

**For:** State and County Offices

**County Election Control Table, Producer Election Data Table, and Eligible Voter Reports**

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



**1 Overview**

**A Background**

The following tables and reports have been added to the COC election web site, available at the FSA Intranet under FSA Applications/Administrative Applications:

- County Election Control Table
  - add or delete COC's/LAA's to the control table
  - perform a mass update on the producer table
- FSA Producer Election Data Table
  - enter or change COC/LAA identifier
  - enter or change eligible to vote flag
- County Election Reports
  - view/print Eligible Voters Mailing List
  - view/print Eligible Voters List
  - view/print Ineligible Voters List
  - view/print Producers Not Associated with a COC/LAA.

The data in these tables was migrated from the System 36 and is expected to be available on the web site on June 27, 2006. Following the migration, this data will be permanently removed from the System 36 and only available from the COC Election web site.

**B Purpose**

This notice provides guidance on using the new web applications.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2006	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Contacts

The following table provides contacts if you have questions about this notice.

IF located in a...	THEN contact...
County Office	State Office
State Office	either of the following DAFO staff members: <ul style="list-style-type: none"> <li>• Deborah Johnson at 202-720-0067</li> <li>• Ken Nagel at 202-720-7890.</li> </ul>

### 2 Action

#### A Using the Data Tables and Reports in the New Application

To access the COC election web site:

- go to <http://intranet.fsa.usda.gov/fsa>
- under Links, click “FSA Applications”
- under Administrative Applications, click “COC Elections”
- log into the web site using eAuthentication ID and password.

**Note:** The screens that are new in the web site will have the new “look and feel” developed for FSA web sites. The screens that have been available in past years have not yet been updated to the new “look and feel”. See subparagraph B.

Use the following table to go through the available screens on the web site. Example screens are displayed in subparagraph B.

Step	Screen Title	Description and Action
1	FSA County Committee Election	This option contains the voter lists. User selects desired County Office; if more than 1 is available in the drop-down box. Only County Offices the user has access to will display in the drop-down box. Click the first bar to select “FSA County Committee Election”.
2	Election Information	Screen displays message telling user which COC/LAA is up for election according to the COC Directory. <b>Verify the COC/LAA for this year’s election is correct before proceeding.</b> Select desired COC and LAA from the drop-down boxes. Click “Submit”.
3	Type of Eligible Voter List	Select 1 type of Voter List from the following: <ul style="list-style-type: none"> <li>• Eligible Voters Mailing List</li> <li>• Eligible Voters List</li> <li>• Ineligible Voters List.</li> </ul> Click “Submit”. To go back to main menu press “FSA County Committee Elections Homepage”.

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2 Action (Continued)

A Using the Data Tables and Reports in the New Application (Continued)

Step	Screen Title	Description and Action
4	Eligible Voters Mailing List	This list contains the names and addresses of all eligible voters in the selected COC/LAA. Ensure that this list will only be given to candidates and that it is for the correct State/county COC/LAA. List may be printed by using the browser print button. Do <b>not</b> provide this list to the public. Use the browser back button to return to the previous screen.
5	Eligible Voters List	This list contains only the <b>names</b> of all eligible voters. This list may be provided to the public. Print list by using the browser print button. Use the browser back button to return to the previous screen.
6	Ineligible Voters List	This list contains producers who are flagged ineligible to vote, but who are associated with a COC/LAA. Review list to ensure that no producers are listed who <b>should</b> be flagged as eligible voters. Print list by using the browser print button. Use the browser back button to return to the previous screen.
7	FSA County Committee Election	Select “Producer Election Data File”. Use this option to change a producer’s COC/LAA designation and/or the eligible to vote flag.
8	USDA Service Center Information Management System Customer Search Page	Enter the name of the producer whose COC/LAA and/or eligible to vote flag needs to be changed. Click “Search”.
9	Search Results Screen	Click on the producer’s common name to open the “COC/LAA Election Detail” screen.
10	COC/LAA Election Detail	Verify that the correct producer has been selected. Click on: <ul style="list-style-type: none"> <li>• the drop-down box to enter or change COC/LAA identifier</li> <li>• the checkbox next to Eligible Voter to add or remove the checkmark</li> </ul> <p><b>Note:</b> When this box is unchecked, the COC/LAA designation cannot be removed.</p> <ul style="list-style-type: none"> <li>• “Save”.</li> </ul>
11	COC/LAA Election Detail	Confirmation screen indicates “Customer Information has been successfully updated.” Under Links, click either: <ul style="list-style-type: none"> <li>• “Producer Search” to find and update another producer</li> <li>• “Main COC Elections Application” to go back to main menu.</li> </ul>

