

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
- is being re-issued to clarify instructions in Exhibit 1
- obsoletes Notice AO-1375.

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Select the COC number from the drop-down box. • CLICK “Continue”.
5	Administering Location	<p>A pre-filled screen will be displayed with the administering location.</p> <p>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.</p> <ul style="list-style-type: none"> • 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)	<p>The names of members that were not up for re-election will be pre-filled.</p> <p>Enter a new member according to the following:</p> <ul style="list-style-type: none"> • select LAA that held an election in 2006 • CLICK “LAA” to enter name of the new member.
7	Customer Search Page	<p>The SCIMS Customer Search Page will be displayed for the user’s county. Enter 1 of the following:</p> <ul style="list-style-type: none"> • tax ID • full or partial last name. <p>CLICK “Search”.</p>

2007 COC Organizational Structure (Continued)

A Entering 2007 COC Organizational Structure Information (Continued)

Step	Screen Title	Action
8	Search Results	<p>The results of the search will be displayed.</p> <ul style="list-style-type: none"> • Click on the name of the new member. • The Processing Data for Customer Screen will be briefly displayed.
9	Member Profile	<p>The Member Profile Screen will be displayed with the gender, ethnicity, and race of the member as recorded in SCIMS.</p> <ul style="list-style-type: none"> • If: <ul style="list-style-type: none"> • a field is blank or incorrect, then CLICK “<u>SCIMS</u>” 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.
10	COC (2007)	<p>Click the name of each of the carryover members to display the Member Profile Screen.</p> <ul style="list-style-type: none"> • Verify the member’s race, ethnicity, and gender information. • Select the member’s position on the new COC from the drop-down box. • CLICK “Submit” to return to the COC (2007) Screen. <p>Review and correct the “Term” and “Years Remaining in Term” carefully for each member.</p> <p>Note: 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.</p> <ul style="list-style-type: none"> • If alternates are available, CLICK “Record LAA Alternates”.

2007 COC Organizational Structure (Continued)

A Entering 2007 COC Organizational Structure Information (Continued)

Step	Screen Title	Action
11	LAA Alternates	CLICK "LAA" to enter alternates for each LAA for which an alternate is available.
12	SCIMS Customer Search Page	<p>Search for member information by entering 1 of the following:</p> <ul style="list-style-type: none"> • ID • full or partial last name. <p>CLICK "Search".</p> <p>Select the alternate's name from the Search Results Screen.</p> <p>The Alternate Profile Screen will be displayed. Verify the gender, ethnicity, and race information displayed for the alternate.</p> <p>If the data does:</p> <ul style="list-style-type: none"> • not match the nomination form, PRESS "<u>SCIMS</u>" 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. <p>Note: Options in the drop-down box now allow a producer to be selected as an alternate and an advisor.</p> <ul style="list-style-type: none"> • 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.
13	COC (2007)	<p>If COC has advisor(s), CLICK "Add Advisor", and follow step 12 to select advisor name, verify producer profile data, and save to the directory.</p> <p>Note: Enter the current advisor. After March 1, 2007, update advisor information.</p>
14	COC (2007)	<ul style="list-style-type: none"> • Ensure that all information is entered for the directory. • CLICK "Submit Information to the Database". <p>Note: The Transaction Completed Screen will be displayed. Data will not be saved to database until this screen is displayed.</p>

2007 COC Organizational Structure (Continued)

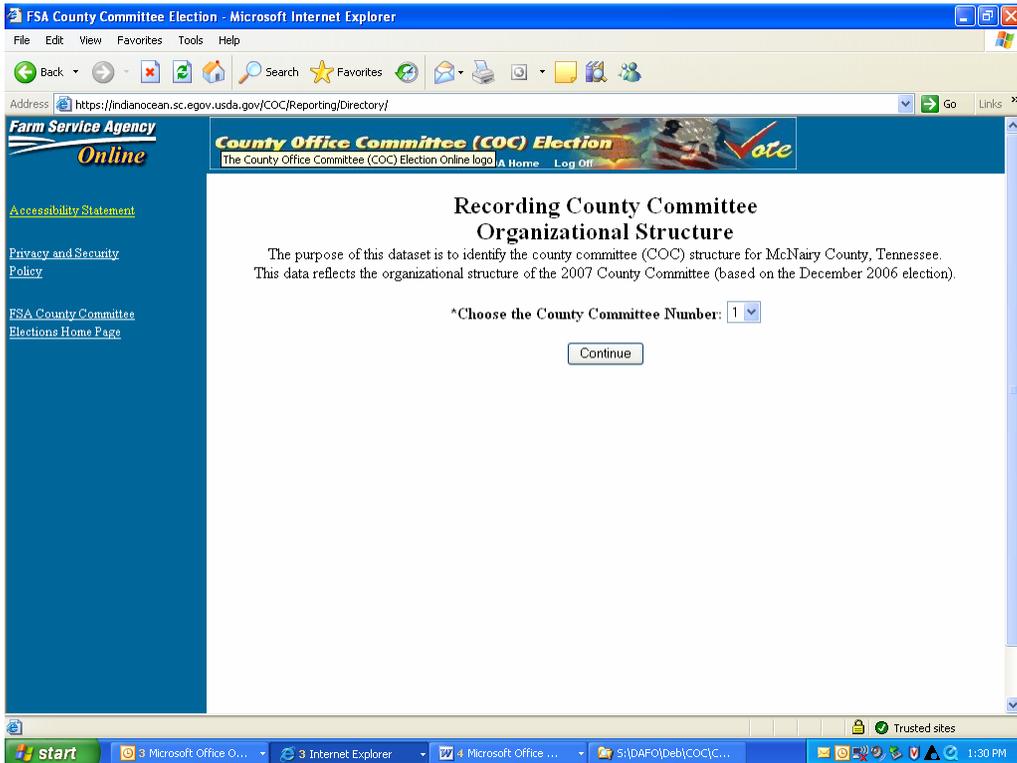
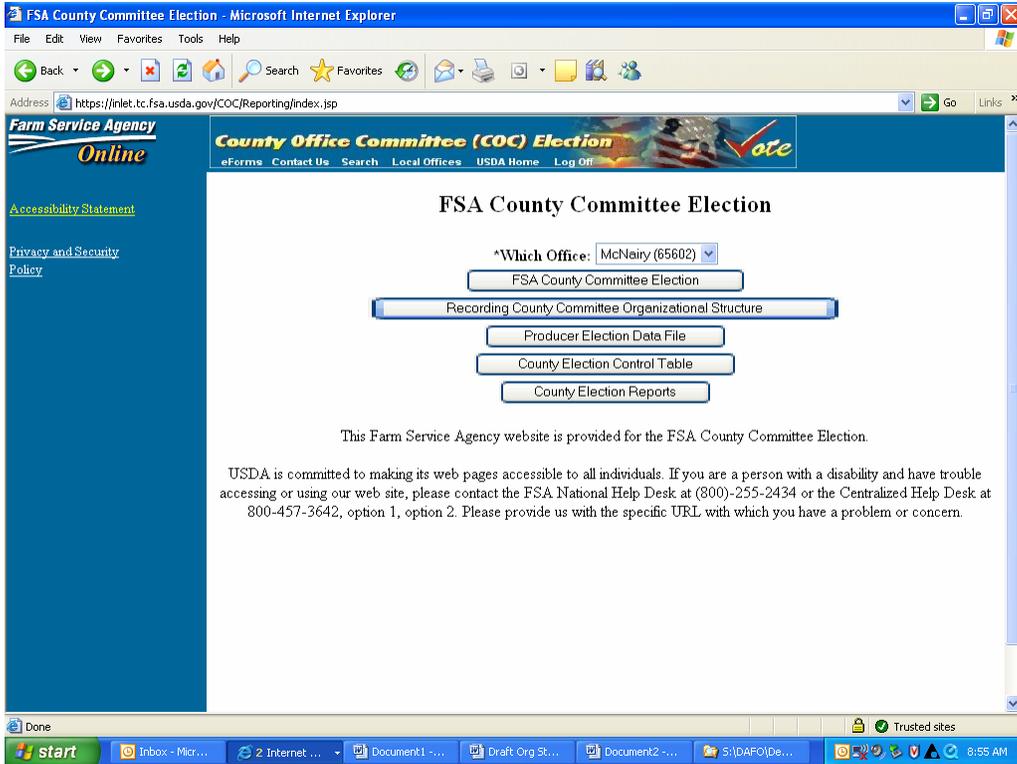
A Entering 2007 COC Organizational Structure Information (Continued)

