UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

GovDelivery Administration, Marketing, and E-Mail Subscription Acquisition Process

Approved by: Administrator

[signature]
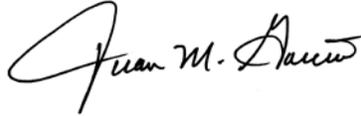
1 Overview

A Background

Obsolete Notice INFO-48:

- affirmed the high priority of communicating information to producers in a timely and efficient manner

- estimated the extremely high costs to reach the 1.4 million producers who participate in FSA programs through a printed and bulk-mailed newsletter

- introduced the concept of an electronic news distribution system through GovDelivery, in 2 phases

- instructed State Offices to encourage producers to volunteer e-mail addresses and cell numbers, and establish GovDelivery training in a timely manner.

Obsolete Notice INFO-51 provided:

- instruction and guidance for developing GovDelivery capabilities for State and County Offices

- encouragement to solicit producer e-mail addresses

- actions to be taken.

B Purposes

This notice provides:

- summary of roles and responsibilities for GovDelivery administrative and content provider team members (national, State, local)

Disposal Date	Distribution
March 1, 2013	State Offices; State Offices relay to County Offices

1   Overview (Continued)

B   Purposes (Continued)

- overview of document types to be distributed by State and County Offices through GovDelivery

- examples of the marketing materials that will assist State and County Offices to introduce GovDelivery

- instructions for transferring e-mail addresses from SCIMS into GovDelivery.

C   Contacts

If a **County Office/topic level GovDelivery administrator** has questions about this notice, they shall contact their State Office/Group Level GovDelivery Administrator.

If a **State Office/group level GovDelivery administrator** has questions about this notice, they shall contact the OEA, PAS; regional public affairs specialist (RPAS) for their region, from the following:

- Brenda Carlson (lead RPAS), Central Region by either of the following:

  - e-mail to **brenda.carlson@tx.usda.gov**
  - telephone at 979-680-5213

- Paul Lehman, RPAS, West Region by either of the following:

  - e-mail to **paul.lehman@ca.usda.gov**
  - telephone at 530-792-5537

- Murray Dale Watts, RPAS, South Region by either of the following:

  - e-mail to **murray.watts@tn.usda.gov**
  - telephone at 931-368-0252 x116

- Mike Kaufman, RPAS, North Region by either of the following:

  - e-mail to **mike.kaufman@oh.usda.gov**
  - telephone at 614-255-2442.

Issues that remain unresolved at the regional level will be elevated to the National Office, OEA and OCIO respectively.

2   Roles and Responsibilities for Administrators/Content Providers

A   Definitions

The following subparagraphs define the formal "roles and responsibilities" associated with employees who are designated GovDelivery account holders. The titles of "Topic Administrator", "Group Administrator", and "Account Administrator" were established by the GovDelivery vendor and denote levels of permissions within in the GovDelivery system granted to account holders. Likewise, the term "Content Provider" may be used as a general reference of any individual who has a GovDelivery account and is responsible for providing newsletter, bulletin, or related content. All account holders are familiar with the "titles" associated with their account permissions.

B   Topic Administrator (County Level)

At the County Office/topic level, administrators (also known as (aka) county content providers) will have access to the OEA SharePoint site's GovDelivery tools and training. Topic administrators have access only to their own topic level administrative pages in GovDelivery and will perform several communication functions, including:

- creating newsletters, bulletins, and welcome e-mails from templates and materials provided

- distributing newsletters, bulletins, and welcome e-mails to GovDelivery subscribers who have signed up for their county information

- maintaining their subscriber list in GovDelivery by loading new subscribers monthly from the OEA SharePoint site's "GovDelivery" section (see paragraph 5 on method to load subscribers)

- effectively marketing free GovDelivery subscriptions to agricultural producers to increase the distribution base.