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**2 Action (Continued)**

**A Using the Data Tables and Reports in the New Application (Continued)**

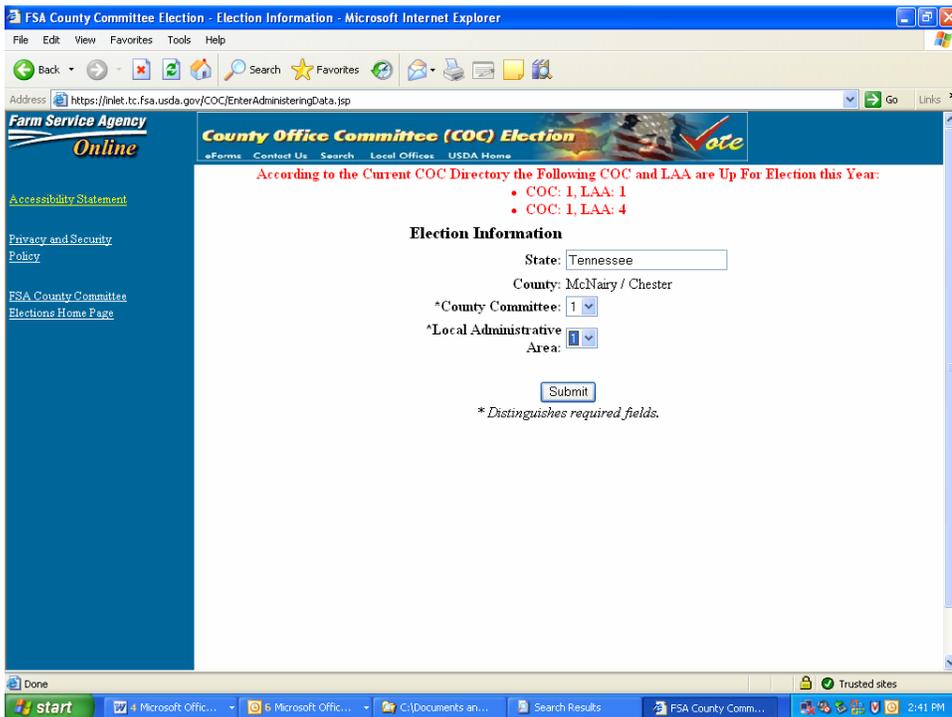
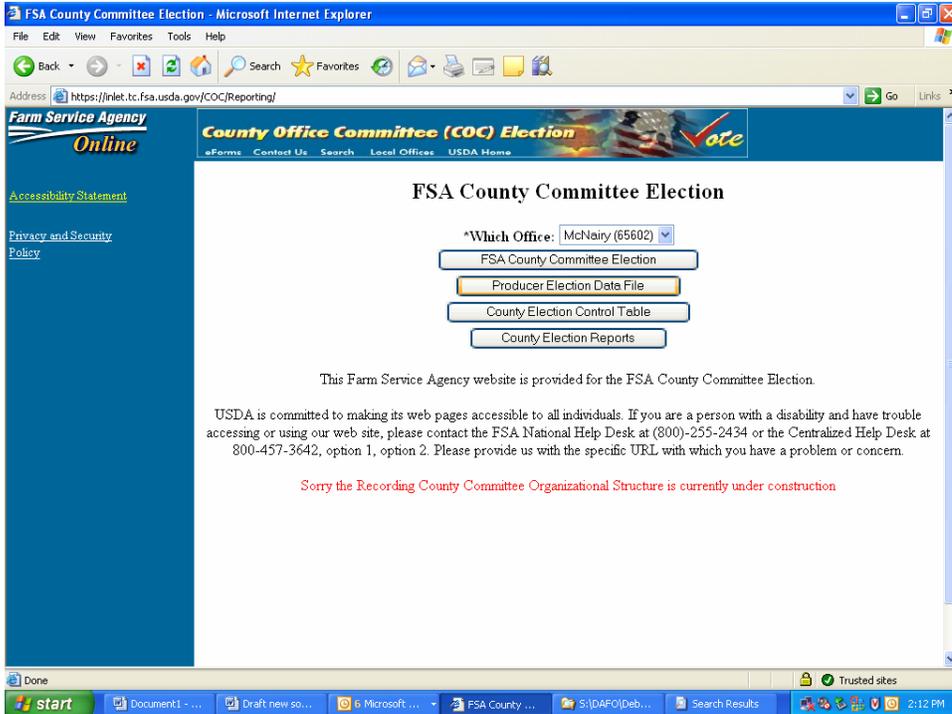
<b>Step</b>	<b>Screen Title</b>	<b>Description and Action</b>
12	FSA County Committee Election	Select "County Election Control Table" to: <ul style="list-style-type: none"> <li>• add or delete COC's/LAA's from the Control Table</li> <li>• perform a mass update of COC/LAA's on the Producer table</li> </ul>
13 and 14	Control Table	COC's/LAA's may be added or deleted from the user's Control Table, however this option will seldom be used and only with State Office concurrence. Also, mass moves of producers from 1 COC/LAA to another may be completed, again only with State Office concurrence.
15	FSA County Committee Election	Select "County Election Reports".
16	County Election Reports	<p>The reports currently available are:</p> <ul style="list-style-type: none"> <li>• Eligible Voters Mailing List</li> <li>• Eligible Voters List</li> <li>• Ineligible Voters List</li> <li>• Producers Not Associated with a COC/LAA.</li> </ul> <p><b>Note:</b> The first 3 reports listed here are also available from the first menu option, "FSA County Committee Election".</p> <p>To view/print any of the first 3 reports, click on the radio button and choose the COC/LAA for the report desired. These reports appear exactly as they do from "FSA County Committee Election" option.</p> <p>Select "Producers Not Associated with a COC/LAA", and click "Generate Report".</p>
17	Producers Not Associated with a COC/LAA	This list contains producers whose COC/LAA fields are zeros or blank. The list contains many entries in most offices. It is being provided for information only at this time. Instructions for use of the data will be provided at a later date.

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## 2 Action (Continued)

