

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Common Management and Operating Provisions 1-CM (Revision 3)</b>	<b>Amendment 35</b>
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**Approved by:** Acting Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Background**

A revised AD-2017 has been:

- developed to eliminate the use of the SCIMS eAuthentication Access Excel spreadsheet
- used for State Offices requesting PYBC change authority.

**B Reasons for Amendment**

This amendment:

- provides revised procedure for requesting access to SCIMS, as well as a revised AD-2017
- adds procedure for State Offices requesting PYBC change authority.

Subparagraph 141 C has been amended to:

- provide revised procedure for requesting access to SCIMS through FSA Security Operations
- add procedure for State Offices requesting PYBC change authority
- remove the example of AD-2017.

Exhibit 11.4 has been added to include the revised AD-2017 and instructions.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
11	6-41, 6-42 6-42.3, 6-42.4 (remove) 6-42.5, 6-42.6	1, pages 1, 2 page 3 11.4, pages 1, 2 (add)



**Part 32 Facility Name and Address File**

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**Section 2 Customer and Employee Name and Address File****141 Accessing Name and Address From SCIMS****A Purpose**

Customer and core data is stored in a central database maintained by ITSD-ADC known as SCIMS. Accessing the name and address for adding, inactivating, reactivating, or viewing customer core data requires accessing SCIMS through the Intranet.

Only authorized **USDA** Service Center personnel may access SCIMS to add, delete, update, or view customer core data.

**\*--Note:** Only **permanent USDA Service Center employees** are authorized to access SCIMS. Requests for exceptions for temporary employees or non-USDA personnel must be submitted in writing to the National SCIMS Security Officer.--\*

After a customer's core data has been entered in SCIMS and a legacy link has been established, the core data will download to the AS/400 name and address files in the county where the legacy link has been established.

**Note:** If a legacy link is not established, the core data will reside only in SCIMS.

**B Definitions**

Customer core data means name and address data that has been determined to be used by at least 2 of the agencies in the Service Center.

Authorized user means USDA Service Center employees who have been certified to have received sufficient training commensurate with their requested role in the use of SCIMS on AD-2017 by their respective agency's State or County SCIMS Security Officer and have been processed through FSA security operations by their respective agency's State SCIMS Security Officer.

## 141 Accessing Name and Address From SCIMS (Continued)

**C Requesting Access to SCIMS Through FSA Security Operations**

\*--Service Center employees shall request access to SCIMS through their respective agency State SCIMS Security Officer (See Exhibit 11.5).

State SCIMS Security Officers shall be responsible for requesting access to SCIMS for their respective employees. Requests shall be submitted to FSA Security Operations through the State Security Liaison Representative on AD-2017 by completing the required entries according to Exhibit 11.4.

**Notes:** AD-2017 will also be used for requesting PYBC change authority. See Exhibit 11.4.

See Exhibit 11.5 for a list of State SCIMS Security Officers for FSA, NRCS, and Rural Development.

AD-2017:

- is required and is the only official form for requesting access to SCIMS and requests for PYBC changes
- is required to certify that users have received adequate training commensurate with their requested access role
- shall be FAXed to FSA Security Operations when both requesting access and revoking access to SCIMS--\*

**Note:** The FSA Security Operations FAX number is 816-627-0687.

- shall be maintained by the respective State SCIMS Security Officer
- shall be used to document “Revocation of Authority” by completing Part C.

\* \* \*

141 Accessing Name and Address From SCIMS (Continued)

D Accessing SCIMS

SCIMS applications shall be accessed through IE using CCE equipment. Open IE, type <http://intranet.fsa.usda.gov/fsa> in the address field, and PRESS “Enter”.

**Note:** NRCS employees will use the My NRCS website to access SCIMS. The My NRCS website is located at <https://my.nrcs.usda.gov/nrcs.aspx>. On the Homepage, CLICK “Field Office Tools” tab and then select the “Customers” SCIMS link.

E FSA’s Intranet Homepage

FSA’s Intranet Homepage will be displayed. CLICK “FSA Applications” and CLICK “SCIMS” under Common Application Menu.