2   Roles and Responsibilities for Administrators/Content Providers (Continued)

C   Group Administrator (State Level)

At the State Office level, group administrators (aka group content providers) will have access to the OEA SharePoint site's GovDelivery tools and training and perform management and training roles to oversee the County Office level topic providers. Group administrators have access to all County Office/topic level GovDelivery administrative pages within their State. Group administrators may also create and distribute Statewide publications and bulletins on an occasional basis. Typical duties include:

*   monitoring and evaluating output to ensure proper GovDelivery usage, with special emphasis on adherence to standard templates to ensure uniformity

*   monitoring and evaluating the import of e-mail addresses from SCIMS to the topic level subscriber lists to ensure prompt additions monthly from the SCIMS lists available on the OEA SharePoint site

*   checking to ensure that all new subscribers receive the welcome e-mail promptly

*   ensuring that topic administrators receive proper training to perform their local publication functions properly

*   working with State webmasters and State communications coordinators (when the communications coordinator is **not** also the GovDelivery group administrator) to post news releases of Statewide significance to the State Web page under the "State News Releases" section of the web site.

    Note: This will ensure that news releases are issued to subscribers who have elected to receive news releases through GovDelivery as news releases posted to the State web site are automatically distributed to GovDelivery subscribers based on their self-elected subscription preferences.

2   Roles and Responsibilities for Administrators/Content Providers (Continued)

D   Group Administrators (Regional Level – OEA Staff)

At the regional level, GovDelivery administrators have access within their region to all group and topic-level administrative pages in GovDelivery. Regional level group administrators work with the State group administrators and topic administrators under the guidance of the national account administrators to do the following:

- oversee the group administrators to ensure proper usage of information technology (IT) resources, including downloading SCIMS e-mail addresses from OEA SharePoint, sending welcome e-mails promptly, and properly adhering to newsletter and bulletin templates and other frequency and naming standards

- ensuring that State group administrators and topic administrators receive proper training to perform their local publication functions properly and conducting or coordinating regional training periodically, as necessary.

E   Account Administrators (National Level OEA Staff and OCIO)

At the National Office level, account administrators have access to all group and topic-level administrative pages in GovDelivery. Account administrators work with group administrators, the GovDelivery system vendor, and OCIO to do the following:

- evaluate progress and effectiveness of results in GovDelivery electronic communication

- ensure that GovDelivery and IT resources work efficiently

- implement improvements, as needed

- troubleshoot problems and coordinate resolutions with the GovDelivery vendor and/or OCIO

- manage account holder and subscriber related issues

- generate user reports and related data

- manage the OEA GovDelivery SharePoint site for GovDelivery account holders.

3   Basic GovDelivery Welcome E-Mail, Newsletter, and Bulletin Communication Materials

   A   "Welcome to GovDelivery" E-Mail

   When producers or other interested parties signup to receive FSA State or County
   information through GovDelivery by completing AD-2047, a welcome e-mail will be sent by
   the County Office/topic level administrator to the e-mail address they submitted.

   The welcome e-mail will confirm the free subscription to GovDelivery and provide a link for
   subscribers to manage their subscription; for example, to add or delete subscriptions by State
   or County or specific topic. There is no limit on the number of selections the recipient can
   make.

   Welcome e-mails **must** be sent by the County Office/topic level administrator as soon as
   possible after a new import of subscribers is performed.

   Note: Proper recipient filter settings should be used to ensure that **only** new subscribers
            receive the welcome e-mails. Instructions are provided in the User Guide that was
            provided to GovDelivery Topic Administrators during national OEA training.

   The following template shall be used by County Office/topic level administrators for their
   "Welcome to GovDelivery" e-mail. This template text is contained in the OEA SharePoint
   site's "GovDelivery" section for efficient copying and pasting.

