

**For:** State and County Offices

**2006 County Committee (COC) Election Web-Based Organizational Structure**

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



**1 Overview**

**A Background**

This notice provides updated guidance for entering new COC organizational structure through the web-based application. The COC organizational structure provides information for a COC Directory. This information no longer needs to be entered into the System 36 organizational structure system.

**B Purpose**

This notice:

- explains the process for entering the COC organizational structure into the web-based application

**Note:** County Offices shall enter the COC report information from the 1<sup>st</sup> organizational meeting held with the new COC.

- obsoletes Notice AO-1326.

**C Contact**

If there are questions about this notice:

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

<b>Disposal Date</b>  May 1, 2007	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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**2 Action**

**A Entering COC Organizational Structure**

Access the COC election web-based application according to the following:

- go to **http://intranet.fsa.usda.gov/fsa**
- under “Links”, PRESS “FSA Applications”
- under “Administrative Applications”, PRESS “COC Elections”.

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

<b>Step</b>	<b>Screen Title</b>	<b>Action</b>
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 select 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 “2005 County Committee Organization Structure” which will be displayed on the left side of the screen.</li> <li>• Print the screen and use the information as a guide when entering the COC 2006 organizational structure.</li> </ul>
6	COC (2006)	<p>A pre-filled screen will be displayed with the administering location.</p> <ul style="list-style-type: none"> <li>• Insert current information for the 2006 COC.</li> <li>• PRESS “LAA” to insert data.</li> <li>• Insert a member for each LAA.</li> </ul>

2 Action (Continued)

A Entering COC 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 will be displayed with the member profile. <ul style="list-style-type: none"> <li>• If a field is blank, then press the SCIMS link to update the applicable producer record.</li> <li>• If the information is correct, then place a check in the “if it appears correct, please check here to verify data” box.</li> <li>• Select the 2006 position for the member from the drop-down box.</li> <li>• PRESS “Submit”.</li> <li>• Repeat step 8 and 9 until member names and profiles have been added for all LAA’s.</li> <li>• <b>Select the term and years remaining in the term for each member from the drop-down boxes.</b></li> </ul> <p><b>Note:</b> This step is very important. Do <b>not</b> overlook it. Ensure that years remaining is correct for each member.</p> <ul style="list-style-type: none"> <li>• PRESS “Calculate Next Election Year”.</li> </ul> <p><b>Note:</b> The next election year for each member will be displayed.</p>
10	Recording Alternates	PRESS “Record LAA Alternates”. <p><b>Note:</b> An individual may be both an alternate and an advisor, but the web site will only allow the entry of 1 of the positions. Enter the individual as an advisor at this time.</p>

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2 Action (Continued)

A Entering COC Organizational Structure (Continued)

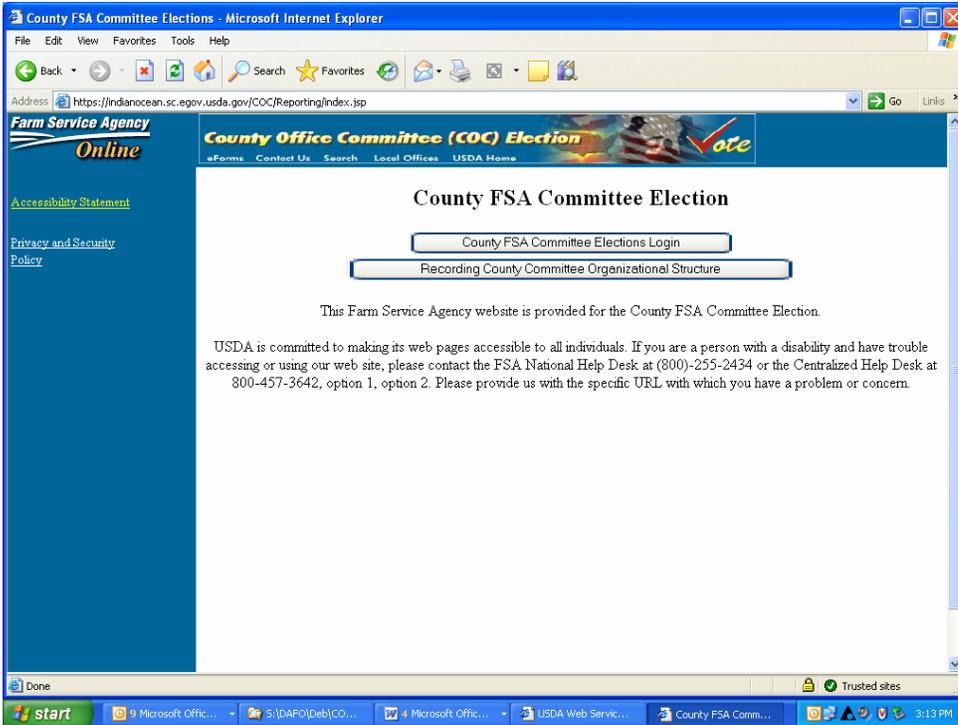
Step	Screen Title	Action
11	LAA Alternates	<p>If:</p> <ul style="list-style-type: none"> <li>• alternates, then PRESS “LAA” to enter alternates for each LAA</li> <li>• <b>no</b> alternates for the particular LAA, then PRESS “No LAA Alternates”.</li> </ul>
12	Alternate Search and Profile	<p>Search for member information by choosing 1 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	Save Information to Database	<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. Data is <b>not</b> saved to database until this screen is displayed.</p>