Step	Screen Title	Action
15	Transaction Completed	<p>CLICK:</p> <ul style="list-style-type: none"> • “FSA County Committee Election” to return to main menu • “County Election Reports”. Go to step 16.
16	County Election Reports	<ul style="list-style-type: none"> • 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)

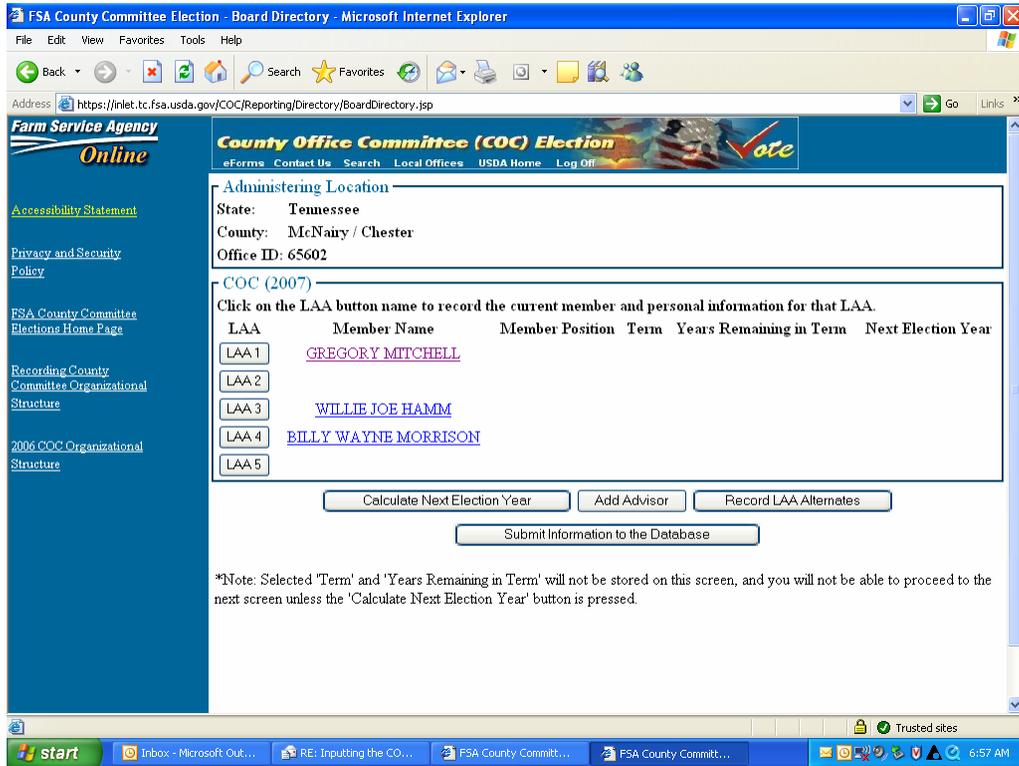
B Screen Examples for Entering 2007 COC Organizational Structure Information

