

**For:** State Offices and Service Centers

**Policy for Relationships for Representative Link Manager System (RLMS)**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

RLMS:

- is a database that:
  - maintains records of certain representative and relationship roles
  - provides a portal for USDA software applications to leverage to determine customer accessibility to the applicable program
- does **not** provide access to any USDA program software
- is limited to certain types of representative roles.

Certain USDA program software applications will be able to access and query the data maintained in the RLMS database to determine whether a representative role exists for the customer who has accessed a specific program. Based on the information maintained in RLMS, the USDA program software application accessing the RLMS database shall determine whether or not to allow the customer to continue or deny further entry into the specific program.

**Note:** Only a limited number of software applications have the capability to interact with RLMS at this time.

RLMS does **not** provide customers access to any USDA program or program software, it is simply a database to record certain representative and relationship roles.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2005 8-25-04	State Offices; State Offices relay to Service Centers

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### 1 Overview (Continued)

#### B Purpose

This notice provides the following:

- specific representative and relationship roles that may be recorded in RLMS database
- only FSA employees may record data in RLMS at this time
- requirements that must be met before representative and relationship roles are recorded in RLMS
- power of attorney data shall **not** be recorded in RLMS.

**Note:** A web-based automated power of attorney file is being designed and will be provided at a later date.

### 2 Recording Data in RLMS

#### A Representative and Relationship Roles

The following table provides the representative and relationship roles that may be recorded in RLMS at this time.

**Important:** Representative and relationship roles other than those listed in the following table shall not be recorded in RLMS under any circumstances.

**Representative roles established through FSA-211 or non-FSA-211 power of attorney documents shall not be recorded in RLMS under any circumstances.**

<b>Representative/Relationship Role</b>	<b>Description/Handbook Reference</b>
General Partnership Agent	<p>An individual or entity that has authority to act on behalf of the general partnership for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 709 for acceptable evidence of authority to act on behalf of a general partnership.</p> <p><b>Important:</b> To be recorded in RLMS, the authority of the agent to act on behalf of the general partnership must be unlimited. See subparagraph B.</p>

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**2 Recording Data in RLMS (Continued)**

**A Representative and Relationship Roles (Continued)**

<b>Representative/Relationship Role</b>	<b>Description/Handbook Reference</b>
Limited Liability Partnership Agent	<p>An individual or entity that has authority to act on behalf of the Limited Liability Partnership for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 711 for acceptable evidence of authority to act on behalf of a Limited Liability Partnership.</p> <p><b>Important:</b> To be recorded in RLMS, the authority of the agent to act on behalf of the Limited Liability Partnership must be unlimited. See subparagraph B.</p>
Limited Liability Company Agent	<p>An individual or entity that has authority to act on behalf of the Limited Liability Company for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 711 for acceptable evidence of authority to act on behalf of a Limited Liability Company.</p> <p><b>Important:</b> To be recorded in RLMS, the authority of the agent to act on behalf of the Limited Liability Company must be unlimited. See subparagraph B.</p>
Limited Partnership Agent	<p>An individual or entity that has authority to act on behalf of the Limited Partnership for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 711 for acceptable evidence of authority to act on behalf of a Limited Partnership.</p> <p><b>Important:</b> To be recorded in RLMS, the authority of the agent to act on behalf of the Limited Partnership must be unlimited. See subparagraph B.</p>
Executor	<p>An individual named in the deceased's will or appointed by the court to administer assets and liabilities of the estate.</p> <p>See 1-CM, paragraph 713 for acceptable evidence of authority to act as executor for the estate.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act as executor must be unlimited. See subparagraph B.</p>
Trustee	<p>A trustee is an appointed individual or entity entrusted with another's assets and liabilities.</p> <p>See 1-CM, paragraph 713 for acceptable evidence of authority to act as trustee.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act as trustee must be unlimited. See subparagraph B.</p>

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**2 Recording Data in RLMS (Continued)**