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## 2 Action (Continued)

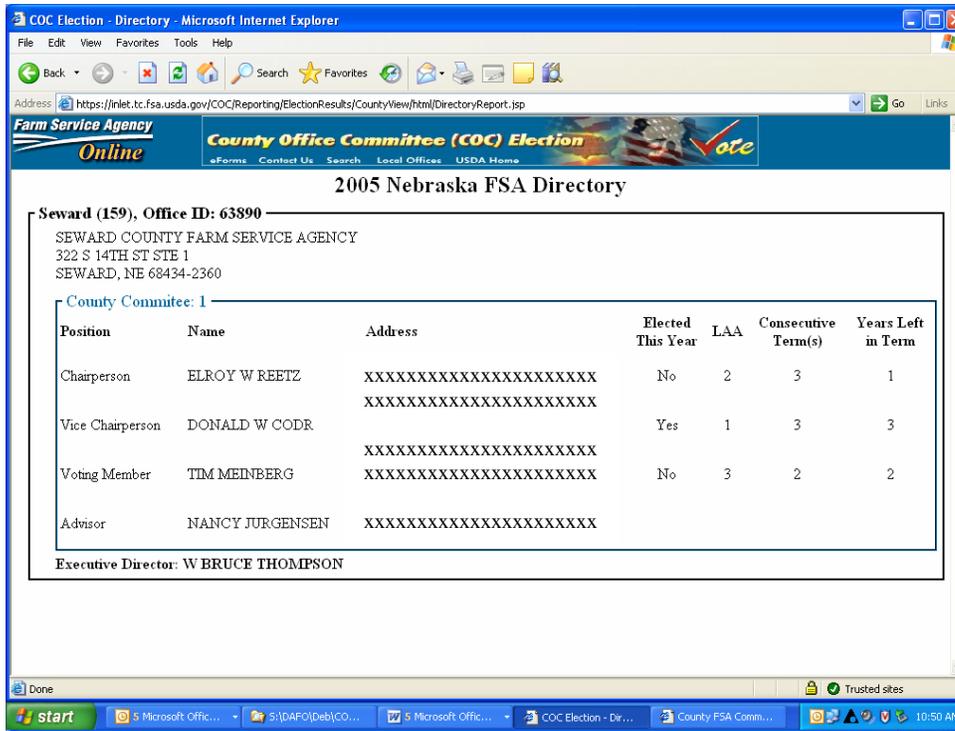
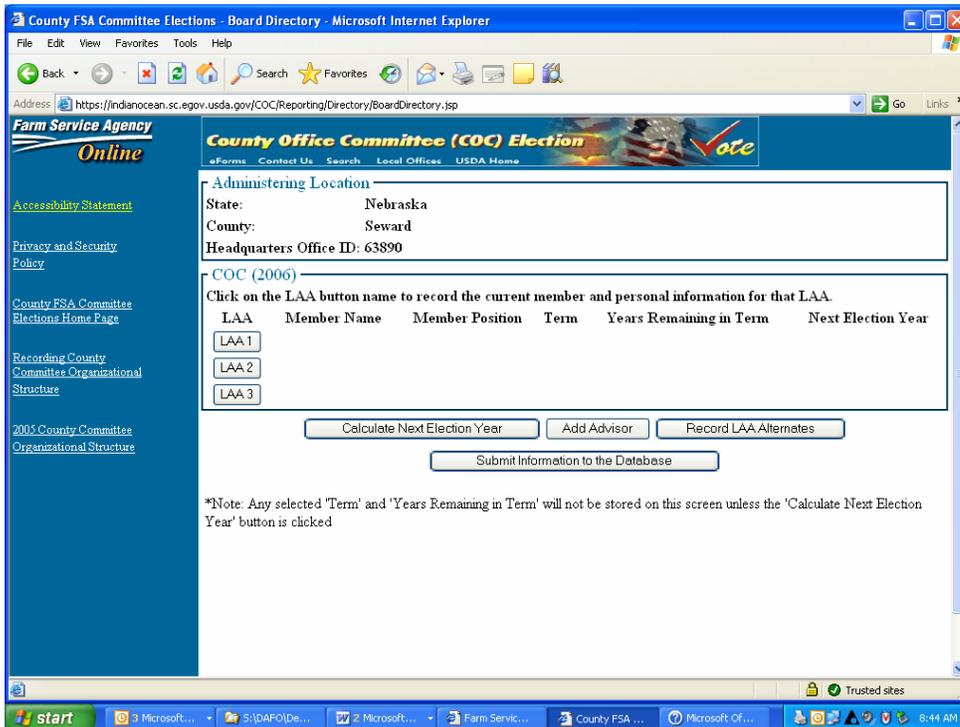
### B Example Screens for Entering Committee Structure Information