## Reports, Forms, Abbreviations, and Delegations of Authority

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		750, 753
AD-2017	Service Center Information Management System (SCIMS) Access Form	Ex. 11.4	141, Ex. 2
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		177, 178
CCC-36	Assignment of Payment		211, 934
CCC-37	Joint Payment Authorization		211, 934
CCC-64	Surety Bond (Minor)	677	
CCC-184	CCC Check		679, 779
CCC-501A	Member's Information		753
CCC-502	Farm Operating Plan for Payment Eligibility Review		753
CCC-509	Direct and Counter-Cyclical Program Contract		709, 710
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		72, 753
CCC-605	Designation of Agent - Cotton		728, 731
CCC-1099-G	Report of Payments to Producers		276
CRP-1	Conservation Reserve Program Contract		211

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		728
FSA-211	Power of Attorney	Ex. 60	Part 25, 178, 709, Ex. 2
FSA-211-1 <u>1/</u>	Power of Attorney for Husband and Wife		728
FSA-211A	Power of Attorney Signature Continuation Sheet	Ex. 60	728
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent	779	
FSA-410-1	Request for Direct Loan Assistance		177, 178
FSA-476	Notice of Acreage Bases, Payment Yields and CRP Reduction		83
FSA-570	Waiver of Eligibility for Emergency Assistance	802	801
FSA-2301	Request For Youth Loan		177, 178
I-151	Alien Registration Receipt Card		178, 932
I-551	Alien Registration Receipt Card		178, 932
SF-256	Self-Identification of Handicap	Ex. 13	179
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	780	
SF-1199A	Direct Deposit Sign-Up Form		728
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		728
UCC-1	UCC Financing Statement		681
UCC-1F	Effective Financing Statement		681
W-7	Application for IRS Individual Taxpayer Identification Number		127

1/ FSA-211-1 is obsolete.

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in Exhibit 102

The following abbreviations are not listed in Exhibit 102.

Approved Abbreviation	Term	Reference
AGI	adjusted gross income	750
APO	Army Post Office	179, 932
CCE	Common Computing Environment	141
CY	current year	208, 212
DBA	doing business as	177
e-FC	electronic funds control	20
EQIP	Environmental Quality Incentives Program	750-754
FIPS	Federal Information Processing Standards	Ex. 101
FRS	Farm Records Management System	752
FSRIA	Farm Security and Rural Investment Act of 2002	106, 107
HC	highway content	179
IE	Internet Explorer	141
ITSD-ADC	Information Technology Services Division - Application Development Center	141, 156
LAA	local administrative area	142, 208, 212, 291, 294, 305
LLC	Limited Liability Company	121, 178.6
MQ	Marketing Quota	208, 209
NSCP	Naval Stores Conservation Program	779, 918
OIP	Office Information Profile	Ex. 11.4
OT	other producer	197
PYBC	Prior Year Business Code	141, Ex. 11.4
RR	rural route	179, 208
SCIMS	Service Center Information Management System	Text, Ex. 11, 11.5, 12, 12.5-12.10, 104
TAA	Trade Adjustment Assistance	728

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
Authority to act for entities may be redelegated by the representative by filing FSA-211 for an agent to perform for the trust or estate.	730



\*--Completing AD-2017

**A Instructions for Completing AD-2017**

Complete AD-2017 according to this table.

Item	Instructions
1	Enter the date that access is requested.
2	Enter the employee's name.
3	Enter the employee's eAuthentication user ID.
4	Enter the State name.
5	Enter the county name.
6	Enter the OIP code.  <b>Note:</b> OIP codes are available at <a href="http://intranet.fsa.usda.gov/fsa/">http://intranet.fsa.usda.gov/fsa/</a> . Under "Forms, Publications, and Supplies", CLICK "State/County Name & Address List".
7	Enter a checkmark for the type of employee, as applicable.  <b>Note:</b> SCIMS access for temporary or non-USDA employees must be approved by the National SCIMS Security Office according to subparagraph 141 A.
8	Enter a checkmark for the applicable agency.
9	Enter a checkmark for the type of access requested.  <b>Note:</b> AD-2017 shall also be used to submit requests for PYBC changes. PYBC change requests shall be FAXed to the Common Provisions Branch Chief at 202-720-0051. These requests shall <b>not</b> be FAXed to FSA Security Operations.
10	Enter a checkmark for the requested action, as applicable.
11	Read "Certification by Employee" before completing items 12A and 12B.
11A	The requesting employee shall sign.
11B	Enter date of signature.
12	Read "Certification by SCIMS Security Officer" before completing items 13A through 13D.
12A	SCIMS Security Officer shall sign.
12B	Enter date of signature.
12C	Concurring State Security Liaison Representative shall sign.
12D	Enter date of signature.
13	Enter any pertinent remarks.
14A	Common Provisions Branch Chief shall sign.  <b>Note:</b> PYBC requests will be approved or disapproved by the Common Provisions Branch Chief in item 14B. The requestor will be notified by e-mail of action taken.
14B	Common Provisions Branch Chief shall approve or disapprove.
14C	Enter date of signature.
15	Read "Renovation by SCIMS Security Officer" before completing items 15A and 15B.
15A	SCIMS Security Officer shall sign.
15B	Enter date access to SCIMS is revoked.  <b>Note:</b> Requests for revocation of access to SCIMS shall be FAXed to FSA Security Operations at 816-627-0687.

