## UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington DC 20250

For: State and County Offices

## **Entering Ballot Information for the 2007 COC Election**

Approved by: Deputy Administrator, Field Operations

Heven a Connelly

#### 1 Overview

#### A Background

County Offices shall enter eligible COC nominee and ballot information, from submitted FSA-669A's, through the COC Election web site. This information will be used to create ballots for this year's election. If a County Office does **not** enter and save their ballot information, no ballots will be created for that county. The web site has been designed to allow County Offices complete control over the variable information on their ballots. County Offices may enter ballot information for as many local administrative area (LAA) elections as necessary. They are **not** limited to the 1 or 2 LAA's shown on the COC Election web site as being up for election this year.

#### **B** Purpose

This notice:

- reminds County Offices to dataload eligible COC nominee and ballot information into the COC Election web site using submitted FSA-669A's
- provides:
  - the date the screens will be available to the County Offices to enter information
  - instructions and screen prints for updating and maintaining COC/LAA data and eligible to vote flag on the COC election web site.

| Disposal Date   | Distribution   |
|-----------------|--|
| January 1, 2008 | State Offices; State Offices relay to County Offices |
| 8-29-07         | Page 1   |

## **1 Overview (Continued)**

## C Contact

If there are questions about this notice, contact either of the following DAFO employees:

- Kenneth Nagel by e-mail to **kenneth.nagel@wdc.usda.gov** or telephone at 202-720-7890
- Deborah Johnson by e-mail to **deborah.johnson@wdc.usda.gov** or telephone at 202-720-0067.

## 2 County Office Action

## A Updating Nominee Information

Beginning immediately, before availability of the Ballot Information Screens on the COC Election web site, County Office's shall ensure that:

- each nominee can be located as an **individual** in the Producer Election Data File in the COC Election web site (see Notice AO-1379 for complete instructions on using the Producer Election Data File)
- the **individual** is flagged eligible to vote and in the correct COC/LAA in the Producer Election Data File
- all names of individuals are in proper name format

**Example:** First name, middle initial (if applicable), last name; **not as** Hillendale Farms or any business name).

• any race, ethnicity, and gender information entered on FSA-669A by the nominee is correctly entered or updated in the Service Center Information Management System (SCIMS).

## **B** Entering Ballot Information

The screens for entering the nominee and ballot information should be available on the COC Election web site on **September 12, 2007**. All COC's that do **not** fall into 1 of the following categories shall enter their nominee and ballot information between September 12 and September 19.

Under the following specific conditions, COC's may have until September 24, 2007, to enter ballot information.

• COC's that did not receive any nominees may be delayed from entering their nominee and ballot data until a decision from the Secretary is received on how to proceed with the nomination process.

#### **B** Entering Ballot Information (Continued)

• COC's in targeted counties that did **not** receive any nominees, or that received no socially disadvantaged (SDA) nominees, may be delayed from entering their nominee and ballot data until the Secretary's decision is received.

Notification will be sent through each State Office about the Secretary's decision as soon as possible.

**County Offices shall ensure that the Sample Ballot and Transaction Completed Screens are printed and retained in COC election files.** Carefully follow the instructions in this table, through Step 14, to ensure that ballots will be received by voters for this election and that the ballots will be correct.

# Important: If Steps 13 and 14 are not completed, there will be no ballots created or mailed to the voters for this election.

| Step | Screen          | Action  |  |  |
|------|-----------------|---|--|--|
| 1    | Farm Service    | Go to <b>http://intranet.fsa.usda.gov/fsa</b> and under links on the left   |  |  |
|      | Agency<br>(FSA) | side, CLICK "FSA Applications".   |  |  |
|      | Intranet        | United States Department of Agriculture<br>Farm Service Agency (FSA) Intranet Monday August 27, 2007<br>Home About FSA Newsroom Help Contact Us Offices Phone Employee Information<br>FSA Home<br>FSA Home<br>FSA Applications<br>FSA Applications<br>FSA Applications<br>FSA Applications<br>FSA Applications<br>FSA Applications<br>FSA Infrastructure<br>Service Center<br>• CY2007 Disaster Legislation - County Lists<br>• Videos from Eligibility/Payment Limitation Training Available |  |  |

Enter ballot information according to this table.