### B Example Screens for Using Data Tables

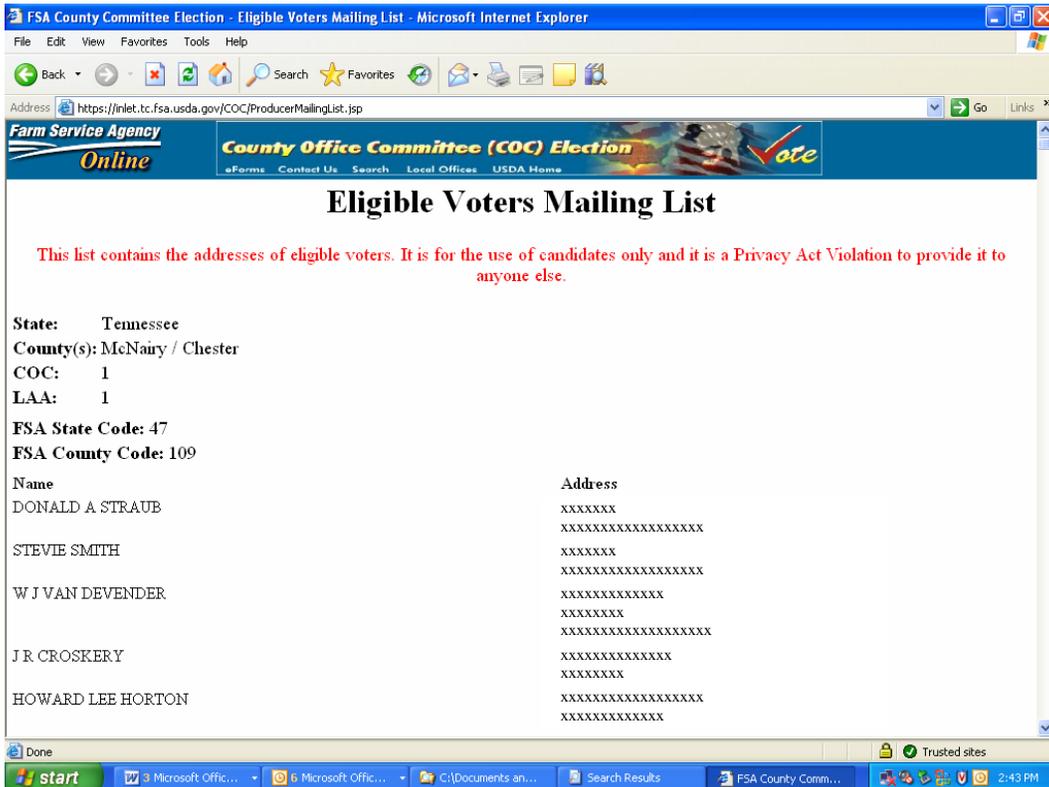
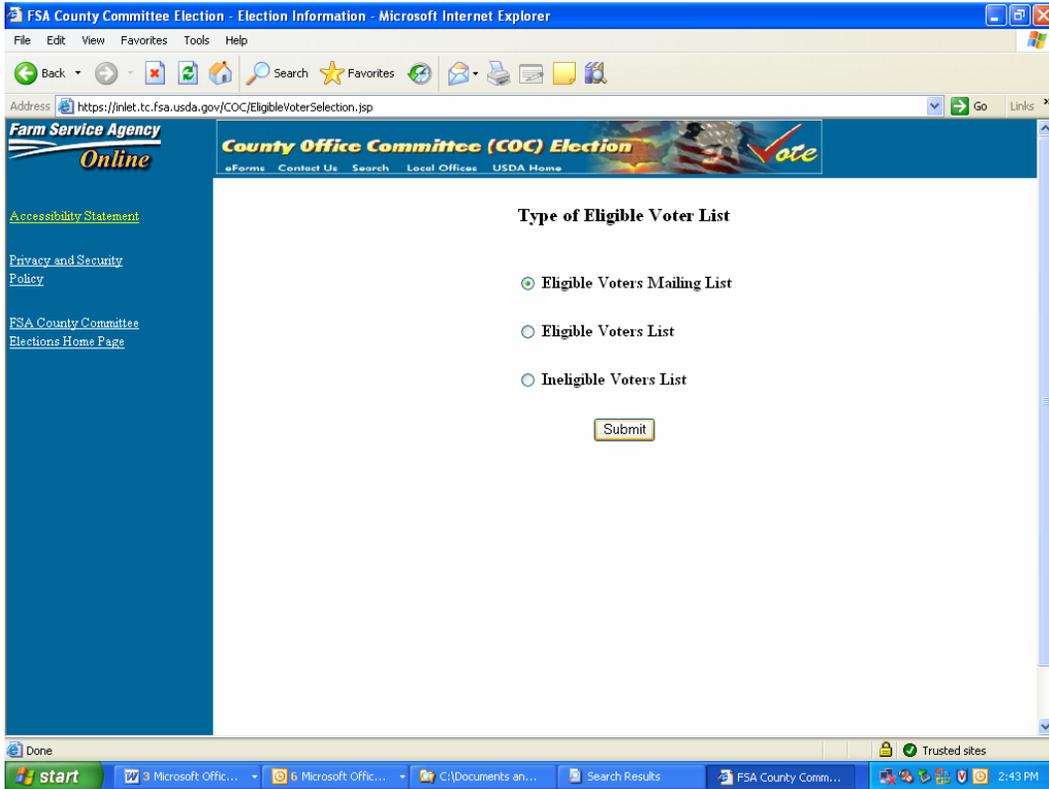
These sample screens provide guidance for entering information.