Welcome to GovDelivery – FSA's Electronic News and Newsletter Service
Farmers and Ranchers in COUNTY or STATE NAME County now have a more efficient, timely
option for receiving important Farm Service Agency (FSA) program eligibility requirements,
deadlines and related information. We are now offering free online communications through our
GovDelivery electronic news service. News will now be sent via e-mail right to your home, or farm
office or to your Smartphone – affording you immediate notification of farm program news
pertinent to your agricultural operation.
If you are in receipt of this welcome message, you may have requested to receive important FSA
information electronically via e-mail.
By managing your GovDelivery online account, you can establish your subscriber preferences by
choosing to receive federal farm program information by topic, by state and/or by county. You can
select as many subscriber options as you want.
Manage subscriber preferences at the following link:
SUBSCRIBER SERVICES:
Manage Preferences
GovDelivery is your one-stop shop for the most up-to-date USDA program information.
If after using this online system you no longer wish to receive hardcopy newsletters from your local
county office, please contact the office and make your preferences known. GovDelivery will enable
us to keep you better informed AND allow us to conserve resources and reduce taxpayer expenses
associated with the preparation, printing and distribution of hardcopy newsletters.
QUESTIONS? – Contact us at the COUNTY or STATE NAME County FSA office if you need
help. E-mail: CONTACT E-MAIL or phone: CONTACT PHONE NUMBER.
Thank you for subscribing to FSA's GovDelivery electronic news service.
                    USDA is an equal opportunity provider and employer.

---

3   Basic GovDelivery Welcome E-Mail, Newsletter, and Bulletin Communication Materials (Continued)

B   GovDelivery E-Mail Newsletter

Traditionally, the FSA County Office staff created and sent a newsletter monthly, quarterly, or less frequently to agricultural producers on the county SCIMS records. The new GovDelivery newsletter essentially replaces that expensive and time-consuming publication with a more efficient and dramatically less costly electronic option.

The FSA GovDelivery newsletter communicates essential program dates, deadlines, and details to agricultural producers on an almost instant monthly basis. GovDelivery provides an easily updatable list of subscribers who can manage their own subscriptions to States, counties, and other USDA Agencies.

The County Office newsletter should be sent once a month by the County Office/topic level administrator to all county subscribers. State Office newsletters can be sent on an infrequent, as-needed basis.

3   Basic GovDelivery Welcome E-Mail, Newsletter, and Bulletin Communication Materials (Continued)

B   GovDelivery E-Mail Newsletter (Continued)

The following template shall be used by County Office/topic level administrators as their FSA County or State Office newsletter.

Notes: Except in extenuating circumstances, and with OEA approval, PDF files shall **not** be attached to and/or issued through GovDelivery instead of the required newsletter template format, ensuring consistency in FSA's public-facing appearance and ensuring ease of reading for all GovDelivery subscribers.

The GovDelivery "Newsletter" template should be used when communicating more than 2 important subjects (articles).

3   Basic GovDelivery Welcome E-Mail, Newsletter, and Bulletin Communication Materials (Continued)

C   GovDelivery E-Mail Bulletin

County Office/topic level GovDelivery administrators shall take advantage of the GovDelivery electronic communication system to create and send periodic short informational items electronically from their desktop in a short, bulletin format. No more than 2 bulletins should be sent each month in addition to the GovDelivery e-mail newsletter. Additional topics can be held for the newsletter.

The FSA GovDelivery bulletins communicate needed information in an immediate manner to alert producers to emergency or critical program information of great importance to their operations. A rule of thumb is, if the user would have sent a postcard or direct mailing to a producer before GovDelivery availability, then issuing a GovDelivery bulletin is appropriate.

County Office bulletins should be sent no more than twice a month by the County Office/topic level GovDelivery administrator to all county subscribers. State Office bulletins can be sent on a less frequent, as-needed basis.

The following template shall be used by County Office/topic level GovDelivery administrators as their FSA State or County Office bulletin.

Notes: Except in extenuating circumstances, and with OEA approval, PDF files shall **not** be attached to and/or issued through GovDelivery instead of the required newsletter template format, ensuring consistency in FSA's public-facing appearance and ensuring ease of reading for all GovDelivery subscribers.