| Step | Screen                              | Action   |  |  |
|------|-------------------------------------|--|--|--|
| 4    | eAuthentication                     | Enter eAuthentication user ID and password. CLICK "Login".   |  |  |
|      | Login                               | United States Department of Agriculture<br>USDA eAuthentication  |  |  |
| 5    | County FSA<br>Committee<br>Election | Select the desired County Office name from the dropdown box.<br>CLICK "FSA County Committee Election". |  |  |

| Step | Screen      | Action  |  |  |
|------|-------------|---|--|--|
| 6    | Election    | From the drop-down box, select the COC number and the LAA   |  |  |
|      | Information | number for the current COC election. CLICK "Submit".  |  |  |
|      |             | <ul> <li>Notes: Verify that the LAA displayed at the top of the page in red is correct. If this information is not correct, update the COC Directory on the web site.</li> <li>The application will not prevent the user from entering ballot information for a different LAA than what is displayed in the message. It is just telling the user which LAA is up for election according to what has been entered into the COC Directory. The COC Directory can be corrected anytime.</li> </ul> |  |  |
|      |             | Users may enter ballot information for as many LAA elections in their county as needed.   |  |  |
|      |             | If an <b>incorrect</b> LAA has been used since the beginning of   |  |  |
|      |             | the COC election process, exit the program, notify the State  |  |  |
|      |             | Office and prepare for a makeup election.   |  |  |
|      |             | Farm Service Agency<br>Online       County Office Committee (COC) Election<br>eterms Context Us Search Local Offices. USDA Home: Log Off         According to the Current COC Directory the Following COC and LAA are Up For Election this Year:  |  |  |

| Step | Screen                             | Action   |  |  |
|------|------------------------------------|--|--|--|
| 7    | Office Mail<br>Delivery            | Enter the mailing address where the return ballots will be mailed and CLICK "Submit". Ensure that the office name is entered on the first line, for example, "McNairy/Chester County FSA Office".  |  |  |
|      |                                    | Notes: If abbreviations are used in the street address, see 5-AS,<br>Exhibit 8 for USPS common address abbreviations.  |  |  |
|      |                                    | The system will accept either 5- or 9-digit ZIP Codes.   |  |  |
|      |                                    | CLICK "Submit".  |  |  |
|      |                                    | Farm Service Agency<br>Online  |  |  |
|      |                                    | AccessibilityStatement     Office Mail Delivery Address       AccessibilityStatement     (Used for Return Address and Mailing Address for Returning Ballots)       Erivacy and Security     "When using abbreviations, you must use the USPS list of common address abbreviations in Handbook 5-AS, Exhibit 8, "Office Name: McNainy/Chester County FSA Office       ESA County Committee     "Street: 512 Mulberry Ave       Elections Home Page     "City: Selimer       Cutrent Eligible Voter     "Submit       Meling List     Submit       Election Information     * Distinguishes required fields. |  |  |
| 8    | Voting                             | Enter the physical location (street address) of the County Office  |  |  |
| 0    | Location if<br>Voting in<br>Person | where an individual can hand deliver the ballots instead of returning<br>the ballots by mail. Ensure that the office name is entered on the<br>first line, for example, "McNairy/Chester FSA Office."<br>CLICK "Submit".   |  |  |
|      |                                    | Farm Service Agency         County Office Committee (COC) Election         Otec           Online         eferms Contact Us Search Local Offices USDA Hone Log Office         USDA Hone Log Office         USDA Hone Log Office   |  |  |
|      |                                    | Accessibility/Statement     Voting Location if Voting in Person       Privacy and Security:     *Enter the office name and physical street address where ballots may be brought in person.       Policy     *Office Name:       McNairy/Chester FSA Office       EstA County Committee     *Street:       Elections Home Page     *Street:       *City:     Selmer   |  |  |
|      |                                    | Mining List     *Zap: [38375-0130]       Mising List     Submit       Election Information     Submit       Office Delivery Address     * Distinguishes required fields.   |  |  |

