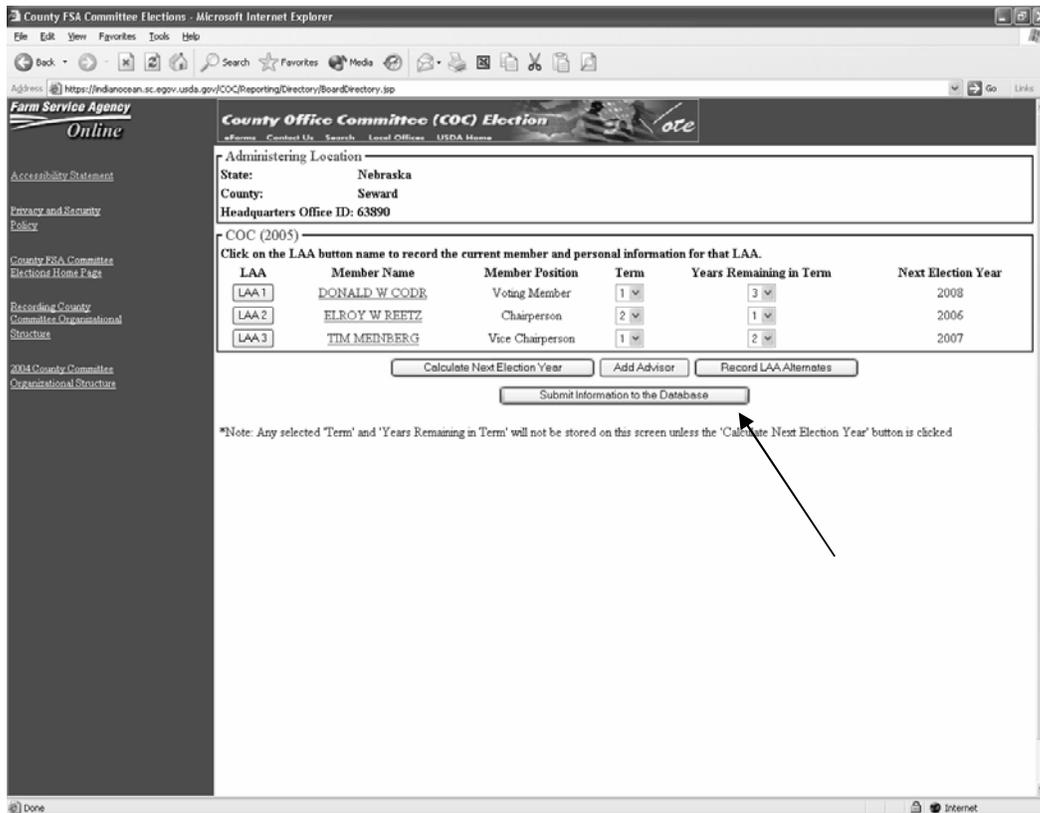
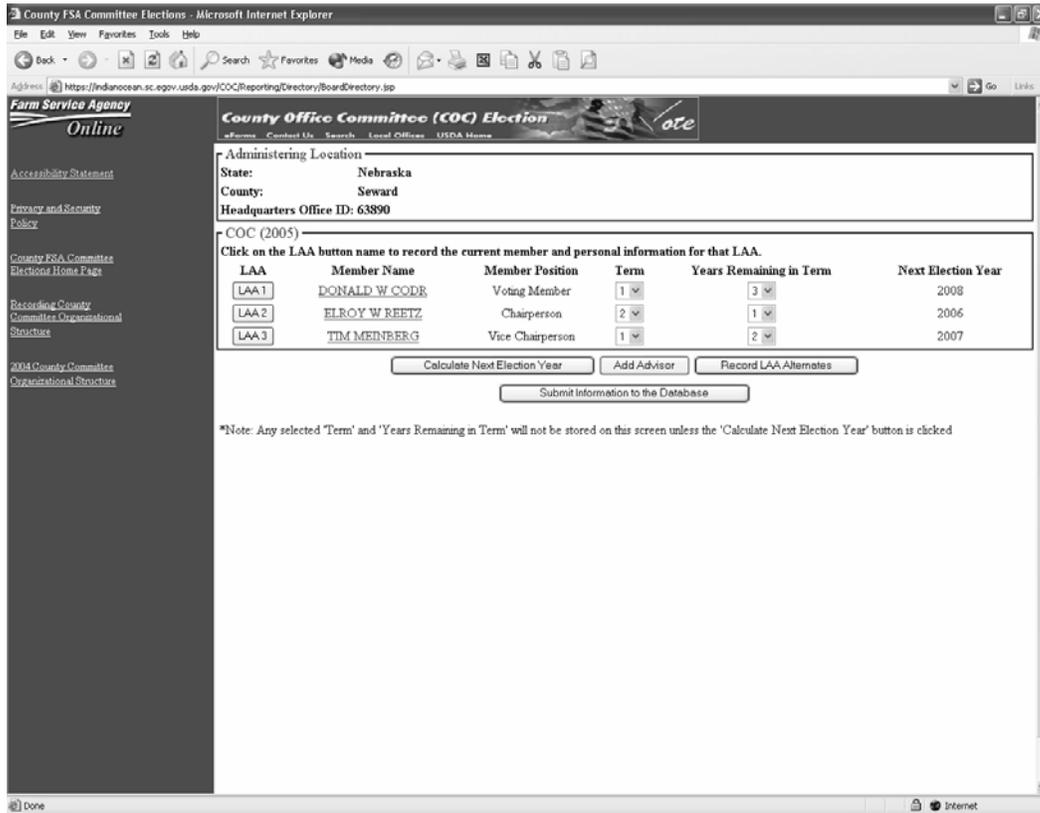
LAA	Member Name	Member Position	Term	Years Remaining in Term	Next Election Year
LAA1	DONALD W CODE	Voting Member	1	3	
LAA2	ELROY W REETZ	Chairperson	2	1	
LAA3	TIM MEINBERG	Vice Chairperson	1	2	