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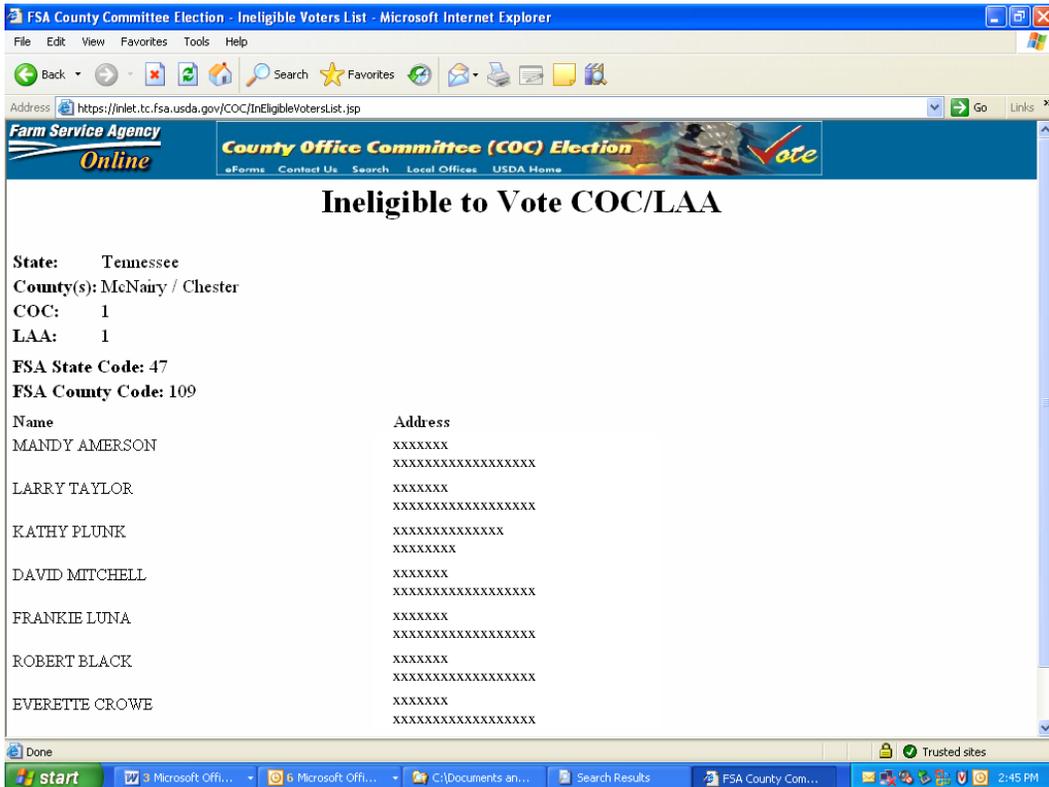
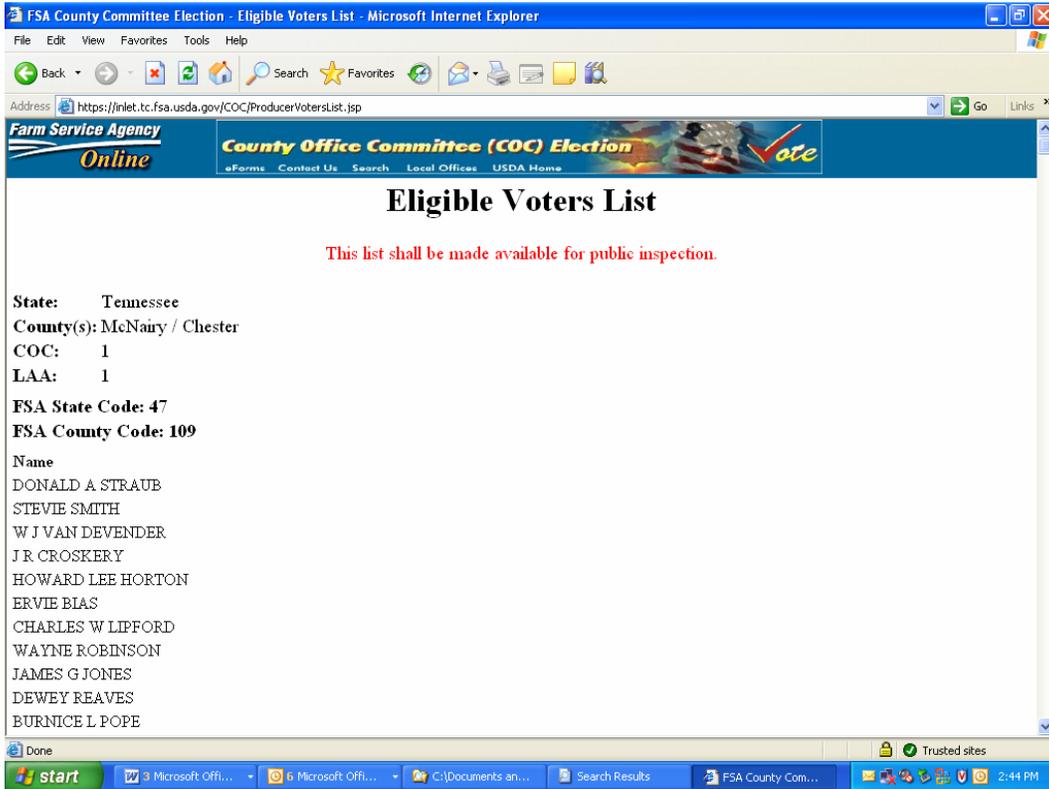
2 Action (Continued)

B Example Screens for Using Data Tables (Continued)



