UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250

Notice AO-1375

For: State and County Offices

2007 County Committee (COC) Election Web-Based Organizational Structure

Approved by: Deputy Administrator, Field Operations

1 Overview

A Background

The COC organizational structure:

- is accessed through a web-based application
- provides information for the COC directory.

This information is no longer entered into the System 36 organizational structure system.

B Purpose

This notice:

- explains the process for entering the 2007 COC Organizational Structure into the web-based application

  Note: County Offices shall enter the COC report information from the 1st organizational meeting held with the new COC.

- provides guidance for State Office oversight of entering the 2007 COC Organizational Structure

- obsoletes Notice AO-1346.

Disposal Date	**Distribution**
May 1, 2008	State Offices; State Offices relay to County Offices

1 Overview (Continued)

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.

2 Action

A County Office Action

County Offices shall enter the 2007 COC Organizational Structure into the COC Election web site following the first COC meeting in January, known as the organizational meeting. The information shall be entered according to the instructions in Exhibit 1, no later than 2 weeks after the date of the organizational meeting.

B State Office Action

State Offices shall review the Directory Report located on the COC State AO Reports web site to ensure that:

- every County Office has entered the 2007 COC Organizational Structure by February 15, 2007
- each County Office has correctly entered the term and years remaining in term of their COC members.

Access the COC State AO Reports web site according to the following:

- go to **http://intranet.fsa.usda.gov/fsa**.
- under “Links”, CLICK “FSA Applications”
- under “Administrative Applications”, CLICK “COC State AO Reports”.

States Office users may view all counties in the State by leaving the “County Code” blank and clicking “Generate Report”.

State Offices shall notify DAFO according to subparagraph 1 C of County Offices compliance by February 22, 2007.

2007 COC Organizational Structure

A Entering 2007 COC Organizational Structure Information

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

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

Enter the 2007 COC Organizational Structure information according to the following. Example screens are displayed in subparagraph B.

Step	Screen Title	Action
1	USDA e-Authentication and Authorization Warning Screen	CLICK "Continue".
2	Enter your credentials	• Enter e-Authentication user ID and password. • CLICK "Login" or "Enter".
3	County FSA Committee Election	CLICK "Recording County Committee Organizational Structure".
4	Recording County Committee Organizational Structure	• Select the COC number from the drop-down box. • CLICK "Continue".
5	Administering Location	A pre-filled screen will be displayed with the administering location. **Note:** Before entering the 2007 COC Organizational Structure, print the 2006 COC Organizational Structure to assist in determining correct term and years remaining in term. • CLICK "2006 COC Organizational Structure" which will be displayed on the left side of the screen. • Print the screen and use the information as a guide when entering the 2007 COC Organizational Structure.
6	COC (2007)	Enter the following: • new "Member Name" • "Member Position" • "Term" • "Years Remaining in Term" **Note:** The names of members from the previous year that are still on COC will be pre-filled. • Select an LAA that held an election in 2006. • CLICK "LAA" to enter name of the new member.
7	Customer Search Page	The SCIMS Customer Search Page will be displayed for the user's county. Enter 1 of the following: • tax ID • full or partial last name. CLICK "Search".

2007 COC Organizational Structure (Continued)

A Entering 2007 COC Organizational Structure Information (Continued)

Step	Screen Title	Action
8	Search Results	The results of the search will be displayed. • Click on the name of the new member. • The Processing Data for Customer Screen will be **briefly** displayed.

9	Member Profile	The Member Profile Screen will be displayed with the gender, ethnicity, and race of the member as recorded in SCIMS.
		
		• If:
		
		  • a field is blank or incorrect, then CLICK "SCIMS" to update the applicable producer record
		
		  • the information is correct, then check (✓) "if it appears correct, please check here to verify data".
		
		• Select the member's "Position on 2007 COC" from the drop-down box.
		
		• CLICK "Submit".
		
		• The member's name and position will be displayed on the COC (2007) Screen.
		
		• If an election was held in more than 1 LAA, repeat step 6 through 9 until all new member names and positions have been added for all LAA's.
		
		• Select the name of each of the carryover members to verify their race, ethnicity, and gender information, and select their position on the current COC.
		
		• **The "Term" and "Years Remaining in Term" columns are pre-filled, but may be incorrect**. **New members will need to be changed from 1 year remaining in term to 3**. **The 2006 COC Organizational Structure (Directory Report) printed in step 5 will assist the user in determining which term the member is in and how many years each member has remaining in their term**.
		
		Important: Ensure that the term and years remaining in term is correct for each member.
		
		• PRESS "Calculate Next Election Year".
		
		Note: The next election year for each member will be displayed. Review the next election year for each member and ensure the data is correct. If an error is found, then make corrections in the appropriate fields and PRESS "Calculate Next Election Year" again. Continue review until "Next Election Year" is correct for each member.
		
		If LAA alternates are available, CLICK "Record LAA Alternates".

2007 COC Organizational Structure (Continued)

A Entering 2007 COC Organizational Structure Information (Continued)

Step	Screen Title	Action
10	LAA Alternates	CLICK "LAA" to enter alternates for each LAA for which an alternate is available.
11	SCIMS Customer Search Page	Search for member information by entering 1 the following: • ID • full or partial last name. CLICK "Search". Select the alternate's name from the Search Results Screen. The Alternate Profile Screen will be displayed. Verify the gender, ethnicity, and race information displayed for the alternate. If the data does: • **not** match the nomination form, PRESS "SCIMS" to update the producer record • match the nomination form, check (✓) "match nomination form, please check here indicating data verified". • Select the position from the "Position" drop-down box. **Note:** Options in the drop-down box now allow a producer to be selected as an alternate **and** an advisor. • CLICK "Submit". • Repeat until all LAA alternates have been selected for each LAA for which an alternate is available. • When all LAA alternates are listed, CLICK "Submit Information" and the LAA alternates will be listed on the COC (2007) table.
12	COC (2007)	If COC has advisor(s), CLICK "Add Advisor", and follow steps 9 through 11 to select advisor name, verify producer profile data, and save to the directory. **Note:** Enter the current advisor. After March 1, 2007, update advisor information.
13	COC (2007)	• Ensure that all information is entered for the directory. • CLICK "Submit Information to the Database". **Note:** The Transaction Completed Screen will be displayed. Data will **not** be saved to database until this screen is displayed.

2007 COC Organizational Structure (Continued)

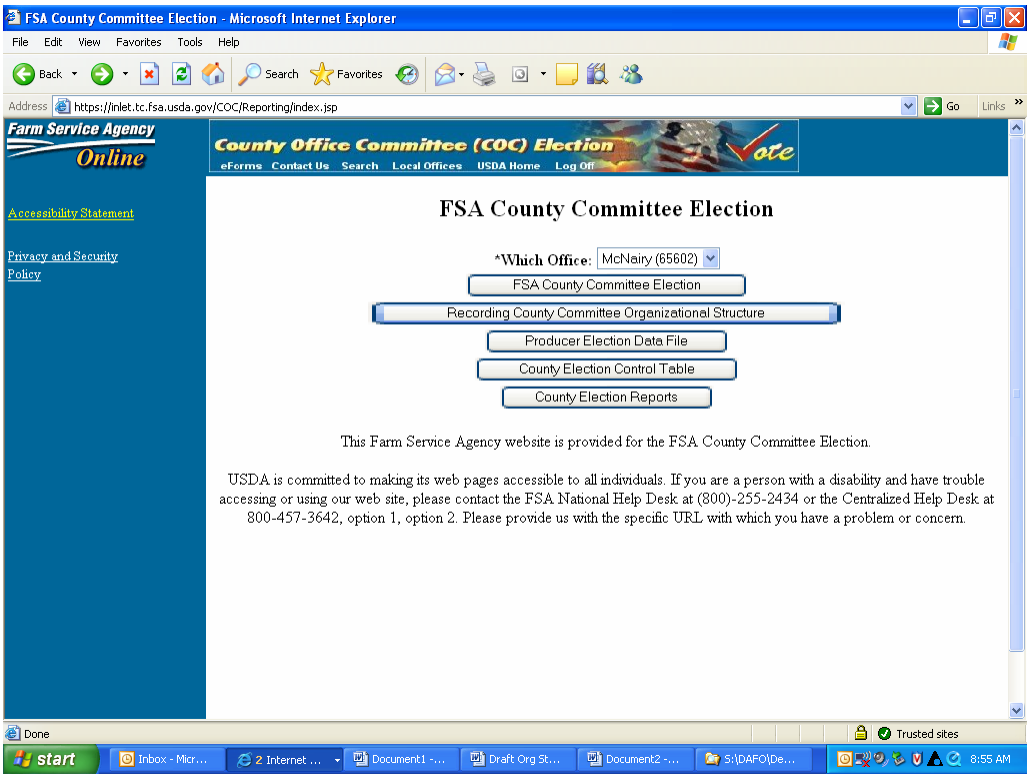
A Entering 2007 COC Organizational Structure Information (Continued)