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



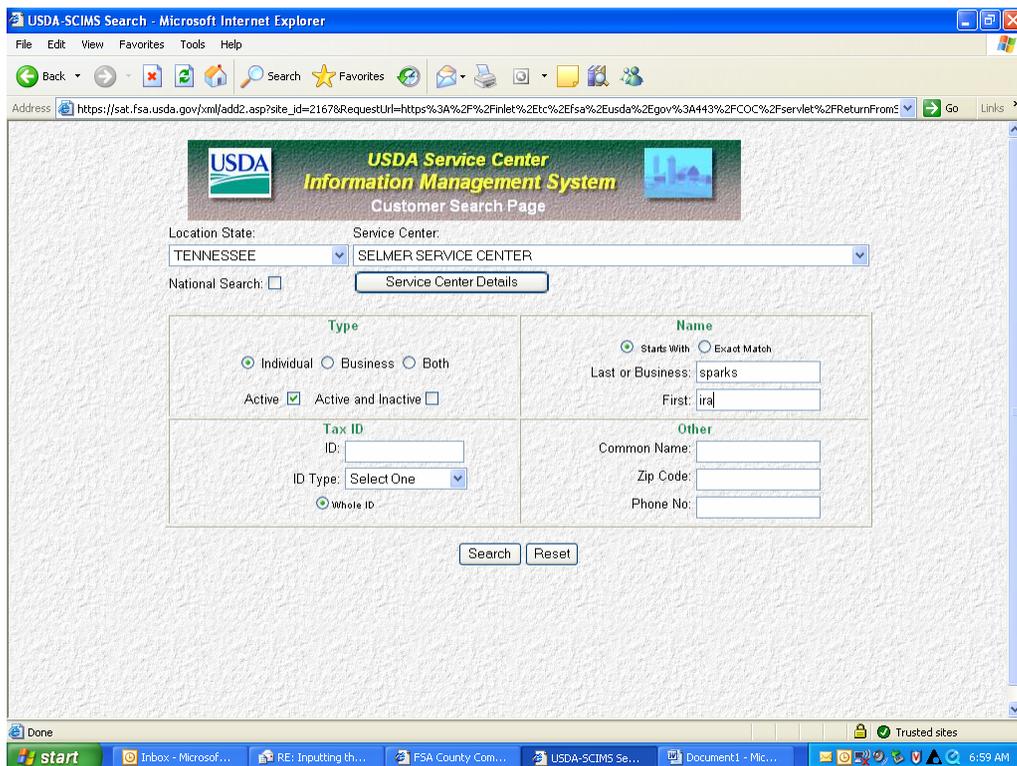
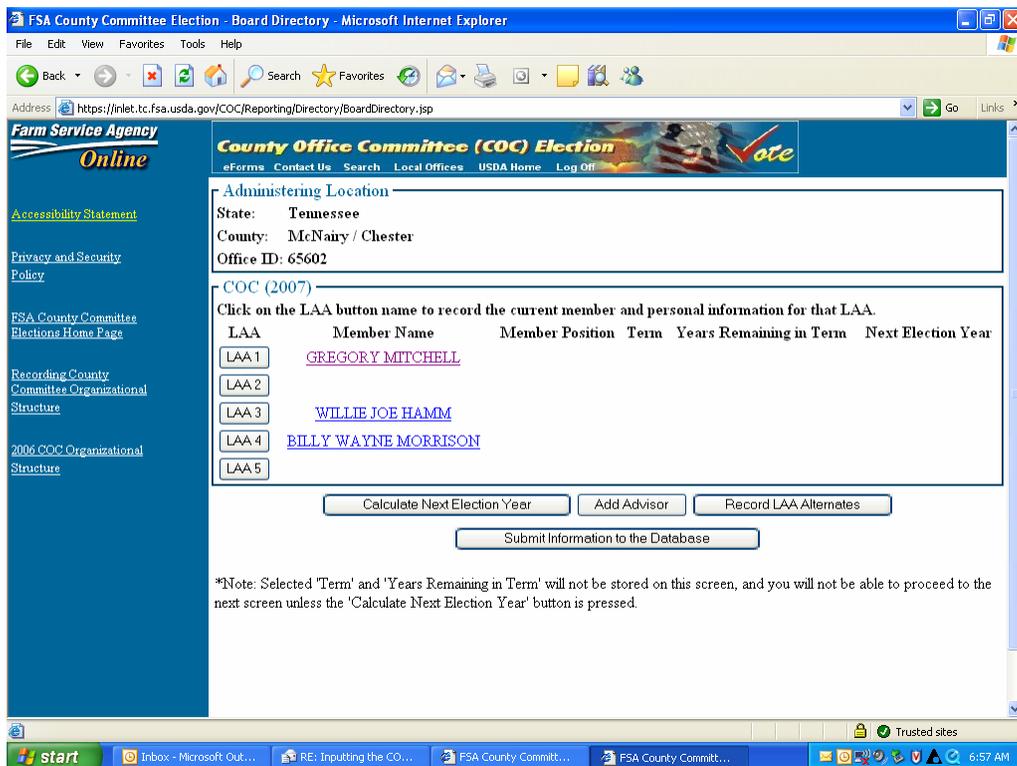
2007 COC Organizational Structure (Continued)