The "Bulletin" template should be used when communicating no more than 2 important subjects (articles).
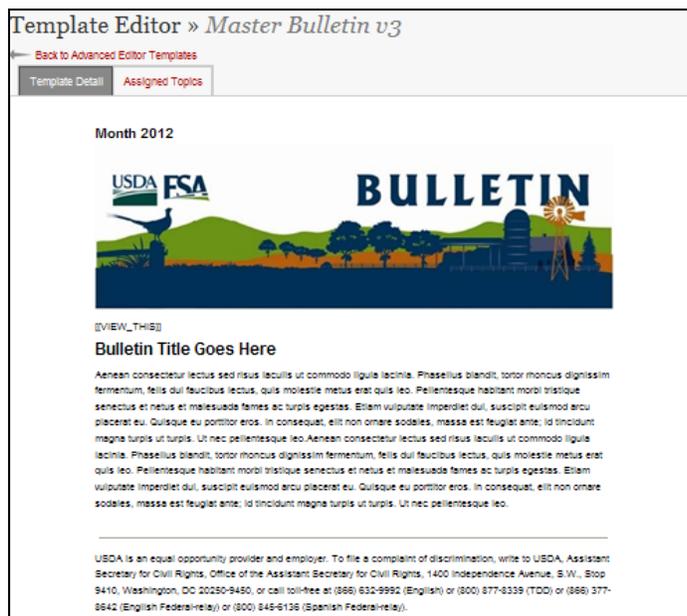
3   Basic GovDelivery Welcome E-Mail, Newsletter, and Bulletin Communication Materials (Continued)

D   Suggested Communications Actions to Supplement GovDelivery Electronic News Distribution

FSA recognizes that not all of our customers will be able to benefit from electronic communications. This is particularly true for our SDA customers or customers who lack access to the technology required to use GovDelivery (smartphones, tablets, computers, Internet connection, etc.).

To ensure that these producers continue to receive current FSA program information, State and County Offices shall implement the following or similar actions to supplement GovDelivery electronic communications efforts:

- print and provide copies of all GovDelivery monthly newsletter and bulletins at the FSA counter and at the counters of sister Agencies co-located in USDA Service Centers (NRCS, RD, etc.)

  Note: Black and white copies are acceptable.

- print and distribute copies of all GovDelivery monthly newsletter and bulletins to locations around the county where producers gather, such as implement dealers, feed stores, cafes, courthouses, public libraries, civic centers, etc.

  Note: Black and white copies are acceptable.

- ensure that e-mail addresses for primary points-of-contact for community-based organizations, faith based organizations, and nongovernmental organizations with whom County Offices partner locally are loaded into the GovDelivery system

  Note: Coordinate with these individuals to ensure that the members and stakeholders of their organizations routinely receive the information through their respective digital and nondigital communications channels.

- consult with COC advisors about their suggestion for effectively reaching SDA community group leaders and related organizations that do not receive information electronically from FSA.

4   GovDelivery Marketing Materials

A   Overview

Marketing materials have been developed to assist with distributing information about GovDelivery for the purpose of adding agricultural producers as subscribers to the GovDelivery news and bulletin system. It is recommended that all State and County Offices make these materials available in public areas to be picked up by producers. In addition, materials should be distributed widely throughout the agricultural community through news media, public bulletin boards, and FSA stakeholder organizations. Additional materials including flyers, a draft news release, and a draft public service announcement that can be provided to media to promote GovDelivery are available through State's GovDelivery Group Administrator.

B   Multiple GovDelivery Business Cards (Pocket-Reference Cards)

General information about GovDelivery has been formatted to fit on business cards. These cards can be made available in public areas at State and County Offices and are especially handy for distribution at presentations, group gatherings, or agricultural fairs. It is recommended that each office have a minimum of 5 business cards on hand at the front desk for distribution at all times. The following is an example of a sheet of multiple business cards that may be obtained from the Group Administrator.

4   GovDelivery Marketing Materials (Continued)

B   Multiple GovDelivery Business Cards (Pocket-Reference Cards) (Continued)

4   GovDelivery Marketing Materials (Continued)

C   Legal-Sized Flyer

A legal-sized flyer was designed for display in high-traffic areas in the USDA Service Center or elsewhere in the community where it can be easily seen by agricultural producers. Individuals requesting more information can be provided with a business card or a legal-sized flyer. The following is an example of the legal-sized flyer that is intended for display in high-traffic areas; however, the content is under review and pending changes.