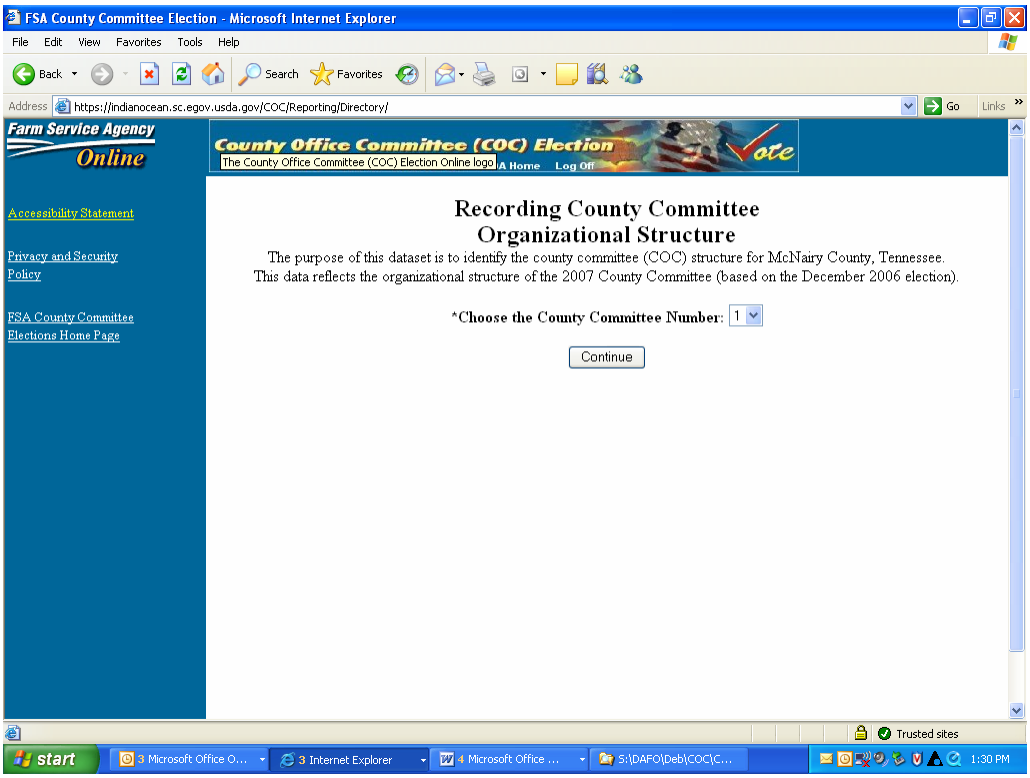
Step	Screen Title	Action
14	Transaction Completed	CLICK: • "FSA County Committee Election" to return to main menu • "County Election Reports". Go to step 15.
15	County Election Reports	• Select option 7, "Current COC Organizational Structure". CLICK "Generate Report". The county Directory Report will be displayed. Print and retain report with election records. CLICK "Back". • Select option 8, "Current COC Member Information". CLICK "Generate Report". The 2007 Member Information for all members and alternates will be displayed. Print and retain report with election records.

2007 COC Organizational Structure (Continued)

B Screen Examples for Entering 2007 COC Organizational Structure Information

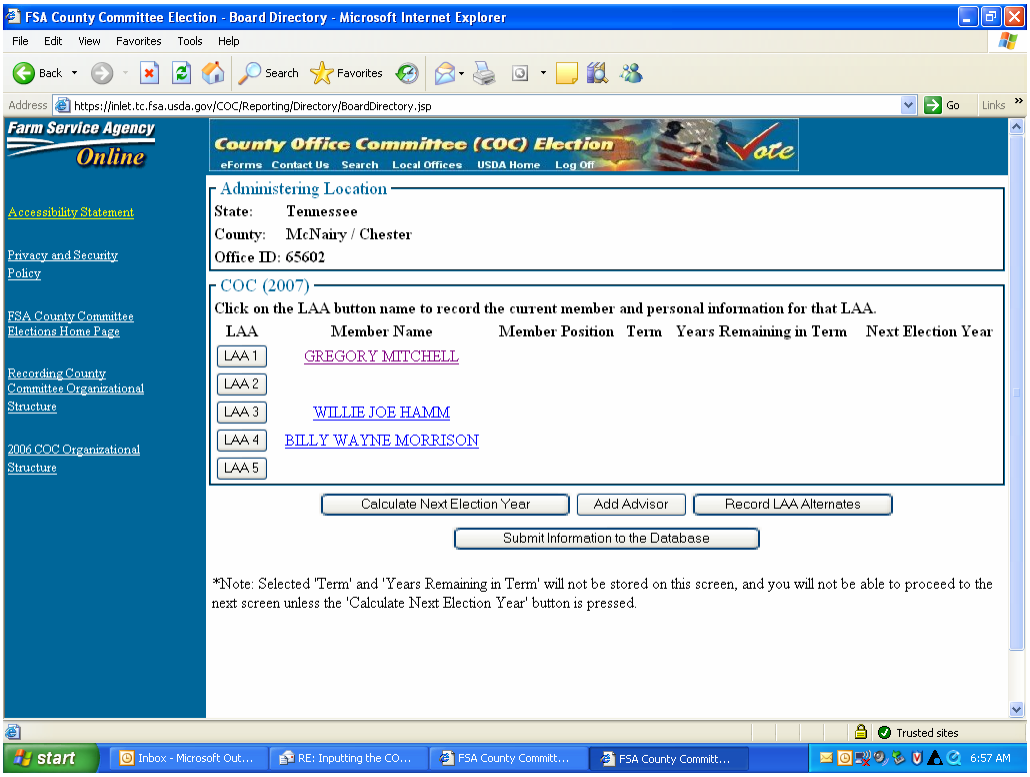
The following screens provide guidance for entering information found in subparagraph A.





2007 COC Organizational Structure (Continued)

B Screen Examples for Entering 2007 COC Organizational Structure Information (Continued)



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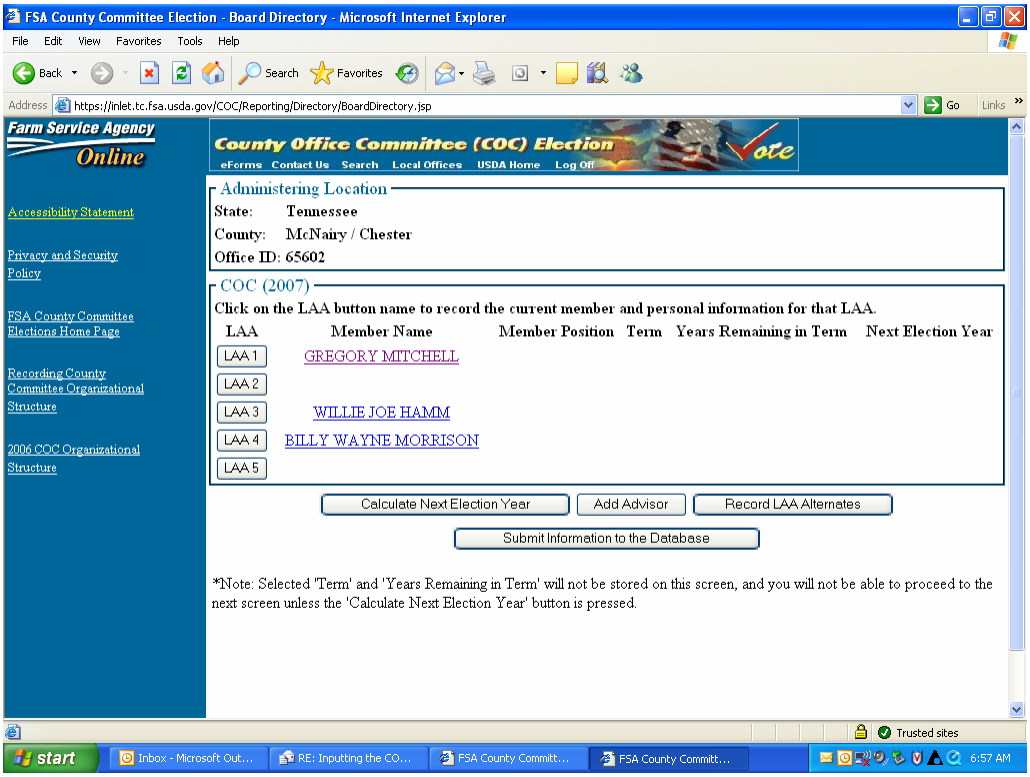