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



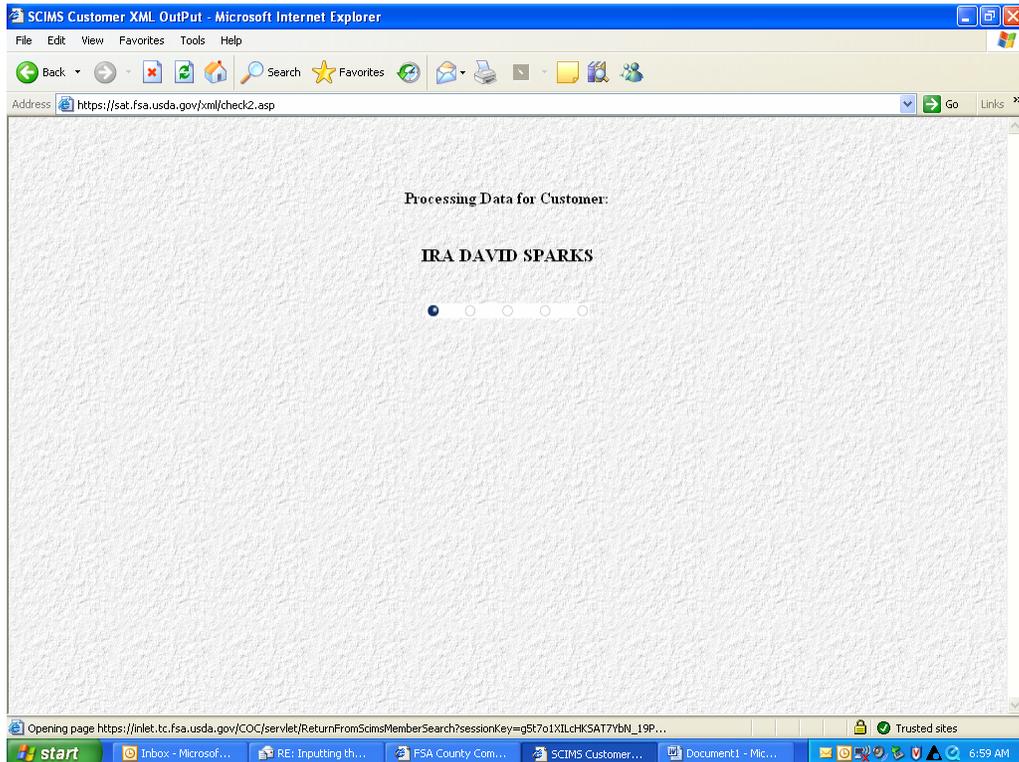
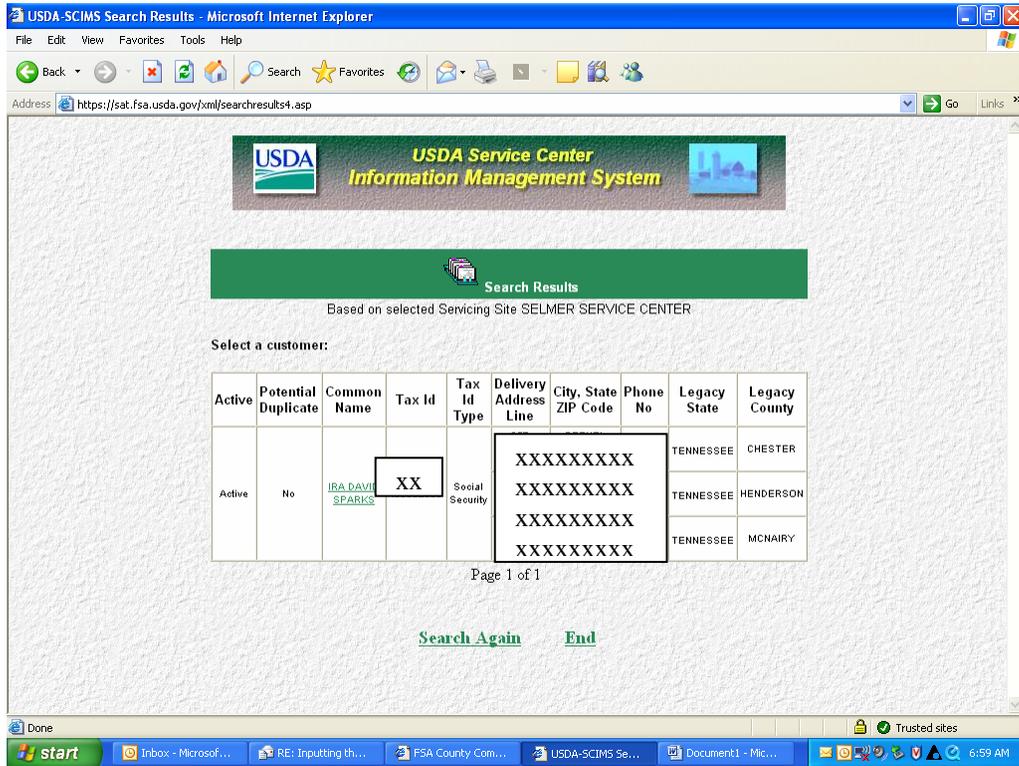
2007 COC Organizational Structure (Continued)

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



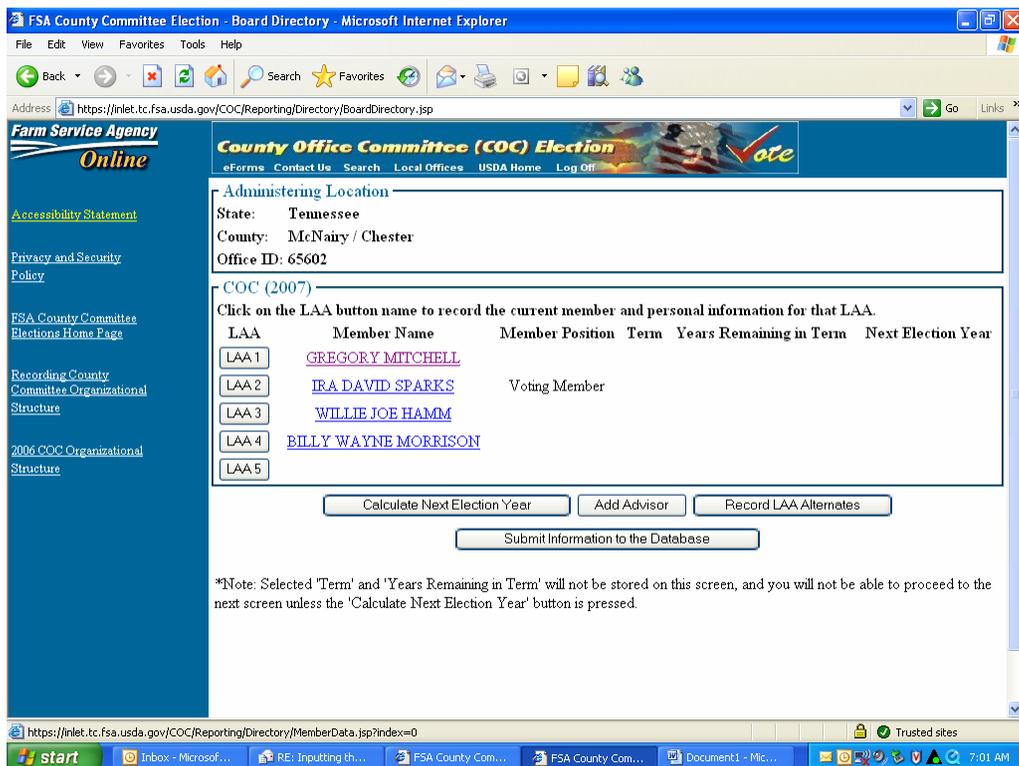
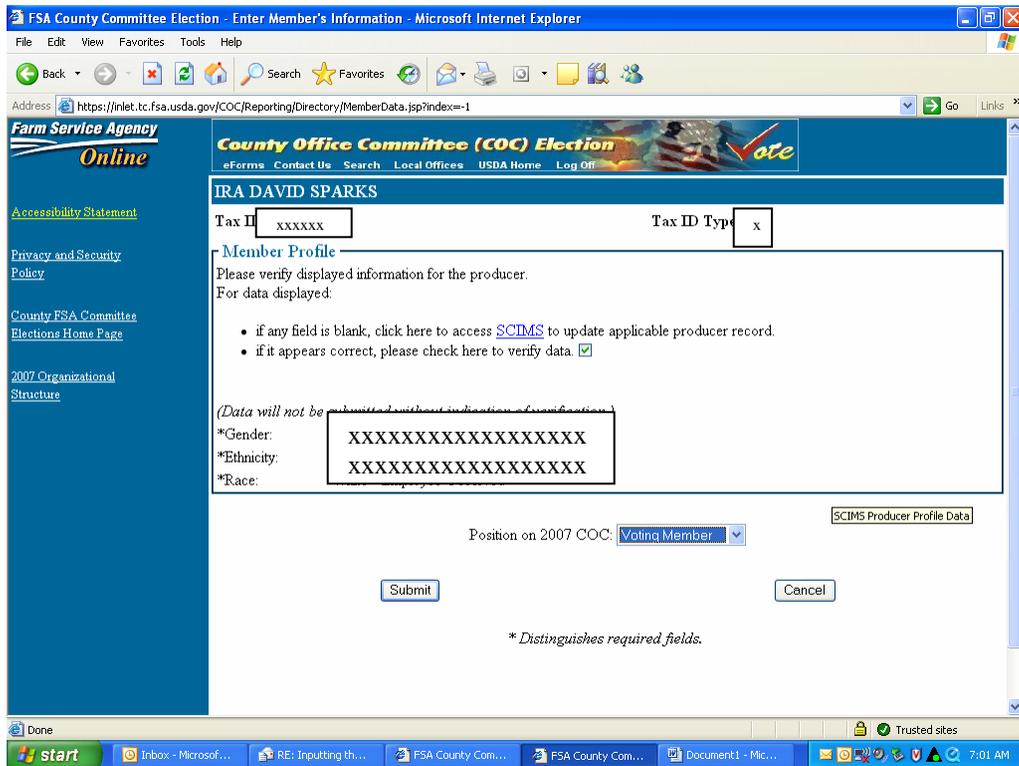
2007 COC Organizational Structure (Continued)