2 Action (Continued)

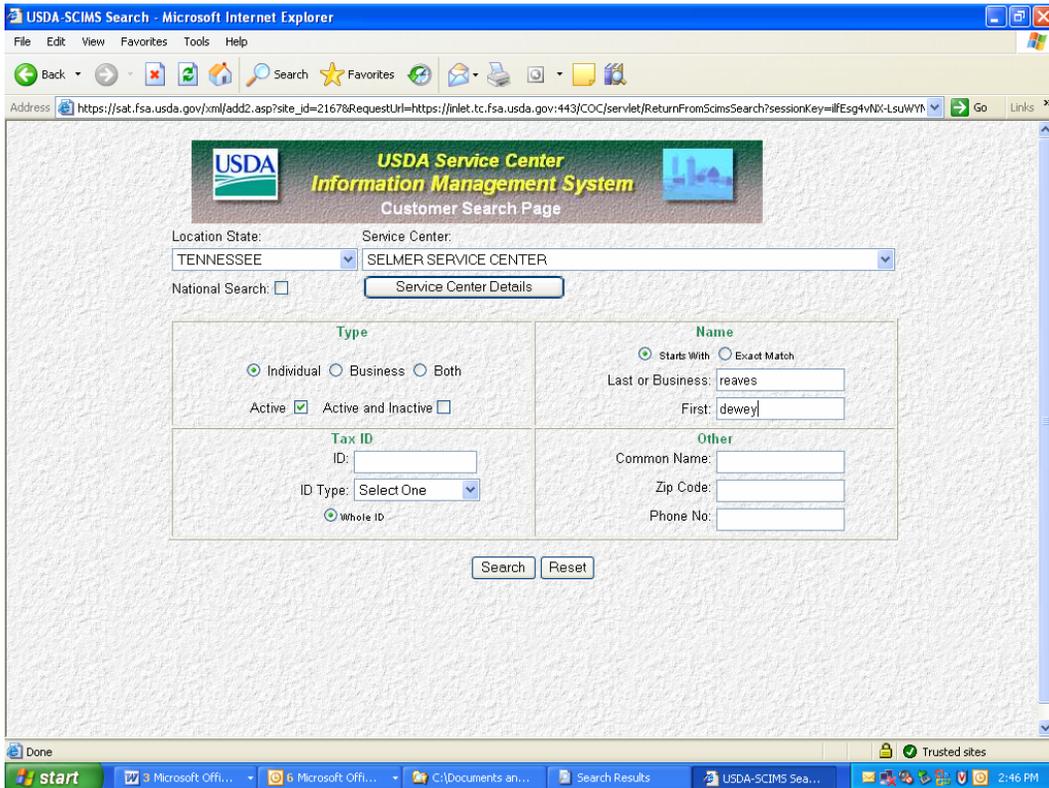
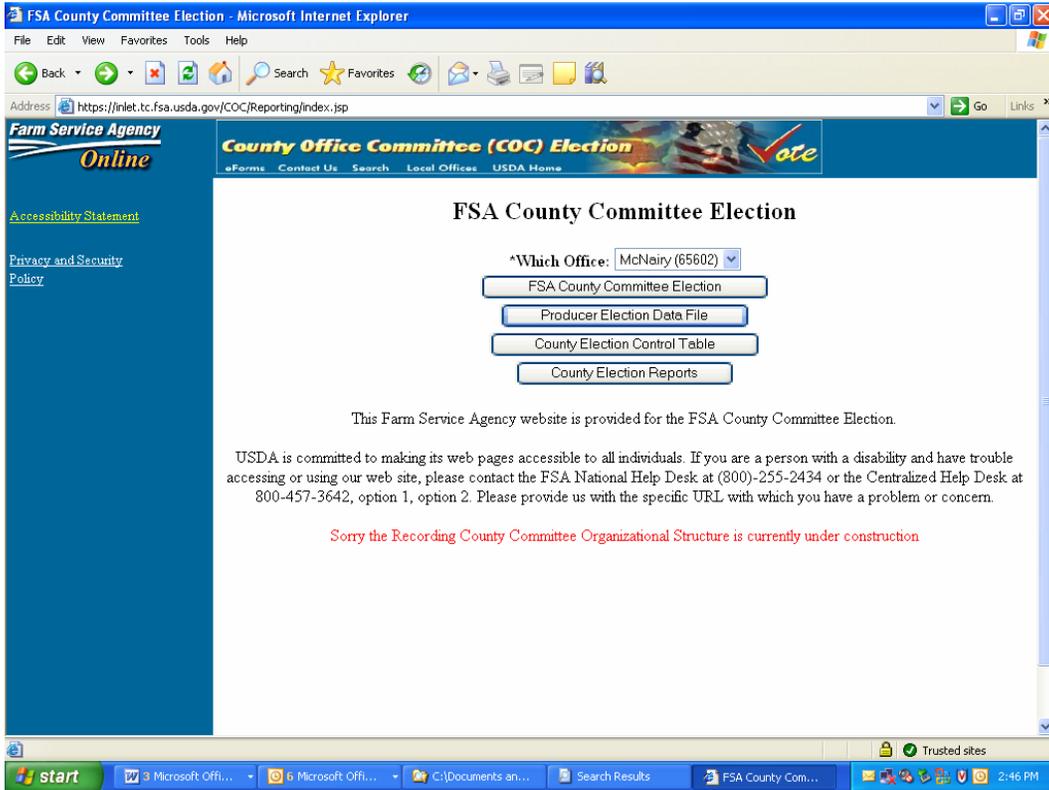
B Example Screens for Using Data Tables (Continued)



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## 2 Action (Continued)

### B Example Screens for Using Data Tables (Continued)



2 Action (Continued)

B Example Screens for Using Data Tables (Continued)

USDA Service Center Information Management System

Search Results

Based on selected Servicing Site SELMER SERVICE CENTER

Select a customer:

Active	Potential Duplicate	Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
Active	No	DEWEY REAVES	XXXXXXXX	Social Security	XX	XXXXXXXXXX		TENNESSEE	MCAIRY

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[Search Again](#)   [End](#)