The following screens provide guidance for entering information found in subparagraph A.



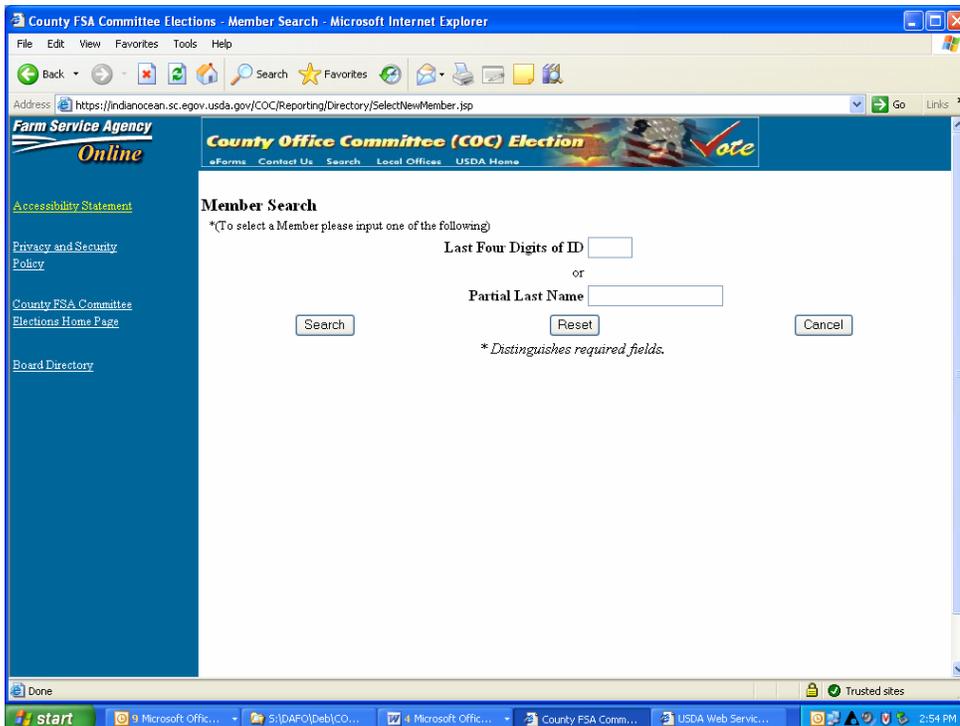
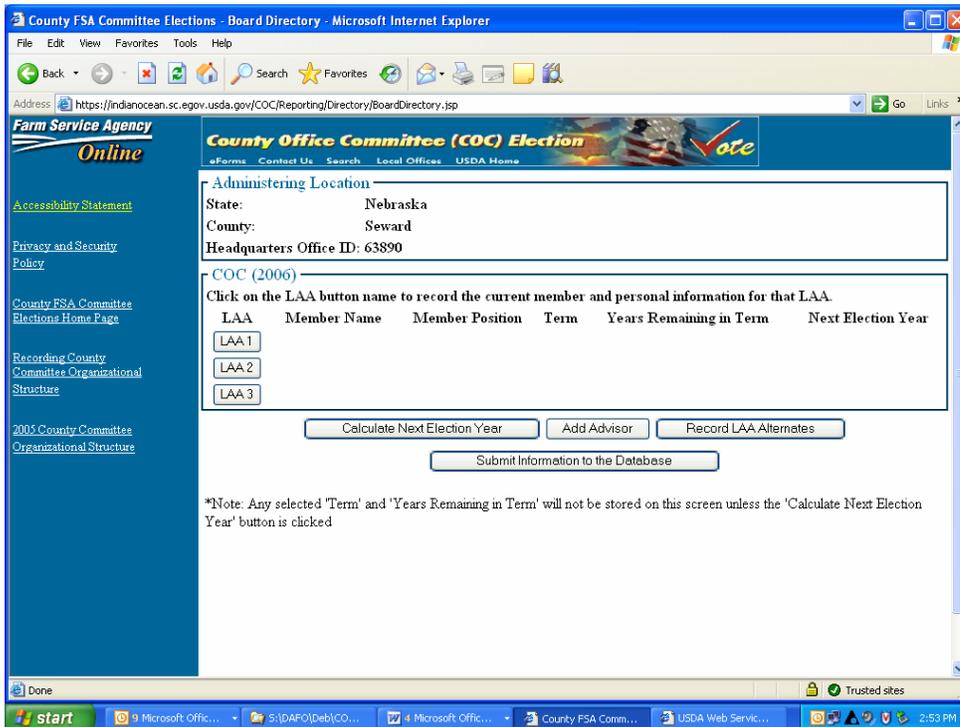
2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