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



2007 COC Organizational Structure (Continued)

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



2007 COC Organizational Structure (Continued)

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

FSA County Committee Election - Board Directory - Microsoft Internet Explorer

Address: <https://inlet.tn.fsa.usda.gov/COC/Reporting/Directory/BoardDirectory.jsp>

Administering Location

State: Tennessee
 County: McNairy / Chester
 Office ID: 65602 (Administering Location)

COC (2007)

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	GREGORY MITCHELL	Voting Member	2	2	2008
LAA 2	IRA DAVID SPARKS	Voting Member	1	3	2009
LAA 3	WILLIE JOE HAMM	Vice Chairperson	3	1	2007
LAA 4	BILLY WAYNE MORRISON	Chairperson	2	2	2008
LAA 5	MARK A SEGERSON	Chairperson	1	3	2009

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

*Note: Selected 'Term' and 'Years Remaining in Term' will not be stored on this screen, and you will not be able to proceed to the next screen unless the 'Calculate Next Election Year' button is pressed.

FSA County Committee Election - Alternate Directory - Microsoft Internet Explorer

Address: <https://inlet.tn.fsa.usda.gov/COC/Reporting/Directory/Alternates.jsp>

Administering Location

State: Tennessee
 County: McNairy
 Headquarters Office ID: 65602

LAA Alternates

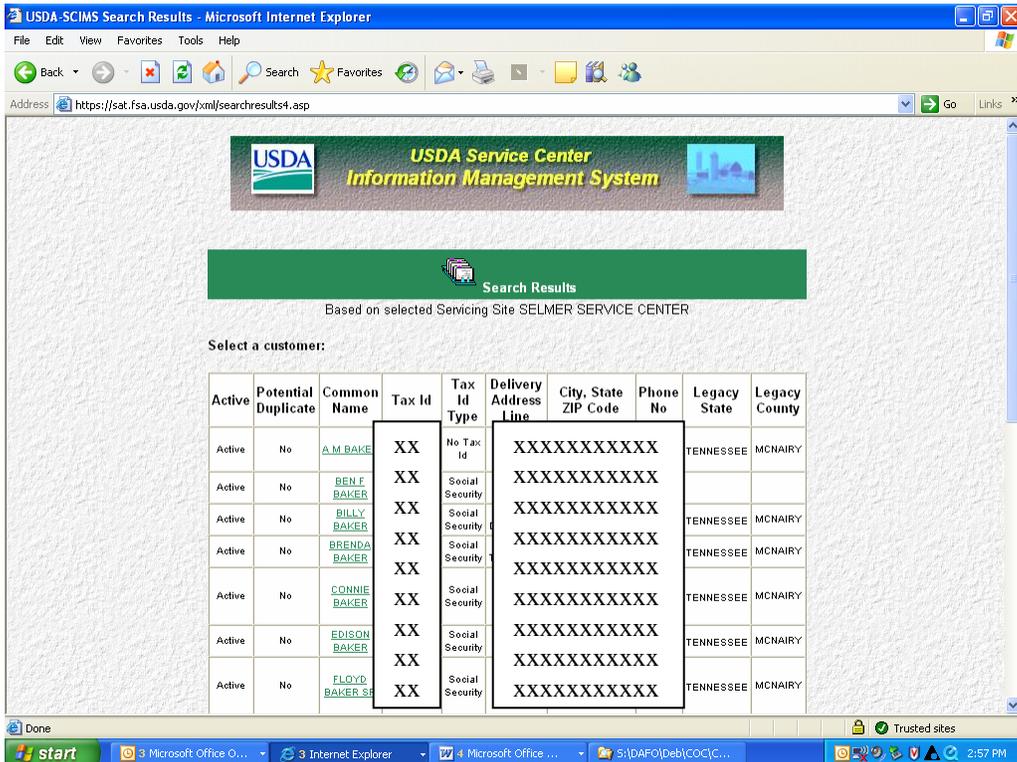
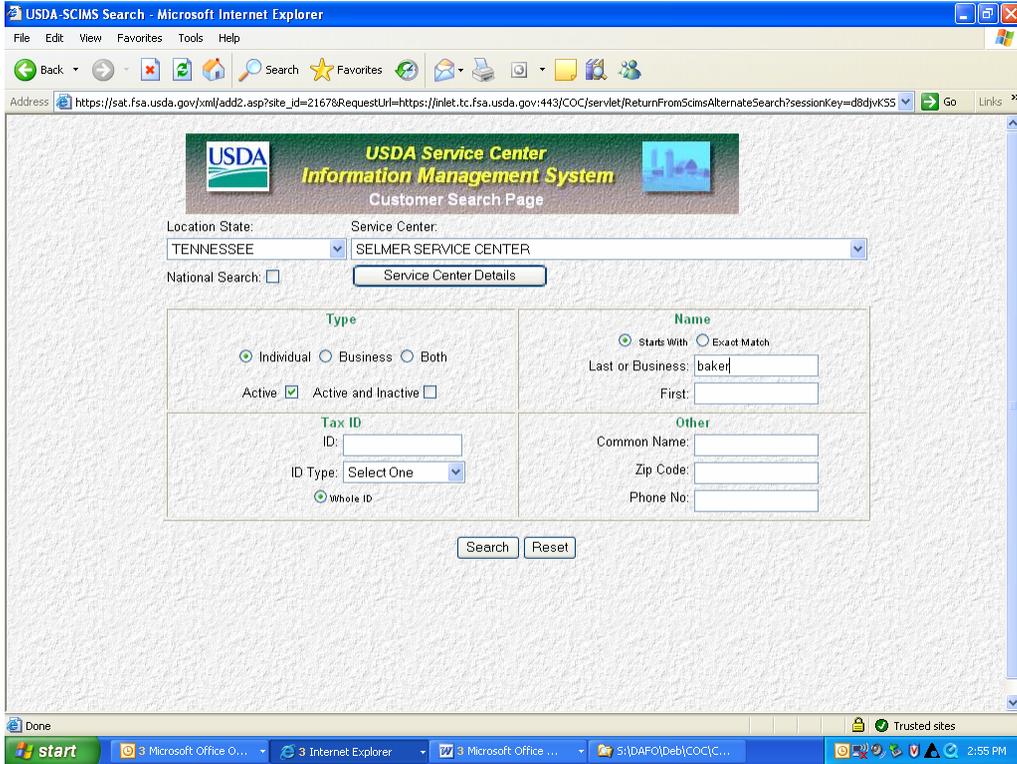
Click on the LAA button name to enter the personal information for the current alternate.

