

For: State and County Offices

County Office Preparation for 2007 COC Election

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

In preparation for the 2007 COC election, County Offices must ensure that all data in the Service Center Information Management System (SCIMS) and Producer Election Data File on the COC Election web site is correct. COC and local administrative area (LAA) data maintenance is required and is accomplished in the Producer Election Data File. Changes made in the Producer Election Data File do **not** update to System 36.

In previous years, County Offices were provided with several reports available on System 36 to assist with ensuring the accuracy of voter lists. In 2006, those reports were available for the last time, and County Offices were instructed to use them to clean up voter data before migration of COC/LAA designations and eligible to vote flags from System 36 to COC Election web site. Those reports are no longer available and it is CED's responsibility to ensure the name and address information in SCIMS and COC/LAA designations and eligible to vote flag in the Producer Election Data File are updated on a day-to-day basis. County Offices that have inaccuracies in SCIMS and/or the Producer Election Data File will experience errors with the mailing of their ballots and their reporting processes.

B Purpose

This notice provides guidance on:

- updating eligible voters list and eligible voters mailing list in COC election web site
- processing members of entities or corporations who are nominated to run for COC.

Disposal Date	Distribution
December 1, 2007	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

If there are questions about this notice contact the following:

- County Offices shall contact the State Office
- State Offices shall contact 1 of the following DAFO staff members:
 - Deborah Johnson at 202-720-0067
 - Ken Nagel at 202-720-7890.

2 Maintaining COC Voter Profile Record

A SCIMS and Producer Election Data File in COC Election Web Site

All core customer data is stored in SCIMS, regardless of agency affiliation. Core customer data is any customer data common to at least 2 of the 3 Service Center Agencies.

All customer data related to COC election process is stored in the Producer Election Data File in COC Election web site because the data is specific to FSA only.

B Identifying Individuals Eligible to Serve on COC

Only an individual may serve on COC as a member, an alternate, or an advisor.

An entity shall **not** be allowed to be nominated and listed on the election ballot as a candidate. A member representing an entity may be listed as a candidate for COC provided:

- the entity is eligible to vote in the applicable LAA in which the representative (individual) is a candidate
- the individual is of legal voting age
- an “Individual Profile Record” has been established for the entity member
- 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
 - lives in LAA holding an election
 - is a stockholder of the corporation or authorized representative for an heir to the estate, a beneficiary of the trust, or an individual having an ownership interest in the entity, excluding general partnerships and joint ventures.
 - meets all other eligibility requirements to hold office.

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2 Maintaining the COC Voter Profile Record (Continued)

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 in SCIMS as an individual. If a candidate is nominated for COC who is **not** 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 and 179 to add an individual to SCIMS database.

When a member of an entity has been entered as an individual, ensure that the person is also assigned to the correct COC/LAA in the Producer Election Data File according to Notice AO-1379.

An individual, who is a sole member of a trust, limited liability corporation (LLC), or other similar organization, may use their individual member/grantor's tax ID number for the entity. In situations where this option is used, the tax ID for the individual is recorded in SCIMS for the entity. An entity **cannot** be placed on the ballot as a nominee. Therefore, the member of the entity must be added to SCIMS as an individual. When the individual is added to the SCIMS customer database, do not record an ID for the producer when establishing a SCIMS record for the individual.

When the SCIMS profile record for the individual has been established, access COC Election web site/Producer Election Data File to record the individual's COC election flags and COC/LAA designation. When a member of an entity has been entered as an individual, ensure that:

- the individual is also assigned to the correct COC/LAA according to Notice AO-1379
- all other flags are set correctly for the individual according to 1-CM, paragraphs 208 and 209.

Note: Care must be taken **not** to create a duplicate entry for any individual.

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3 Reports

A Maintaining Eligible Voter Lists

Reports used in the past on System 36 are no longer available. Reports listed below shall be accessed and reviewed to ensure that all necessary corrections to addresses, COC/LAA designations, and the eligible to vote flag have been made before nomination period begins.

Access the County Election Reports Menu available on COC Election web site and review the following:

- Eligible Voter Mailing List for LAA up for election
- Eligible Voter List for LAA up for election
- Ineligible to Vote List for LAA up for election
- Producers not Associated with a COC/LAA.

Note: All names do **not** need to be removed from the last 2 lists. County Offices may have some names that should remain on these lists.

Review these lists for accuracy and make any needed changes to correct addresses or remove or add producers to the Eligible Voters List. It is the CED's responsibility to ensure the accuracy of county election reports.

Access Incomplete Name/Address Records according to the following table.

Step	Menu or Screen	Action
1	FAX250	Enter either of the following options: <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".
6	Print Incomplete Name/Address Records	A list of addresses that are incomplete in System 36 will be generated. Incorrect addresses must be modified or corrected through SCIMS. See 1-CM, paragraph 191. If a correct and complete address has not been provided by the producer, that producer is not considered to be cooperating. The producer's "Eligible to Vote" flag should be set to "N" to prevent a ballot from being printed and mailed.

CED's will certify to their Administrative Officer (AO) when the reports listed above have been reviewed, necessary changes have been made to producer records, and the records have been verified as correct.

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3 Reports (Continued)

B State Office Action

State Offices shall closely monitor County Offices to ensure that all database reviews and corrections are completed by **June 15, 2007**.

AO's or State COC coordinators shall:

- require each County Office to certify to State COC Coordinator and AO that each section of the database updates has been completed by June 15, 2007
- submit a report by e-mail to Deborah Johnson, DAFO, at **deborah.johnson@wdc.usda.gov**, certifying accuracy of Eligible Voter Lists **no later than June 29, 2007**.