

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Farm Records and Reconstitutions for Current Year 10-CM (Revision 1)	Amendment 2
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 C has been amended to update COC responsibilities and documentation in the COC minutes.

Subparagraph 3 C has been amended to add references to Appeals Exhausted Dates, ANSI State and county data entries and remove reference to the prior combined in/from divided from/to data entries.

Subparagraph 21 B has been amended to provide guidance on determining an operator.

Subparagraph 21 F has been withdrawn.

Subparagraph 22:

- A has been amended to add a note about entering “Unknown” as owner
- B has been amended update the handbook reference
- E has been withdrawn.

Subparagraph 24:

- B and C have been amended to update the definition of a tract based on physical location
- E has been amended to update the definition of CLU based on physical location
- F has been amended to provide a COC determination of non-agricultural, as a reason for inactivating farms.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 25:

- B has been amended to include Christmas trees as a crop that meets the cropland definition
- C has been amended to include a chart (from 1-ARCPLC) that provides land uses considered agricultural and non-agricultural.

Subparagraph 27:

- B has been amended to add paragraph reference and clarification
- E has been amended to provide an exception to the requirement of completing a tract and farm division when COC determines part of a tract is non-agricultural, but ownership has not changed.

Subparagraph 28 B has been amended to clarify procedure for delineating Federal and State grazing lands when land is bisected by roads or other permanent structures.

Subparagraph 29:

- C has been amended to add Physical Location to the rules for delineating CLU's
- E has been amended to require County Offices to send a notification letter to producers advising of boundary changes (Exhibit 6).

Subparagraph 30 E has been amended to remove native pasture from cropland and add a reference to the wetland determinations corresponding to the wetland point layer.

Subparagraph 33:

- A has been amended to update guidance for creating new farms and add 1-CM as reference for the MOU with NRCS
- B has been amended to clarify guidance replicating farms to prior year and remove reference to NAP and FAV/WR.

Subparagraph 34:

- C has been amended to update the paragraph reference and provide that tract level wetland determinations should correspond with the wetland point layer
- H has been amended to provide reference the Appeals Exhausted Date.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 35 B has been amended to update the paragraph reference and provide guidance on native sod deleted with rollover when all four years of planting history have been met.

Subparagraph 36:

- A has been amended to provide reference to the tools and instructions for creating the out-of-balance tract report
- B and C have been amended to revise Generic Base references
- D has been amended to provide reference to the CCC-517 base redistribution tools
- F has been amended to update the paragraph reference
- G has been added for guidance on maintaining CCC-505 reduction acres reduced because of CRP enrollment.

Subparagraph 37:

- B has been amended to update guidance on generic base acres
- D has been amended to clarify the steps for adjusting tract level PLC yields because of restoration of base acres after CRP and update the example.

Subparagraph 64:

- A has been amended to add August 1 as the deadline to request a farm transfer
- B has been amended to clarify that requested farm transfers must be acted on by the end of the FY.

Subparagraph 65 A has been amended to provide guidance for records that are accessible electronically.

Subparagraph 90 D has been amended to instruct County Offices to follow 2-CP for impacts on FSA-578 as a result of a reconstitution.

Subparagraph 93:

- B has been amended to require 8/1 as the deadline to request a reconstitution for **all** farms. Previously this deadline only applied to farms subject to ARC/PLC
- E has been amended to provide clarification on initiated reconstitutions.

Subparagraph 95 A has been amended to update the deadlines to request a reconstitution.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 109:

- H has been added to provide guidance on reconstitution ID numbers
- I has been added to provide guidance on the reconstitution reports.

Subparagraph 110 B has been amended to add “same operator” as a requirement for combining farms.

Paragraph 115 has been amended because of allocation of generic base.

Paragraph 116 has been withdrawn.

Subparagraph 170 B has been amended to clarify distribution of acres for CRP reconstitutions.

Subparagraph 185:

- A has been amended to update guidance on creating a substitution in CRM
- D and F have been amended to change instructions to view only.

Subparagraph 186 C has been amended to update step 5.

Subparagraph 191 C has been amended to clarify selecting the applicable Base and Yield Notice version.

Subparagraph 192:

- B has been amended to update the assignment blocks
- C has been amended to add the Reconstitution History and Glossary assignment block.

Subparagraph 193:

- B has been amended to:
 - add Appeals Exhausted Dates and revised screen prints
 - add Reconstitution History assignment block and example
 - remove reference to generic base.
- C has been amended to:
 - add ANSI State and county and change screen print
 - add Appeals Exhausted Dates and revised screen prints
 - revise Tract Level CRP MPL Acres to a system populated entry
 - add Reconstitution History assignment block and example.
- D has been amended to add ANSI State and county to the general data assignment block and update the screen example.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 209 B has been amended to add a note on imagery.

Subparagraph 220 A has been amended to capitalize the names of GIS editing tools.

Paragraph 229 has been amended to add ANSI to CLU attributes.

Paragraph 234 has been amended to add reference to ANSI State and county and update the screen example.

Subparagraph 236 C has been amended to capitalize the Yes and No.

Subparagraph 239 C has been amended to provide that the native sod data will be deleted during rollover if all four years of planting have been entered.

Subparagraph 247:

- A has been amended to update the data listed in the Tract General Data assignment block add ANSI State and County physical location
- B has been amended to add a revised screen print.

Paragraph 247.5 has been added to include Tract Level Reconstitution History Assignment Block Editing.

Subparagraph 248:

- C has been amended to clarify the required Cropland Adjustment Code Reason
- D has been amended to add an error message for the tract level cropland adjustment reason code.

Subparagraph 249 D has been amended to remove reference to generic base.

Subparagraph 250 C has been amended to remove reference to generic base and update instructions for revising CCC-505 CRP Reduction data.

Subparagraph 257 B has been amended to update the farm level Farm Data screen example.

Paragraph 259.5 has been added to include Farm Level Reconstitution History Assignment Block Editing.

Subparagraphs 261 C and D have been amended to update generic base data.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Paragraph 290.5 has been added to provide instructions for running the Out of Balance Tract Report from EDW and GIS tools.

Subparagraphs 291 C and 291 D have amended to update generic base guidance.

Subparagraph 292 F has been added to include the auto-population of CCC-505 CRP Reduction Data and instructions after CCC-505 for CRP Enrollment.

Subparagraph 295 A has been amended to update the years covered by the ARCPLC program.

Paragraph 296 has been added to provide guidance on Reconstitution Reports.

Paragraph 297 has been added to include the Reconstitution County Summary Report.

Paragraph 298 has been added to include the Farm Reconstitution History Report.

Paragraph 299 has been added to include the Tract Reconstitution History Report.

Subparagraph 309:

- C (Step 13D) has been amended to covert check boxes to “WVD”
- F has been added to include instructions for reconstitutions on large tracts.

Subparagraph 311 A has been amended to update generic base references.

Paragraph 313 has been added to include instructions for Tract Reconstitutions on Large Tracts.

Exhibit 2 has been amended to update and add definitions for:

- base acres
- farm level PLC yield
- generic base acres
- unassigned generic base.

Exhibit 6 has been added to provide an example of a notification letter to producers for field boundary changes.

Exhibit 8, subparagraph C has been amended to update the paragraph reference.

Exhibit 11 has been amended to add the following data elements:

- Native SOD
- ANSI
- Recon ID.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Exhibit 31 has been amended to add County Reconstitution Summary Report Instructions.

Exhibit 32 has been amended to add Farm Reconstitution History Report Instructions.

Exhibit 33 has been amended to add Tract Reconstitution History Report Instructions.

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2 Responsibilities (Continued)

C COC Responsibilities (Continued)

- ensure all documents are completed, for example, FSA-179, before approving or disapproving a transfer
- take appropriate action on requests for reconstitution received from landowners or operators
- ensure all documents are completed, for example, FSA-155, before acting on a reconstitution
- document in COC minutes:
 - questionable cases involving operators, owners, or other producers
 - *--changes to cropland definitions according to paragraph 25
 - changes to DCP cropland definitions according to paragraphs 25 and 27--*
 - approval and disapproval of farm transfers, including actions taken by CED
 - base acre adjustments made according to paragraph 36
 - PLC yield adjustments made according to paragraph 37
 - approval and disapproval of reconstitutions, including actions taken by CED
 - redelegation of authority.

D County Office Responsibilities

County Office employees must:

- follow all policies in this handbook
- ensure that basic farm and producer records are accurate
- publicize all methods of division, including the designation by landowner method of division according to paragraph 109.

3 General Farm, Tract, and Field Data

A General Description of CRM Farm Records Business Application

The CRM Farm Records Business Application integrates the Farm Records and GIS databases. Farm Records and the GIS databases will be maintained through the CRM Farm Records Business application.

To maintain an accurate and current dataset, CRM Farm Records Maintenance requires editing and updating CLU geometry and attributes based on a variety of FSA program tasks and other GIS-related processes. These tasks or processes may include:

- farm transfers
- reconstitutions
- adding new participating farms
- changes in program participation
- NRCS determinations (HELC/WC)
- land use changes
- producer maintenance
- crop base and yield maintenance
- ground measurements
- CLU database management and integrity (correcting topology errors and ensuring proper attribution).

Note: GIS wetland management will occur in the GIS Maintenance Tool.

B Farm and Tract Numbers

The CRM Farm Records Business application assigns all farm and tract numbers when a new farm or tract is added. County Offices cannot change the computer-assigned number for a farm or tract. State GIS specialists can assist users with correction of GIS farm number and tract number attributes that are out of sync with the CRM farm hierarchy.

3 General Farm, Tract, and Field Data (Continued)

C Farm, Tract, and Field Data Fields

Following are the farm, tract, and field data fields available in CRM.

Farm assignment blocks include:

- GIS Info
 - Imagery and spatial representation of all tracts included in the farm
- Farm General
 - Farm Number
 - State Code, County Code, and Farm Number
 - Farm Description
 - Administrative State
 - Administrative County
 - Farm Status
 - * * *
 - Transferred from
- Farm Land Data
 - Farmland acres
 - Cropland acres
 - DCP cropland acres
 - CRP cropland acres
 - WBP acres
 - GRP acres
 - State Conservation acres
 - Other Conservation acres
 - EWP program acres
 - DCP Ag related activity acres
 - Effective DCP cropland acres
 - Double cropped acres
 - Sugarcane base acres
 - WRP acres
 - CRP MPL acres
 - SOD acres

3 General Farm, Tract, and Field Data (Continued)

C Farm, Tract, and Field Data Fields (Continued)

- Crop Election Data
 - Crop Name
 - ARCPLC Election
 - HIP
 - Farm Level PLC Yield.
- Farm Crop Data
 - Crop Name
 - Crop Year
 - Base acres
 - CCC-505 CRP reduction acres
 - PTPP reduction acres
 - CTAP Transitional yield
 - PLC yield
- Farm Parties Involved
 - Name
 - Function (Operator)
 - Business Partner ID number
 - *--CW exception and appeals exhausted date
 - HEL exception and appeals exhausted date
 - PCW exception and appeals exhausted date--*
- Farm Change History
 - Component
 - Field name
 - Old value
 - New value
 - Change time
 - Change date
 - Changed by.

3 General Farm, Tract, and Field Data (Continued)

C Farm, Tract, and Field Data Fields (Continued)

Tract assignment blocks include:

- GIS Info
 - Imagery and spatial representation of the selected tract and its CLU's
- Tract General Data
 - Tract Number
 - State Code, County Code, and Tract Number
 - Tract Description
 - BIA Range Unit Number
 - Tract status
 - *--FSA State physical location
 - FSA County physical location
 - ANSI State physical location
 - ANSI County physical location--*
 - Congressional district
 - Wetland certification
 - Year wetland certified
- Tract Land Data
 - Farmland acres
 - Cropland acres
 - DCP cropland acres
 - CRP cropland acres
 - WBP acres
 - GRP acres
 - State Conservation acres
 - Other Conservation acres
 - EWP program acres
 - DCP Ag related activity acres
 - Cropland acres adjustment reason codes
 - WRP acres
 - Effective DCP cropland acres
 - Double cropped acres
 - Sugarcane base acres

3 General Farm, Tract, and Field Data (Continued)

C Farm, Tract, and Field Data Fields (Continued)

- Tract Land Data (Continued)
 - CRP MPL acres
 - SOD acres
 - HEL status
 - HEL determinations
 - Wetland determinations
 - Wetland violation types
- Tract Crop Data
 - Crop Name
 - Crop Year
 - Base acres
 - Base acres adjustment codes
 - CTAP Transitional yield
 - CTAP yield adjustment codes
 - PLC yield
 - PLC yield adjustment codes
- Tract CCC-505 CRP Reduction Data
 - Crop name
 - Crop year
 - Contract number
 - Start year
 - Acres
 - CTAP Transitional (Direct) yield
 - PLC (CC) yield
- Tract Parties Involved
 - Name
 - Function (Owners or Other Producers)
 - Business Partner ID number
 - *--CW exception and appeals exhausted date
 - HEL exception and appeals exhausted date
 - PCW exception and appeals exhausted date.--*

3 General Farm, Tract, and Field Data (Continued)

C Farm, Tract, and Field Data Fields (Continued)

Field assignment blocks include:

- GIS Info
 - Imagery and spatial representation of the selected tract with selected CLU highlighted
- Field General Data
 - Field number
 - Field Description
 - *--FSA State physical location
 - FSA County physical location
 - ANSI State physical location
 - ANSI County physical location--*
 - Congressional district
- Field Land Data
 - Land class code
 - Acres
 - HEL status
 - 3-CM cropland indicator
- CRP Data
 - CRP contract number
 - Practice number
 - Expiration date
 - Practice description
- NRCS Data
 - NRCS contract number
 - NRCS cropland acres
 - NRCS expiration date
 - NRCS practice number
- Parties Involved (Other Producers only)
 - Name
 - Business Partner ID number
 - *--CW exception and appeals exhausted date
 - HEL exception and appeals exhausted date
 - PCW exception and appeals exhausted date--*

3 General Farm, Tract, and Field Data (Continued)

C Farm, Tract, and Field Data Fields (Continued)

- Native Sod
 - Sod Broken Out Date
 - 1st Year Planted
 - 2nd Year Planted
 - 3rd Year Planted
 - 4th Year Planted.