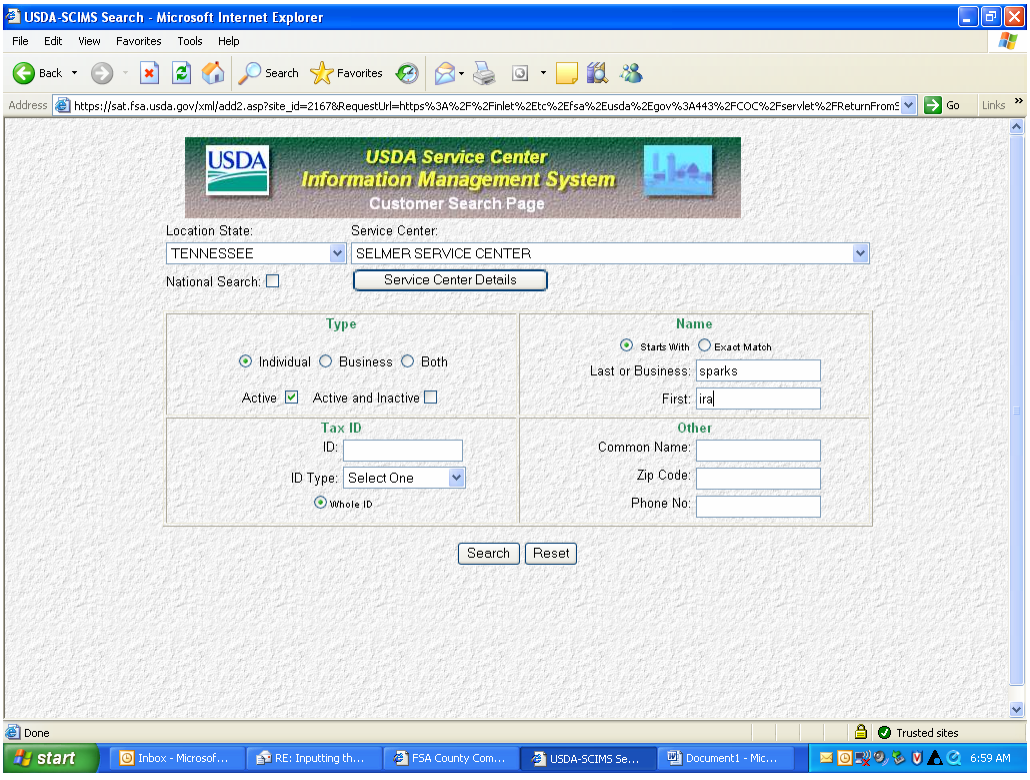

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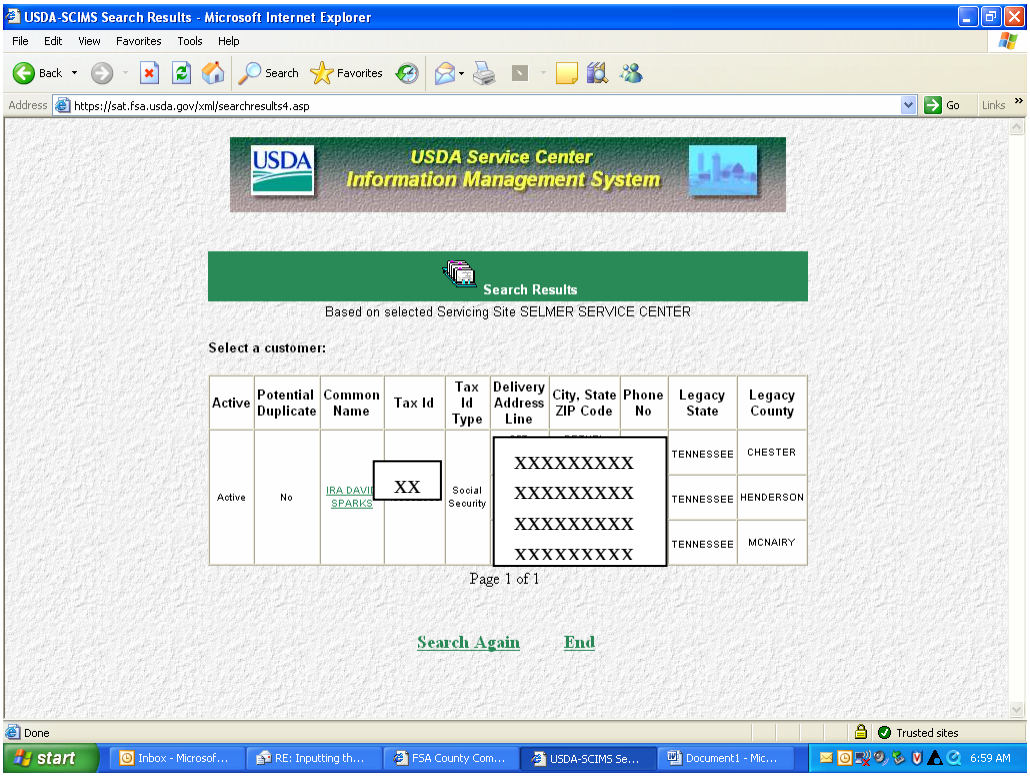