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\*--Completing AD-2017 (Continued)

B Example of AD-2017

The following is a completed example of AD-2017.

<p><b>This form is available electronically.</b></p> <p><b>AD-2017</b> U.S. DEPARTMENT OF AGRICULTURE (04-24-08) <b>SERVICE CENTER INFORMATION MANAGEMENT SYSTEM (SCIMS) ACCESS FORM</b></p>		<p>1. Request Date (MM-DD-YYYY) 04/22/2008</p>
<p><b>PART A - INSTRUCTIONS: State SCIMS Security Officers shall be responsible for requesting from FSA Security Operation access to SCIMS for their responsible employees. Please complete a separate form for each employee.</b></p>		
<p>2. Employee Name (Last, First, MI) Hunt, Christian A.</p>		<p>3. Employee's eAuthentication User ID chris.hunt</p>
<p>4. State Name West Virginia</p>		<p>5. County Name Jefferson</p>
<p>6. Office Information Profile (OIP) Code 66673</p>	<p>7. Type of Employee (Check one below): <input type="checkbox"/> Permanent Federal <input checked="" type="checkbox"/> Permanent County Office <input type="checkbox"/> Temporary Federal <input type="checkbox"/> Temporary County Office <input type="checkbox"/> Other (Specify):</p>	<p>8. Agency (Check one below): <input checked="" type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RD <input type="checkbox"/> Other (Specify below):</p>
<p>9. Type of Access Requested (Check one below): <input checked="" type="checkbox"/> Full Access (Employee complete Items 11A and 11B) <input type="checkbox"/> View Only Access <input type="checkbox"/> Prior Year Business Code (PYBC) Changes (WDC Approval Required). <i>PYBC requests shall be FAXed to the Common Provisions Branch Chief at 202-720-0051. These requests shall not be FAXed to FSA Security Operations.)</i></p>		<p>10. Office Information Profile (OIP) Code <input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Modify</p>
<p><b>PART B - CERTIFICATIONS</b></p>		
<p><b>11. Certification by Employee</b> <i>By signing this form, I certify that I have received training by a USDA Employee who has authority to grant me use of the SCIMS database. I understand that proper use of the database and the consequences of accessing and making changes to customer's core data. I certify that I will use the database only for conducting USDA Government business as a necessary part of my position with the United States Department of Agriculture.</i></p>		
<p>11A. Employee's Signature <i>/s/ Christian A. Hunt</i></p>		<p>11B. Date (MM-DD-YYYY) 04/22/2008</p>
<p><b>12. Certification by SCIMS Security Officer</b> <i>As State or County SCIMS Security Officer, I certify that the above employee has received sufficient training on the use of the SCIMS database. By signing this form, I have granted this USDA employee permission to access the SCIMS database to conduct official USDA business.</i></p>		
<p>12A. SCIMS Security Officer's Signature <i>/s/ Leanne Dilsworth</i></p>		<p>12B. Date (MM-DD-YYYY) 04/23/2008</p>
<p>12C. State Security Liaison Representative's Concurrence <i>/s/ Jerry Pugh</i></p>		<p>12D. Date (MM-DD-YYYY) 04/23/2008</p>
<p>13. Remarks:</p>		
<p>14A. Signature of Common Provisions Branch Chief. (Complete only if Item 9, PYBC is checked.)</p>	<p>14B. Common Provisions Branch Chief's Concurrence <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p>	<p>14C. Date (MM-DD-YYYY)</p>
<p><b>PART C - REVOCATION OF AUTHORITY</b></p>		
<p><b>15. Revocation by SCIMS Security Officer</b> <i>The authority for the above-named person was revoked on the day shown below:</i></p>		
<p>15A. SCIMS Security Officer's Signature</p>		<p>15B. Date (MM-DD-YYYY)</p>
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all 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, genetic information, political beliefs, 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, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small></p>		

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