D Validations

When new data is entered or data is changed, the application will perform a complete validation when users CLICK “Save”.

If any of the data fails validation, the screen will be redisplayed with an error icon. When the icon is opened, the appropriate error message will be displayed.

Example: If an operator is not recorded for the farm, the message, “Assign an operator to the farm”, will be displayed.

If the user corrects the data and it passes validation, the record will be saved.

4 Rule of Fractions

A Rounding Fractions

[7 CFR 718.5] Rounding fractions must not be performed until after the entire computation is completed. All computations must be carried to 2 decimal places beyond the required number of decimal places specified in the instructions for the computation. In rounding, if the 2 digits beyond the required number of decimal places are 49 or less, those 2 digits will be dropped. If the 2 digits beyond the required number of decimal places are 50 or more, the last required digit will be increased by 1. Refer to the following examples.

Required Decimal	Computation Result	Final Result
Whole Numbers	6.49 or less	6
	6.50 or more	7
Tenths	7.649 or less	7.6
	7.650 or more	7.7
Hundredths	8.8449 or less	8.84
	8.8450 or more	8.85
Thousandths	9.63449 or less	9.634
	9.63450 or more	9.635
10 Thousandths	10.993149 or less	10.9931
	10.993150 or more	10.9932

5-19 (Reserved)

21 Adding or Changing Operator

A Definition of Operator

[7 CFR 718.2] An operator is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

B Determining Farm Operator

When the operator of a farm is initially added or later changed, CED will determine whether the operator, as defined in subparagraph A, will be in general control of the farming *--operation. In questionable cases follow subparagraph C.

CED, or COC if applicable according to subparagraph C, must ensure any new or changed operator is documented (either in the farm file or the minutes) and substantiated by one of the following:

- owner verification of the operator addition or change
- a lease agreement signed by the operator and owner(s)
- current operator on the farm verifies the operator change.

Notes: If a County Office has done thorough research and cannot determine the operator, the operator may be identified as “unknown” according to 1-CM.

Document all decisions.--*

C Questionable Cases

COC will review all questionable cases. COC may:

- use personal knowledge or request additional information to obtain sufficient facts to determine whether an operator change is a scheme or device to defeat program purposes
- consider the following items in making a determination:
 - rental agreement between owner and operator
 - producer’s prior activities.

21 Adding or Changing Operator (Continued)

D Notification

Notify each owner on the farm and prior and current operator of the farm of any operator ~~change~~ by letter. Retain a copy of the letter in the farm file. See Exhibit 5 for examples of notification letters.

E Federally-Owned Land

Lessees on Federally-owned land must provide a copy of a lease, permit, or other right of possession before:

- change of operation is approved
- participating in any program FSA administers with regard to the Federally-owned land.

Note: The lessee of any Federally-owned land must meet the definition of operator for ~~the~~ the entire farm included under the farm number.

* * *

22 Adding or Changing Owner

A Definition of Owner

[7 CFR 718.2] An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed

Note: OGC, Regional Attorney will review contracts that are questionable before changing FSA ownership records.

- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
 - the redemption period has not passed
 - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

COC will require specific proof of ownership when land ownership is transferred.

Examples: Proof of ownership may include the following:

- copy of the deed, if recorded
- unrecorded deed, if specific program does not require a recorded deed
- land purchase contract or other similar document that affirms ownership interest
- FSA employee's check of the record at the county land records office or web site
- certification of an heir that may not be able to provide a legal documentation to confirm ownership of the property.

Note: The certification will need to be accompanied by documentation such as:

- real estate tax assessment or bill
- proof of gift tax
- will
- affidavit of ownership
- other documentation as may exist under State law.

22 Adding or Changing Owner (Continued)

A Definition of Owner (Continued)

Notes: An heir providing a certification will be notified by COC if a certification is considered acceptable and if FSA or any other authority later determines that the heir's certification is false or inaccurate, FSA may impose liability on the certifying party for all payments associated with the certification plus additional costs that result from the certification.

If a determination cannot be made as to the acceptability of the documentation, submit the documentation to OGC, Regional Attorney for review. If OGC, Regional Attorney determines that the documentation is adequate; FSA ownership records may be changed.

*--If a County Office has done thorough research and cannot determine the operator, the operator may be identified as "unknown" according to 1-CM.

Document all decisions in the farm file or COC minutes.--*

B Ownership Dispute

If there is a dispute over ownership, follow:

- 1-ARCPLC for handling ARC/PLC
- *--2-CRP for handling CRP--*
- other handbooks as applicable to specific programs.

C Restrictive Easements

When verifying proof of ownership and at every other opportunity, check for restrictive easements that prohibit the production of an agricultural commodity. If there is a restrictive easement, see:

- 1-ARCPLC
- 2-CP.

D Notification

--Notify the farm operator and each prior and current owner of the farm of any ownership-- change by letter.

23 Adding or Changing Other Producers

A Definition of Other Producers

Other producers are producers who are:

- associated with a tract or field
- **not** owners or operators.

B Entering Other Producers Into the CRM Farm Records Application

Other producers may be entered or changed in the CRM Farm Records application when verification has been provided by the owner or operator. A copy of a written lease or verbal verification is acceptable. However, if a verbal request is made to add or change an other producer, the County Office must document the following in the farm folder:

- name of owner or operator that provided the verbal statement
- date the verbal statement was provided to the County Office.

Other producers can be entered into the application at the field or tract level.

24 Farm Records Hierarchy

A Definition of Farm

A farm is made up of tracts that have the same owner and the same operator. See Part 7, Section 1 and work instructions “Search for Farm Records” and “Farm Hierarchy” for instructions on accessing and navigating automated farm records.

The minimum size required for land to be considered a “farm” for FSA program purposes is 1/100th of an acre. However, the land must be part of a farming operation, a business enterprise engaged in the production of agricultural products, commodities, or livestock, operated by a person, legal entity, or joint operation that could choose to make application or enter in contracts to receive payments, directly or indirectly, under 1 or more USDA programs.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, will not be considered a separate farm.

A farm that no longer meets the definition of a farm according to this paragraph must be divided. See Part 7, Section 7 and work instructions “Farm Division – CRM”, “Farm division – GIS”, and “Tract Division”.

B Definition of Tract

--[7 CFR 718.2] A tract is a unit of contiguous land within a physical county that is all of-- the following:

- 1 or more fields
- under 1 common ownership
- operated as a farm or a part of a farm.

24 Farm Records Hierarchy (Continued)

C Tract Determinations

After applying the definition in subparagraph B, determine tracts according to this table.

*--

IF the land is...	THEN classify as...
part of a tract that extends into the adjoining county, and the county boundary is not clearly defined	separate tracts if the land is physically located in multiple counties and meets both of the following requirements: <ul style="list-style-type: none"> • greater than 10 acres in all physical locations • greater than 5 percent of the overall tract coverage. <p>Notes: Tracts may also be separated if land does not meet the requirements in this subparagraph but is requested by owners on the farm.</p> <p>Divide the tract at the county line using the GIS county boundary layer as the defining boundary.</p>
entirely in another county or bisected by a clearly defined county line Note: The GIS county layer in CRM Farm Records is considered a clearly defined county line.	separate tracts.
within one physical county but bisected by community or township lines, roads, streams, or other boundary	1 tract, unless circumstances justify separate tracts.

--*

Note: Tracts may be combined or divided. See part 7, Section 7 and work instructions “Tract Combination” and “Tract Division”.

Tracts may be combined if all of the following conditions have been met:

- tracts are associated with the same farm number
- tracts have common ownership unit
- tracts are contiguous
- owner agrees.

Tracts will be divided only if:

- the tract no longer meets the definition of a tract according to this paragraph
- ownership changes for part of the tract
- *--the physical location of the land extends into multiple counties.--*

Note: Tract acreages will be aggregated to the farm level.

24 Farm Records Hierarchy (Continued)

D Definition of Field

--Field or CLU is the smallest unit of land within a physical county that has a:--

- permanent, contiguous boundary
- common land cover and/or land management
- under one common owner
- common producer association.

Field acreage with "3-CM Cropland" indicator set to "Yes" will be aggregated in the tract level cropland acreage. The system does not consider the GIS land classification code attribute when determining if a field is aggregated into the total cropland acreage. See subparagraph 30 E.

All field acreage will be aggregated in the tract level farmland acreage.

E Field/CLU Determinations

After applying the definition in subparagraph D, determine fields according to this table.

*--

IF the land is...	THEN classify as...
part of a field that extends into the adjoining county, and the county boundary is not clearly defined	1 field unless the overall tract is divided based on paragraph 24 C. Then separate CLU's within the tract based on the county boundary layer.
entirely in another county or bisected by a clearly defined county line, community or township lines, roads, streams, or other boundary	separate fields.
Note: The GIS county layer in CRM Farm Records may be considered a clearly defined county line.	

--*

F Inactivating Farms

Following are reasons for inactivating farms:

- *--COC has made a non-agricultural determination according to paragraph 27 and all land on the farm has been retired from agricultural production
- as a result of a correction.

Note: When a single tract from a multiple tract farm is retired from agricultural production a farm division will be completed and the resulting single tract farm must be inactivated.

See Part 7, Section 1 and work instruction "Inactivate a Farm" for instructions on farm inactivation. Farm inactivation is accessed from the "More" dropdown on the CRM toolbar.

24 Farm Records Hierarchy (Continued)

G Adding Farms

Following are reasons for adding farms:

- a new farming operation is established or expanded on new land
- as a result of a correction.

Note: New tracts being added to a farm must be loaded as a 1 tract farm and a reconstitution completed to combine the 1 tract farm with an existing farm.

See Part 7, Section 4 and the work instructions “Create Farm Record” and “Delineate CLU” for instructions on adding a farm.

25 Land Classification Definitions

A Definition of Farmland

[7 CFR 718.2] Farmland is the sum of the following:

- DCP cropland
- forest
- acreage planted to an eligible crop
- other land on the farm.

B Definition of Cropland

[7 CFR 718.2] Cropland is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest
- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production

Note: Land which is seeded by drilling, broadcast or other no-till planting practices will be considered tilled for cropland definition purposes.

- *--currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, Christmas trees, or other related crops--*
- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped
- in sod waterways or filter strips planted to perennial cover

25 Land Classification Definitions (Continued)

B Definition of Cropland (Continued)

- under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

Note: See 2-CRP, for alternative perennials.

- under GRP, when land was classified as cropland before being enrolled as GRP
- under WRP, when land was classified as cropland before being enrolled as WRP
- new land broken out if both of the following conditions are met:
 - land is planted to a crop to be carried through to harvest
 - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

Note: In the event that these practices are not used other than for reasons beyond the producer's control, the cropland determination will be void retroactive to the time at which the land was broken out.

Land classified as cropland will be removed from this classification upon a determination by COC that the land is:

- no longer used for an agricultural use
- no longer suitable for producing a crop
- subject to a restrictive or permanent easement that prohibits the planting of an annual crop

Note: This does not include land under CRP-1, WRP, GRP or land that is hayed and/or grazed.

- converted to ponds, tanks, or trees.

Note: This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

Note: Violations of HELC or WC provisions do not affect cropland classification.

25 Land Classification Definitions (Continued)

C Definition of DCP Cropland

[7 CFR 718.2] DCP cropland is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland
- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

*--The following chart provides land uses considered agricultural and nonagricultural.

Agricultural and Nonagricultural Land Uses	
Land uses considered agricultural: <ul style="list-style-type: none"> • land meeting DCP cropland definition • sod • farm ponds • aquaculture ponds • nursery acreage devoted to in-ground plants • wildlife habitats • pasture • acreage used to raise domesticated game for restaurants • trees planted for harvest, conservation purposes, recreational uses, or BCAP • temporary hoop houses for nursery agriculture • temporary nonagricultural uses, such as parking for a field day, etc. 	Land uses considered nonagricultural: <ul style="list-style-type: none"> • golf courses and other recreational facilities • land used for commercial development, buildings, or parking lots • strip malls • permanent structures, including those for agricultural uses • land subdivided and developed for multiple residential units or other nonfarming uses if the size of the tracts and density of the subdivision is such that the land is unlikely to return to the previous agricultural use • land used for solar panels.

Note: See 1-ARCPLC Part 9, Section 1 for additional information on eligible and ineligible agricultural uses.--*

25 Land Classification Definitions (Continued)**D Definition of Effective DCP Cropland**

Effective DCP cropland is the amount calculated by subtracting from DCP cropland, acres of the following:

- CRP
- GRP
- WBP
- WRP
- EWP
- State conservation
- other conservation.