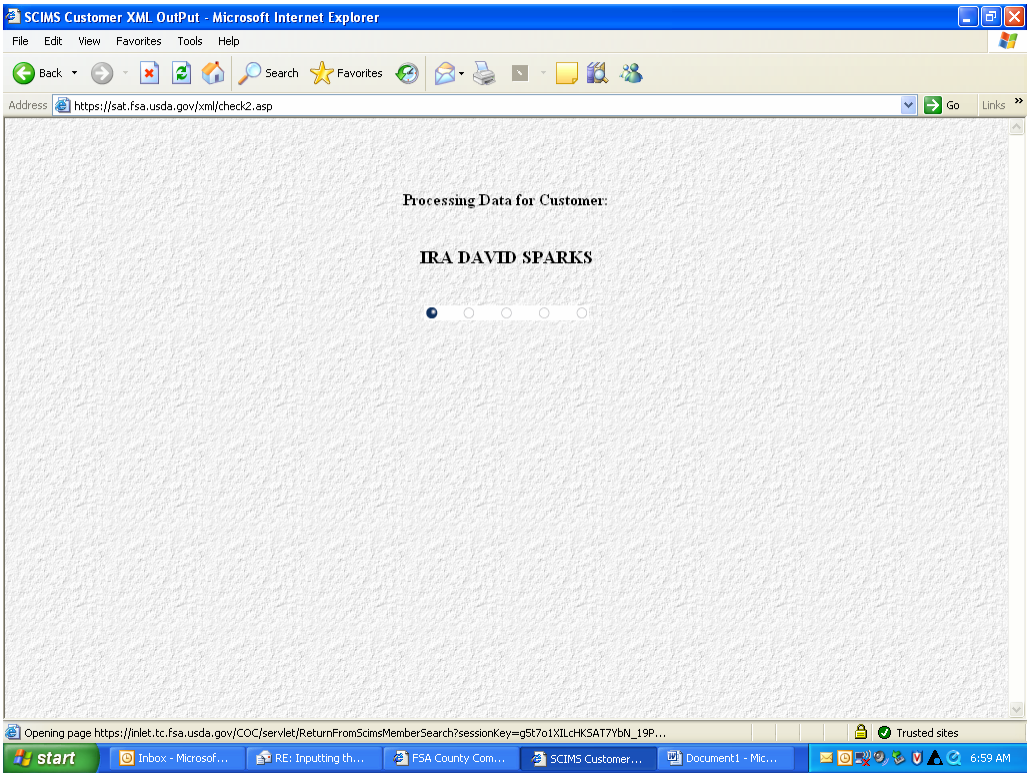

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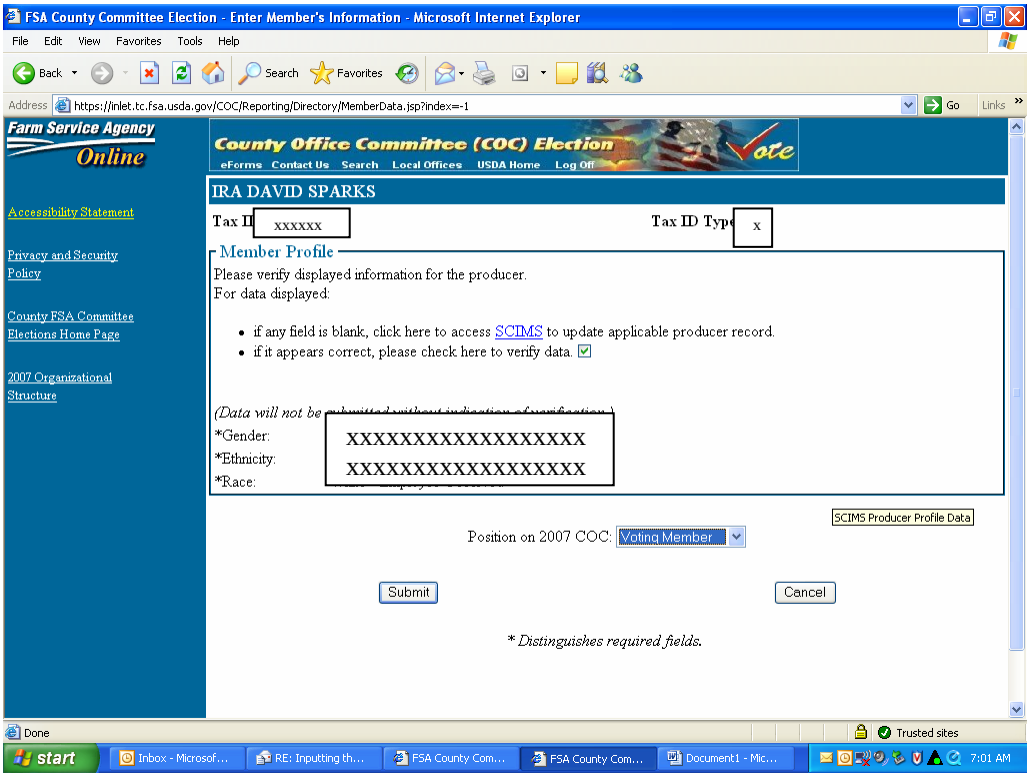

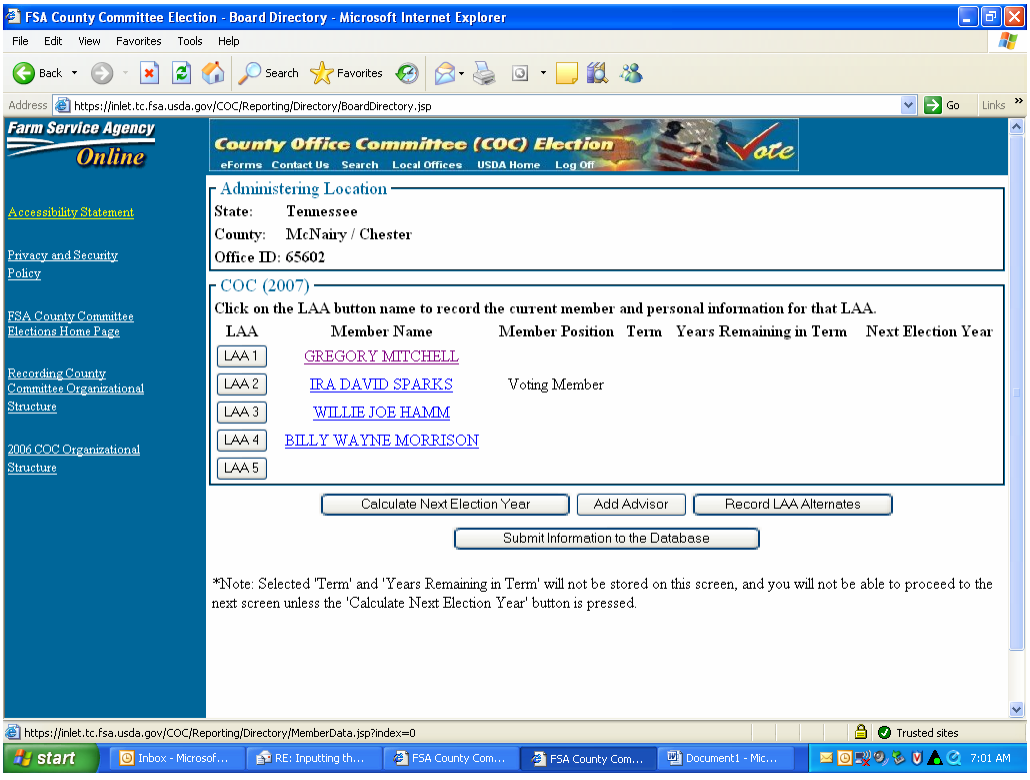

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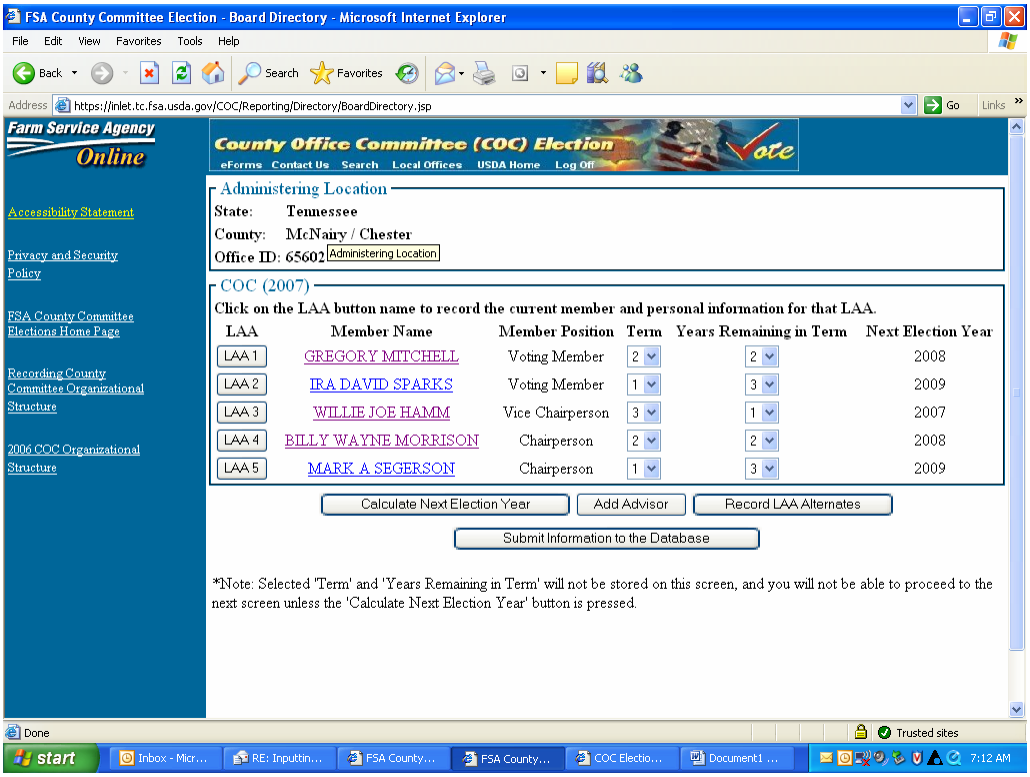

