

For: State Offices and Service Centers

Providing Notification of 2011 FSA-669's Received

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

The uniform guidelines for conducting COC elections, effective January 18, 2005:

- require FSA to notify the Secretary if no FSA-669A's are filed for COC seats
- give the Secretary the right to nominate up to 2 individuals for the slate of COC if no FSA-669A's are filed for COC seats.

B Purpose

This notice provides guidance to State Offices and Service Centers for notifying the National Office of the Service Centers that received **no** valid FSA-669A's for the 2011 COC election.

Note: This applies equally to **all** Service Centers.

A report on nomination activity must be provided to the Secretary, so a determination can be made about Secretarial nominations in Service Centers that received no FSA-669A's. **All** States and counties are **required** to provide this information by the deadlines specified in this notice.

C Contacts

This table provides contacts, if there are questions about this notice.

IF located in a...	THEN contact...
Service Center	State Office.
State Office	either of the following: <ul style="list-style-type: none"> • Deborah Johnson, DAFO, at 202-720-0067 • Barbara Boyd, DAFO, at 202-720-7890.

Disposal Date	Distribution
September 1, 2011	State Offices; State Offices relay to Service Centers

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2 Action

A Service Center Action

The deadline to receive all FSA-669A's is **COB August 1, 2011**. All Service Centers shall provide notification to the State Office of the number of FSA-669A's received for eligible nominees by **COB August 8, 2011**. If no FSA-669A's for eligible nominees were received, report as "0".

All Service Centers shall provide notification to the State Office by e-mail, or as directed by the State Office.

B State Office Action

State Offices shall:

- ensure that each Service Center provides a report of the number of FSA-669A's for eligible nominees that were received
- report 1 of the following results by State on the 2011 COC Nomination Survey located at <https://fsa.sc.egov.usda.gov/mgr/DAFO/default.aspx> by **COB August 12, 2011**:
 - all COC elections in the State received at least 1 nomination
 - no nominations were received in at least 1 COC election.

Note: Users will need to complete a separate survey (see following example screen print) for **each** COC election that received no valid FSA-669A's.

Reports are required from **all** State Offices. This action satisfies the requirement in 15-AO, subparagraph 108 B to provide notification to DAFO no later than 10 calendar days after the end of the nomination period if no nominations were received for an election.

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2 Action (Continued)

B State Office Action (Continued)

Following is an example of the survey screen for State Offices to report nominations received for COC elections.

The screenshot shows a web browser window displaying a SharePoint survey form. The browser's address bar shows the URL: <https://fsa.sc.egov.usda.gov/mgr/DAFO/Lists/2011%20COC%20Nomination%20Survey/NewForm.aspx?Source=concatenate>. The page title is "2011 COC Nomination Survey: Respond to this Survey". The form includes the following fields and options:

- State:** A dropdown menu with a red asterisk indicating it is a required field.
- Phone Number of Report Preparer:** A text input field with a red asterisk indicating it is a required field.
- At least one valid nomination was received for all COC elections? *** Radio button options for "Yes" (selected) and "No".
- If you responded No to the question above, enter the name of HQ county that received no nominations:** A text input field.

Buttons for "Finish" and "Cancel" are located at the top right and bottom right of the form area. The SharePoint navigation bar at the top shows "Farm Service Agency" and "Deputy Administrator for Field Operations". The Windows taskbar at the bottom shows the Start button and several open applications, including "2011 CO...", "53001.x...", and "Excel Help". The system clock shows "9:17 AM".