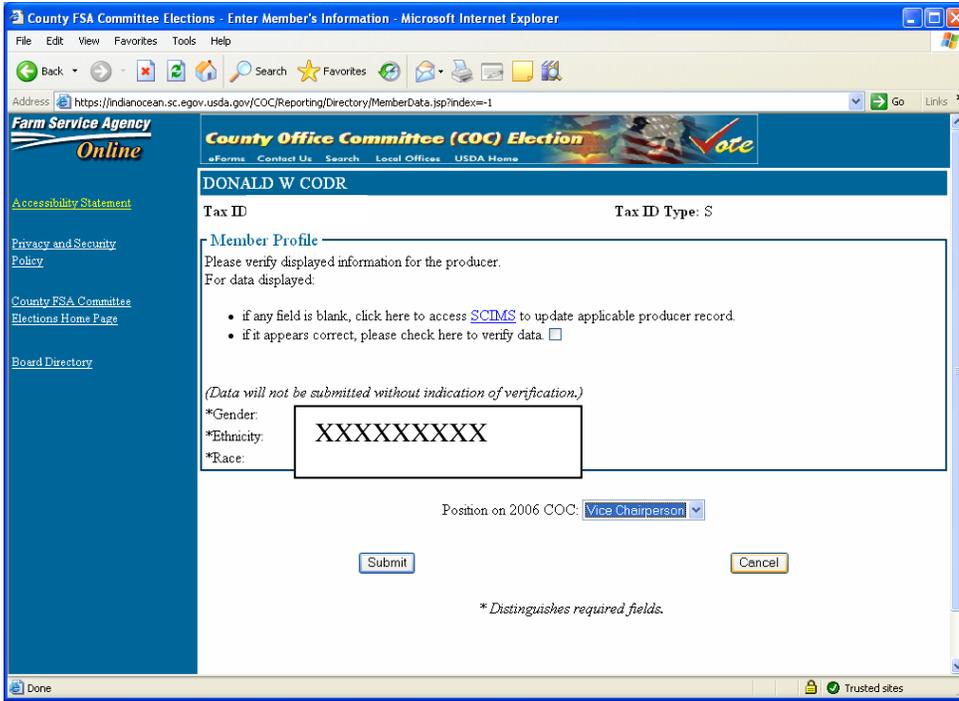
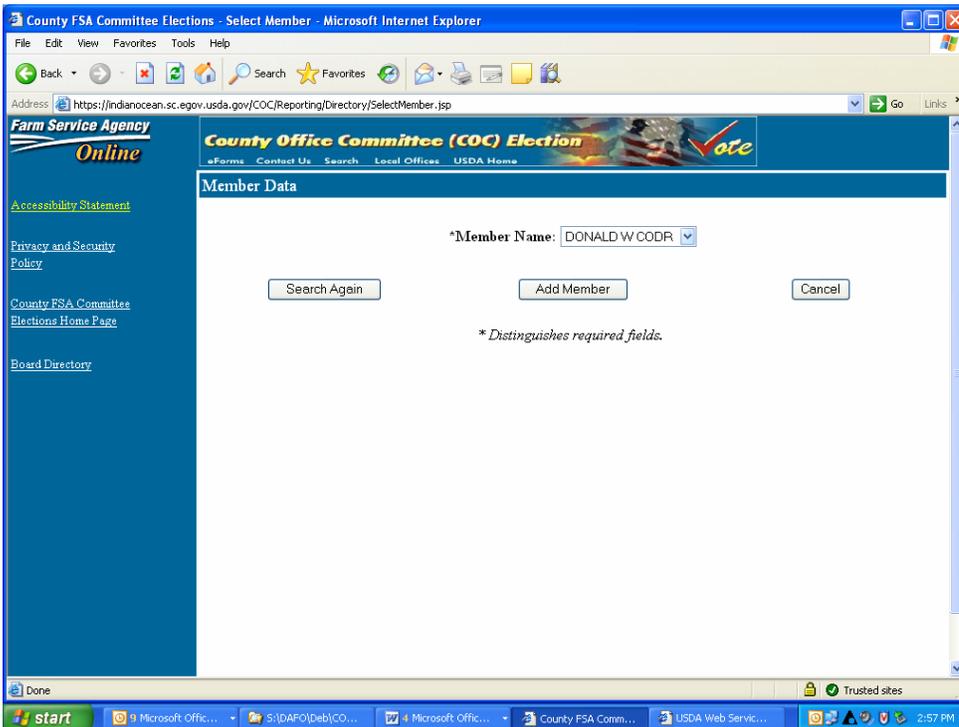
2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