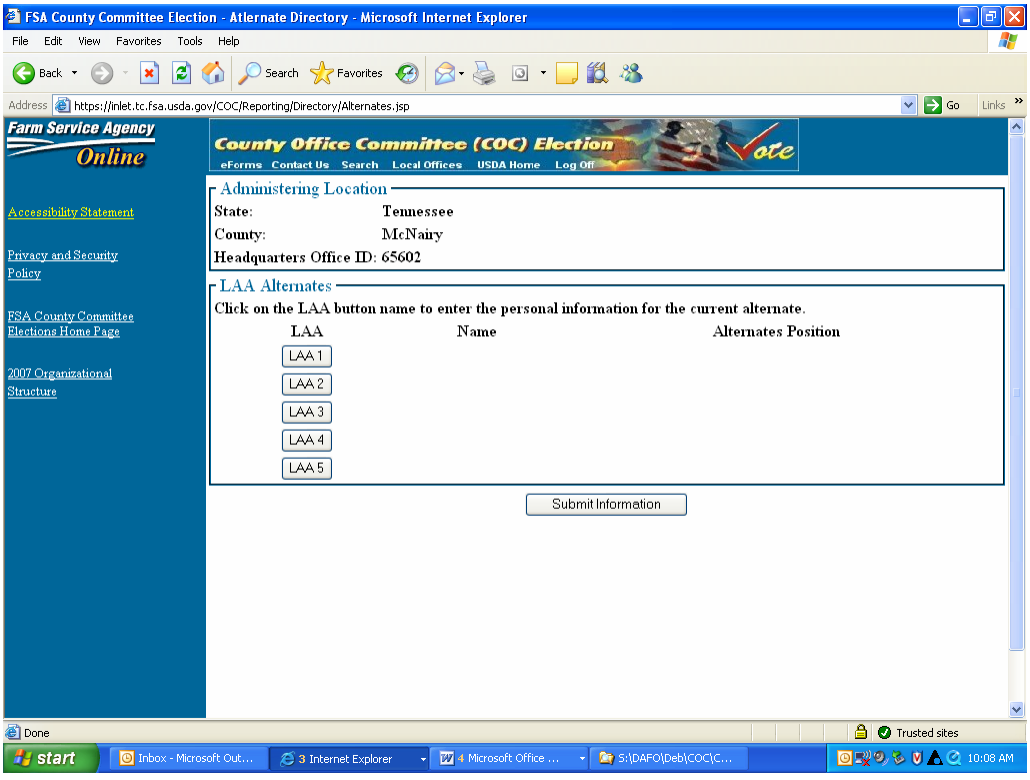

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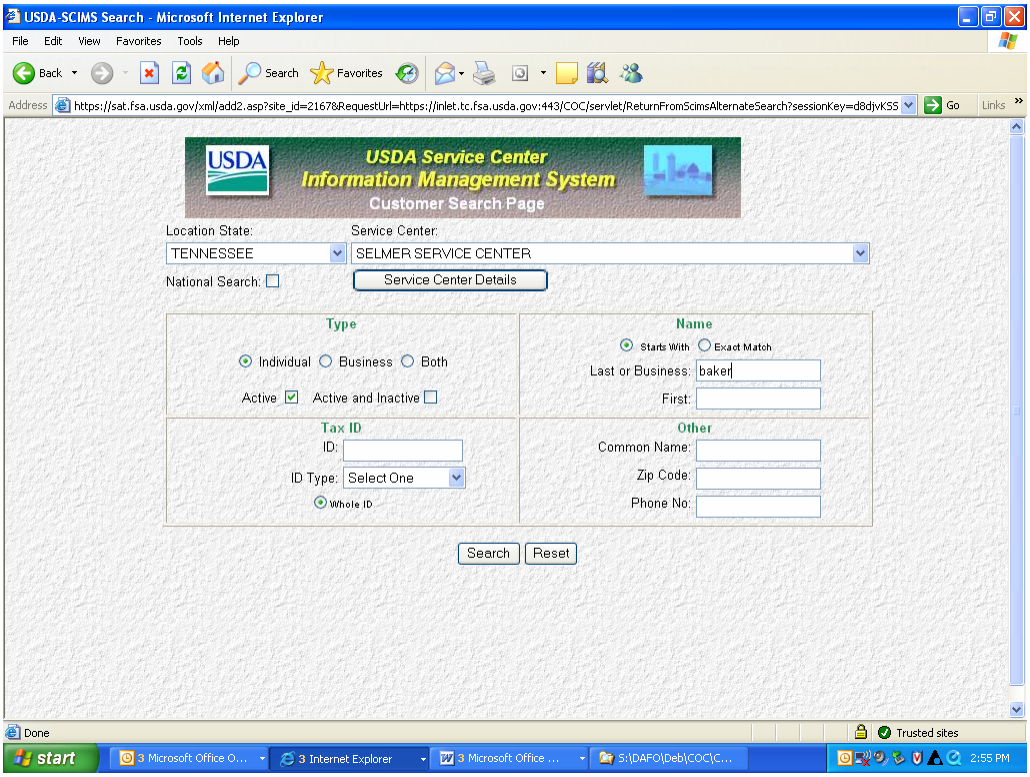

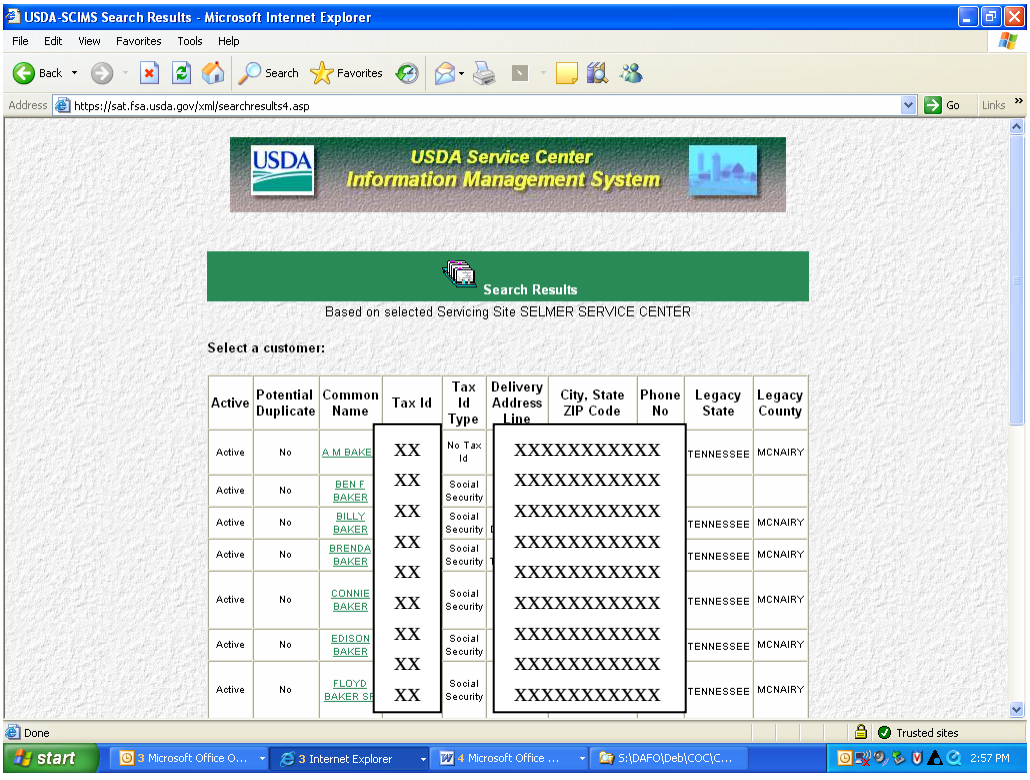

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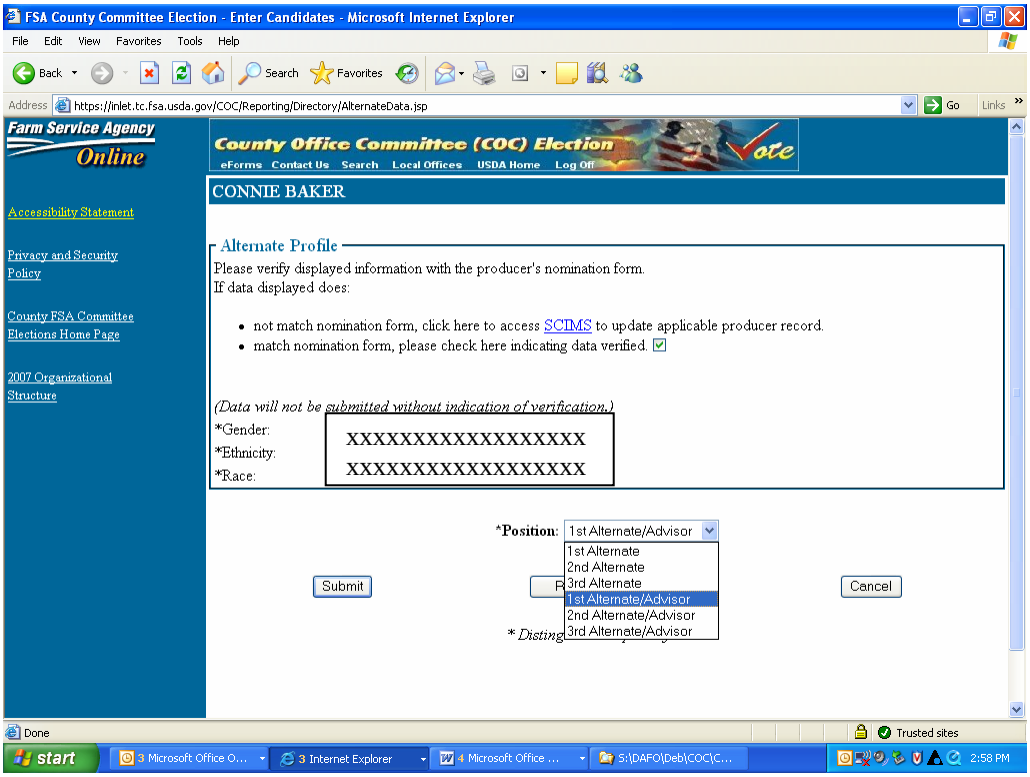