4   GovDelivery Marketing Materials (Continued)

D   Letter-Sized Flyer

A letter-sized flyer has been developed to use as a handout for producers seeking more information than is available on the business cards. The flyer can be used in the Service Center and in the community where organizational partners are willing to help with distribution. The following is an example of the letter-sized flyer that can be provided as a handout; however, the content is under review and pending changes.

4   GovDelivery Marketing Materials (Continued)

E   News Release

A news release has been developed to be used by State and County Offices to inform news media, agricultural media, agricultural organization newsletters, and other interested partners who may inform their members through print, e-mail or web site distribution. The text of the news release has been approved and **must** remain the same; **only** the contact information for the State and County Offices needs to be edited. The following is an example of the news release that can be sent to local news media and organizations; however, the content is under review and pending changes.

4   GovDelivery Marketing Materials (Continued)

F   Newsletter Promotional Text

Newsletter promotional text has been developed to be included in both paper and electronic County Office newsletters. The following is an example of the language that can be inserted into a newsletter; however, the content is under review and pending changes.

<div style="border:1px solid #000; padding:1em;">

GovDelivery Newsletter Blurb… for use in state and county hardcopy or online newsletters… introducing producers to GovDelivery

FSA Moving to Electronic Information

The USDA Farm Service Agency offices are moving toward a paperless operation.

Producers are asked to enroll in the new GovDelivery system which will provide notices, newsletters and electronic reminders instead of a hard copy through the mail.

FSA, like many other organizations, is trying to work smarter and be more efficient. Moving to electronic notifications via email will help conserve resources and save taxpayer dollars.

County Committee ballots will continue to be mailed to all eligible producers.

Interested producers may subscribe to receive e-mail updates by going to the USDA GovDelivery sign-up page found at the following web address:

http://www.fsa.usda.gov/subscribe

</div>

4   GovDelivery Marketing Materials (Continued)

G   Postcards

A sheet with 4 postcards, front and back, has been developed for mailing to producers to introduce them to GovDelivery. Postcards should be used sparingly; **only** when printing and postage funds are sufficient.

The following is an example of the back of the post cards that can be printed and sent to producers, as needed; however, the content is under review and pending changes.

4   GovDelivery Marketing Materials (Continued)

G   Postcards (Continued)

The following is an example of the front of the post cards that can be printed and sent to producers, as needed; however, the content is under review and pending changes.
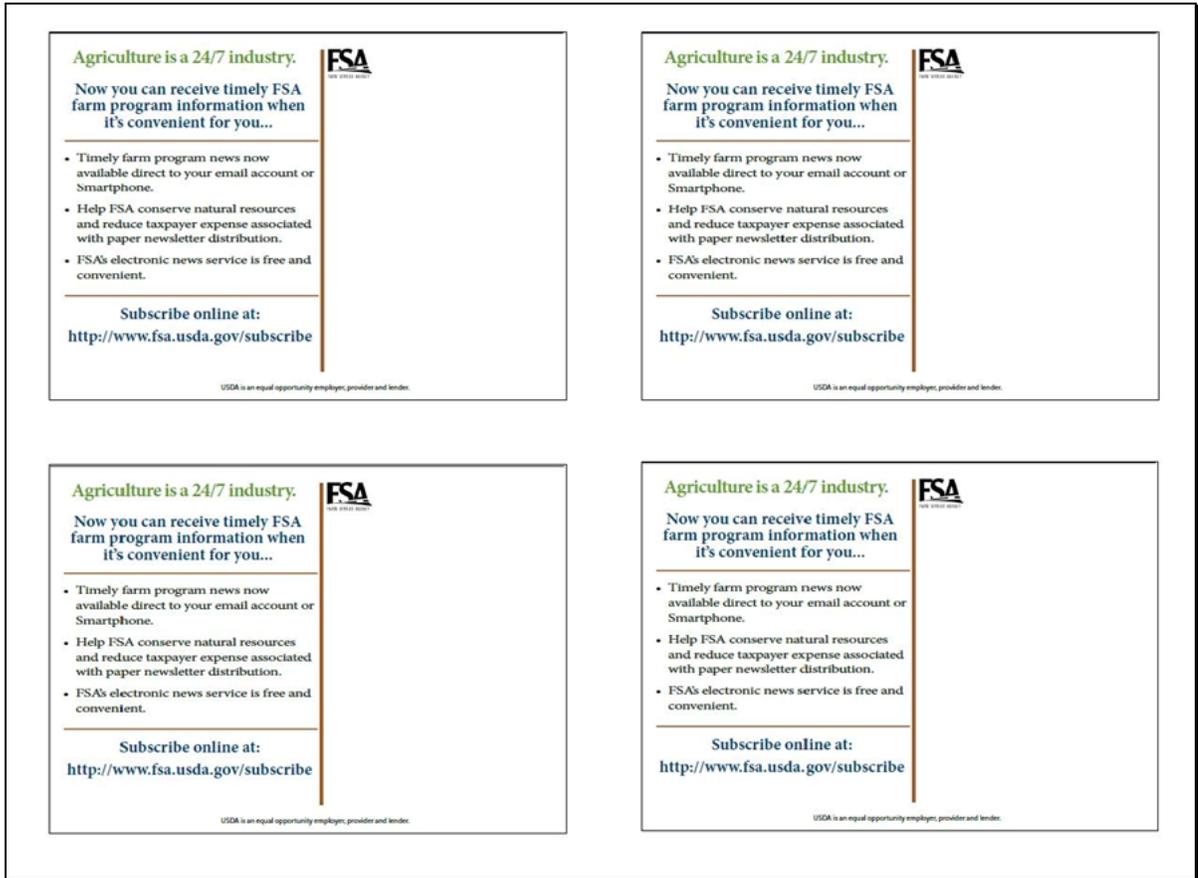
4   GovDelivery Marketing Materials (Continued)