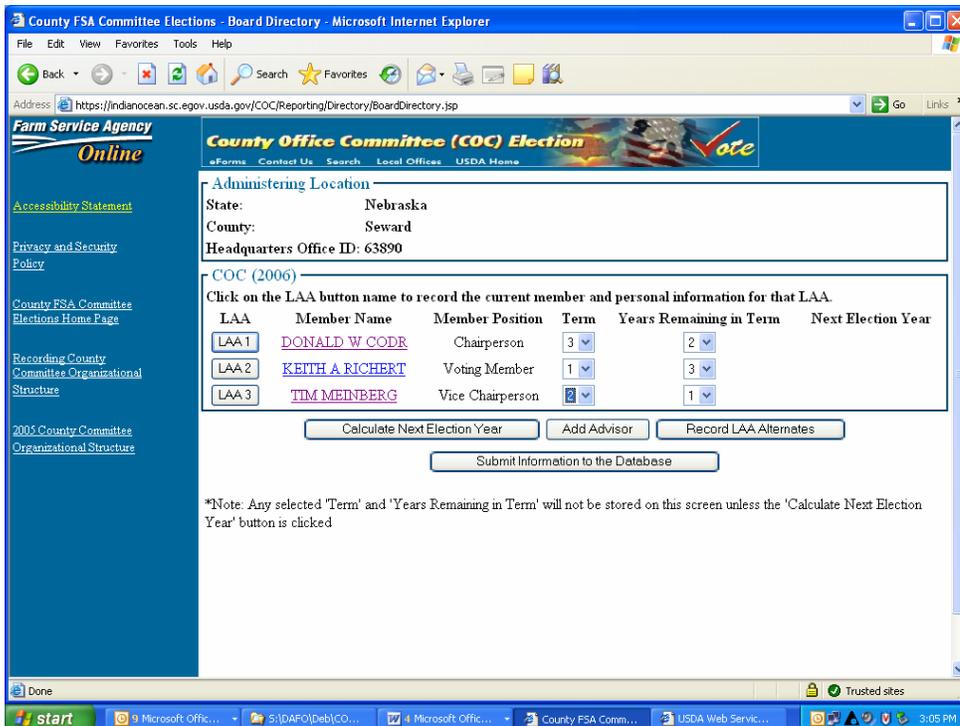
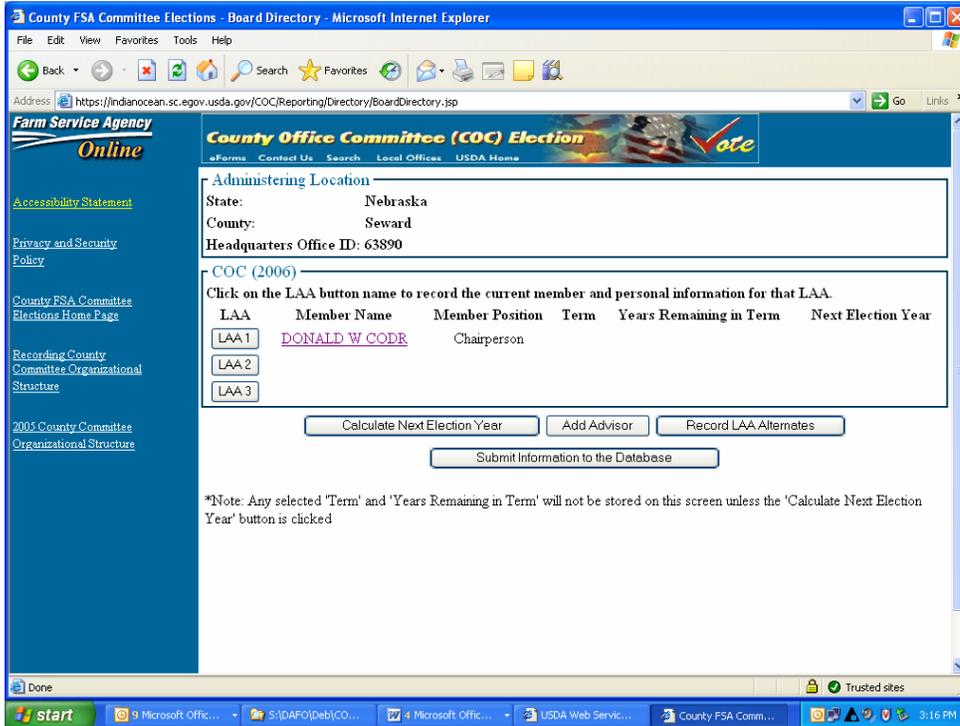
2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



