

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Common Management and
Operating Provisions
1-CM (Revision 3)**

Amendment 61

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraphs 177 B and 178 B have been amended to revise the instructions for setting the receive mail indicators in SCIMS.

Page Control Chart		
TC	Text	Exhibit
	7-51, 7-52 7-59, 7-60	

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

The following table lists additional customer data elements. Some entries are required to create the core data in SCIMS.

Field	Required	Valid Entry
Common Name		<p>The common name will download to the AS/400.</p> <p>Examples: Robert Smith is known as Bob Smith. Jerry Saar DBA Saar Ranch.</p> <p>Note: If left blank, the customer's first name, middle initial, and last name and suffix will default. However, the common name can be changed.</p>
Customer Type		<p>Individuals may be changed to a business with a Social Security number for only the following:</p> <ul style="list-style-type: none"> • LLC's (paragraph 178.6) • revocable trusts (paragraph 178.8).
Middle Name		Enter either the customer's complete middle name or an initial.
Gender	X	Use the drop-down menu to select the gender of the customer.
Gender Determination Code	X	<p>To indicate how the gender of the customer was determined, use the drop-down menu to select either of the following:</p> <ul style="list-style-type: none"> • "Customer Declared" indicates verbal information directly from the customer or submission by the customer on a standard disclosure form <p>*--Note: See paragraph 199.--*</p> <ul style="list-style-type: none"> • "Employee Declared" indicates an unsubstantiated judgment or information obtained through a third party.
Citizenship Country	X	<p>The citizenship of the customer:</p> <ul style="list-style-type: none"> • defaults to "United States" • may be changed by selecting a country from the drop-down menu.
Veteran		<p>The veteran status of the customer:</p> <ul style="list-style-type: none"> • defaults to "Unknown or N/A" • may be changed by selecting from the drop-down menu. <p>Note: An entry of "Y" or "N" is required for FLP customers.</p>

177 Entering Customer Core Data for an Individual (Continued)

B Entering Additional Customer Data (Continued)

Field	Required	Valid Entry
Receive Mail Indicators		<p>The receive mail indicators:</p> <ul style="list-style-type: none"> • default to blank • shall be checked according to the following, if item: <ul style="list-style-type: none"> • 4 A is checked “Yes” on the customer’s AD-2047, check the applicable agency indicators from which the customer wants to receive USPS mail • 4 B is checked “Yes”, on the customer’s AD-2047, check the applicable agency indicators from which the customer wants to receive general e-mails * * * and ensure that the e-mail address is recorded according to subparagraph 179 F <p>*--Note: Customers who have checked “No” for item 4 B, but have checked item 4 C “Yes” will automatically be signed up for GovDelivery. At this time, the customer must unsubscribe from GovDelivery if they do not wish to receive GovDelivery e-mails.--*</p> <ul style="list-style-type: none"> • 4 C is checked “Yes”, on the customer’s AD-2047, check the applicable agency indicators from which the customer wants to receive sensitive producer and farm information e-mails, check “Electronically” option, and ensure that the customer’s e-mail address is recorded according to subparagraph 179 F. <p>Notes: Sensitive e-mail includes, but is not limited to, FSA-476DCP, FSA-156EZ, etc.</p> <p>The “Receive Mail Indicators”, “Electronically” option applies only to FSA programs.</p>
Limited Resource Producer		<p>To indicate the limited resource producer status, use the drop-down menu to select 1 of the following:</p> <ul style="list-style-type: none"> • “Yes” • “No” (default) • “Unknown”. <p>Note: See Exhibit 2 for definition of “limited resource producer” before updating this field.</p>

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business Data (Continued)

The following table lists additional customer data elements. Some entries are required to create the core data in SCIMS.

Field	Required	Valid Entry
Common Name		This will default to the business name, but may be changed.
Customer Type		The only businesses using a Social Security number that can be changed to an individual are: <ul style="list-style-type: none"> • revocable trust • limited liability company.
Business Prior1		The user cannot update. Note: The Business Prior 1 is updated each year at rollover with the previous year's value.
Business Prior2		The user cannot update. Note: The Business Prior 2 is updated each year at rollover with the Business Prior 1 value.
Gender		Indicate the business owner's gender by using the drop-down menu to select 1 of the following: <ul style="list-style-type: none"> • "Org Other" • "Org/Fem Owned" • "Org/Male Owned" • "Unknown".
Gender Determination Code		To indicate how the gender of the business owner was determined, use the drop-down menu to select either of the following: <ul style="list-style-type: none"> • "Customer Declared" indicates verbal information directly from the customer or submission by the customer on a standard disclosure form <p>*--Note: See paragraph 199.--*</p> <ul style="list-style-type: none"> • "Employee Declared" indicates an unsubstantiated judgment or information obtained through a third party. <p>Note: The Determination Code is a required entry if "Gender" is entered.</p>

178 Entering Customer Core Data for a Business (Continued)

B Entering Additional Business Data (Continued)

Field	Required	Valid Entry
Receive Mail Indicators		<p>The receive mail indicators:</p> <ul style="list-style-type: none"> • default to blank • shall be checked according to the following, if item: <ul style="list-style-type: none"> • 4 A is checked “Yes” on the customer’s AD-2047, check the applicable agency indicators from which the customer wants to receive USPS mail • 4 B is checked “Yes”, on the customer’s AD-2047, check the applicable agency indicators from which the customer wants to receive general e-mails * * * and ensure that the e-mail address is recorded according to subparagraph 179 F <p>*--Note: Customers who have checked “No” for item 4 B, but have checked item 4 C “Yes” will automatically be signed up for GovDelivery. At this time, the customer must unsubscribe from GovDelivery if they do not wish to receive GovDelivery e-mails.--*</p> <ul style="list-style-type: none"> • 4 C is checked “Yes”, on the customer’s AD-2047, check the applicable agency indicators from which the customer wants to receive sensitive producer and farm information e-mails, check “Electronically” option, and ensure that the customer’s e-mail address is recorded according to subparagraph 179 F. <p>Notes: Sensitive e-mail includes, but is not limited to, FSA-476DCP, FSA-156EZ, etc.</p> <p>The “Receive Mail Indicators”, “Electronically” option applies only to FSA programs.</p> <p>*--Must be left blank for CMA, DMA, or LSA.--*</p>