LAA	Name	Alternates Position
LAA 1		
LAA 2		
LAA 3		
LAA 4		
LAA 5		

Button: Submit Information

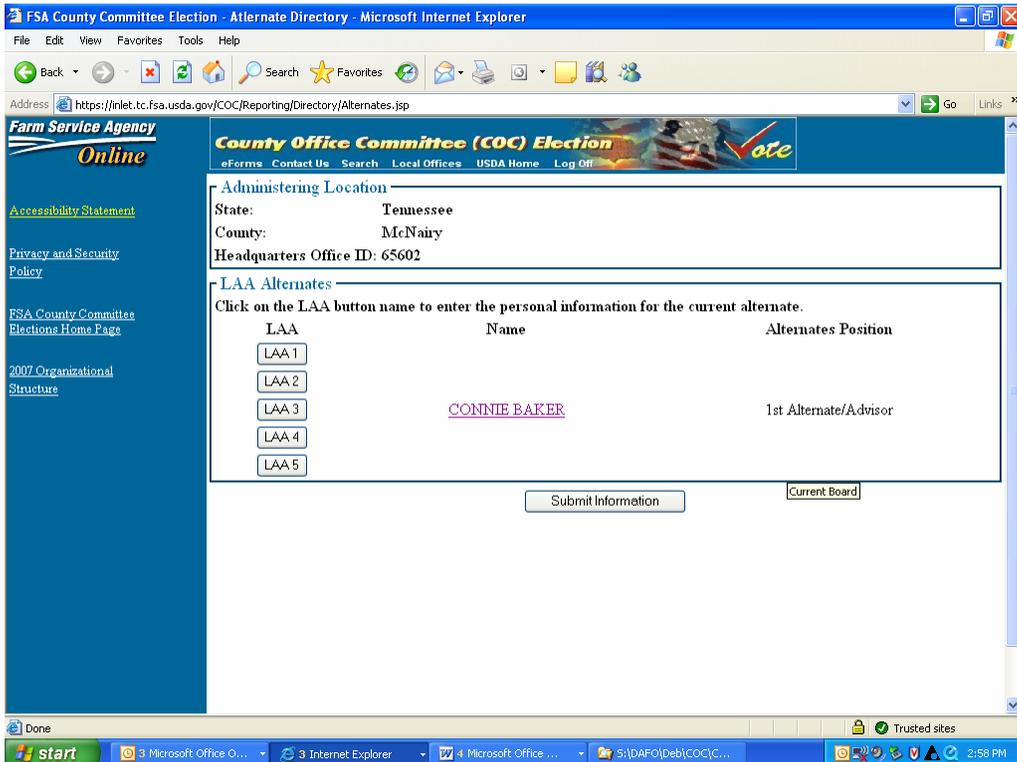
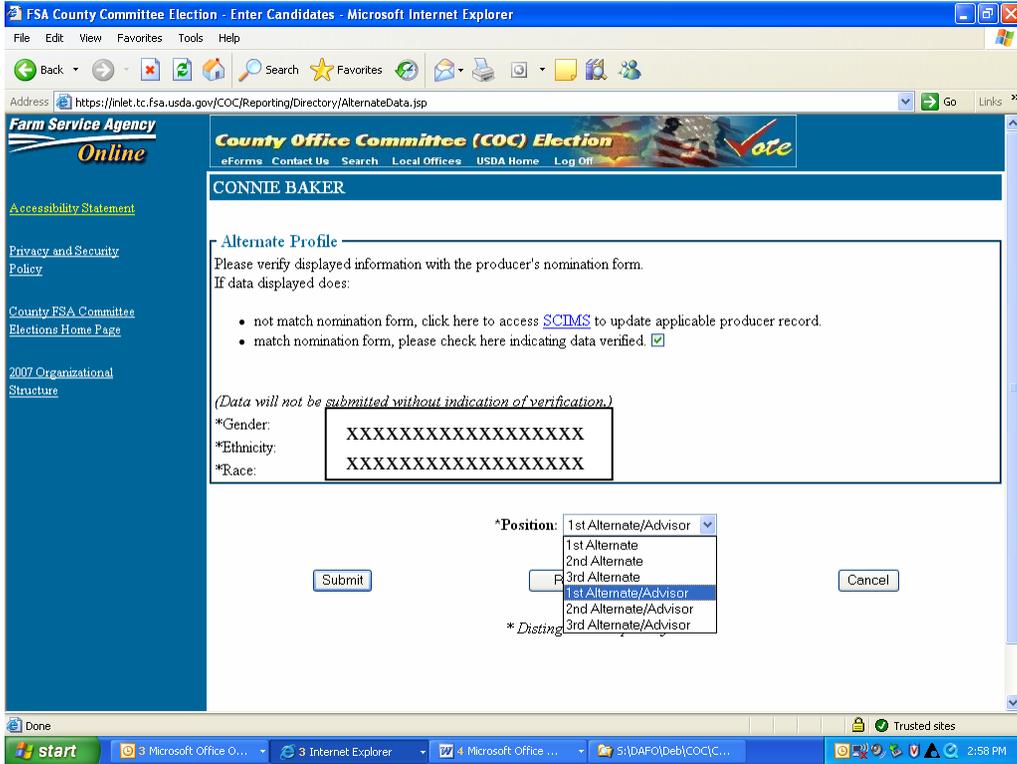
2007 COC Organizational Structure (Continued)