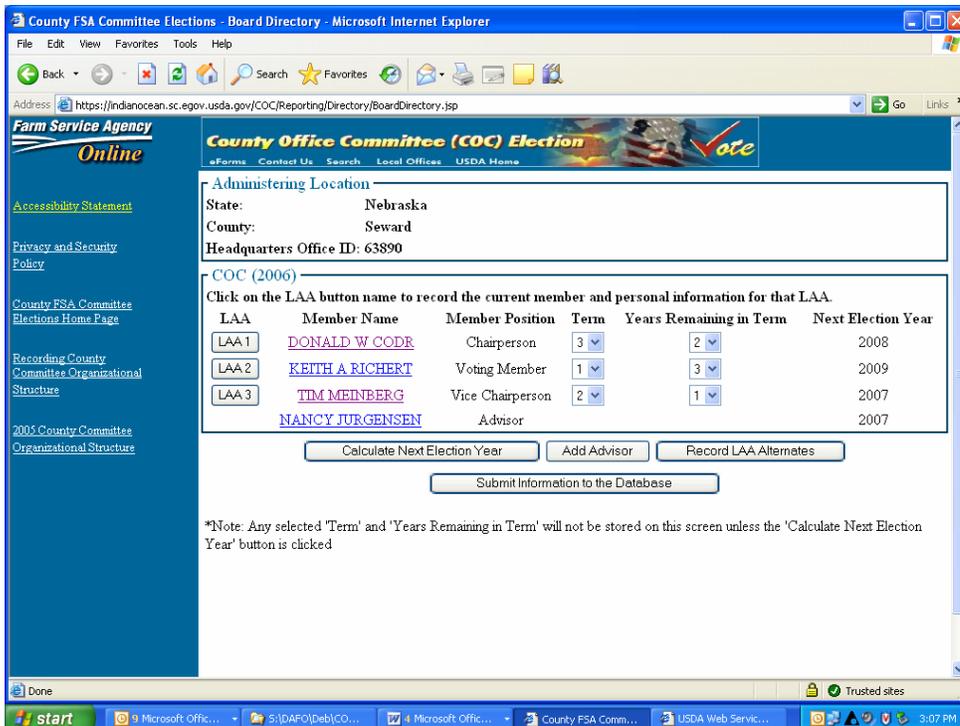
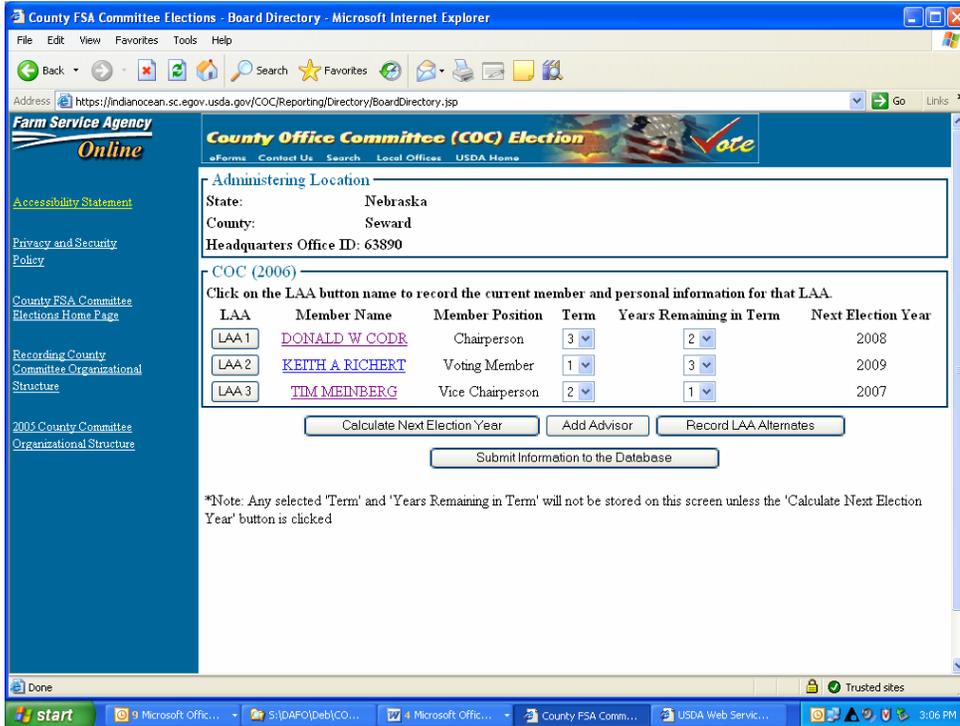
2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