| Step        | Screen  | Action  |  |  |  |
|-------------|---|---|--|--|--|
| 9           | Ballot Data   | Enter the address of the physical location (street address) where the ballots will be counted. Ensure that the office name is entered on the first line, for example, "McNairy/Chester FSA Office".<br>Enter the date and time the ballots will be counted.   |  |  |  |
|             |   | CLICK "Submit".   |  |  |  |
|             |   | County Office Committee (COC) Election           eFerms Contact Us Search Local Offices USDA Home Log Office  |  |  |  |
|             |   | Accessibility Statement Ballot Data (Location ballots will be counted at) Privacy and Security Policy *Office Name: McNairy/Chester FSA Office *Street: 512 Mulberry Ave FSA County Committee *City: Selemer: Security  |  |  |  |
|             |   | Elections Home Page     *Zip: [38375-0130]       Current Eligible Voter     (Date ballots will be counted)       Mailing List     *Month: December v *Day: 11 v *Year: 2006       Election Information     (Time ballots will be counted) ex (10.00)  |  |  |  |
|             |   | ^Time:       10       ⊙ *A.M. ○ *P.M.         Office Delivery Address       Submit         Yoting Location       *Distinguishes required fields.  |  |  |  |
| 10          | USDA<br>Service<br>Center<br>Information<br>Management<br>System<br>(SCIMS)<br>Customer | <ul> <li>Enter any of the following:</li> <li>candidate's ID number and ID type</li> <li>full or partial last name</li> <li>common name.</li> <li>CLICK "Search".</li> </ul>  |  |  |  |
| Search Page |   | USDA Service Center<br>Information Management System<br>Customer Search Page<br>Location State: Service Center.<br>TENNESSEE SELMER SERVICE CENTER<br>National Search: Service Center Details   |  |  |  |
|             |   | Type     Name       Individual O Business O Both     Starts With O Exact Match       Active I Active and Inactive I     First:  |  |  |  |
|             |   | ID: Common Name: ID: Zip Code: Common Name: ID: Vippe: Select One Vippe: Code: Phone No: Vippe: Code: |  |  |  |
|             |   | Search Reset  |  |  |  |

| Step | Screen    | Action   |  |  |
|------|-----------|--|--|--|
| 11   | Search    | A list of matches to the search data will be displayed. Select the   |  |  |
|      | Results   | nominee's name from the available list.  |  |  |
|      |           | Note: Users will only be able to select producers in the State and   |  |  |
|      |           | county where they have access through eAuthentication. Only  |  |  |
|      |           | producers in the correct COC/LAA with a check mark in the  |  |  |
|      |           | eligible to vote box in the Producer Election Data File, and   |  |  |
|      |           | coded as an individual in SCIMS, will be saved into the Candidate Data Screen  |  |  |
|      |           | Califidate Data Screen.  |  |  |
|      |           | USDA USDA Service Center   |  |  |
|      |           | Information Management System  |  |  |
|      |           |  |  |  |
|      |           | Search Results   |  |  |
|      |           | Select a customer:   |  |  |
|      |           | Active Potential Common<br>Duplicate Name Tax Id Id Address ZIP Code No State County   |  |  |
|      |           | Active No DAVID<br>TACKER  |  |  |
|      |           | Active No EDNA MAE   |  |  |
|      |           | Adtive No EDVTH TACKER TENNESSEE MCNAIRY   |  |  |
|      |           | Active No OREO TACKER  |  |  |
|      |           |  |  |  |
| 12   | Candidate | When the name of an eligible producer who is coded as an individual  |  |  |
|      | Data      | in SCIMS is selected, the name will be displayed in "Candidate(s)  |  |  |
|      |           | Entered" box. If the selected producer is not in the correct COC/LAA,  |  |  |
|      |           | message and will be allowed to search again.   |  |  |
|      |           |  |  |  |
|      |           | Farm Service Agency Online County Office Committee (COC) Election ote  |  |  |
|      |           | Accessibility:Siltement Candidate Data   |  |  |
|      |           | Envarg and Security *Candidate(s) Entered: GREG TACKER   |  |  |
|      |           | FSA. County Conneitee<br>Elections Home Page   |  |  |
|      |           | Churrent Eligible Voter<br>Mosling List  |  |  |
|      |           | Election Information   |  |  |
|      |           | Chick Delways Address . Contracts . Contra |  |  |