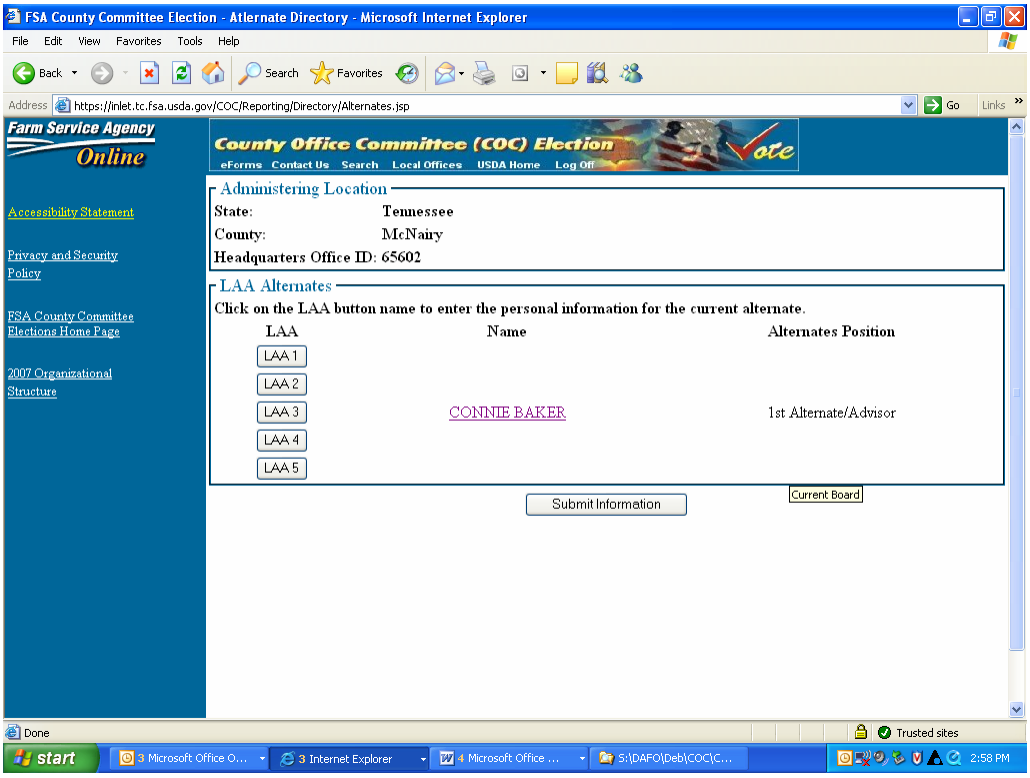

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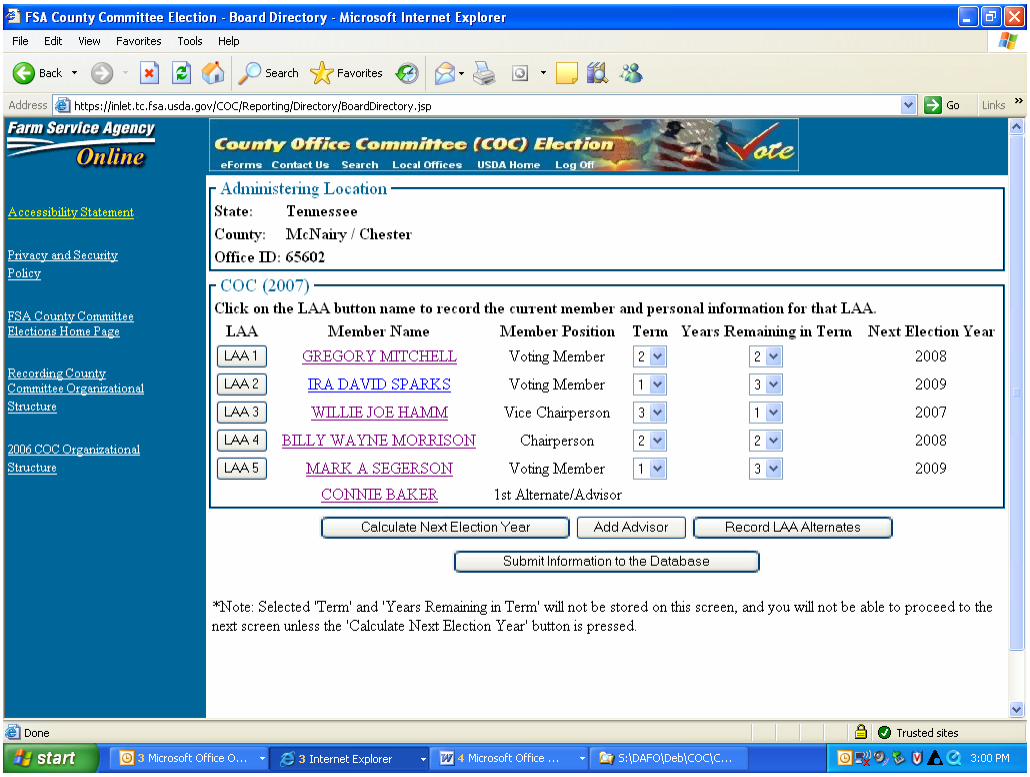