USDA United States Department of Agriculture

Farm Service Agency

COC-LAA Election

Home | About FSA | Contact Us | Log Off

Links

- Main COC Elections Application
- Producer Search

Other Links

- Service Center Agencies Online
- FFAS

COC/LAA Election Detail

Customer: DEWEY REAVES

Tax Identification: XXXXXXXXX

County - State: McNairy - Tennessee

COC - LAA: 01-01

Active Date: 2006-05-31

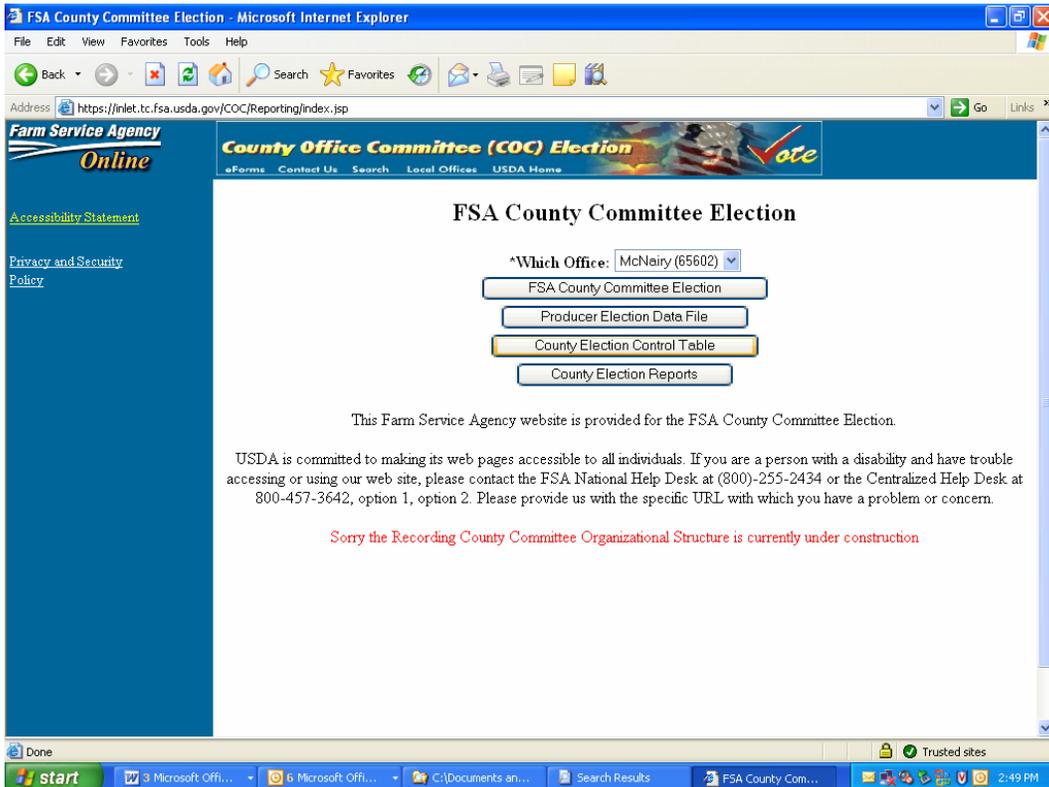
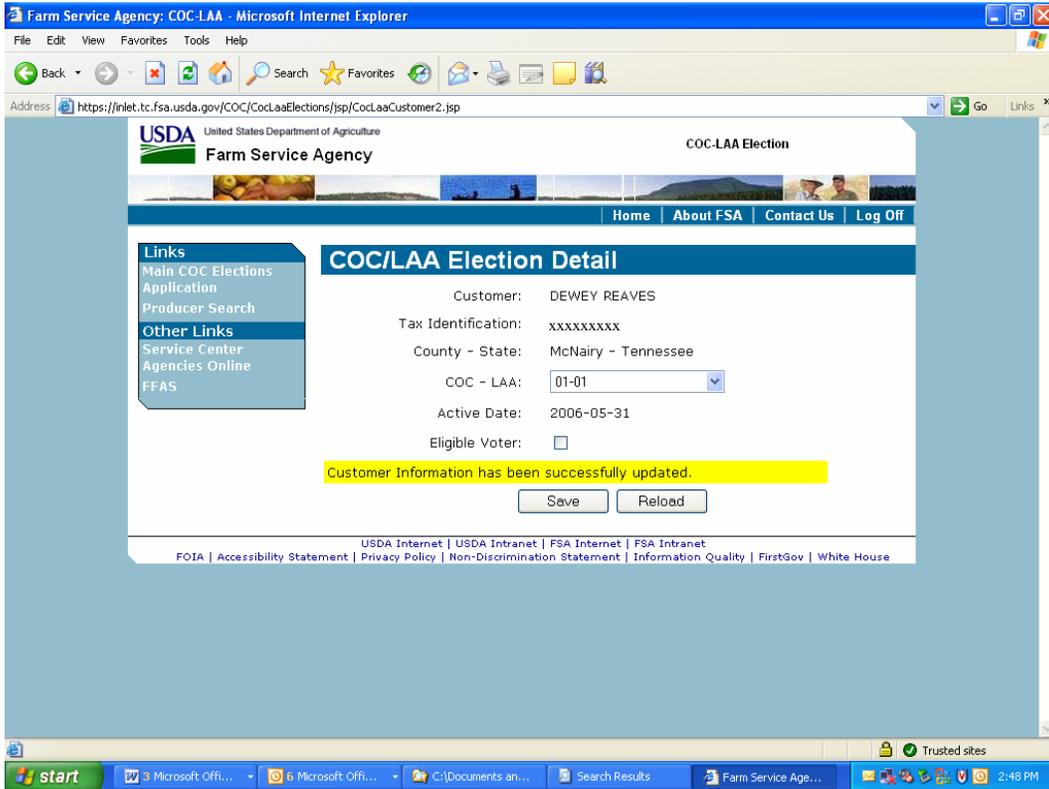
Eligible Voter:

USDA Internet | USDA Intranet | FSA Internet | FSA Intranet  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

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## 2 Action (Continued)