**A Representative and Relationship Roles (Continued)**

<b>Representative/Relationship Role</b>	<b>Description/Handbook Reference</b>
Receiver	<p>An individual appointed by the court to receive and preserve the property in litigation or the affairs of the bankrupt.</p> <p>See 1-CM, paragraph 713 for acceptable evidence of authority to act as receiver.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act as receiver must be unlimited. See subparagraph B.</p>
Administrator	<p>An individual appointed by the court to administer the assets and liabilities of the deceased.</p> <p>See 1-CM, paragraph 713 for acceptable evidence of authority to act as administrator.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act as administrator must be unlimited. See subparagraph B.</p>
Conservator	<p>An individual appointed by the court to manage the affairs of an incompetent.</p> <p>See 1-CM, paragraph 713 for acceptable evidence of authority to act as conservator.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act as conservator must be unlimited. See subparagraph B.</p>
Guardian	<p>An individual lawfully invested with the authority and charged with the care of a minor, estate, or both.</p> <p>See 1-CM, paragraph 713 for acceptable evidence of authority to act as guardian.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act as guardian must be unlimited. See subparagraph B.</p>
CMA Agent	<p>An authorized representative of an FSA/PSD-approved CMA.</p> <p><b>Note:</b> Most CMA's are corporations or Limited Liability Companies. Accordingly, see 1-CM, paragraph 711 for acceptable evidence of authority to act on behalf of CMA that is a corporation or other similar entity.</p> <p><b>Important:</b> To be recorded in RLMS, the authority of the agent to act on behalf of CMA must be unlimited. See subparagraph B.</p>

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**2 Recording Data in RLMS (Continued)**

**A Representative and Relationship Roles (Continued)**

<b>Representative/Relationship Role</b>	<b>Description/Handbook Reference</b>
Designated Marketing Association (DMA) Agent	<p>An authorized representative of an FSA/PSD-approved DMA</p> <p><b>Note:</b> Most DMA's are corporations or Limited Liability Companies. Accordingly, see 1-CM, paragraph 711 for acceptable evidence of authority to act on behalf of DMA's that is a corporation or other similar entity.</p> <p><b>Important:</b> To be recorded in RLMS, the authority of the agent to act on behalf of DMA must be unlimited. See subparagraph B.</p>
LSA	<p>An FSA/PSD-authorized representative of an FSA/PSD-approved LSA.</p> <p><b>Note:</b> Most LSA's are corporations or Limited Liability Companies. Accordingly, see 1-CM, paragraph 711 for acceptable evidence of authority to act on behalf of LSA that is a corporation or other similar entity.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act as LSA the must be unlimited. See subparagraph B.</p>
Indian Tribal Venture Representative	<p>An individual or entity that has authority to act on behalf of the Indian Tribal Venture for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 717 for acceptable evidence of authority to act for the Indian Tribal Venture.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for the Indian Tribal Venture must be unlimited. See subparagraph B.</p>
BIA Representative	<p>An individual authorized by BIA to act for BIA for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 717 for acceptable evidence of authority for BIA.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for BIA must be unlimited. See subparagraph B.</p>

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**2 Recording Data in RLMS (Continued)**

**A Representative and Relationship Roles (Continued)**

<b>Representative/Relationship Role</b>	<b>Description/Handbook Reference</b>
Agent for Federal Agency	<p>A government official authorized to act on behalf of the Federal Agency.</p> <p>See 1-CM, paragraph 715 for acceptable evidence of authority to act for a Federal Agency.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for the Federal Agency must be unlimited. See subparagraph B.</p>
Agent for State Agency	<p>A government official authorized to act on behalf of the State Agency.</p> <p>See 1-CM, paragraph 715 for acceptable evidence of authority to act for a State Agency.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for the State Agency must be unlimited. See subparagraph B.</p>
Agent for County Agency	<p>A government official authorized to act on behalf of the County Agency.</p> <p>See 1-CM, paragraph 715 for acceptable evidence of authority to act for a County Agency.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for the County Agency must be unlimited. See subparagraph B.</p>
Agent for Municipal Agency	<p>A government official authorized to act on behalf of the Municipal Agency.</p> <p>See 1-CM, paragraph 715 for acceptable evidence of authority to act for a Municipal Agency.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for the Municipal Agency must be unlimited. See subparagraph B.</p>
Church Representative	<p>An individual or entity that has authority to act on behalf of the church for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 716 for acceptable evidence of authority to act for the church.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for the church must be unlimited. See subparagraph B.</p>

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2 Recording Data in RLMS (Continued)

A Representative and Relationship Roles (Continued)

<b>Representative/Relationship Role</b>	<b>Description/Handbook Reference</b>
Charitable Organization Representative	<p>An individual or entity that has authority to act on behalf of the charitable organization for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 716 for acceptable evidence of authority to act for a charitable organization.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for the charitable organization must be unlimited. See subparagraph B.</p>
Fraternal Organization Representative	<p>An individual or entity that has authority to act on behalf of the fraternal organization for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 716 for acceptable evidence of authority to act for the fraternal organization.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for the fraternal organization must be unlimited. See subparagraph B.</p>
Public School Representative	<p>An individual that has authority to act on behalf of the public school for FSA and CCC program purposes.</p> <p>See 1-CM, paragraph 715 for acceptable evidence of authority to act for a public school.</p> <p><b>Important:</b> To be recorded in RLMS, the authority to act for a public school must be unlimited. See subparagraph B.</p>

## 2 Recording Data in RLMS (Continued)

### B Unlimited Authority

RLMS is **not** able to accommodate any representative or relationship role that has any limitations.