E Definition of EWP Acreage

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR 624.

Note: This land **cannot** be DCP cropland.

F Definition of WRP Acres

WRP acres are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

G Definition of GRP Acres

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

Note: If the GRP acres meet the definition of cropland and /or DCP cropland immediately classify as GRP acreage.

H Definition of WBP Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR 752.

Note: Classify as WBP acreage for FY in which the easement is filed.

25 Land Classification Definitions (Continued)**I Definition of State Conservation Acres**

State conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program administered by the State for which payments are made in exchange for not producing an agricultural commodity on the acreage.

J Definition of Other Conservation Acres

Other conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program other than CRP, WRP, EWP, WBP, and GRP for which payments are made in exchange for not producing an agricultural commodity on the acreage.

K Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

L Definition of Native Sod

Native Sod is land on which the plant cover is composed principally of native grasses, grass-like plants, or shrubs for grazing and browsing that has never been tilled, and the producer cannot substantiate that the ground has ever been tilled, for the production of an annual crop before February 7, 2014. Review 1-NAP for additional information concerning identifying and tracking native sod acres through four years of planting.

26 Program Land Classification (Continued)

A Classifying Land by Farm Programs (Continued)

IF the land...	AND...	THEN...
<p>is subject to other State conservation acres that are DCP cropland acres on the farm enrolled in Federal conservation program other than CRP, EWP, WBP, WRP, and GRP, for which payments are made in exchange for not producing an agricultural commodity on the acreage, including haying and/or grazing.</p> <p>Note: This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-ARCPLC.</p>		<p>classify immediately as State conservation acreage. See subparagraph 30 E.</p>
<p>is subject to WBP</p>		<p>classify immediately as WBP acreage. See subparagraph 30 E.</p>

27 Nonagricultural, Commercial, or Industrial Land Determinations**A Definition of Nonagricultural, Commercial, or Industrial Use Land**

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

B Different Uses

--See subparagraph 25 C, and 1-ARCPLC Part 9, Section 1 for additional information on--
land use, considered agricultural or related use, and nonagricultural use.

C COC Review

COC will continually review all available records, including GIS imagery, to determine whether land has been devoted to nonagricultural uses and reclassify the acreage according to paragraph 26.

To maintain eligibility for ARCPLC payments in an FY, land must meet DCP cropland criteria for the entire FY. A review of DCP cropland is recommended before final ARCPLC payments are processed.

D DD Concurrence

COC must obtain DD concurrence for all nonagricultural land determinations.

27 Nonagricultural, Commercial, or Industrial Land Determinations (Continued)

E Updating Records for Nonagricultural Uses

If land is devoted to nonagricultural uses, update records according to the following.

IF...	THEN...
part of a tract is nonagricultural	<ul style="list-style-type: none"> complete a tract and farm division to separate the nonagricultural land make the farm inactive. <p>Exception: In instances where part of a tract is determined non-agricultural but ownership on the tract has not changed, County Offices must delineate the non-agricultural area in a separate CLU and update attributes accordingly. A tract division is not required, and the non-agricultural area can remain in the tract but delineated as a separate CLU.</p> <p>Example: On one part of a tract, a producer builds grain storage bins on land that is currently classified as cropland. Even though the bins are for an agricultural use, they are permanent structures and by FSA definition are classified as non-agricultural. The field is still owned by same owner, so no ownership has changed on the tract.</p> <p>In this example, because there has been no change of ownership on the tract that would otherwise require a division, the part of the tract determined non-agricultural must be delineated in a separate CLU and remain within the tract. A tract and farm division is not required in this case to separate the nonagricultural land.</p>
an entire tract is nonagricultural	<ul style="list-style-type: none"> complete a farm division to separate the nonagricultural land make the farm inactive.
an entire farm is nonagricultural	make the farm inactive.

Notes: Ensure that the farm and tracts are in balance according to paragraph 35.

Complete CCC-505 according to 1-ARCPLC if a base acre reduction is required.

See Part 7, Section 5 and work instruction “CCC-505_Base Reduction”.

F Notification Requirements

After a nonagricultural use determination is made, notify the farm operator and the owners, in writing, of the following:

- nonagricultural determination
- appeal rights according to 1-APP.

28 FSA Policy About Federal and State Grazing Land

A Background

Current Federal regulations prohibit the combination of Federal land with either State land or privately owned land into the same tract or farm. Current tract and field/CLU policy requires common ownership across a tract and/or field/CLU.

These current regulations and policies are problematic for grazing allotments in the western U.S. Many of these grazing allotments consist of multiple owners (Federal, State, and private) and multiple permittees within the same allotment. Many areas consist of open grazing or common use grazing allotments with no physical or visible ownership lines within the allotment. Many grazing allotments consist of checkerboard ownership patterns and the ownership boundaries are **not** physically present or visible. Current policy in paragraph 24 requires that only common ownership boundaries are combined for tracts and fields.

This policy:

- and procedure applies **only** to grazing allotments/rangeland in the western U.S.
- addresses the following:
 - accommodating grazing permits in FRS
 - reporting acreage on acres that are grazed randomly by multiple permittees
 - delineating nonexistent boundaries on the CLU layer.

B Farm, Tract, and Field Policy

Federal, State, and privately owned land can be constituted as single farms, tracts, and field/CLU's based on grazing allotments by county. Individual grazing allotments in a county must consist of 1 farm, 1 tract, and 1 field/CLU regardless of ownership of the land. If an allotment spans multiple counties, the allotment will be split into a separate farm, tract, and field/CLU in each county.

***--Exceptions:** Any area or contiguous areas within a grazing allotment that are under common private ownership and at the owners' request may be a separate tract under the allotment farm or a separate farm and tract if fenced out from the grazing allotment.

When a grazing allotment is bisected by a road or other physical feature that is fenced and not accessible to livestock, multiple CLU's may be used to delineate the allotment. If a single allotment is not contiguous, it shall be represented by one tract for each contiguous part.--*

29 GIS Rules (Continued)

C Rules for Delineating CLU (Continued)

Type of Boundary	Rules for Delineating
Ownership	Divide the area into CLU's based on ownership lines delineated according to the rules for the land category that applies to the area.
Programmatic	Certain FSA programs may require areas be delineated based on program rules, including but not limited land enrolled in different CRP conservation practices.
--Physical Location	Divide CLU's by physical location if land extends into multiple counties as identified by the county boundary layer displayed in CRM Farm Records.--

D Inclusions

Different categories of land classification may exist within a single field. These areas of different land classification can be digitized as inclusion CLU's, if appropriate. An inclusion CLU is a CLU that is fully contained within a larger CLU and has a different land classification than the larger CLU.

Inclusion CLU's will be drawn if that area is significant enough in size to affect FSA program acreage.

E Updating CLU Boundary and Land Use

County Offices will adjust CLU's boundaries and land class codes **immediately** when a change to a boundary or land classification occurs, is not temporary, and necessitates the adjustment.

If an acreage report had been filed in the current year before the adjustment and the acreage report is impacted by the adjustment, the acreage report must be revised.

County Offices will review acreage reports that were filed before the adjustment and determine if a revised acreage report is required for the farm because of an adjustment.

Note: Review all programs associated with the farm for possible impacts and changes needed.

--Producers must be notified of all boundary changes, provided a map, and given an opportunity to dispute the boundary changes. See Exhibit 6 for producer notification letter.--

30 Rules for Delineating

A Delineating Rules

Boundary categories represent various combinations of land cover and land use, and are the basis for determining CLU boundaries. CLU delineations may change based on changes in land cover or land use.

Type of Boundary	Rules for Delineating
Ownership (Property Boundary)	<p>Establish the overall farm/tract boundary based on ownership lines.</p> <p>Farm and Tract</p> <ul style="list-style-type: none"> • All farm and tract boundaries are created based on a legal deed or description. See paragraph 22. • Farm and tract boundaries must not overlap another farm's boundaries. • All farm reconstitutions must be based on a legal deed or description.
Management (Land Use Boundaries)	<p>Divide the area into smaller CLU's delineated according to the land use and land cover that applies to acreage reporting requirements.</p> <p>Fields</p> <ul style="list-style-type: none"> • Fields located within tracts must be delineated. • Crop management lines, distinct on the most current imagery, may form a boundary between adjacent program fields within a cultivated area. • Conservation (CRP/CREP/BCAP) areas delineated by practice type. • Easement (WRP, GRP) areas that have to do with cropland acreage must be accounted for in FRS. • Native Sod broken out after February 7, 2014 in the states of Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota must be delineated as a separate CLU beginning with the year in which the sod is destroyed. The newly created CLU cannot be merged with any other CLU until the land has been reported as planted for four years. <p>Pasture and Other 'Non-Cropland' Areas (Disaster Reporting Requirements)</p> <ul style="list-style-type: none"> • The area within the tract boundary considered to be pasture or rangeland must be delineated. • Other non-cropland areas must be delineated.

30 Rules for Delineating (Continued)

E Classifying Land

Use the following table to classify both CLU and Farm Records land use classification. Land classification may require an historical review of imagery and records to determine the generalized land use/land cover description for particular areas of the farm. The terms 'land use' and 'land cover' are used interchangeably for identifying a particular CLU land classification and associated Farm Records classification.

*--

IF land use/land cover is...	AND...	THEN GIS land classification is...	CLU Code is...	3-CM Cropland Indicator is...	FARM Records Classification is...
Residential Commercial and services Industrial, Transportation, communications and utilities Industrial and commercial complexes Mixed urban or built-up land Other urban or built-up land		urban	01	no	non Ag uses.
Cropland, Orchards, Groves, Vineyards, Nurseries, Ornamental Horticultural Areas Improved pasture	meets the definition of cropland in subparagraph 25 B	cropland	02	yes	cropland.
	does not meet the definition of cropland in subparagraph 25 B but does meet the definition of DCP cropland in subparagraph 25 C	cropland	02	no	DCP Ag related activity.
	does not meet the definition of DCP cropland in subparagraph 25 C Example: Pasture, Marginal Pasture, Native Pasture.				farmland.

--*

30 Rules for Delineating (Continued)

E Classifying Land (Continued)

*--

IF land use/land cover is...	AND...	THEN GIS land classification is...	CLU Code is...	3-CM Cropland Indicator is...	FARM Records Classification is...
Herbaceous Rangeland Grasses and grass-like forbs Shrub and Brush Rangeland Brush Shrubs and small trees Native Sod Mixed Rangeland Non-forested Wetland	does not meet the definition of DCP cropland in subparagraph 25 C Example: Native Rangeland.	rangeland	03	no	farmland.
Deciduous Forest Land Evergreen Forest Land Mixed Forest Land Forested Wetland	does not meet the definition of DCP cropland in subparagraph 25 C Example: Native Forest Land.	forest	04	no	farmland.

--*

33 Creating a Farm Record

A Overview

A new farm can be added in the current year by all users (see Part 7, Section 4). A new farm can be added in prior years by 1 employee in each State Office.

A new farm cannot be added unless it contains:

- at least 1 field
- at least 1 tract
- at least 1 owner on each tract
- 1 operator.

Ensure that the operator, owners, and, if applicable, other producers are recorded in CRM BP and are associated with the administrative county according to 11-CM before adding a farm.

Follow instructions in Part 7, Section 4 and the work instructions “Create Farm Record” and “Delineate CLU” to add a farm, tract, and field.

***--Note:** Land not previously identified within a tract or new tracts cannot be added to an existing active farm record. The new land will be added as a new farm and combined with an existing farm, if applicable. If the new land is needed for program implementation in prior years, the new farm must be replicated to the prior year according to subparagraph B before combining the farm with an existing farm record.

Farms may also be created for the following according to this paragraph:

- urban agricultural enterprises, such as rooftop farms
- NRCS needs, such as enrollment for EQIP (see 1-CM for MOU agreement with NRCS)
- RMA needs, such as certifying conservation compliance.

B Replicating Farms to Prior Years

Newly created farms can be replicated back to prior years in FRS Farm Records (web farm) if necessary. For example, if an existing 2015 farm is needed for a retroactive 2013 program, the 2015 version of the farm can be replicated back to 2013.

Farms can be replicated to prior years by 1 employee in each State Office.

Farms in any given year can be replicated to prior years assuming the farm does **not** already exist in a prior year in any administrative county.--*

If the farm is the result of a reconstitution, or if a tract on the farm is a result of a reconstitution, the software will **not** allow users to replicate the farm to a prior year.

Note: In most cases, farms that are the result of a reconstitution should **not** need to be replicated to a prior year. For prior year programs, the prior year constitution of the farm should be used. For example, to enroll in 2012 LFP, the 2012 constitution of the farm should be used.

33 Creating a Farm Record (Continued)

B Replicating Farms to Prior Years (continued)

If the farm has been transferred, use the prior year version of the farm in the county that administered the farm in prior years for the prior year programs. Farms should **not** be transferred in the current year and then replicated to a prior year in the receiving county. For example, Farm 100 existed in County A in 2012 and 2013. The farm was transferred to County B in 2014 and became Farm 200. In this case, Farm 100 in County A should be used for 2012 and 2013 programs, while Farm 200 in County B should be used for 2014 programs.

If a farm is being replicated to a prior year, the system will automatically add the farm information to all subsequent years. This includes:

- the farm operator
- all owners
- highly erodible and wetland determinations.