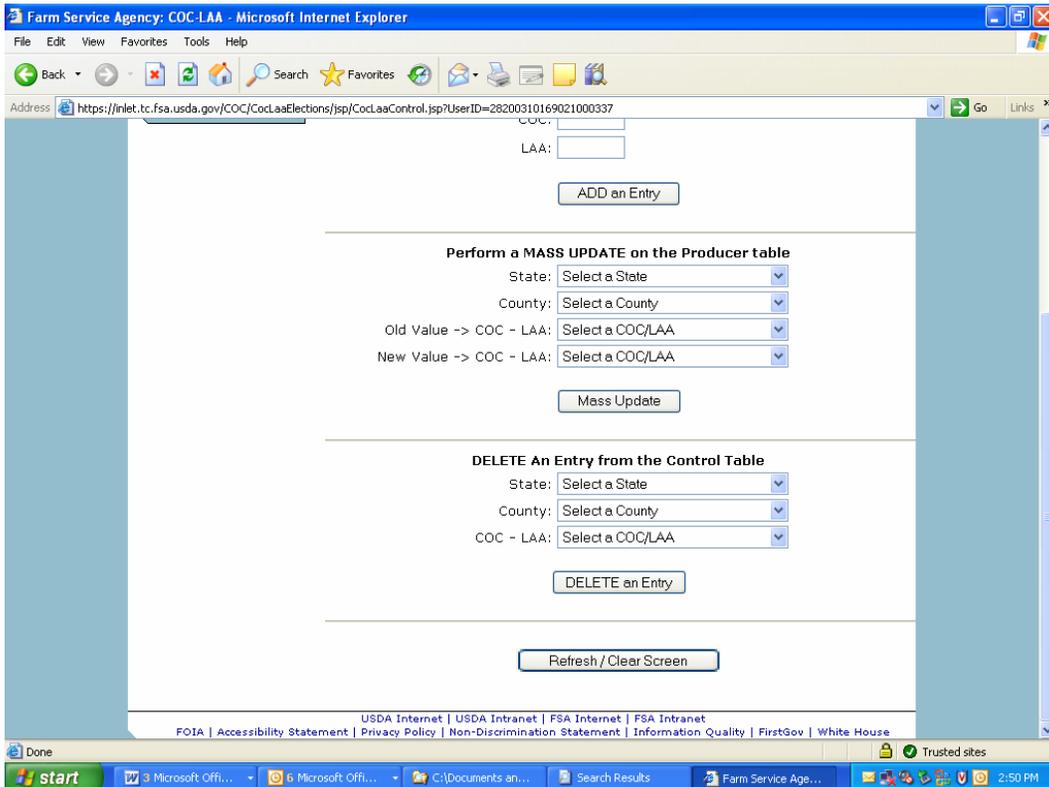
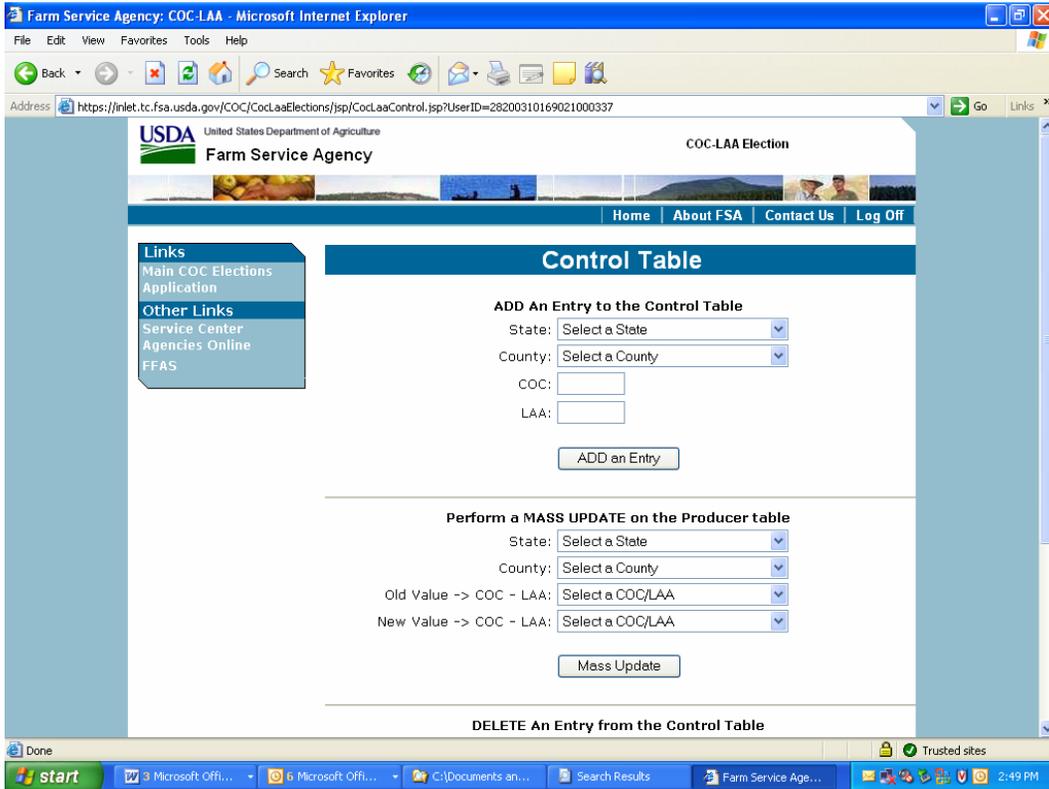
### B Example Screens for Using Data Tables (Continued)