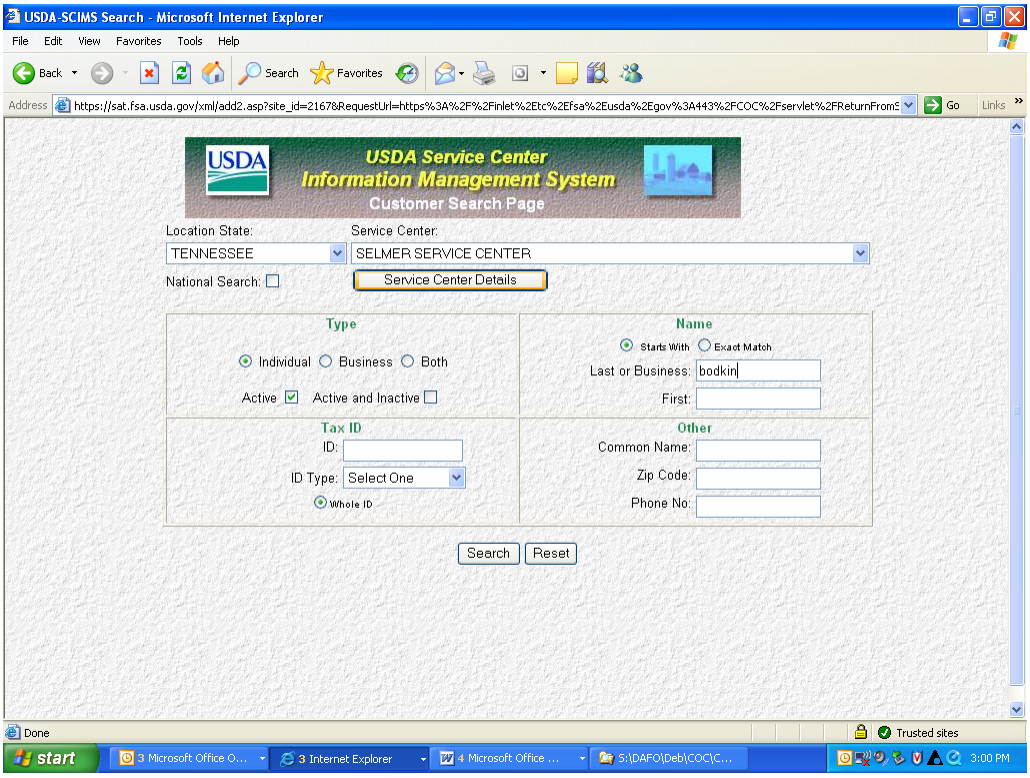

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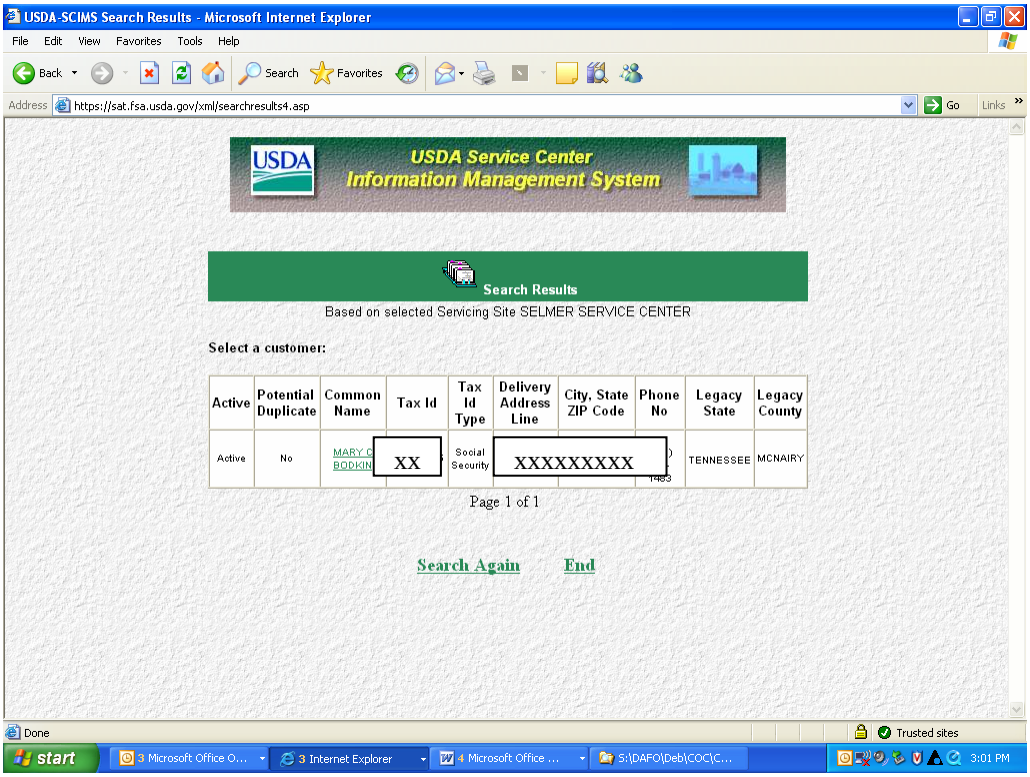

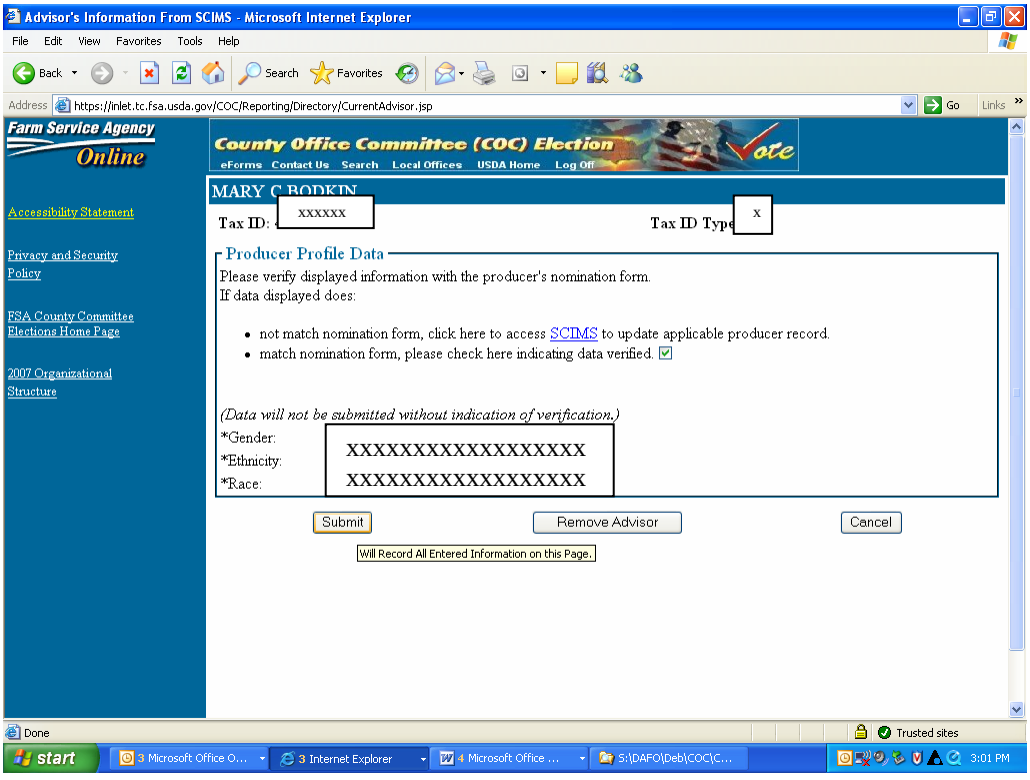

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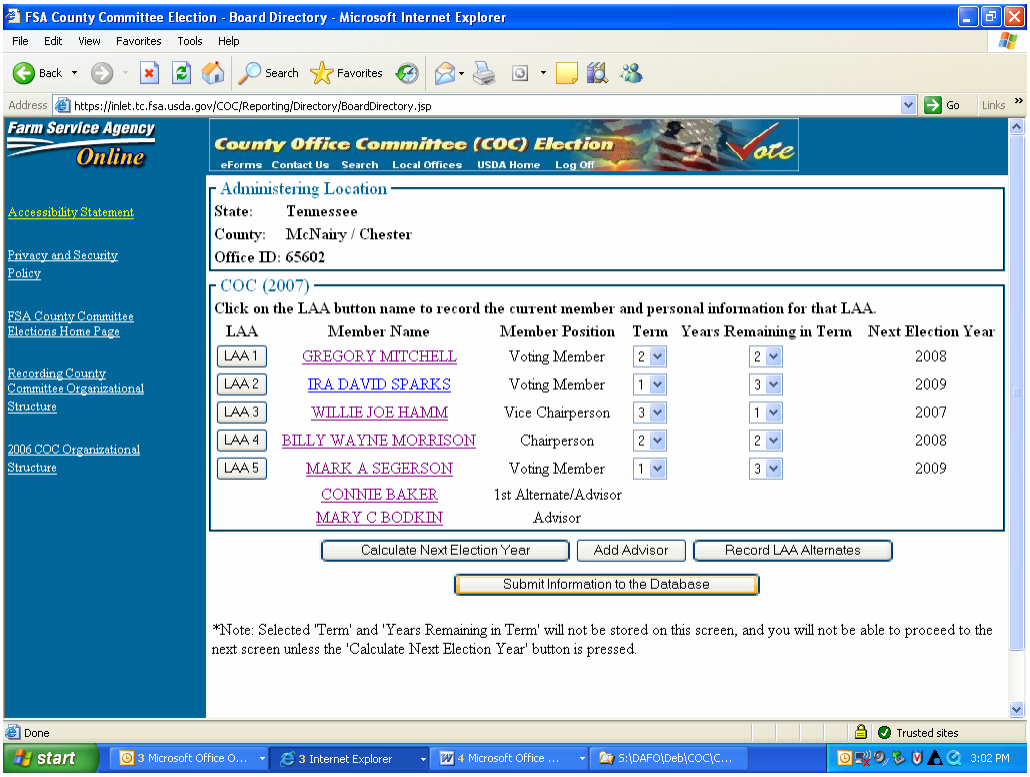