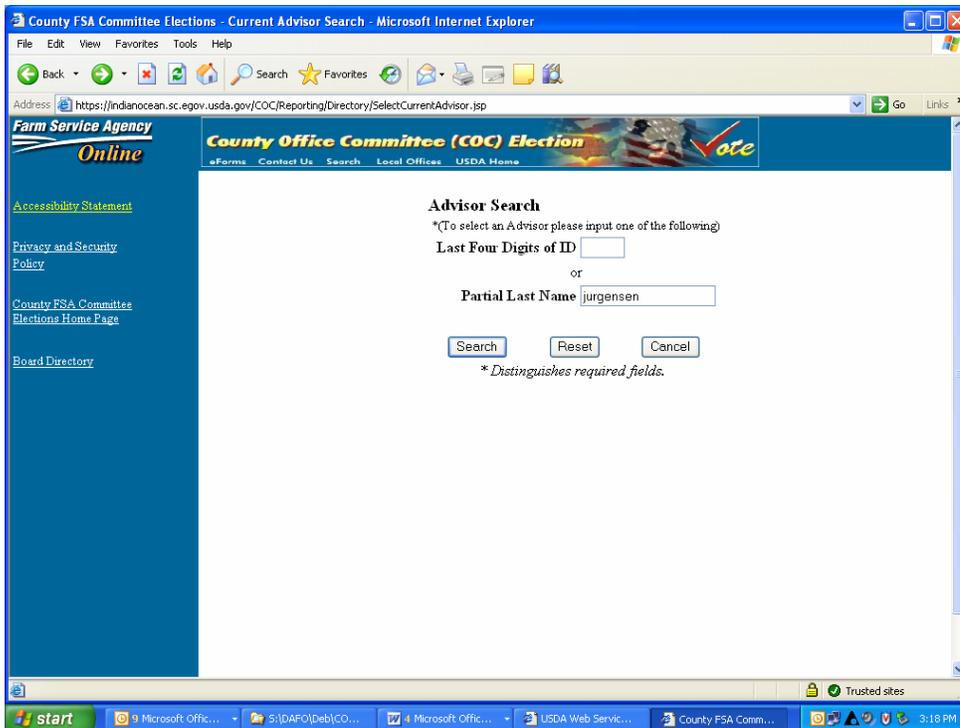
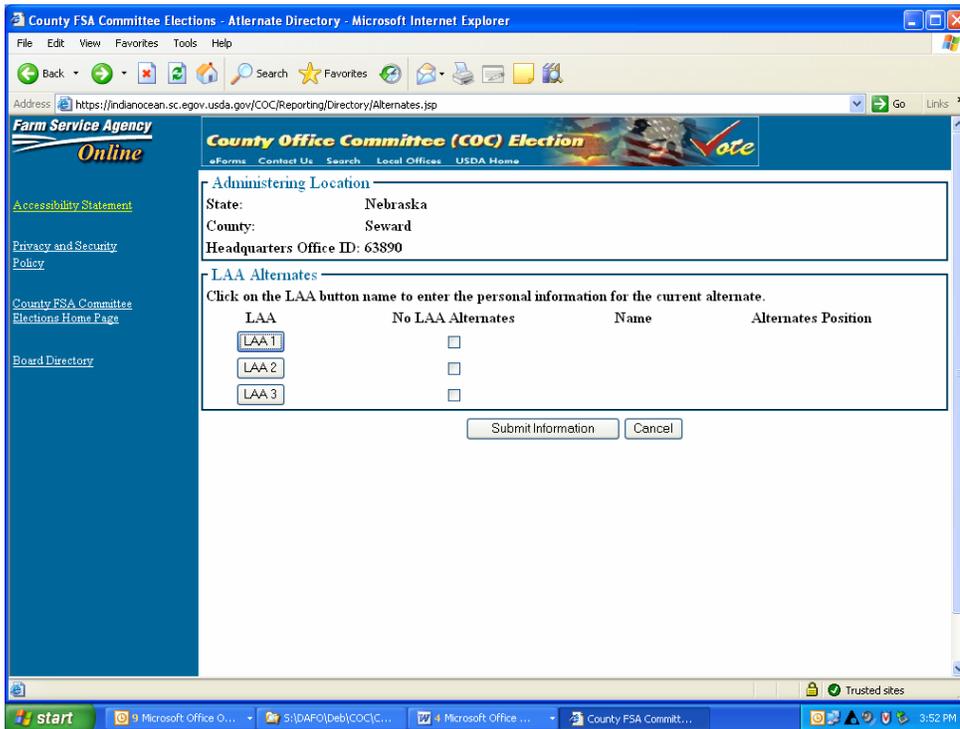
2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