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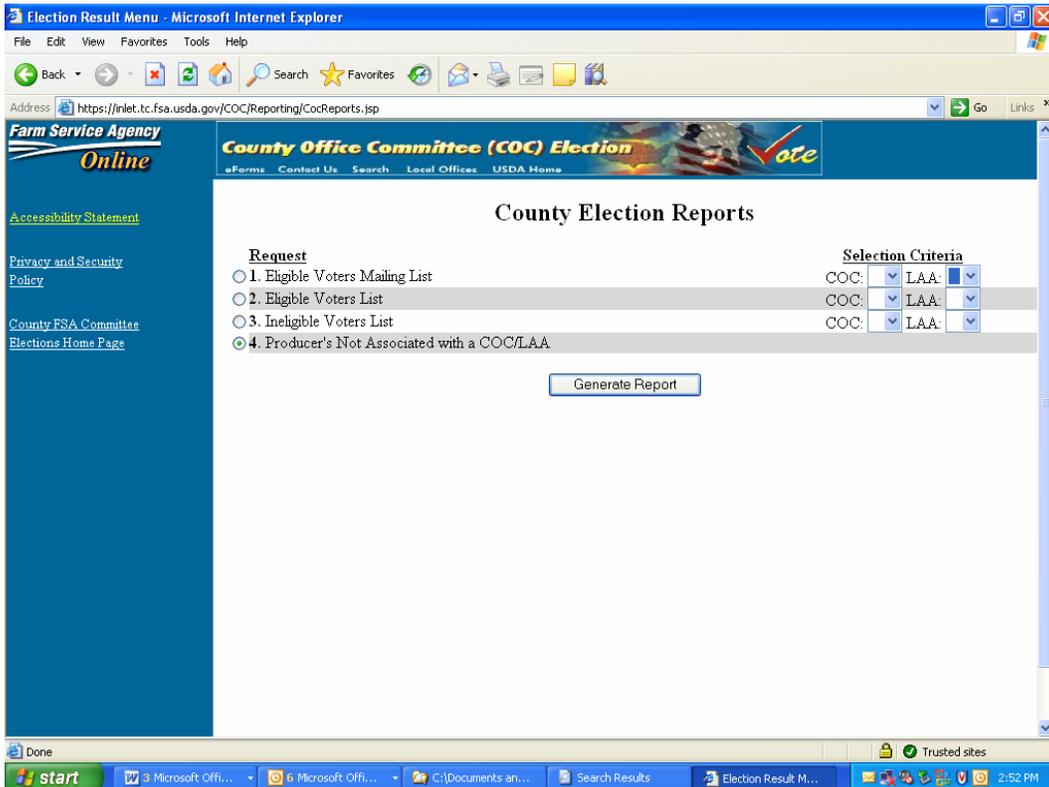
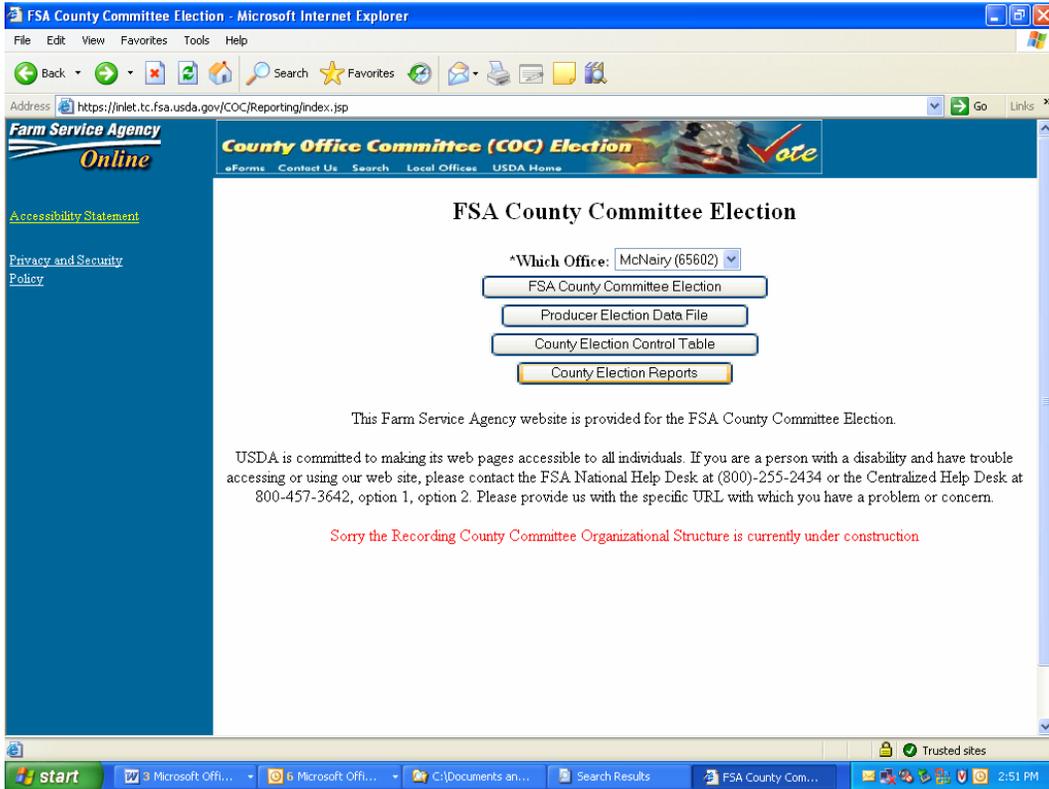
## 2 Action (Continued)

### B Example Screens for Using Data Tables (Continued)



2 Action (Continued)

B Example Screens for Using Data Tables (Continued)



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2 Action (Continued)

B Example Screens for Using Data Tables (Continued)

The screenshot shows a Microsoft Internet Explorer browser window displaying a web page from the Farm Service Agency. The page title is "FSA County Committee Election - Producer's Not Associated with a COC/LAA". The browser's address bar shows the URL: https://inlet.tc.fsa.usda.gov/COC/NoCocLaa.jsp. The page content includes the following information:

**Farm Service Agency Online**  
**County Office Committee (COC) Election**  
aForms Contact Us Search Local Offices USDA Home

### Producer's Not Associated with a COC/LAA

**State:** Tennessee  
**County(s):** McNairy / Chester  
**FSA State Code:** 47  
**FSA County Code:** 023

Name	Address
BETTYE CONLEY MANN	xxxxxx xxxxxxxxxxxxxxxxxxxx
DANNY J BEACHY	xxxxxx xxxxxxxxxxxxxxxxxxxx
PAUL TALLEY	xxxxxx xxxxxxxx
MARY A BURTON	xxxxxx xxxxxxxxxxxxxxxxxxxx
CECIL P SMITH	xxxxxx xxxxxxxxxxxxxxxxxxxx
CURTIS MCMAHAN	xxxxxx xxxxxxxxxxxxxxxxxxxx
GLEN SWAFFORD	xxxxxx xxxxxxxxxxxxxxxxxxxx
PAUL M ROGERS	xxxxxx xxxxxxxxxxxxxxxxxxxx

The browser's taskbar at the bottom shows the start button, several open Microsoft Office applications, and the system clock indicating 2:52 PM on 6-22-06.