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



2007 COC Organizational Structure (Continued)

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



2007 COC Organizational Structure (Continued)

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

FSA County Committee Election - Board Directory

Address: https://inlet.tn.fsa.usda.gov/COC/Reporting/Directory/BoardDirectory.jsp

Administering Location

State: Tennessee
 County: McNairy / Chester
 Office ID: 65602

COC (2007)

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	GREGORY MITCHELL	Voting Member	2	2	2008
LAA 2	IRA DAVID SPARKS	Voting Member	1	3	2009
LAA 3	WILLIE JOE HAMM	Vice Chairperson	3	1	2007
LAA 4	BILLY WAYNE MORRISON	Chairperson	2	2	2008
LAA 5	MARK A SEGERSON	Voting Member	1	3	2009
	CONNIE BAKER	1st Alternate/Advisor			

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

*Note: Selected 'Term' and 'Years Remaining in Term' will not be stored on this screen, and you will not be able to proceed to the next screen unless the 'Calculate Next Election Year' button is pressed.

USDA Service Center Information Management System
 Customer Search Page

Location State: TENNESSEE
 Service Center: SELMER SERVICE CENTER

National Search: [Service Center Details](#)

Type

Individual Business Both

Active: Active and Inactive:

Tax ID

ID:
 ID Type: Select One
 Whole ID

Name

Starts With Exact Match

Last or Business: bodkin
 First:

Other

Common Name:
 Zip Code:
 Phone No:

Buttons: Search, Reset

2007 COC Organizational Structure (Continued)

B Screen Examples for Entering 2007 COC Organizational Structure Information (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	MARY C BODKIN	XX	Social Security	XXXXXXXXXX			TENNESSEE	MCAIRY

Page 1 of 1

[Search Again](#) [End](#)

Advisor's Information From SCIMS

Address: https://inlet.tc.fsa.usda.gov/COC/Reporting/Directory/CurrentAdvisor.jsp

Farm Service Agency Online

County Office Committee (COC) Election

MARY C BODKIN

Tax ID: XXXXXX Tax ID Type: X

Producer Profile Data

Please verify displayed information with the producer's nomination form.
If data displayed does:

- not match nomination form, click here to access SCIMS to update applicable producer record.
- match nomination form, please check here indicating data verified.

(Data will not be submitted without indication of verification.)

*Gender: XXXXXXXXXXXXXXXXXXXX
*Ethnicity: XXXXXXXXXXXXXXXXXXXX
*Race: XXXXXXXXXXXXXXXXXXXX

Will Record All Entered Information on this Page.

2007 COC Organizational Structure (Continued)

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

Address: https://inlet.tc.fsa.usda.gov/COC/Reporting/Directory/BoardDirectory.jsp

County Office Committee (COC) Election

Administering Location
 State: Tennessee
 County: McNairy / Chester
 Office ID: 65602

COC (2007)
 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	GREGORY MITCHELL	Voting Member	2	2	2008
LAA 2	IRA DAVID SPARKS	Voting Member	1	3	2009
LAA 3	WILLIE JOE HAMM	Vice Chairperson	3	1	2007
LAA 4	BILLY WAYNE MORRISON	Chairperson	2	2	2008
LAA 5	MARK A SEGERSON	Voting Member	1	3	2009
	CONNIE BAKER	1st Alternate/Advisor			
	MARY C BODRIN	Advisor			

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

*Note: Selected 'Term' and 'Years Remaining in Term' will not be stored on this screen, and you will not be able to proceed to the next screen unless the 'Calculate Next Election Year' button is pressed.