Notes: Ensure that the operator, owners, and, if applicable, other producers are recorded in CRM BP and are associated with the administrative county according to 11-CM before requesting a farm be replicated.

County Offices will submit requests to replicate a farm to a prior year to their State Office.

To request a farm be added in a prior year, County Offices will submit the following documentation to their State Office:

- Administrative State, Administrative County, and Farm Number
- explanation of why the farm should be added in a prior year

Note: If any of the following are different in prior years the user must access each applicable year in Web Farm Records and make the appropriate changes:

- farm operator,
- owner(s)
- other producer(s)
- highly erodible and wetland determinations
- wetland violations
- producer HEL, CW, or PCW.

33 Creating a Farm Record (Continued)**B Replicating Farms to Prior Years (Continued)**

If desired, users can verify the farm replicated by searching for the farm in a prior year.

Notes: If a farm **cannot** be replicated and it needs to be, contact Billie Jo Smith by e-mail to **billiejo.smith@wdc.usda.gov**.

If all or part of a farm that currently exists as a result of a reconstitution needs to be replicated to a prior year, e-mail the following information to **billiejo.smith@wdc.usda.gov**:

- current administrative State, administrative county, and farm number
- farm numbers before the reconstitution
- date of reconstitution
- justification for needing the current constitution of the farm in prior years, as opposed to using the prior year version of the farm that includes a clear explanation of the prior and current constitutions and why the reconstitution occurred.

After farm information is recorded by the State Office, County Offices will review the farm information for accuracy, record producer exceptions, and all conservation
--data.--

34 Conservation Compliance

A Overview

HEL determinations, wetland determinations, farm producer exceptions, and tract producer exceptions will be maintained in CRM farm records.

B HEL Determinations

HEL status determinations are applicable to each field. Selection of 1 of the following HEL values is required for each field:

- HEL, field determined highly erodible
- NHEL, field determined not highly erodible
- UHEL, field undetermined
- EHEL, field exempt from a determination needed.

Note: **EHEL** only applies to CA, NV, AZ, and NM. EHEL fields are treated the same as NHEL for HEL compliance purposes.

Field level HEL Status is recorded by user based on NRCS determinations using the Edit CLU Attribute Tool in the GIS Info assignment block (see Part 7, Section 3 and work instruction "Select Multiple CLU's and Edit Attributes").

Note: Field level HEL status determinations are recorded as "Undetermined" until NRCS has provided the County Office with written determination on NRCS-CPA-026 or NRCS-CPA-026E.

Tract level summary HEL status values are automatically determined by the varying combinations of field level HEL status values. The summary tract level HEL status dictates the values available for selection of the tract level HEL determination. If 1 or more fields on the tract is "Undetermined" the tract level summary HEL status is UHEL and the user must select the tract HEL determination from 1 of the following 6 values:

- HEL determinations not completed for all fields on the tract
- HEL field on tract. Conservation system is not required – no agricultural commodity
- HEL field on tract. Conservation system being actively applied
- HEL field on tract. Conservation system is not being actively applied
- HEL field on tract. 2 years to implement conservation system on former CRP land
- NHEL: no agricultural commodity planted on undetermined fields.

34 Conservation Compliance (Continued)

B HEL Determinations (Continued)

If the tract contains 1 or more HEL fields and no fields on the tract are "Undetermined", then the tract level summary HEL status flag is automatically set to HEL and the user must select the tract HEL determination from 1 of the following 4 values:

- HEL field on tract. Conservation system is not required – no agricultural commodity
- HEL field on tract. Conservation system being actively applied
- HEL field on tract. Conservation system is not being actively applied
- HEL field on tract. 2 years to implement conservation system on former CRP land.

If the tract contains only NHEL and/or EHDL fields then the flag is automatically set to "NHEL: no agricultural commodity planted on undetermined fields".

See Part 7, Section 3, work instruction "Select Multiple CLU's and Edit Attributes" and 6-CP for additional information on HEL determinations.

C Wetland Determinations

--Wetland determinations are applicable to the tract level only and should correspond with the wetland points identified in the wetland point layer. Selection of a wetland determination-- is required for each tract according to the following:

Note: Determinations are recorded as wetland determinations not complete until NRCS has provided the County Office with written determination on NRCS-CPA-026 or NRCS-CPA-026E. Incomplete wetland determinations do not adversely affect a producer's eligibility to receive program benefits.

Tract level wetland determinations are user entered.










The following wetland determination options are available:

- wetland determinations not complete
- tract contains a wetland or farmed wetland
- tract does not contain a wetland.

34 Conservation Compliance (Continued)

C Wetland Determinations (Continued)

*--The following crosswalk can be used to determine the applicable tract level wetland determination to be entered when a wetland has been identified by NRCS.







Wetland Code/Label	Description	GIS Wetland Code	GIS Map Symbol	GIS Map Symbol Definition	CRM Tract Wetland Determination
AW	Artificial or irrigation induced wetland.	1		Exempt from Conservation Compliance Provisions	Tract does not contain a wetland.
AW/FW	Artificial or irrigation induced wetland and farmed wetland.	2		Limited Restrictions	Tract contains a wetland or farmed wetland.
AW/W	Artificial or irrigation induced wetland and wetland.	3		Restricted Use	Tract contains a wetland or farmed wetland.
CC	Commenced conversion exemption.	4		Exempt from Conservation Compliance Provisions	Tract contains a wetland or farmed wetland.
CMW	Categorical minimal effect.	5		Limited Restrictions	Tract contains a wetland or farmed wetland.
CPD	<u>COE Permit with Mitigation:</u> A converted wetland authorized by a permit issued under Section 404 pf the Clean Water Act. Production of agricultural commodities is allowed subject to conditions of the permit.	32		Limited Restrictions	Tract contains a wetland or farmed wetland.
CW	Wetland converted between December 23, 1985, and November 28, 1990.	6		Restricted Use	Tract contains a wetland or farmed wetland.
CW+Year	Wetland converted after November 28, 1990.	7		Restricted Use	Tract contains a wetland or farmed wetland.
CWIL	Converted wetland payment in lieu. Wetland that is converted after February 7, 2014, with payment in lieu of mitigation (maintains RMA's federal crop insurance subsidy premium eligibility only).	30		Restricted Use	Tract contains a wetland or farmed wetland.

--*

34 Conservation Compliance (Continued)

C Wetland Determinations (Continued)

*--




Wetland Code/Label	Description	GIS Wetland Code	GIS Map Symbol	GIS Map Symbol Definition	CRM Tract Wetland Determination
Wetland Code/Label	Description	GIS Wetland Code	GIS Map Symbol	GIS Map Symbol Definition	CRM Tract Wetland Determination
CWNA	Wetland converted to other than agricultural commodity production.	8		Limited Restrictions	Tract contains a wetland or farmed wetland.
CWTA	Converted wetland technical assistance. Wetland that is converted after February 7, 2014, because of the lack of timely assistance (maintains RMA's federal crop insurance subsidy premium eligibility only).	31		Restricted Use	Tract contains a wetland or farmed wetland.
CWTE	Wetland converted or commenced based on an incorrect NRCS determination.	9		Limited Restrictions	Tract contains a wetland or farmed wetland.
RPW	A not frequently cropped wetland area that is converted to improve efficiency under an agreement that another wetland, that was converted before December 23, 1985, is restored to replace it.	27		Restricted Use	Tract contains a wetland or farmed wetland.
RSW	A wetland area that was not converted between December 23, 1985, and November 28, 1990, that is restored to preconversion conditions. No violation by planting on the converted wetland has occurred.	28		Restricted Use	Tract contains a wetland or farmed wetland.
RVW+Year	A wetland converted after December 23, 1985, on which NRCS determined a violation occurred and restoration to preconversion conditions has been completed.	29		Restricted Use	Tract contains a wetland or farmed wetland.

--*

34 Conservation Compliance (Continued)

C Wetland Determinations (Continued)

*--

Wetland Code/Label	Description	GIS Wetland Code	GIS Map Symbol	GIS Map Symbol Definition	CRM Tract Wetland Determination
TP	Wetland converted by a third party.	22		Limited Restrictions	Tract contains a wetland or farmed wetland.
W	Wetland or wetland farmed under natural conditions and no drainage has occurred.	23		Restricted Use	Tract contains a wetland or farmed wetland.
WX	Wetland manipulated after December 23, 1985, but agricultural production was not made possible.	24		Limited Restrictions	Tract contains a wetland or farmed wetland.

--*

See 6-CP for additional information on wetland determinations.

D Wetland Violations

Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. Entry is not required.

The following are wetland violation options:

- wetland converted between December 23, 1985, and November 28, 1990
- wetland converted after November 28, 1990
- agricultural commodity has been planted on a converted wetland.

Selecting wetland violation is **not** allowed unless the tract has been designated as “Tract contains a wetland or farmed wetland”.

If user selects, “An agricultural commodity has been planted on a converted wetland”, then the user **must** also select, either of the following:

- wetland converted between December 23, 1985, and November 28, 1990
- wetland converted after November 28, 1990.

See 6-CP for additional information on wetland violations.

E Farm Producer Exceptions

The farm producer exceptions apply to the operator and will be selected in the "Parties Involved" assignment block at the farm level when a HEL or WL violation is indicated on a tract.

34 Conservation Compliance (Continued)

E Farm Producer Exceptions (Continued)

The following farm producer exceptions are available when the HEL violation is “HEL field on tract. Conservation system is not being actively applied”:

- Landlord/Tenant
- Good Faith
- Has Appeal Rights
- Appeals Exhausted
- Economic Hardship.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the HEL exception for the operator to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on HEL exceptions.

The following farm producer exceptions are available when the selected wetland violation is “wetland converted between December 23, 1985, and November 28, 1990” or “wetland converted after November 28, 1990”:

- Has Appeal Rights
- Appeals Exhausted
- Good Faith
- Wetland Restored
- Third Party/No Association
- New Prod After CW.

Note: “Has Appeal Rights” is automatically selected by the system. The user must access the CW Exception as applicable for the operator to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on CW exceptions.

The following farm producer exceptions are available when the selected wetland violation is “agricultural commodity has been planted on a converted wetland”:

- Has Appeal Rights
- Appeals Exhausted
- Good Faith.

Note: “Has Appeal Rights” is automatically selected by the system. The user must access the PCW (Planted Converted Wetland) Exception for the operator to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on PCW exceptions.

34 Conservation Compliance (Continued)

F Tract Producer Exceptions

The tract producer exceptions apply to owners and other producers and will be selected in the "Parties Involved" assignment block if a HEL or WL violation is indicated on a tract.

The following tract producer exceptions are available when the HEL violation is "HEL field on tract. Conservation system is not being actively applied":

- Landlord/Tenant
- Good Faith
- Has Appeal Rights
- Appeals Exhausted
- Economic Hardship.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the producer HEL exceptions for each producer associated with the tract to change the selection. See 6-CP for further information on HEL exceptions.

The following tract producer exceptions are available when the wetland violation is "when wetland converted between December 23, 1985, and November 28, 1990" or "wetland converted after November 28, 1990":

- Has Appeal Rights
- Appeals Exhausted
- Good Faith
- Wetland Restored
- Third Party/No Association
- New Prod After CW.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the producer CW exception for each producer associated with the tract to change the selection. See 6-CP for further information on CW exceptions.

The following tract producer exceptions are available when the wetland violation is "agricultural commodity has been planted on a converted wetland":

- Has Appeal Rights
- Appeals Exhausted
- Good Faith.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the producer CW exception for each producer associated with the tract to change the selection. See 6-CP for further information on PCW exceptions.

34 Conservation Compliance (Continued)

G Field Producer Exceptions

When a producer exists as a field level other producer the producer exceptions are handled the same as if the producer was a tract level other producer. If the producer exists as a field level other producer on multiple fields the producer exceptions must be the same for each field on the tract.

*--H Appeals Exhausted Date

The date that a producer has exhausted all appeal rights concerning the conservation compliance violation is a required entry when the producer Exception of “Appeals Exhausted” is selected.

Note: Only dates on or after February 7, 2014, can be entered into farm records. If the appeals exhausted date occurred before this date, then 02-07-2014 should be entered.--*

35 Native Sod Acreage

A Background

All acreage that existed as native sod after February 7, 2014, in the states of Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota that is planted is subject to more restrictive provisions for NAP and FCIC participation during the first 4 years of planting. To properly enforce these restrictions the identity of Native Sod acres physically located in these states must be maintained until the 4 years of planting have been met.

B Recording Native Sod

Native Sod acres physically located in Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota must be delineated and maintained as a separate field.

The “Sod Broken Out Date” attribute must be entered as a field level native sod attribute as soon as it is known that the native sod cover on the field has been mechanically or chemically destroyed.

Years planted attributes must be added as an attribute of the field in each year that the field is considered planted according to 1-NAP, Part 6 until the “4th Year Planted” attribute is

*--populated. See paragraph 239 for instructions on entering native sod attributes.

Note: During Farm Records rollover at the end of each FY, the Native Sod data will be deleted from Farm Records for any fields that have met the four years of planting requirement.--*

36 Out-of-Balance Tracts

A Background

A tract is out-of-balance if the tract's base acres are in excess of the tract's effective DCP cropland plus double-cropped acres. Corrective action must be performed on all out-of-balance tracts.