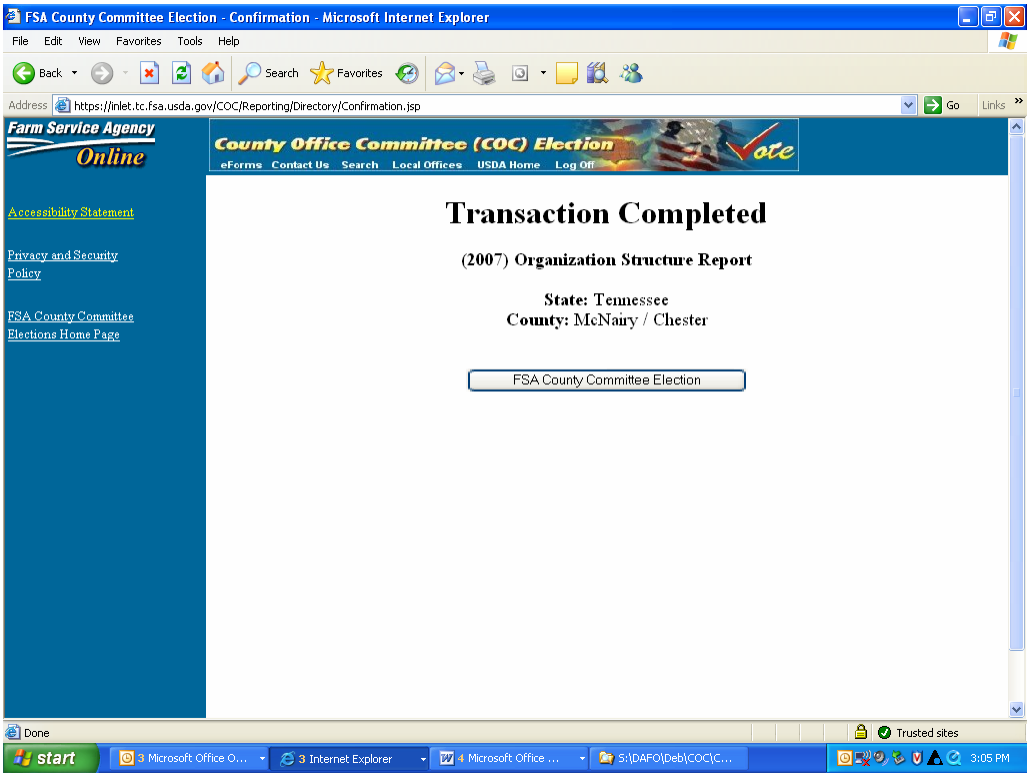

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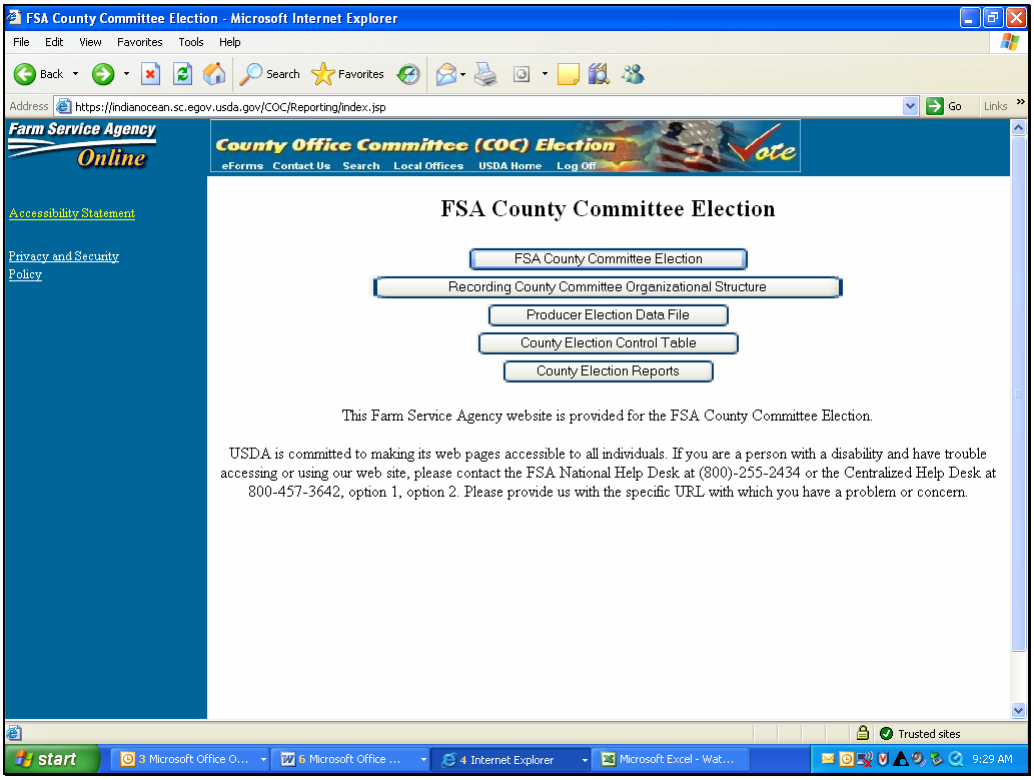

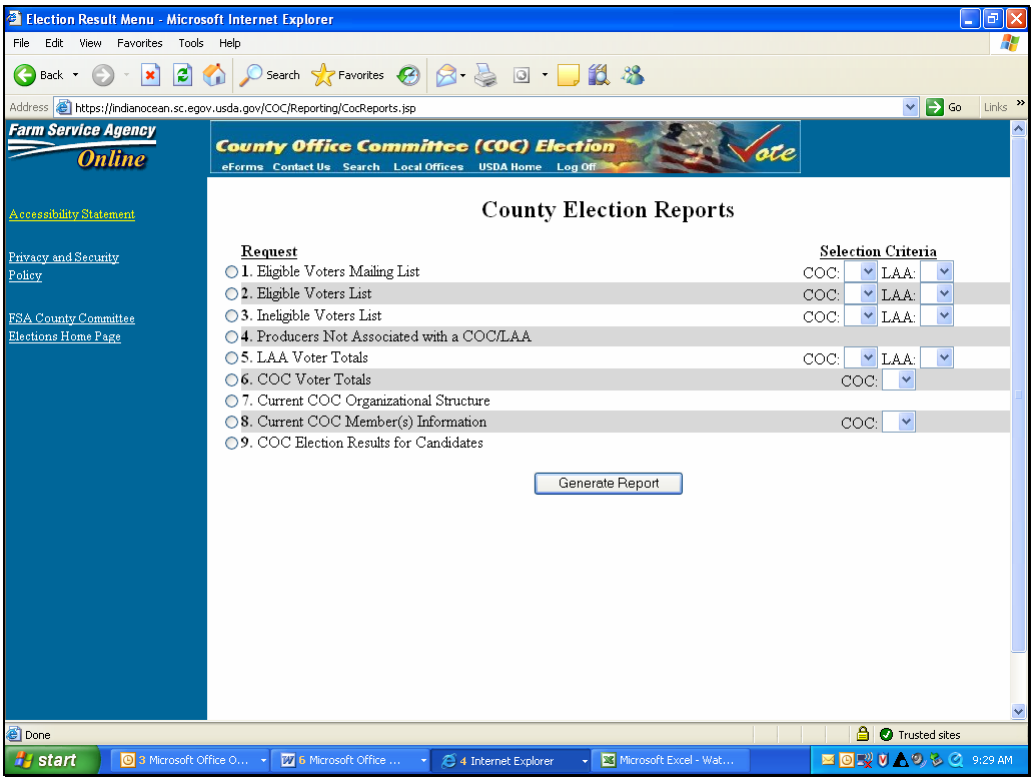

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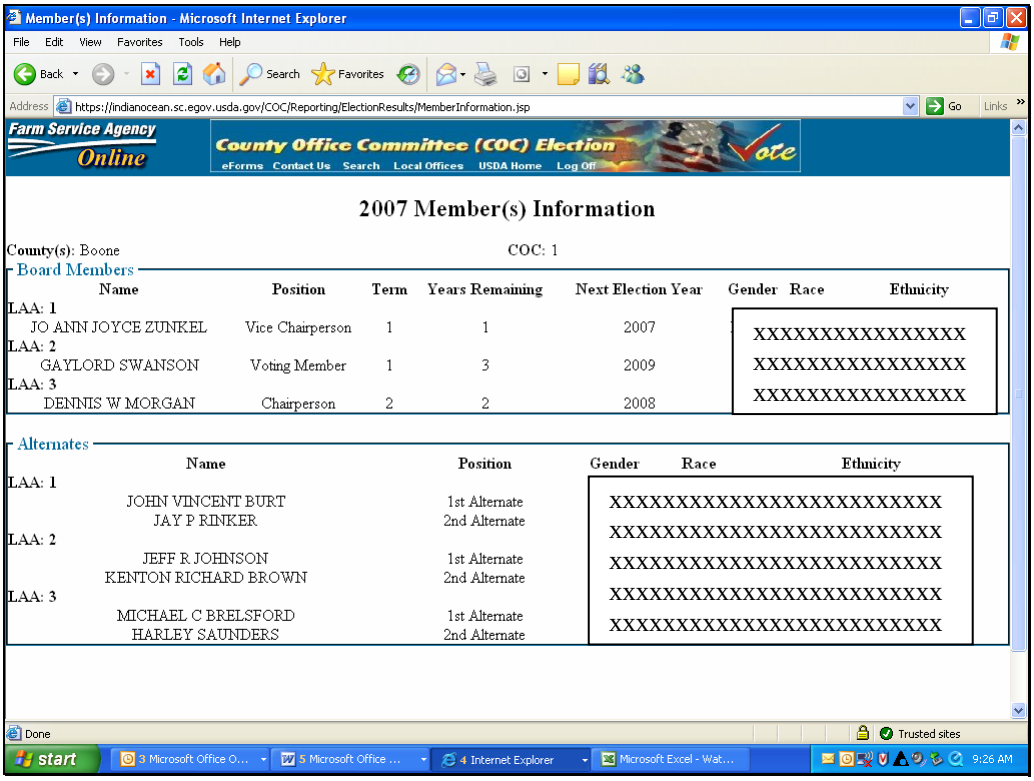
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