Buttons: Calculate Next Election Year, Add Advisor, Record LAA Alternates, Submit Information to the Database

\*Note: Any selected 'Term' and 'Years Remaining in Term' will not be stored on this screen unless the 'Calculate Next Election Year' button is clicked

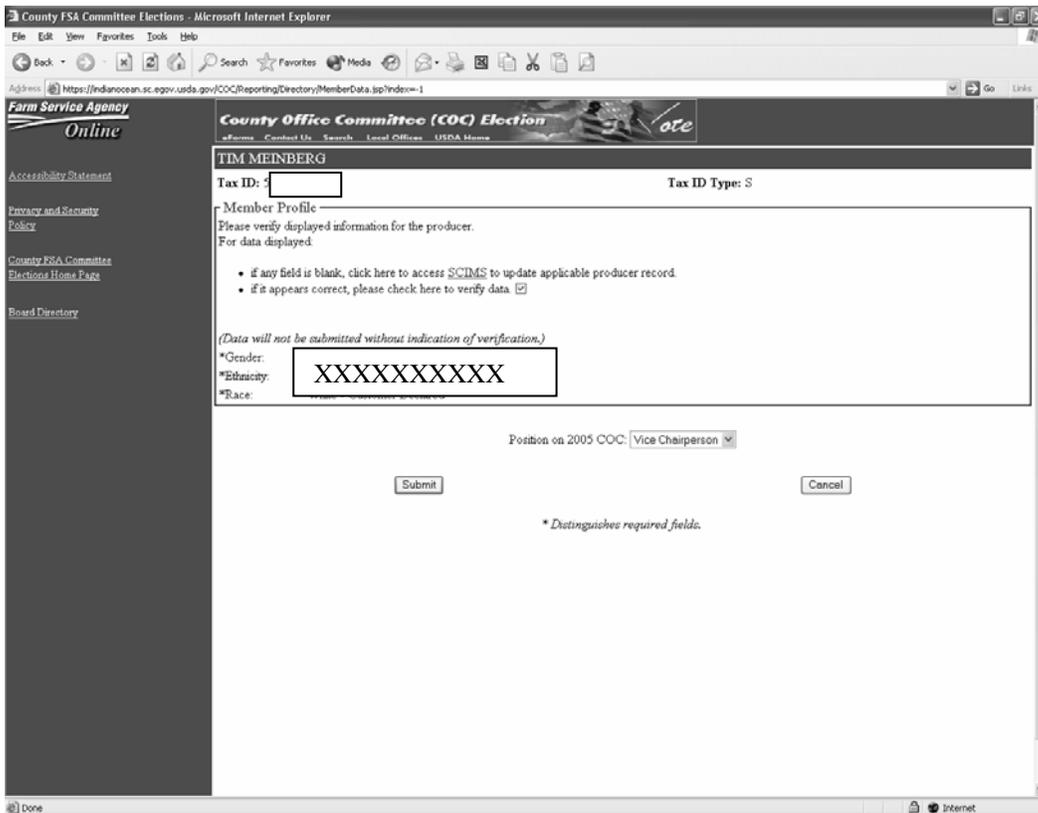
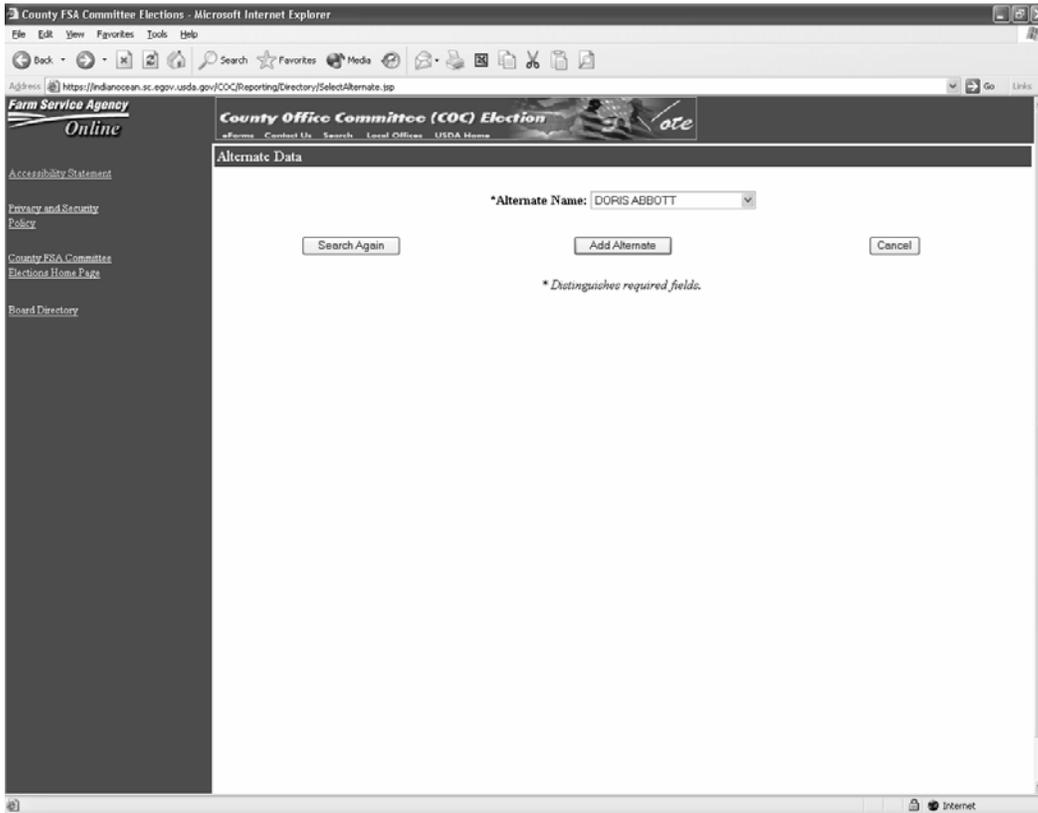
2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)

County FSA Committee Elections - Microsoft Internet Explorer

Address: https://indianocan.sc.gov.usda.gov/COC/Reporting/Directory/Alternates.jsp

**Farm Service Agency Online**

County Office Committee (COC) Election

Administering Location  
 State: Nebraska  
 County: Seward  
 Headquarters Office ID: 63890

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

LAA	No LAA Alternates	Name	Alternates Position
LAA1	<input type="checkbox"/>	DORIS ABBOTT	1st Alternate
LAA2	<input checked="" type="checkbox"/>		
LAA3	<input checked="" type="checkbox"/>		

Box Must be Checked If There are No Alternate(s) For LAA

County FSA Committee Elections - Microsoft Internet Explorer

Address: https://indianocan.sc.gov.usda.gov/COC/Reporting/Directory/Board/Directory.jsp

**Farm Service Agency Online**

County Office Committee (COC) Election

Administering Location  
 State: Nebraska  
 County: Seward  
 Headquarters Office ID: 63890

COC (2005)  
 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
LAA1	DONALD W CODE	Voting Member	1	3	2008
LAA2	ELROY W REEZY	Chairperson	2	1	2006
LAA3	TIM MEINBERG	Vice Chairperson	1	2	2007

Calculate Next Election Year    Add Advisor    Record LAA Alternates

Submit Information to the Database

\*Note: Any selected 'Term' and 'Years Remaining in Term' will not be stored on this screen unless the 'Calculate Next Election Year' button is clicked

2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)