| Step         | Screen   | Action   |  |  |
|--------------|--|--|--|--|
| 12<br>(Cntd) | Candidate<br>Data                                  | For each nominee, CLICK "Search" and repeat steps 10 and 11 to select nominees until all have been entered in the box on the Candidate Data Screen. CLICK "Finish".  |  |  |
|              |  | Farm Service Agency<br>Online       Country Office Committee (COC) Election<br>eterms Contact Us Search Local Offices USBA Home Log Off       Online         Accessibility Sitement       Candidate Data         Prevery and Resonance<br>Elections Home Rage       "Candidate(s) Entered:<br>JAMES BRUMLEY<br>ANNE MERLE<br>VELMA ADAMS         ERA Counter Committee<br>Elections Home Rage       Candidate(s) Entered:<br>JAMES BRUMLEY<br>ANNE MERLE<br>VELMA ADAMS         Election Information<br>Critice Delivery Addecas       Search  |  |  |
| 13           | FSA County<br>Committee<br>Elections –<br>COC Data | <ul> <li>Confirm the data in each section of the sample ballot for accuracy. CLICK:</li> <li>"Yes" in the option boxes, if the information is correct</li> <li>"No", if any of the information is incorrect.</li> <li>Note: If "No" was clicked in any of the boxes, then the corresponding screen will be displayed after users CLICK "Submit". Changes can be made to the information.</li> <li>When all of the questions have been answered with "Yes", carefully review the entire ballot to confirm the information entered is correct.</li> <li>Print the sample ballot for your records.</li> <li>After the "Sample Ballot" is printed, CLICK "Submit". The information is not stored until users CLICK "Submit" after all of the questions are answered with "Yes".</li> </ul> |  |  |
| Note:        |  | Note: The information entered by the user on the "Sample<br>Ballot" must be checked very carefully, as this is the<br>information that will appear in the actual ballots. Any<br>information that is incorrect on the sample ballot will<br>be incorrect on the actual ballot. Ensure that the<br>printout of the "Sample Ballot" is retained for COC<br>records.  |  |  |

| Step    | Screen      |  | Action   |  |
|---------|-------------|--|--|--|
| 13      | FSA County  |  |  |  |
| (Cntd)  | Committee   | FSA Cou  | nty Committee Elections - COC Data   | and a stand st |
| (Cintu) | Elections   | and you will be taken back to the corresponding screen to ma   | selecting "les" in the option boxes below. If any c<br>ike changes to the information. | of the information is incorrect, select - No   |
|         | Elections – | Is the office information correct for McNairy County, Tenne<br>Is the noting address correct?                | ssee?  | *Yes  No   |
|         | COC Data    | Is the ballot counting information and time of counting correct  | t?   | *Yes  No   |
|         |             | Is the list of candidates correct?   | 1 2  | *Yes  No   |
|         |             | Is the office mailing address correct on the ballot return enve  | lope?<br>*Distinguishes required fields.   | *Yes 💿 No 🔘  |
|         |             | Please print this sample ballot scree  | en for your records, then press s  | submit to store your data.   |
|         |             |  | Submit   |  |
|         |             | [  | Front Page of Ballot   |  |
|         |             | UNITED STATES DEPARTMENT OF AGRICULTURE<br>Farm Service Agency   |  |  |
|         |             | MCNAIRY/CHESTER COUNTY FSA OFFICE  | ELECTION DATE:   | FIRST CLASS MAIL<br>AUTO   |
|         |             | 512 MULBERRY AVE<br>SELMER. TN 38375-0230  | 12-04-2006   | POSTAGE & FEES PAID<br>USDA-FSA  |
|         |             |  |  | PERMIT NO. G-96  |
|         |             |  | IMPORTANT: Ballot for FSA Committee Elections  | 3  |
|         |             | ADDRESS SERVICE REQUESTED  | PRODUCER NAME ENTERED BY CONTRA  | CTOR   |
|         |             |  | PRODUCER ADDRESS ENTERED BY CONT   | RACTOR   |
|         |             |  |  |  |
|         |             |  |  |  |
|         |             |  | Dage True of Ballat  |  |
|         |             | INSTRUCTIONS   | 1 Election Date:   |  |
|         |             | A. VOTE for 1 (one) candidate only. If you vote for more than one  | 12-04-2006 THE COUNTY OFFICE. MAILED E   | Y FOR MAILING BALLOTS OR VOTING IN PERSON AT<br>BALLOTS MUST BE POSTMARKED BY THIS DATE.                       |
|         |             | B. CIRCLE the candidate you are voting for or you may "Write-in"   | 2.DATE 3.COC-LAA 4.COUNTY  |  |
|         |             | C. Separate and return this portion only or your ballot will not be  | MAILED NO. CODE<br>11-02-2006 1 - 2 109  | ONE CANDIDATE  |
|         |             | counted.   |  | 7. BALLOTS WILL BE COUNTED IN  |
|         |             |  | 6. VOTING LOCATION IF VOTING IN PERSON<br>MCNAIRY/CHESTER FSA OFFICE                   | PUBLIC AT<br>MCNAIRY/CHESTER FSA OFFICE  |
|         |             |  | SELMER, TN 38375-0130  | 512 MULBERRY AVE<br>SELMER, TN 38375-0130<br>10:00 A.M. 12/11/2008   |
|         |             | VELMA ADAMS JAMES  | BRUMLEY ANNIE  | MERLE  |
|         |             |  |  |  |
|         |             | GREG TACKER  |  |  |
|         |             |  |  |  |
|         |             |  |  |  |
|         |             | BALLOT   | FOR FSA COMMITTEE ELECTIONS  |  |
|         |             |  | Ballot Return Envelope   |  |
|         |             | DO NOT REMOVE THIS LABEL   |  |  |
|         |             |  |  |  |
|         |             | PRODUCER NAME ENTERED BY<br>PRINTING COMPANY   | County Code:10   | 09 LAA: 2  |
|         |             | PRODUCER ADDRESS ENTERED BY  | RETURN ENVELOPE FOR FSA COM  | MMITTEE ELECTION BALLOT  |
|         |             | SIGN HERE  |  |  |
|         |             |  |  |  |
|         |             | VOTER MUST SIGN LABEL<br>You must sign on the above label next to "SISN HERE" or your ballot cannot be       |  |  |
|         |             | counted. If you sign with an "X" or other wark, your wark must be witnessed on<br>the back of this envelope. |  |  |
|         |             |  | MCNAIRY/CHESTER COUNTY FSA OFFICE  | E  |
|         |             |  | SIZ MULBERKY AVE<br>SELMER, TN 38375-0230  |  |
|         |             |  |  |  |
|         |             |  |  |  |
|         |             |  |  |  |