The status of tracts may change frequently and may require constant action. Following are reasons that the status of a tract may change:

- land is enrolled into CRP
- existing CRP-1's expire or are terminated
- DCP cropland changes.

--GIS Specialists have the tools and instructions to create an out-of-balance tract report using reports from the Enterprise Data Warehouse (EDW). See instructions on the GIS SharePoint website.--

B Balancing Tract Data

If a tract is out-of-balance, the tract acres must be adjusted according to either of the following:

- if the farm cannot support the excess acres, the owner or owners of the out-of-balance tract must complete CCC-505 to permanently reduce excess base acres on either of the following:
 - the specific tract that is out-of-balance
 - specific crops from multiple tracts, if all tract owners agree

Note: See 1-ARCPLC for instructions on completing CCC-505. Also see Part 7, Section 5 and work instruction "CCC-505_Base Reduction".

- if the farm can support the excess base acres on the out-of-balance tract, the owner or owners of the tract with the excess base must be notified and given an opportunity to either redistribute using CCC-517 or permanently reduce the acre; see paragraph 38 or instructions on completing CCC-517.

Notes: County Offices may redistribute amounts of .10 acres or less, or reduce amounts of .10 acres or less if the farm is over based, without first contacting the tract owner(s).

See Part 7, Section 5 for instructions on completing the CCC-517.

36 Out-of-Balance Tracts (Continued)

B Balancing Tract Data (Continued)

The County Office will mail a letter to the owner or owners of the tract that is out-of-balance. The following is an example of what should be in the letter.

“Tract number XX on farm number XX has more base acres than effective Direct and Counter-Cyclical Program (DCP) cropland plus double-cropped acres. The excess base acres on tract XX must be either redistributed to the other tracts on the farm or be permanently reduced on the tract. If you do not contact this office and complete CCC-517, Tract Redistribution Form, and/or CCC-505, Voluntary Permanent DCP Base Acreage Reduction, within 30 calendar days from the date of this letter, the County Committee will redistribute the tract’s excess base acres to the other tracts on the farm based on each tract’s available effective DCP cropland. If the tract has base acres for more than 1 crop, the excess base *--acres will be redistributed proportionately from all base acres (including unassigned generic base) of the tract”.--*

C County Office and COC Action

If the tract owners do not complete CCC-517 and/or CCC-505 within 30 calendar days, the following action will occur:

- the County Office will:
 - redistribute excess base acres using CCC-517, according to Exhibits 7 and 8, *--proportionately for all base acres, including unassigned generic base acres
 - complete CCC-505, if applicable, reducing the base acres proportionately for each covered commodity and unassigned generic base acres--*
 - document in CCC-505, Item 16, “No CCC-517 and/or CCC-505 completed by owner(s) within 30 calendar days of notification”
 - obtain COC approval on CCC-505, if applicable
 - reduce base acres according to CCC-505
 - file the producer letter and CCC-505, if applicable, in the farm folder
- COC must document reduction and/or redistribution in the COC minutes.

Note: CCC-517 must be signed by all tract owners on the affected tracts to be considered complete. If all owners on each tract with base acres that are either increased or decreased do not sign CCC-517 within 30 calendar days of notification, CCC-517 will be considered null and void and the County Office must follow procedure in this paragraph to redistribute and/or permanently reduce excess base acres.

36 Out-of-Balance Tracts (Continued)

C County Office and COC Action (Continued)

Because redistributing the base acres on a farm is not a benefit determination, the action taken by COC is not a decision that gives rise to any appeal by a participant according to 1-APP. The County Office will provide the owners with an updated copy of FSA-156EZ and a notification letter explaining the action and that it was based on the letter dated (insert date of letter sent according to subparagraph B). The letter should inform the owners of the acres by crops that were redistributed to the other tracts on the farm.

See 1-APP for further information about adverse decisions made for participants.

D Worksheet for Adjusting Acres

Part 7, Section 5 contains instructions for use of the farm records automated CCC-505 base *--reduction and CCC-517 base redistribution tools.--*

Exhibit 7 contains a manual worksheet and instructions for redistributing acres on out-of-balance tracts.

Exhibit 8 contains instructions for redistributing acres on out-of-balance tracts using the semi-automated redistribution spreadsheet. The semi-automated redistribution spreadsheet will be downloaded according to this table.

Step	Action
1	Open Internet Explorer.
2	On the address line, ENTER https://inside.fsa.usda.gov/program-areas/dafp/common-processes/farm-records/index
3	Under “ Farm Records ”, RIGHT-CLICK “ Semi-Automated Redistribution Worksheet ”.
4	Select “Save Target As...”.
5	Save the spreadsheet to a directory on the user’s computer.

36 Out-of-Balance Tracts (Continued)

E Adjusting Yields

As base acres are redistributed among tracts, the tract level PLC yields must be manually adjusted if the tracts involved in the redistribution of acres have different tract level yields. The following is an example:

- tract 1:
 - 100.53 corn base acres
 - 130.0000 bushels/acre tract PLC yield
- tract 2:
 - 100.08 corn base acres
 - 80.0000 bushels/acre tract PLC yield.

Tract 2 redistributes 20 corn base acres to tract 1. Recalculate tract 1's yield according to the following.

Step	Action
1	Multiply the base acres being redistributed from tract 2 (20.00) times tract 2's PLC yield (80.0000) to establish the bushel extension (1,600.0000).
2	Multiply the base acres on tract 1 (100.53) times tract 1's PLC yield (130.0000) to establish the tract's bushel extension (13,068.9000).
3	Total the bushel extension in step 1 (1,600.0000) and step 2 (13,068.9000) to establish the total bushel extension (14,668.9000).
4	Total the base acres from step 1 (20.00) and step 2 (100.53) to establish the resulting corn base acres on tract 1 (120.53).
5	Divide the results of step 3 (14,668.9000) by the total base acres from step 4 (120.53) to establish the new counter-cyclical yield for tract 1 (121.7033 as displayed in CRM Farm Records and rounded to 122 when replicated to FRS).

Note: The farm level yields must not be increased or decreased when recalculating the tract yields according to subparagraph 35 E.

36 Out-of-Balance Tracts (Continued)

F Redistributing Base Acres Using CCC-517 Before Enrolling in CRP

Owners may have to permanently reduce base acres using CCC-505 when part of a farm is enrolled in CRP to avoid an out-of-balance tract. Owners may not want to permanently reduce the base acres associated with specific crops on the tracts being enrolled in CRP. In this situation, County Offices will do the following.

Step	Action
1	*--Have the owners complete and sign CCC-517, according to paragraph 38 to--* redistribute the base acres on the farm so that the base acres for crops that the owners want to reduce are on the tracts being enrolled into CRP. Note: All owners on the tracts with base acres being reduced or increased must sign CCC-517 agreeing to the base redistribution.
2	Redistribute the base acres through farm maintenance and use reason code "CCC-517".
3	Initiate CCC-505 to permanently reduce the base acres that were redistributed to the tracts being enrolled in CRP.
4	Reduce the base acres according to CCC-505 through farm maintenance and use reason code "CCC-505 due to CRP enrollment". See work instructions "Base Reduction for New CRP Tract Level" and "CCC-505 Base Reduction". See Part 7, Section 5 for instructions on use of the farm records automated CCC-505 base reduction tool.

***--G Maintaining Base Acres Reduced Due to CRP**

Base acres reduced on CCC-505 because of CRP enrollment may be eligible to be restored once the CRP contract has expired, voluntarily terminated, or released early. To maintain and track the acres eligible to be restored, base acres reduced because of CRP enrollment must be entered into the CCC-505 CRP Reduction Data assignment block. See Part 7, Section 5 for instructions on entering the CCC-505 CRP Reduction Data in CRM. CCC-505's completed through the automated CCC-505 wizard will automatically be populated in the CCC-505 CRP Reduction Data assignment block. More details on the auto-population are found in paragraph 250.

See 1-ARCPLC for additional information on reducing and restoring base acres because of CRP enrollment.--*

37 Rules for Yields When Tract Acreages Are Adjusted

A Background

Yields for a crop may change as base acres for the crop increase or decrease. The following changes to farms may result in an increase or decrease of the farm program payment yield:

- land is enrolled in CRP
- existing CRP-1's expire or are terminated
- DCP cropland acres decrease
- out-of-balance tracts are resolved using CCC-505.

Note: Changes to the farm program payment yields will only occur if the farm's tracts have different yields.

B Yields for Farms With Expired or Terminated CRP

Base acres released from CRP will be restored to the tract from which they were reduced.

For ARCPLC covered commodities:

- if the ARCPLC covered commodity to be restored has base acres that exist on the farm before the restoration, then the tract level yield to be associated with the base acres being returned will be the PLC yield currently established for the crop on the farm
 - if the existing tract level PLC yield does not equal the currently established farm level PLC yield an adjusted yield for the tract will result
 - calculate the adjusted yield according to the instructions in subparagraph 36 E
- if the covered commodity to be restored does not have base acres that exist on the farm before the restoration, and:
 - a farm level PLC yield already exists for the crop because the ARCPLC election for *--the crop is PLC and previous generic base acres were attributed to the crop when--* it was planted in a prior year,
 - then the tract level yield to be associated with the base acres being returned will be the farm level PLC yield currently established for the crop on the farm

37 Rules for Yields When Tract Acreages Are Adjusted (Continued)

B Yields for Farms With Expired or Terminated CRP (Continued)

- a farm level PLC yield does **not** exist,
- restore the base acres to the applicable tract and farm once the current producers have completed a manual election according to 1-ARCPLC Part 7 for the applicable covered commodity

Exception: Restored base acres on ARC-IC farms are not required to make an election.

- the covered commodity will receive a PLC yield equal to the higher of the following:
 - CC yield for the crop at the time the applicable base acreage was reduced
 - county average CC yield for the applicable crop

Note: The owner will have the opportunity to update the yield according to 1-ARCPLC Part 3.

For generic base acres:

CTAP transitional yields are not applicable for 2016 and subsequent years. Until software can be revised to remove CTAP transitional yields, a CTAP transitional yield equal to the CTAP transitional (direct) yield associated with the CCC-505 CRP Reduction acres that existed for the expired, voluntarily terminated, or early released CRP contract must be entered. If the generic base acres are being restored to a tract where generic base acres already exist no adjustment to the existing CTAP transitional yield will be made.

***--Note:** Generic base acres were allocated in FY 2018 according to the Budget Act of 2018. A list for Generic Base may still be displayed on the farm with an associated CTAP yield. This entry will remain in Farm Records until further notice.--*

37 Rules for Yields When Tract Acreages Are Adjusted (Continued)

C Decreases in Base Acres (Continued)

Example 2 (Continued)	County Office Action
<p>(Farm's wheat PLC payment production after adjustment = 5,603.4419) (Tract 1's wheat PLC payment production after adjustment = 5,603.4419)</p> <p>Note: This example also applies to land that is no longer considered DCP cropland or if base acres for a crop are reduced for any reason. Applicable reason codes used on CCC-505 would vary according to the scenario.</p>	<ul style="list-style-type: none"> • Add CCC-505 CRP Reduction acre entries of 40.55 acres for soybeans with a PLC yield of 30.5879 and 24.60 acres of wheat with a PLC yield of 30.1224 to tract 2 in the CCC-505 CRP Reduction assignment block. • Access the ARCPLC contract to: <ul style="list-style-type: none"> • ensure that the new contract data is present • print new ARCPLC contract • obtain applicable signatures according to 1-ARCPLC

37 Rules for Yields When Tract Acreages Are Adjusted (Continued)

D Increases in Base Acres Resulting from Expired or Terminated CRP

Base acres restored after release from CRP receive the PLC yield currently established for the crop on the farm, per 1-ACRPLC, Part 2, Section 2. The overall farm yield cannot change. Tract level PLC yields may be affected when base acres are released from CRP and returned to the farm. The following is an example of a tract level PLC yield fluctuation that occurs because the existing tract PLC yield for the tract on which the base acres are being restored is not equal to the farm level PLC yield. County Office action must be taken to insure the farm level PLC yield remains unchanged when an existing CRP-1 with CRP base acre reduction acres expires, is terminated, or is released from CRP.

***--Example: PLC Yield Calculations for the Farm and Tracts before Base Restoration**

Level	Base Acres	PLC Yield	Yield Extension
Farm 1	20 Acres of Corn	125 Bushels/Acre	$(20 \times 125) = 2500$ Bushels
Farm 10	10 Acres of Corn	100 Bushels/Acre	$(10 \times 100) = 1000$ Bushels
Farm 20	210 Acres of Corn	150 Bushels/Acre	$(10 \times 150) = 1500$ Bushels
Farm Yield Verification Based on $(100 \text{ Bushels} + 1500 \text{ Bushels})/20 \text{ Acres} = 125$			
Tract Yields		Bushels/acre	

PLC Yield Calculations for the Farm and Tracts after Base Restoration

Note: Farm level PLC Yield cannot be adjusted from 125 Bushels per acre and no adjustment is required for Tract 20.