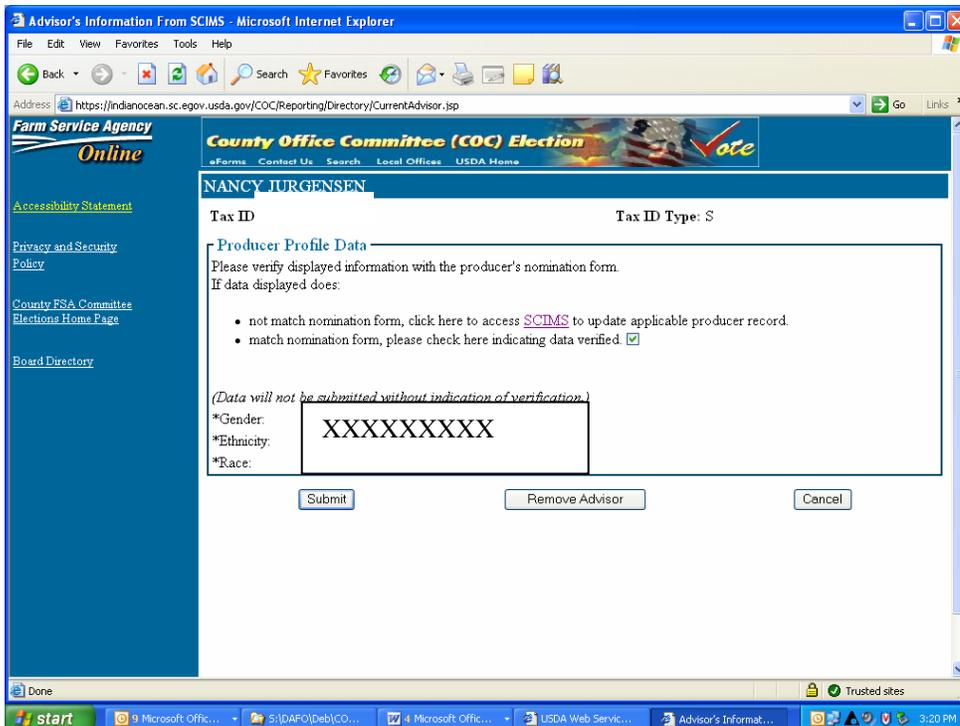
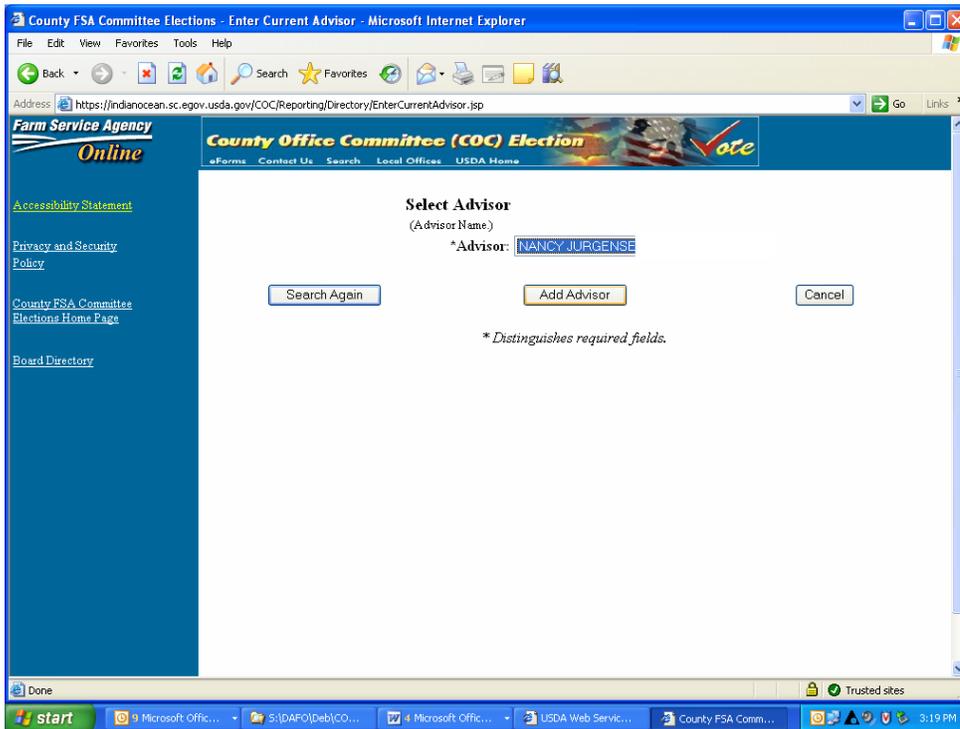
2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)



2 Action (Continued)

B Example Screens for Entering Committee Structure Information (Continued)