H   Countertop Tent Card

A countertop tent card has been developed to be printed and placed for display on counters and desks in public areas in the Service Center. One side of the tent addresses producers and encourages them to speak with an FSA employee about signing up for GovDelivery. The other side of the tent addresses the FSA employee assisting the producer and provides steps to take to assist the producer with GovDelivery signup. The following is an example of the folded tent display that can be placed on desks or counters to assist both producers and employees; however, the content is under review and pending changes.

4   GovDelivery Marketing Materials (Continued)

I   Public Service Announcement

A short public service announcement has been developed that can be sent to radio stations or newspapers to be recorded for broadcast or printed for publication. The following is an example of the approved public service announcement; however, the content is under review and pending changes.

5   Processing E-Mail Addresses From SCIMS

A   Copying E-Mail Addresses From SCIMS to Excel

County Offices will begin collecting e-mail addresses from producers using AD-2047 (Exhibit 1).

Note: Producer signup to receive electronic newsletters remains voluntary until further notice.

5 Processing E-Mail Addresses From SCIMS (Continued)

A Copying E-Mail Addresses From SCIMS to Excel (Continued)

AD-2047 must be completed for **each** producer who elects to participate in GovDelivery. The following AD-2047 items **must** be completed.

Item	Description
1A	Producer's name.
3	Producer's e-mail address.
4	Check (✓) "**YES**" or "**NO**".

IF producers check (✓)…	THEN the producer will…
"**YES**"	continue to receive hard copies delivered by USPS, in addition to the e-mailed GovDelivery version.
"**NO**"	receive the e-mailed GovDelivery version **only**, instead of receiving a hard copy delivered by USPS. **Note:** Producers who check "**NO**" will continue to receive letters about their individual operations and COC voting ballots, by USPS.

Item	Description
7	Check (✓) "**Other (Specify)**", and write the statement, "**Customer elects to receive bulk mail correspondence electronically by GovDelivery**."
8A	Enter producer's name.
8B	Producer's signature is **required**.
8C	Date producer signed AD-2047 is **required**.

Other AD-2047 items may also be completed if there are additional changes to the producer's personal information that need to be recorded.

County Offices that receive a completed AD-2047 will update the SCIMS record to reflect the changes made on AD-2047. E-mail addresses that are updated in SCIMS will be imported into GovDelivery by the State or County Office GovDelivery administrator. After the producer's e-mail address has been imported into GovDelivery, it is the producer's responsibility to maintain and update their GovDelivery account and e-mail information for **all** State and/or County Offices for which the producer wants to receive program information.