PLC Yield Adjustment on Tract 10:

Level	Base Acres	PLC Yield	Yield Extension
Tract 10	10 Acres of Corn	100 Bushels/Acre	$(10 \times 100) = 1000$ Bushels
Tract 10	10 acres of Restored Corn Base	125 Bushels/Acre	$(10 \times 125) = 1250$ Bushels
Tract 10 Adjusted	20 Acres Total Corn Base	112.5 Bushels/Acre	$(1000 \text{ Bushels} + 1250 \text{ Bushels})/20 \text{ Acres} = 112.5 \text{ Bushels/Acre}$

Final PLC Yield for the Farm:

Level	Base Acres	PLC Yield	Yield Extension
Farm 1	30 Acres of Corn	125 Bushels/Acre	$(30 \times 125) = 3750$ Bushels
Farm 10	20 Acres of Corn	112.5 Bushels/Acre	$(20 \times 112.5) = 2250$ Bushels
Tract 20	10 Acres of Corn	150 Bushels/Acre	$(10 \times 150) = 1500$ Bushels
Farm Yield Verification Based on $(2250 \text{ Bushels} + 1500 \text{ Bushels})/30 \text{ Acres} = 125$			
Tract Yields		Bushels/acre--*	

39 PLC Yield Adjustments Because of Reconstitutions

A Basic Rule for Determining Farms, Tracts, * * * and Bases Following a Reconstitution Decision

[7 CFR 718.206] Farm program payment yields calculated for the resulting farms of a division may be increased or decreased if all of the following apply:

- COC determines that the division provided an inequitable distribution considering:
 - available land
 - cultural operations
 - changes in the type of farming conducted on the farm
- the increase in a farm program payment yield on a resulting farm is offset by a corresponding decrease on another resulting farm of the division.

B Applying Adjustment to PLC Yields

Yield adjustments will be applied to program crops by updating reconstitutions after COC approval.

39 PLC Yield Adjustments Because of Reconstitutions (Continued)

C Adjustment Example PLC Yield

Tract No.	Tract Wheat Base Acres	Tract Wheat PLC Yield	PLC Yield Extension (Acres x Yield)
300	31.35	50.0000	1,567.5000
500	27.52	50.0000	1,376.0000
1400	15.00	50.0000	750.0000
Total			3,693.5000

During the division, Tracts 300 and 500 are assigned to Resulting Farm 900 and Tract 1400 is assigned to Resulting Farm 901.

Both resulting farms have a wheat payment yield of 50.0000 bushels/acre. Tract 500 has very good quality soil and consistently produces a yield of 62.5000 bushels/acre. Tract 1400 has poor quality soil and has yield potential of less than 50.0000 bushels/acre.

COC determined that the yield on Tract 500 will be increased to 62.5000 bushels/acre and the yield on Tract 1400 will be decreased.

The sum of the resulting farms' extensions cannot exceed the parent farm extension.

Use the following table to determine the resulting farms' PLC yields.

Step	Action
1	Multiply the acreage from Tract 500 times the new yield of 62.5000 bushels/acre. (27.52 x 62.5000 = 1,720.0000)
2	Multiply the acreage from Tract 300 times the established yield. (31.35 x 50.0000 = 1,567.5000)
3	Add the results from steps 1 and 2. (1,720.0000 + 1,567.5000 = 3,287.5000)
4	Subtract the result of step 3 from the parent farm extension. (3,693.5000 – 3,287.5000 = 406.0000)
5	Divide the result of step 4 by the acres from Tract 1400. (406.0000 ÷ 15.00 = 27.0667)

--During the adjustment update process, the PLC yield for Tract:--

- 500 would be increased to 62.5000 bushels/acre
- 1400 would be decreased to 27.0667 bushels/acre.

64 Timing for Transfer**A Basic Rule**

-- August 1 of each FY is the deadline for a producer to request a farm transfer. Records-- **cannot** be transferred, until the next FY, if crop loan and LDP payments have been issued for the farm.

The transfer of records is effective for the next program, crop, or FY, as applicable, for the program.

- The new administrative County Office selected by the producer will handle all new activity for the next program year or FY.
- The current administrative County Office will continue to handle:
 - crop loan and LDP requests and servicing for current and prior crop years
 - pending appeals for current or prior years.

B Implications for Records

County Offices must use good judgment when transferring records. It may be necessary to delay the transfer of farm records to the receiving County Office to permit continued price support activity for current and prior crop year loans and LDP's.

--All requested farm transfers must be acted on by the end of the FY.--

65 Records to Transfer

A Overview

If an in and out transfer is approved according to paragraph 63, follow this paragraph to determine which records are to be transferred.

Send FSA-179, all of the following farm records, and only copies of the producer records, if the producer still has other interests in the transferring county.

***--Note:** If documents to transfer are accessible to the receiving County Office electronically or through a program application, the paper copy does not need to be physically transferred. This exception does not apply to programs that require the original contract or filed copy located in the administrative office, for example CRP contracts.--*

B Common Farm Record Files

Transfer all common farm records files including:

- FSA-156 EZ
- CCC-501
- CCC-502EZ, CCC-502A, CCC-502B, CCC-502C, or CCC-502D as applicable
- CCC-503A
- CCC-901
- CCC-902 I Short, CCC-902 I, or CCC-902 E as applicable
- CCC-903
- AD-1026
- AD-1068
- AD-1069
- FSA-492
- FSA-493
- FSA-569
- NRCS-CPA-026
- NRCS-CPA-027
- FSA-211
- base and yield notification
- other related documentation.

65 Records to Transfer (Continued)**C Conservation Files**

Transfer all conservation files including:

- original CRP contracts
- CCC-1245's, FSA-848A's and FSA-848B's for CRP contracts for complete and incomplete practices
- CCC-1245's FSA-848A's and FSA-848B's for other conservation programs for complete and incomplete practices
- AD-862's
- other related documentation.
- lifespan records
- correspondence.

D Compliance Files

Transfer all compliance files including, but not limited to:

- FSA-578's
- measurement services
- all related documentation.

65 Records to Transfer (Continued)

E ARC/PLC Records

Transfer all ARC/PLC farm files including, but not limited to:

- CCC-505
- CCC-517
- CCC-518
- CCC-857
- CCC-858
- CCC-859
- CCC-860
- CCC-861
- CCC-862
- CCC-863
- FSA-156EZ
- FAV history by tract, if applicable
- base and yield notification
- producer payment history print.

Note: See 1-ARCPLC. For farms transferring from a non-HIP to a HIP eligible county, the required HIP values must be manually calculated and entered by the receiving county once the transfer has been completed. See 1-ARCPLC for instructions on calculating the HIP values.

F FSFL Program Records

Requests by borrowers to transfer an outstanding FSFL to another servicing office will be denied because the system files for one FSFL cannot be easily transferred from one County Office computer system to another.

Exception: For FSFL's that must be transferred because a County Office is being closed, all case files and FSFL system files will be transferred to the County Office chosen by FSA.

G NAP

Transfer all of the following NAP records and only copies of the producer records, if the producer still has other interests in the transferring county:

- CCC-471
- CCC-576 (page 1)
- CCC-576 (page 2)
- CCC-452
- FSA-658
- other related documentation.

67 Handling Out-of-State Transfers

A Initiating County Action

Use the following table for initiating county action.

IF transfer is initiated in the...	THEN the initiating County Office will...
receiving County Office	<ul style="list-style-type: none"> • complete FSA-179, Part A • send FSA-179 to the transferring County Office.
transferring County Office	<ul style="list-style-type: none"> • complete FSA-179, Parts A and B • send FSA-179 to the transferring State Office.

Note: COC may redelegate authority to CED to approve in and out transfers between States.

--STC may redelegate this authority to SED or applicable State Office Specialist.--

67 Handling Out-of-State Transfers (Continued)

B Transferring County Action

Use the following table for transferring county action.

IF transfer was initiated in the...	THEN the transferring County Office will...
receiving County Office	<ul style="list-style-type: none"> • complete FSA-179, Part B • indicate recommendation for approval or disapproval on FSA-179, item 11A with reason if disapproved • if approved: <ul style="list-style-type: none"> • send FSA-179 and pertinent farm records to the transferring State Office • notify the receiving office of all outstanding debts and producer offset requests • ensure that all outstanding debts are loaded in NRRS according to 64-FI • ensure all business partners associated with the farm are associated with the receiving county • follow Part 7, Section 6 to complete transfer in the CRM Farm Records system • use the CLU Maintenance Tool in Citrix to update the administrative State and county attributes of all GIS wetland points associated with the farm • if disapproved, send disapproved FSA-179 back to the receiving County Office.
transferring County Office	<ul style="list-style-type: none"> • complete FSA-179, Parts A and B • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved • if approved by transferring County Office, send FSA-179 to the transferring State Office • wait for approval by transferring State Office; if approved by transferring State Office the transferring County Office will: <ul style="list-style-type: none"> • send pertinent farm records to the transferring State Office • notify the receiving office of all outstanding debts and producer offset requests • ensure that all outstanding debts are loaded in NRRS according to 64-FI • if disapproved by receiving State Office, submit the request to DAFP for a determination. See subparagraph F.

Part 4 Initiating a Reconstitution**90 Overview****A Definition of Reconstitution**

[7 CFR 718.2] A reconstitution is a change in the land constituting a farm as a result of combining or dividing tracts or farms.

B Previously Constituted Land

[7 CFR 718.201] Land that was properly constituted under procedures existing at the time of reconstitution will remain so constituted until a change in operation or ownership occurs that requires a reconstitution.

C Approval Restrictions

COC must not approve a reconstitution by combination or division if it determines that the primary purpose of the reconstitution is to do either of the following:

- increase the amount of program benefits received from any USDA agency
- circumvent any other USDA program provisions, penalties, or reductions.

D FSA-578

Follow provisions in 2-CP, for impacts on FSA-578 as a result of a reconstitution.

91 Substantive Change in Farming Operations and Changes to Legal Entities**A Approval Restrictions**

[7 CFR 718.205] Land that is properly constituted will not be reconstituted if:

- the reconstitution request is based on the formation of a newly established entity that owns or operates the farm or any part of it, and COC determines there is not a substantive change in the farming operation
- COC determines that the primary purpose of the request for the reconstitution is to:
 - obtain additional benefits under any commodity program
 - avoid damages under a contract or statute
 - correct an erroneous acreage report
 - circumvent other program provisions.

In addition, no farm will remain as constituted when COC determines that a substantive change in the farming operation has occurred that would require a reconstitution, except as otherwise approved by STC with the concurrence of DAFP.

B Determining Substantive Change

[7 CFR 718.205] In determining whether substantive change has occurred with respect to a farming operation, COC must consider factors such as composition of the legal entities having an interest in the farming operation with respect to management, financing, and accounting. COC must also consider the use of land, labor, and equipment available to the farming operations and any other relevant factors that bear on the determination.

93 When to Initiate

A Required Reconstitutions

[7 CFR 718.201] A reconstitution of a farm either by division or by combination is required and must be initiated when any of the following occur for farms in the same administrative county.

- A change has been made in the operation of the land since the last constitution or reconstitution, and the farm no longer meets the definition of a farm in paragraph 24. As applicable, initiate either of the following:
 - a farm combination according to paragraph 110
 - a farm division according to paragraph 131.

Note: Restrictions in paragraph 90 and 91 apply.

- The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution. Make corrections according to paragraph 96.
- COC determines that the farm was reconstituted on a basis of false information provided by the owner or farm operator.
- COC determines that the tracts of land included in a farm are not being operated as a single farm according to paragraph 96.
- An owner requests in writing that the owner's land no longer be included in a farm that is composed of tracts under separate ownership. See paragraph 131 for farm divisions.
- Farms are participating in ARC/PLC, have the same ARC/PLC election for all common covered commodities, have the same owner, are located in the same county, and are operated as 1 farm.

93 When to Initiate (Continued)**B Timing of Farm Reconstitutions**

[7 CFR 718.204] To be effective for the current FY, farm combinations and farm divisions must be requested by August 1.

A reconstitution is considered to be requested when all:

- of the required signatures are on FSA-155
- other applicable documentation, such as proof of ownership, is submitted.

***--Note:** County Offices are authorized to process reconstitution requests received after August 1 if sufficient time is available to complete the request before rollover.--*

C Timing of Tract Divisions

Tract divisions must be processed at any time during FY to ensure tract record accuracy.

If a farm reconstitution is required, process the reconstitution according to subparagraph B, Part 7, Section 7, and the work instructions “Farm Division - CRM”, “Farm Division – GIS”, and “Tract Division”.

D Total CRP and Non-ARC/PLC Farms

The following farms may be reconstituted at any time:

- total CRP
- non-ARC/PLC.

93 When to Initiate (Continued)**E Completion Time Limit**

--All reconstitutions initiated in CRM Farm Records must be completed within 45 calendar-- days or the system will automatically cancel the reconstitution.

Note: One 45-calendar-day extension may be processed by the approving official after receiving a notification of approaching deadline for approval. The notification is sent 40 calendar days after the reconstitution is finished in the computer and the approval workflow is initiated. See Part 7, Section 7.

All reconstitutions not completed prior to FY rollover will be cancelled.

County Offices must update reconstitutions with crop base acres by August 31 of FY. This will allow sufficient time for producers to return signatures and documentation by the deadline for ARC/PLC.

94 How to Initiate

A Requesting a Reconstitution

[7 CFR 218.203] Any request for a farm reconstitution shall be filed with COC. County Offices must prepare FSA-155 for each requested reconstitution.

Note: A separate FSA-155 is not required for a tract division if the reconstitution also includes a farm division.

B Completing FSA-155

Complete FSA-155 according to this table.