Address: https://inlet.tc.fsa.usda.gov/COC/Reporting/Directory/Confirmation.jsp

Transaction Completed

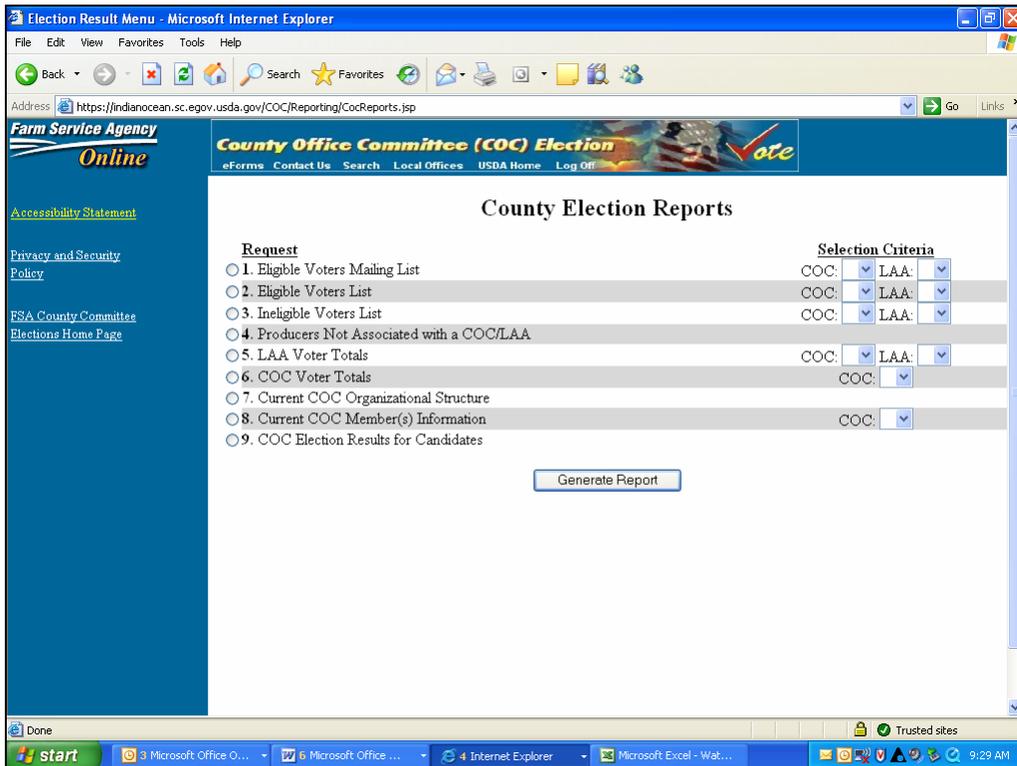
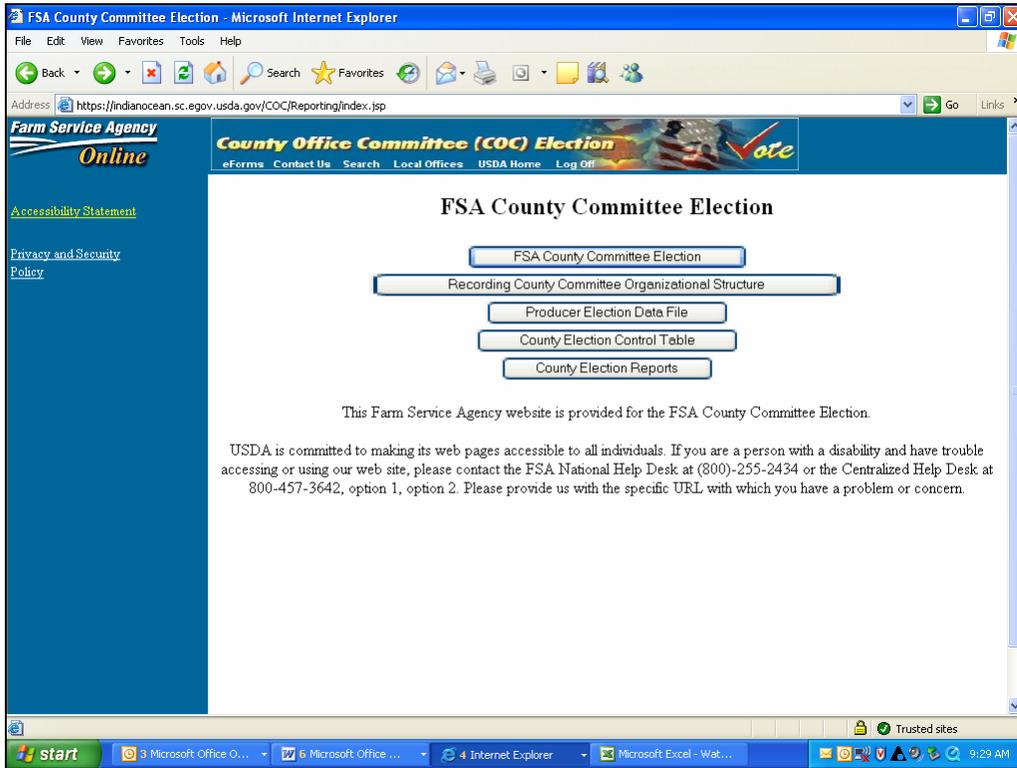
(2007) Organization Structure Report

State: Tennessee
 County: McNairy / Chester

Button: FSA County Committee Election

2007 COC Organizational Structure (Continued)

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



2007 COC Organizational Structure (Continued)

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

2007 Iowa FSA Directory

Boone (015), Office ID: 61572
 1602 SNEDDEN DR
 BOONE, IA 50036-0000

County Committee: 1

Position	Name	Address	LAA	Consecutive Term(s)	Years Left in Term
Chairperson	DENNIS W MORGAN	XXXXXXXXXX XXXXXXXXXX	3	2	2
Vice Chairperson	JO ANN JOYCE ZUNKEL	XXXXXXXXXX XXXXXXXXXX	1	1	1
Voting Member	GAYLORD SWANSON	XXXXXXXXXX XXXXXXXXXX	2	1	3

Executive Director: KEVIN W MC CLURE

2007 Member(s) Information

County(s): Boone COC: 1

Board Members

LAA	Name	Position	Term	Years Remaining	Next Election Year	Gender	Race	Ethnicity
LAA: 1	JO ANN JOYCE ZUNKEL	Vice Chairperson	1	1	2007	XXXXXXXXXXXXXXXXXXXX		
LAA: 2	GAYLORD SWANSON	Voting Member	1	3	2009	XXXXXXXXXXXXXXXXXXXX		
LAA: 3	DENNIS W MORGAN	Chairperson	2	2	2008	XXXXXXXXXXXXXXXXXXXX		

Alternates

LAA	Name	Position	Gender	Race	Ethnicity
LAA: 1	JOHN VINCENT BURT JAY P RINKER	1st Alternate	XXXXXXXXXXXXXXXXXXXX		
		2nd Alternate			
LAA: 2	JEFF R JOHNSON KENTON RICHARD BROWN	1st Alternate	XXXXXXXXXXXXXXXXXXXX		
		2nd Alternate			
LAA: 3	MICHAEL C BRELSFORD HARLEY SAUNDERS	1st Alternate	XXXXXXXXXXXXXXXXXXXX		
		2nd Alternate			