Representative and relationship roles that are limited in any manner shall **not** be recorded in RLMS. Limitations to representative or relationship roles include, but are not limited to, any of the following:

- authority is limited to a specific:
  - farm(s)
  - program(s)
  - transaction(s)
  - crop(s)
  - form(s) or document(s)
  - activity
- any employee of any entity that does not have unlimited authority to act for the entity

**Example 1:** Joe Green is an employee of First National Bank. First National Bank is the trustee of the ABC Trust. Joe Green is authorized by the First National Bank to manage the ABC Trust; however, he is not authorized to act for First National Bank for all the bank's customers and accounts, nor is he authorized to act for First National Bank in any other transactions.

Accordingly, the representative role between Joe Green and the First National Bank shall **not** be recorded in RLMS.

**Example 2:** Jane White is an employee of First National Bank. First National Bank is a nationwide organization with offices throughout the nation. Jane White is authorized to act without limitation for the First National Bank office in Coldwell, Kansas. Jane White is not authorized to act for First National Bank in any of the other offices of First National Bank.

Accordingly, the representative role between Jane White and the First National Bank shall **not** be recorded in RLMS.

**Example 3:** Mike Jones is an employee of the XYZ Partnership. Mike Jones is authorized to act for XYZ Partnership in an accountant capacity only.

Accordingly, the representative role between Mike Jones and XYZ Partnership shall **not** be recorded in RLMS.

## 2 Recording Data in RLMS (Continued)

### B Unlimited Authority (Continued)

- approval, consent, or signature of more than 1 individual or entity is required, such as joint trustees, co-executors, joint guardians, or co-agents.

**Example:** The Bill Smith Trust has co-trustees. All actions on behalf of the trust require approval/signature of both trustees. Accordingly, the representative role between Bill Smith Trust and the co-trustees shall **not** be recorded in RLMS.

**Important:** Any representative or relationship role that does not provide unlimited authority for the representative to act on behalf of the associated individual or entity shall not be recorded in RLMS.

### C Power of Attorney Representative Roles

RLMS will be used by multiple USDA agencies. Only representative and relationship roles that are approved by all applicable USDA agencies shall be recorded in RLMS.

Authority granted through FSA-211 and non-FSA-211 power of attorney documents accepted by FSA according to 1-CM is **not** accepted by all applicable USDA agencies at this time.

**Note:** A web-based automated power of attorney file is being designed and will be provided at a later date.

### D Financial Service Institutions

Financial Service Institutions, such as banks, credit unions, and saving and loan institutions, shall **not** be recorded in RLMS with a representative role other than those provided in subparagraph A.

Financial Service Institutions may provide many additional services, and perform additional representative roles not included in subparagraph A. However, representative roles not provided in subparagraph A have **not** been approved by all applicable USDA agencies at this time.

## 3 Processing RLMS Data

### A Authorized Employees

Only FSA Service Center employees are authorized to record data in RLMS at this time.

### B Evidence of Representative Role Authority

Acceptable evidence of authority to act on behalf of the individual or entity, according to 1-CM, must be on file in the FSA Service Center Office **before** a representative role may be recorded in RLMS.

### 3 Processing RLMS Data (Continued)

#### C SCIMS Database

To be recorded in RLMS, all the applicable individuals and entities must be recorded in the SCIMS database.

**Important:** It is imperative the data recorded in SCIMS be correct before recording representative data in RLMS.

#### D Recording Data in RLMS

After ensuring acceptable evidence of authority, according to 1-CM, is on file in the FSA Service Center Office, and the applicable data in SCIMS is accurate, FSA Service Center employees may record representative and relationship role data in RLMS according to the RLMS User's Manual.

The RLMS User's Manual is available on DAFO training site at <http://intranet.fsa.usda.gov/fsatraining/>.

### 4 Definitions

#### A Definitions of Terms for RLMS

The RLMS User's Manual provides definitions of terms that are inconsistent with:

- 7 CFR Part 700
- 1-CM.

FSA State and Service Center Office employees shall:

- use the definitions and terms provided in 7 CFR and 1-CM when recording data in RLMS
- report all inconsistencies between the RLMS User's Manual and any FSA handbook or regulation to Ragh Singh at [Ragh.Singh@wdc.usda.gov](mailto:Ragh.Singh@wdc.usda.gov).

**Note:** Service Center employees shall report inconsistencies through the State Office.