Item	Instructions
1	Enter county FSA name and address.
2	Enter reconstitution number.
3	Check the appropriate box for the type of reconstitution. When the request is for a tract division and followed by a farm division, check both boxes.
4	Enter a brief explanation of the reason for the reconstitution. Examples: “Tract 100 sold.” or “Operator change.”
5	Enter approximate date of change, such as sale or lease date.
6	Enter the following data for each parent and resulting farm and/or tract: <ul style="list-style-type: none"> • farm data when item 3 indicates a farm combination or division • tract data when item 3 indicates a tract combination or division • tract and farm data when item 3 indicates a tract division and a farm division.
7 A	For divisions, enter each crop on the parent farm from FSA-156EZ.
7 B	For divisions, enter appropriate base for each crop on the parent farm.
7 C	Check appropriate method of division for each base on the parent farm.
8 A through D	Enter the appropriate farm number, tract number, crop, and base acres on the parent farm if the method of division is landowner designation or estate. ENTER “N/A” if not applicable.

94 How to Initiate (Continued)

C Example of FSA-155 (Continued)

FSA-155 (Page 2) (01-27-05)							
8. DIVISION BY OWNER DESIGNATION OR ESTATE: This item is required for the owner designation and estate methods unless the division of bases is documented and signed to, as applicable, on a separate document and attached to this form.							
A. Parent Farm	B. Tract No.	C. Crop	D. Base	E. Resulting Farm/Tracts			
				(1) Farm/Tract No.:	(2) Farm/Tract No.:	(3) Farm/Tract No.:	(4) Farm/Tract No.:
				Base	Base	Base	Base
N/A							

9. SELLER AND PURCHASER MEMORANDUM OF UNDERSTANDING OF BASES:
I, the undersigned, agree to the above designation of bases which serves as a memorandum of understanding between seller and purchaser.

A. Seller's Signature	B. Date (MM-DD-YYYY)	C. Purchaser's Signature	D. Date (MM-DD-YYYY)

10. Will there be an adverse effect to any producer by reconstituting any crops? If "YES", what crops?

	YES	NO
		<input checked="" type="checkbox"/>

11. Is the parent farm in CRP?

	YES	NO
		<input checked="" type="checkbox"/>

12. If combination, will combined farm be operated as a single farming unit?

	YES	NO

13. Are there any adverse HELC flags on farms or tracts being combined? If "YES", refer to NRCS .

	YES	NO

14. A. Has cost share assistance been received for any lifespan conservation practices?

	YES	NO
		<input checked="" type="checkbox"/>

B. If "YES", has new owner and/or operator been informed of requirements?

	YES	NO

15. CERTIFICATION AND AGREEMENT:
I, the undersigned, certify that to the best of my knowledge and belief the information shown above is correct and I request and agree to the reconstitution. The results of the reconstitution will be shown on the COC report. The report will be made available upon request after the reconstitution is completed.

A. Signature of Operator/Owner	B. Date (MM-DD-YYYY)	A. Signature of Operator/Owner	B. Date (MM-DD-YYYY)
Any 3 Producer	1/15/2013		

16. COUNTY COMMITTEE ACTION:
This action applies to reconstitution of farms, tracts, and bases.

A. County Committee Person or Designee Signature	B. Date (MM-DD-YYYY)	C. County Committee Action
Any 1 COC Member	1/25/13	APPROVED <input checked="" type="checkbox"/> DISAPPROVED <input type="checkbox"/>

95 Effective Dates**A Rule**

[7 CFR 718.204] Determine the effective dates of reconstitutions according to this table.

*--

IF the reconstitution was requested...	THEN the effective date is the...
by August 1	current FY.
after August 1	next FY.

--*

Notes: The reconstitution will not be processed in the computer until the appropriate FY.

Tract divisions will be processed at any time during the FY to ensure tract record accuracy. If a farm reconstitution is required, process the reconstitution according to paragraph 93 and this paragraph.

96 Corrections**A Prior Reconstitutions**

[7 CFR 718.201] Reconstitute a farm if either of the following applies:

- the land was not properly constituted under the regulations in effect when the farm was last constituted
- COC determines that misrepresentation occurred.

Note: In this context, misrepresentation includes, but is not limited to:

- side agreements between buyer and seller that defeat the program
- knowingly disclosing false information regarding land ownership or farm operation
- knowingly taking actions to defeat program purposes.

B Correction Effective Date

The effective date for corrections because of misrepresentation by producer or error made by the County Office is the FY in which the reconstitution correcting the error would be effective.

97-108 (Reserved)

Part 5 Types of Reconstitutions

109 Overview

A Reconstitution Types

The following are 4 types of reconstitutions:

- farm combinations
- farm divisions
- tract combinations
- tract divisions.

B Definition of Farm Combination

A farm combination is the consolidation of 2 or more farms, having the same operator, into 1 farm.

C Definition of Farm Division

A farm division is the dividing of a farm into 2 or more farms because of a change in ownership or operation.

D Definition of Tract Combination

A tract combination is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

E Definition of Tract Division

A tract division is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

F Publicizing Method of Division

County Offices will:

- publicize the designation by landowner method of division, including the definition and criteria for using it
- distribute the information in any manner available including, but not limited to:
 - newspaper articles
 - newsletters
 - radio and television spots.

G When to Publicize

Publicize this method of division:

- once a year, at a minimum
- toward the end of each FY.

Note: This will ensure that producers are familiar with the method and criteria throughout the coming FY.

109 Overview (Continued)

***--H Reconstitution Identification Number**

A reconstitution identification number is system generated for all tract or farm reconstitutions when:

- a tract reconstitution has been completed
- a farm reconstitution has been submitted for approval.

Reconstitutions completed in CRM Farm Records, including both farm and tract reconstitutions, will be numbered sequentially starting with reconstitution ID #1 through the number of reconstitutions completed by the end of FY. All reconstitution ID numbers will be unique within the administrative State and county for the FY. The reconstitution ID number will revert back to 1 at the beginning of each FY.

Note: The reconstitution identification number will not be generated for reconstitutions completed in CRM Farm Records when the system first went live in FY2013 when the software was not tracking reconstitutions completed. As a result, there will be some reconstitution history that will not be identified in the reports or assignment blocks.

The reconstitution ID number generated for a reconstitution should be entered on FSA-155, Request for Farm Reconstitution in data entry field “**2. Reconstitution No:**”.

I Reconstitution Reports

The following reconstitution reports are available to assist county offices with reviewing completed reconstitutions and tracking the history of a farm or tract:

- Reconstitution County Summary Report
- Farm Reconstitution History
- Tract Reconstitution History.

Additional information on the reconstitution reports and functionality in CRM Farm Records is found in Part 7, paragraphs 296-299, and Exhibits 31-33.--*

Section 1 Combinations

Subsection 1 Farm Combinations

110 Common Ownership Farm Combinations

A Definition of Common Ownership Unit

A common ownership unit is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

B Required Combinations

Farms must be combined when:

•*--all of the following apply for farms in the same administrative county:

- same operator--*
- the tracts are under common ownership unit
- the resulting farm would meet the definition of a farm in paragraph 24

Note: All ARC/PLC farms with the same ARC/PLC election for all common covered commodities, the same owner, operated as 1 farm, and located in the same county, must be combined.

- the farm was not properly constituted under the applicable procedure in effect at the time of the last reconstitution
- COC determines that the farm was reconstituted on the basis of false information provided by the owner or farm operator.

Notes: Combinations of CRP land with non-CRP land are not required even though the criteria in this subparagraph may be met.

ARC/PLC and non-ARC/PLC farms may be combined.

See Part 7, Section 7 and work instruction “Farm Combination” for instructions on processing farm combinations in the automated system.

113 Combining Federally- and State-Owned Land

A Federal Land

[7 CFR 718.201] Federally-owned land shall not be combined with privately-owned land.

B State Land

[7 CFR 718.201] Wildlife land owned by State entities shall not be combined with privately-owned land.

Exception: State-owned wildlife land may be combined with privately owned land when the former owner has possession of the land under a leasing agreement.

114 Combining Farms With Existing ARCPLC Elections

A Initiating Reconstitutions With Existing ARCPLC Elections

Combinations of ARC-CO and PLC parent farms with other ARC-CO and PLC parent farms can only be approved if there are no conflicting elections for common crops. Lack of an election for a crop with zero base acres is not considered a conflicting election.

Combinations of ARC-IC parent farms with other ARC-IC parent farms are permitted.

ARC-CO and PLC parent farms cannot be combined with ARC-IC parent farms.

See 1-ARCPLC, Part 8 for County Office action for ARC/PLC contracts that have been cancelled because of reconstitutions.

115 Reconstitution Policy for HIP Crops on Combined Farms**A Combination HIP Policy * * ***

Farms with different HIP may be combined if all other provisions apply per paragraph 110.

Upon approval of the reconstitution, County Offices will calculate new HIP's for the resulting farm by "weighting" the applicable crop HIP from each parent farm in the combination by the base acres of the crop associated with each parent farm. The resulting new HIP will be:

- manually entered at the farm level for the resulting farm
- effective starting with that year forward.

The weighting formula for farms * * * is as follows:

- multiply the crop base acres times the applicable HIP for the crop for each parent farm in
- the combination to calculate the HIP-factored base acres
- total the HIP-factored base acres for the crop
- divide by the total base acres of the crop on the child farm.

B Example

The following are 2 parent farms (101 and 204) with associated base acres and HIP's to calculate the weighted HIP for the resulting farm.

FSN	Corn Base Acres	HIP	HIP-Factored Base Acres
101 (parent)	100	75	75
204 (parent)	175	30	52.5
Calculation: $75 + 52.5 = 127.5 \div 275 = 46\%$			
1008 (resulting)	275	46%	

--The County Office will manually enter "46" as the new HIP in CRM for FSN 1008 (round-- to 2 decimal places before the percentage sign).

Note: For farm divisions, the resulting child farms will maintain the same HIP's as applied to the parent farm.

116 (Withdrawn--Amend. 2)**117-124 (Reserved)**

Part 6 CRP Reconstitutions

170 Overview

A Rule

If the operator of a farm which contains land enrolled in CRP-1 does not share in CRP, review the farming operation to ensure that the land meets the definition of a farm according to paragraph 24.

Note: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

B Distribution of Acres

Before a reconstitution is initiated, users will verify that the CRP cropland allocated to each tract matches the amount recorded in the CRP system for the following:

- *--CRP cropland acres--*
- CRP MPL acres, if applicable.

Follow Part 7, Section 2 and the work instructions “CRP - Updating CRP Cropland” and “Allocated CRP Acreage” to enter CRP attributes at the field level and to update CRP MPL at the tract level if applicable.

171 Dividing Farms During CRP Signup

A Dividing Farms for Current Year Contracts

Divide farms that enter into CRP-1's if either of the following applies:

- the land no longer meets the definition of a farm in paragraph 24

Exception: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

- 1 or more owners refuse to sign CRP-1 that will be effective in either the current or future FY. For future year contracts, see subparagraph B.

B Dividing Farms for Future Year Contracts

Process the reconstitution in FY CRP-1 is effective.

172-180 (Reserved)

183 CRM Homepage (Continued)

B Example of CRM Homepage (Continued)

9. **Reports Assignment Block** - on the CRM Homepage has the following options:

- Business Partner Key Field Change Request Report
- Potential Duplicate Report
- Base and Yield Ads. History
- EC, HIP, PLC Yields History.

184 CRM Worklist

A Overview

The CRM Worklist contains workflow tasks for Farm Combinations, Farm Divisions, Transfers, CCC-505s, allocation of CRP acres, and Date of Death (DOD) approvals. The CRM worklist also contains alerts for farm records and Business Partner.

B Example

Following is an example of the CRM Worklist.

Alerts:

No result found

Inbox Search

Quick Search:

Assigned To:

Main Category: WorkList

Date Type: Creation Date

Status:

From:

To:

Description:

Search Clear

Result List: 7 Items Found

Reserve | Reset Reservation | Display | Workflow Substitution

Description	Due On/At	Process	SubPr...	State	County	Created On	Main Cate...	Status	Emplc...	Priority	Update
Pending decision on combination of Farms 123 and 5487	09/18/2015	Farm Records	Farm...	OHIO	DARKE	08/04/2015	WorkList	Open		Medium	
Action required: CCC505 Form requested for a Farm : 10442 , Cou...	07/08/2015	Farm Records	Appro...	OHIO	DARKE	07/08/2015	WorkList	Open		Medium	
Info for CED - Pending CCC505 Approval for a Farm : 10442 , Coun...	12/31/9999	Farm Records	CCC5...	OHIO	DARKE	07/08/2015	WorkList	Open		Medium	
Pending decision on division of Farm 99-999-9999	08/13/2015	Farm Records	Farm...	OHIO	DARKE	06/29/2015	WorkList	Open		Medium	
Action Required: Transfer requested from STATE / COUNTY	09/18/2015	Farm Records	Farm...	OHIO	DARKE	08/04/2015	WorkList	Open		Medium	
Please Review DOD for BP THERESA...	09/18/2015	Farm Records	Farm...	OHIO	DARKE	08/04/2015	WorkList	Open		Medium	
Please Review DOD for BP VINCENT E...	07/08/2015	Farm Records	Appro...	OHIO	DARKE	07/08/2015	WorkList	Open		Medium	

C Action

Instructions on how to complete workflow tasks from the CRM Worklist are contained in Out-of-Balance Conditions and Adjustment Reports (Part 7, Section 5), Farm Transfers (Part 7, Section 6), and Reconstitutions (Part 7, Section 7).

