

For: State Offices and Service Centers

**Providing Notification of FSA-669's Received for 2012 COC Election**

Approved by: Acting Deputy Administrator, Field Operations



**1 Overview**

**A Background**

The uniform guidelines for conducting COC elections, effective January 18, 2005:

- require FSA to notify the Secretary if no FSA-669A's are filed for COC seats
- give the Secretary the right to nominate up to 2 individuals for the slate of COC if no FSA-669A's are filed for COC seats.

**B Purpose**

This notice provides guidance to State Offices and Service Centers for notifying the National Office of the Service Centers that received **no** valid FSA-669A's for the 2012 COC election.

**Note:** This applies equally to **all** Service Centers.

A report on nomination activity must be provided to the Secretary, so a determination can be made about Secretarial nominations in Service Centers that received no FSA-669A's. **All** State and County Offices are **required** to provide this information by the deadlines specified in this notice.

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2012 8-1-12	State Offices; State Offices relay to Service Centers

## Notice AO-1547

### 1 Overview (Continued)

#### C Contacts

The following table provides contacts if there are questions about this notice.

<b>IF located in a...</b>	<b>THEN contact...</b>
Service Center	the State Office.
State Office	either of the following: <ul style="list-style-type: none"><li>• Deborah Johnson, DAFO, at 202-720-0067</li><li>• Barbara Boyd, DAFO, at 202-720-7890.</li></ul>

### 2 Action

#### A Service Center Action

The deadline to receive all FSA-669A's is **COB August 1, 2012**. All Service Centers shall provide notification to the State Office of the number of FSA-669A's received for eligible nominees by **COB August 10, 2012**. If no FSA-669A's for eligible nominees were received, report as "0".

All Service Centers shall provide notification to the State Office by e-mail, or as directed by the State Office.

#### B State Office Action

State Offices shall:

- ensure that each Service Center provides a report of the number of FSA-669A's for eligible nominees that were received
- complete the 2012 COC Nomination Survey located at <https://fsa.sc.egov.usda.gov/mgr/DAFO/default.aspx> by **COB August 14, 2012**.

**Note:** Users will need to complete a separate survey (subparagraph C) for **each** COC election in the State that received no valid FSA-669A's.

Reports are required from **all** State Offices. This action satisfies the requirement in 15-AO, subparagraph 108 B to provide notification to DAFO no later than 10 calendar days after the end of the nomination period if no nominations were received for an election.

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### 2 Action (Continued)

#### C Examples of Survey Screens

The following are:

- examples of survey screens for State Offices to report nominations received for COC elections
- instructions for completion.

##### Screen 1

FSA SharePoint Home > MGR > Deputy Administrator for Field Operations > 2012 COC Nomination Survey > Respond to this Survey

### 2012 COC Nomination Survey: Respond to this Survey

Next Save Cancel

\* indicates a required field

1. State: \*

2. Phone Number of Report Preparer: \*

3. Did each COC election in this state receive at least one valid nomination? \*

Yes  
 No

Next Save Cancel

If:

- “Yes” is selected, CLICK “Next” to go to item 6 in Screen 4
- “No” is selected, CLICK “Next” to go to item 4 in Screen 2.

##### Screen 2

Next Save Cancel

4. Enter the name of the HQ county that received no nominations:

Created at 7/30/2012 12:41 PM by - FSA, Washington, DC  
Last modified at 7/30/2012 12:41 PM by - FSA, Washington, DC

Next Save Cancel

2 Action (Continued)

C Examples of Survey Screens (Continued)

CLICK "Next" to go to item 5 in Screen 3.

Screen 3

5. Select the LAA(s) up for election that didn't receive any nominations.

- LAA 1
- LAA 2
- LAA 3
- LAA 4
- LAA 5
- LAA 6
- LAA 7
- LAA 8
- LAA 9
- LAA 10
- LAA 11

Created at 7/30/2012 12:47 PM by . - FSA, Washington, DC  
Last modified at 7/30/2012 12:47 PM by . - FSA, Washington, DC

Next Save Cancel

CLICK "Next" to go to item 6 in Screen 4.

Screen 4

6. Comments

Finish Cancel

Created at 7/30/2012 12:47 PM by . - FSA, Washington, DC  
Last modified at 7/30/2012 12:48 PM by . - FSA, Washington, DC

Finish Cancel

CLICK "Finish"