County Offices that already have established e-mail distribution lists **shall** collect, from **each** producer, a completed AD-2047 **before** the e-mail address can be entered into SCIMS and/or imported into GovDelivery. County Offices will input all collected e-mail addresses into SCIMS, but will **not** add them individually into GovDelivery. The e-mail addresses will be compiled monthly through SCIMS download and input into GovDelivery on or around the 15th of every month, at which time the national SCIMS e-mail download is posted to the OEA GovDelivery SharePoint site for access and use by State and topic administrators. E-mail addresses are protected information under FOIA and the Privacy Act; and as such, FSA and GovDelivery will **not** share e-mail addresses with any outside source and will strictly follow FOIA and Privacy Act protocols.

5   Processing E-Mail Addresses From SCIMS (Continued)

B   Importing SCIMS E-Mail Addresses Into GovDelivery

Each month, the National Office will upload to the OEA GovDelivery SharePoint site, an Excel database by State and county of e-mail addresses added to SCIMS at the county level. This database will be uploaded on or around the 15th of each month.

Only GovDelivery group and topic administrators of record will be authorized access to the OEA GovDelivery SharePoint site.

For each monthly SCIMS e-mail database upload, topic administrators will download the database, filter the spreadsheet by State and county, and import the e-mail addresses into SCIMS following the import procedure outlined in GovDelivery administrator guides provided on the OEA GovDelivery SharePoint site, and as directed in national GovDelivery administrator training.

The official welcome e-mail will be sent immediately following the SCIMS e-mail download to all e-mail addresses since the last welcome e-mail was sent. See detailed instructions in the GovDelivery Guide located on the OEA SharePoint site under "GovDelivery".

Example of AD-2047

The following is an example of a completed AD-2047.

This form is available electronically.		Form Approved – OMB No. 0560-0265

AD-2047
(03-08-12)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency
Rural Development
Natural Resources Conservation Service

CUSTOMER DATA WORKSHEET REQUEST FOR SCIMS RECORD CHANGE
(FOR INTERNAL USE ONLY)

(See Page 2 for Privacy Act and Paperwork Reduction Act Statements)

PART A – CUSTOMER INFORMATION

1A. Customer's Full Legal Name or Business Name	1B. Customer or Business *Address (Including Zip Code)*
Any # Producer	123 Nowhere Street Anywhere, ST 99999

1C. Home Telephone Number *(Area Code)*	1D. Business Telephone Number *(Area Code)*	1E. Other Telephone Number *(Area Code)*
(999) 999-9999		

2. SSN or Tax ID Number *(9 Digits)*	3. E-Mail Address	4A. Do you want to receive mail by USPS?
	aproducer@farms.com	☒ YES ☐ NO
xxx-xx-xxxx		4B. Do you want to receive e-mails? ☒ YES ☐ NO

5. Producer is Customer of One or More of the Following Agencies. *(Check Appropriate Agency(ies) below:)*

☒ FSA   ☐ RD   ☒ NRCS   ☐ Not Participating

6. Is the Customer a Multi-County Producer?   ☒ YES *(If "YES," list States and/or Counties below:)*   ☐ NO

7. Reason for Request *(Check appropriate box(es) below:)*

☐ New Producer   ☒ Address Change   ☐ Telephone Change   ☐ Sale/Purchase   ☐ Life Event
☐ Other *(Specify)*:

8. Enter the name of the customer requesting the record change(s). If documentation is received by Fax or from a trusted source (i.e., USPS), attach documentation to this form. Only Part A, Item 1A and Part B shall be completed. If the request was received by telephone, complete applicable blocks necessary to document the change(s) and enter the requestor's name in Item 8A. Requestor's signature is not required. **(The only time the customer is required to sign Item 8B is when they are physically at a Service Center and providing FSA with applicable information.)**

8A. Name of Customer Requesting Change	8B. Signature	8C. Date of Record Change *(MM-DD-YYYY)*
Any # Producer		03-08-2012