#### **B** Entering Ballot Information (Continued)

| Screen      | Action   |  |  |  |
|-------------|--|--|--|--|
| Transaction | The Transaction Completed screen will be displayed. The  |  |  |  |
| Completed   | information that   | was entered is <b>not</b> stored until the Transaction   |  |  |
|             | Completed scree  | en is displayed; if this screen is not displayed, ballots  |  |  |
|             | for this election will <b>not</b> be created and mailed.   |  |  |  |
|             | <b>Note:</b> Print this screen and retain with the sample ballot in COC election records.  |  |  |  |
|             | Farm Service Agency         County Office Committee (COC) Election         ote           Online         eforms Contact Us Search Local Offices USDA Home Log Off         ote |  |  |  |
|             | Accessibility Statement Transaction Completed  |  |  |  |
|             | Privacy and Security<br>Policy   | The information was successfully stored.   |  |  |
|             | County FSA Committee   | Ballot Information   |  |  |
|             | Elections Home Page State: Tennessee   |  |  |  |
|             |  | County: McNairy<br>COC: 1  |  |  |
|             | LAA: 2   |  |  |  |
|             | FSA County Committee Election  |  |  |  |
|             |  |  |  |  |
|             |  |  |  |  |
|             | Screen<br>Transaction<br>Completed   | Screen       Image: Screen information that completed screen for this election         Transaction Completed       Information that completed screen for this election         Note:       Print this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election         Image: Screen for this election       Image: Screen for this election |  |  |

#### **3** State Office Action

#### A Action

Each State Office shall ensure that every County Office in their State has completed entering the nominee and ballot information through communication with County Offices as well as the following resources:

- the Candidate Report available on the COC State AO Reports web site under "FSA Applications" at http://intranet.fsa.usda.gov/fsa/
- ballot data entered by County Offices on the COC Election web site may be reviewed on the web site or by using screen prints faxed by County Offices to State Offices.

Note: State Office shall ensure that each County Office has:

- successfully entered the ballot information by finding the county listed in the State's Candidate Report located on the COC State AO Reports web site
- entered the total number of nominees they have received; a common cause of invalid elections occurs when County Offices fail to enter all nominees on the web site or do not CLICK "Submit" and save their ballot information.