

For: State and County Offices

County Office Preparation for 2005 COC Election

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

In preparation for the 2005 COC election and future elections, County Offices must ensure that all data in 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 updating the Report of Eligible Voters Not Assigned to a COC/LAA, similar reports to assist County Offices in reviewing and correcting records must be prepared.

It is imperative that the steps and reports outlined 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 COC web-based system. County Offices that have inaccuracies in SCIMS and/or the System 36 may incur errors in their ballots and their reporting processes.

B Purpose

This notice provides guidance on:

- updating County Office databases
- handling members of entities or corporations who are nominated to run for COC
- **obsoletes** Notice AO-1331 and is being reissued for the following reasons:
 - additions to subparagraph 2 C
 - subparagraph 2 D removed
 - revisions to subparagraph 3 A, option 5.

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

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1 Overview (Continued)

C Contacts

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 or Ken.Nagel@wdc.usda.gov
 - Zina Riley at 202-720-0258 or Zina.Riley@wdc.usda.gov
 - Deborah Johnson at 202-720-0067 or Deborah.Johnson@wdc.usda.gov.

2 Maintaining the COC Voter Profile Record

A SCIMS and System 36 Name and Address System

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 customer data is stored in SCIMS, regardless of Agency affiliation.

- 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.

Because the COC election process (COC/LAA's and "Eligible to Vote" flag) is 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 at this time because this data is FSA specific.

2 Maintaining the COC Voter Profile Record (Continued)

B Identifying Individuals Eligible to Serve on COC

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:

- is designated by the corporation, limited partnership, estate, trust, or other business enterprise to be its **sole** candidate for membership on the applicable committee
- is 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 a 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. Follow instructions in 1-CM, paragraphs 175 through 177 to add 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 that an individual who is a sole member of a trust, limited liability corporation (LLC), or other similar organization is 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 an ID for the producer when establishing a SCIMS record for the individual.

If the individual is elected to COC as a member or alternate, CED shall notify the new member that his/her Social Security number will be required to be used for payroll purposes. According to 1-CM, paragraph 121, the COC member or alternate will be required to obtain an employer ID number for the entity that was previously identified by their Social Security number. The Social Security number can only be used to identify an individual for payroll purposes and the same number cannot be used for an entity.

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2 Maintaining the COC Voter Profile Record (Continued)

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

When the SCIMS profile record for the individual has been established, access the System 36 to record the individuals 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 flags are set correctly for the individual according to 1-CM, paragraphs 208 and 209.

Note: 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.

3 Action

A Updating the Voter Database

Reports are available to aid County Offices in verifying that the database contains correct and complete information for producer flags. Reports generated by options 1 through 5 in the following table must be printed and used to check 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)

Option	Report	Action
1	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.
2	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/LAA entries through the System 36. Refer to 1-CM, subparagraph 305 E, and 15-AO, paragraph 67. All COC’s must be set to “COC 1”.
3	Print Active Producers Flagged Not Eligible to Vote Report	<p>This report lists 2 classifications of voters:</p> <ul style="list-style-type: none"> • individuals and/or members of businesses in which only the member is authorized to vote, such as general partnerships and joint ventures, etc. • entities that have their own voting rights, such as corporations, LLC’s etc. <p>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>
4	Print Inactive Producers Flagged Eligible to Vote Report	<p>This report will list producers who are flagged as inactive producers but the “Eligible to Vote” flag is set to “Y”.</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 the 1-CM, subparagraph 208 C.</p>
5	Print Ineligible Voters with Valid COC’s/LAA’s Report	<p>This process checks 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 eligible voters. Correct the voting flag to “N” and COC/LAA entry to “0” (zero). Correct invalid entries through the System 36. Refer to the 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 **June 22, 2005**.

CED's will certify to their AO by e-mail 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">• "3" Application Processing (Headquarters Office), go to Step 3• "4" Application Processing (Office Selection), go to Step 2.
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 voter database reports and any corrections are completed by **June 22, 2005**.

AO's 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 June 22, 2005**
- submit a report by e-mail to Zina.Riley@wdc.usda.gov, DAFO, **no later than June 28, 2005**, certifying the review and revisions of the databases.