PART B – SERVICE CENTER ACTION

9A. Agency Who Received Request: *(Check one below)*	9B. Initials of Employee Receiving Request *(If Different than Item 12A)*	9C. Date Service Center Employee Received the Request *(MM-DD-YYYY)*
☒ FSA ☐ NRCS ☐ RD	IMA	03-08-2012

10. How the Request for Change was Received:
☐ Office Visit ☒ Telephone ☐ FAX ☐ USPS ☐ Other *(Specify)*:

11. Remarks if Applicable:
Address updated on SCIMS 03-08-2012

12A. Signature of Employee Updating SCIMS if not initialed in Item 9B.	12B. Date Service Center Employee Updating SCIMS *(MM-DD-YYYY)*
	03-08-2012

FOR DISTRICT DIRECTOR/AREA CONSERVATIONIST USE ONLY.

13A. I concur/do not concur the above items have been properly updated.	☐ Concur	☐ Do Not Concur

13B. Name of District Director/Area Conservationist for Spot Check	13C. Signature of District Director/Area Conservationist for Spot Check

13D. Title	13E. Date *(MM-DD-YYYY)*

Example of AD-2047 (Continued)

AD-2047 (03-08-12)   Page 2 of 3

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is OMB Circular A-123, the Federal Managers' Financial Integrity Act of 1982, and the Privacy Act of 1974 (5 USC 552a - as amended). The information will be used to document a request for critical producer data changes within the Service Center Information Management System (SCIMS). The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to request changes within SCIMS.*

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0265. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

Example of AD-2047 (Continued)

	INSTRUCTIONS FOR AD-2047 (FOR INTERNAL USE ONLY)
PART A	Note: Items 1-6 are required only as applicable to requested change. Items not applicable to requested record change may be left blank.
1A	Enter customer's full legal name or Business Name.
1B	Enter customer or business mailing address including Zip Code.
1C	Enter customer's home telephone number including area code.
1D	Enter customer's business telephone number including area code.
1E	Enter customer's other telephone number including area code.
2	Enter customer's 9-Digit SSN or TIN as applicable.
3	Enter customer's e-mail address.
4	Enter "YES or NO" to indicate whether or not the customer wishes to receive mail and/or e-mail.
5	Check the appropriate boxes indicating the agency(ies) where the producer is customer.
6	Check "YES OR NO" to indicate whether or not the customer is a multi-county producer. If "YES," specify states and county offices.
7	Check appropriate box(es) to indicate the reason for the requested record change(s). If "OTHER," specify.
8A	Enter the name of the Customer requesting the record change(s). Customer requesting change shall sign. Note: - If documentation is received by Fax or from a trusted source (i.e., USPS), attach documentation to this form. Only Part A, Item 1A and Part B shall be completed. (Requestor's signature is not required.) - If the request was received by telephone, complete applicable blocks necessary to document the change(s) and enter the requestor's name in Item 8A. (Requestor's signature is not required.)
8B	The customer is only required to sign Item 8B when they are physically at a Service Center Site providing FSA with applicable information.
8C	Enter date *(MM-DD-YYYY)* the record change is requested.
PART B	Note: - Items 9A - 12B must be completed. - Items 13A - 13C must be completed only if selected for spot-check.
9A	Check the appropriate box indicating agency who received the request.
9B	Enter initials of Service Center employee receiving the request.
9C	Enter date *(MM-DD-YYYY)* Service Center employee received the request .
10	Check the box to indicate method by which the Service Center received the request. If other, specify.
11	Enter remarks regarding the records change.
12A	Enter the signature of Service Center employee updating SCIMS.
12B	Enter the date *(MM-DD-YYYY)* the Service Center employee updated SCIMS.
	FOR DISTRICT DIRECTOR/AREA CONSERVATIONIST USE ONLY.
13A	Check the box to indicate that the Agency Official did Concur or did not Concur.
13B	Enter the name of the District Director/Area Conservationist for Spot Check.
13C	Enter the signature of the District Director/Area Conservationist for Spot Check.
13D	Enter the Agency Official's Title.
13E	Enter the Date *(MM-DD-YYYY)*.