185 Designating a Substitute for Farm Records Worklist Items

A Overview

Farm records worklist items (workflows) are generated during reconstitution, transfer, and automated CCC-505 reduction processes. Recipients of these workflows are determined according to the Business Partner (employee) that is assigned to a specific position in CRM Organizational Structure. Potential recipients of the various workflows include SED's, DD's, and CED's. Designated workflow recipients may substitute the ability (not the authority) to approve or disapprove worklist items. Approval or disapproval of the worklist items must be supported by paper copies of the documents that have been approved by the designated approval authority, or an individual with properly delegated approval authority. See Exhibit 1 for information on redelegations of authority.

***--Note:** All approving officials in CRM (CED's, Acting CED's, DD's, Acting DD's, and Acting SED's) are required to establish a substitute in the event they are out of the office and a workflow task must be acted on.

Substitutes are created through the Universal Worklist available in the MIDAS Portal.--*

Universal Worklist offers two types of substitutes that may be created:

- “Receives My Tasks” substitutes receive workflows and notifications according to effective start and end dates established by the person designating the substitute. Substitutes cannot choose whether or not they receive the workflows and notifications
- “Fill In For Me” substitutes only receive workflows during time periods when they “take over” the approving official’s workflows and notifications

Note: The person designating the substitute may designate an effective start date, but the end date is always indefinite (12/31/9999).

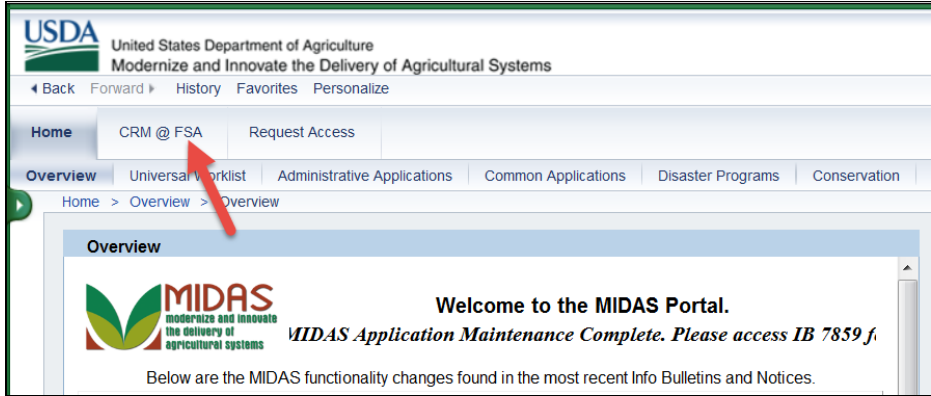
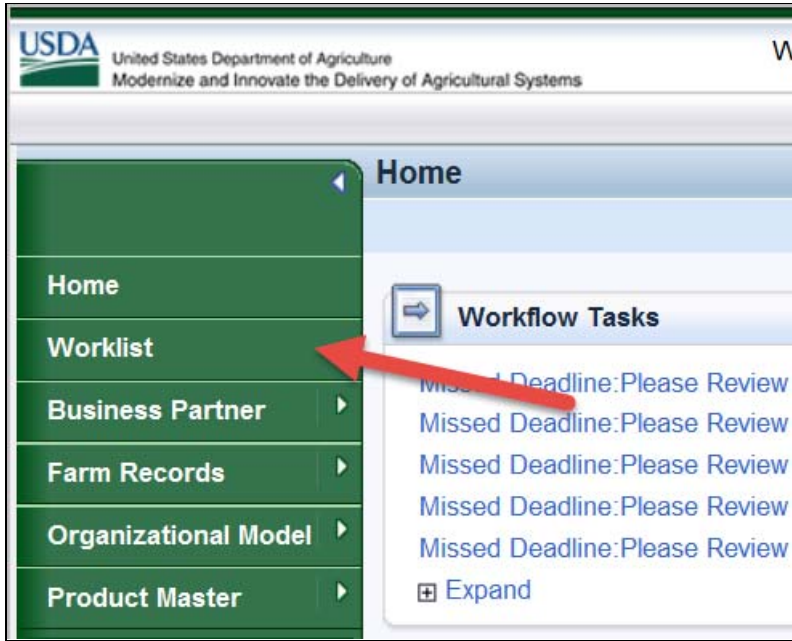
* * *

Note: The person designating the substitute may designate both an effective start date and an effective end date for the duration of the substitution.

185 Designating a Substitute for Farm Records Worklist Items (Continued)

D Designating a Substitute through the CRM Worklist

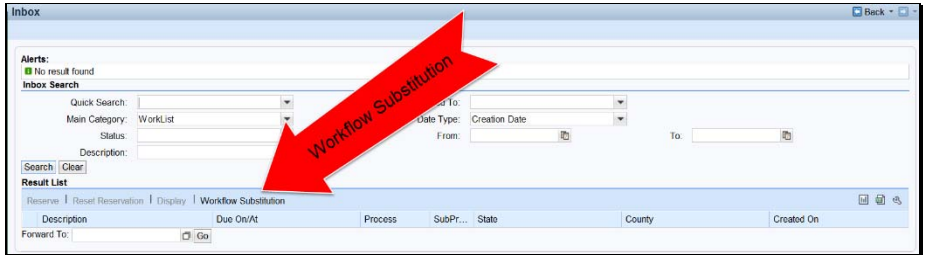
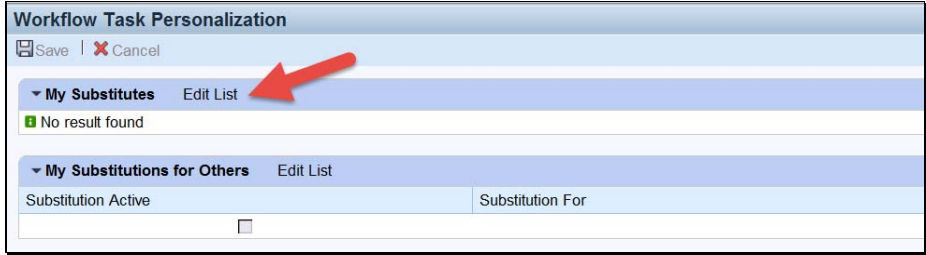
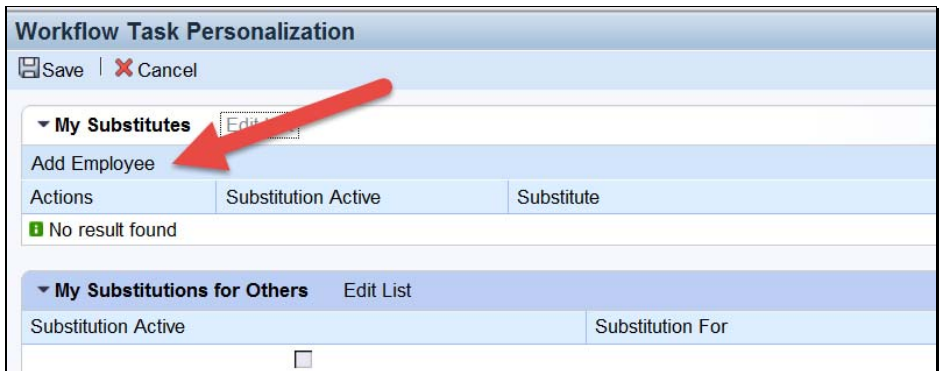
*--The following table provides instructions to view a substitute for Farm Records worklist items through the CRM Worklist.

Step	Action
1	<p>CLICK “CRM@FSA” on the MIDAS Portal page.</p> 
2	<p>CLICK “Worklist” on the CRM@FSA home page.</p> 

185 Designating a Substitute for Farm Records Worklist Items (Continued)

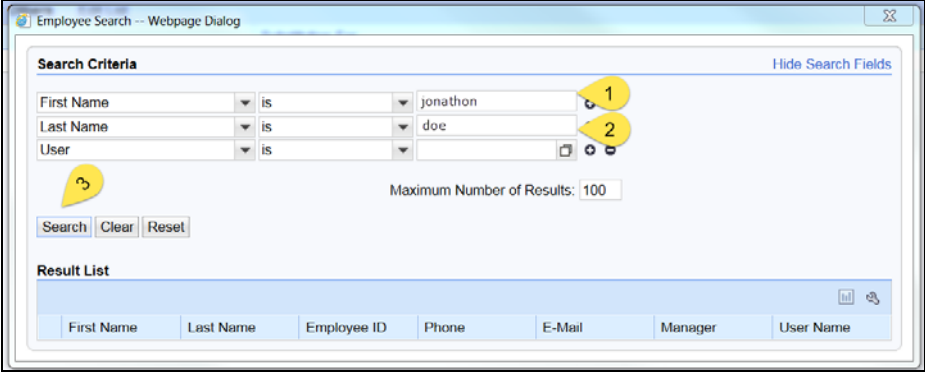
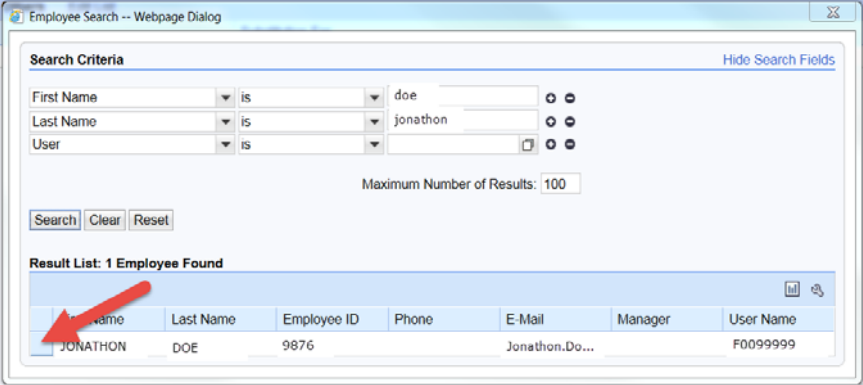
D Designating a Substitute through the CRM Worklist (Continued)

--Note: Steps 4 through 13 are view only.--

Step	Action
3	<p>CLICK “Workflow Substitution” in the “Worklist Inbox” window.</p> 
4	<p>***</p> 
5	<p>***</p> 

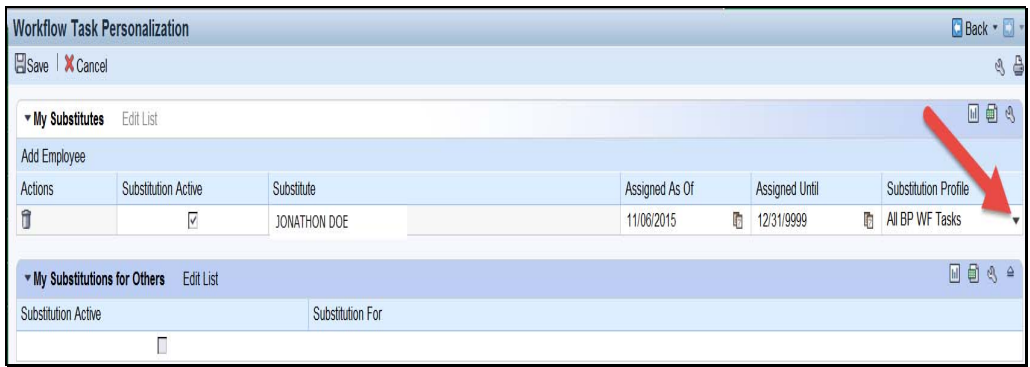
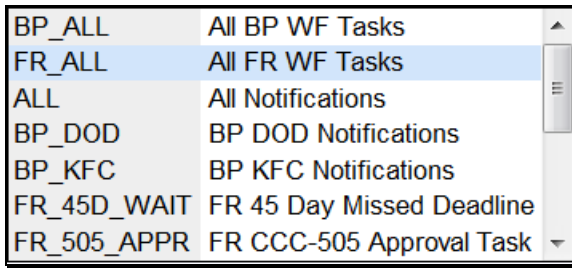
185 Designating a Substitute for Farm Records Worklist Items (Continued)

D Designating a Substitute through the CRM Worklist (Continued)

Step	Action
6	<p>***</p>  <p>***</p> <p>“First Name = john” and “Last Name = doe” would not return either JANE DOE or JONATHON DOE.</p>
7	<p>***</p> 


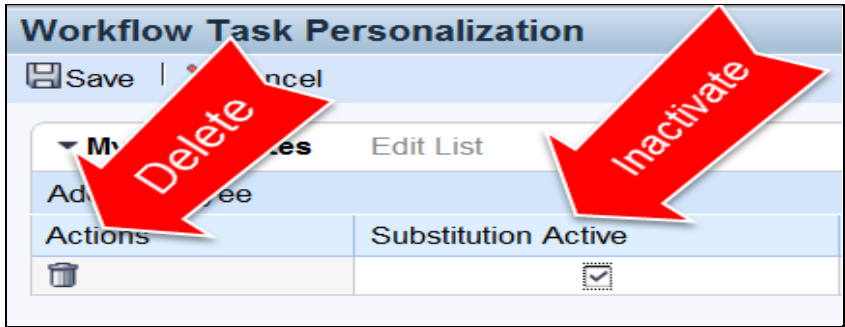
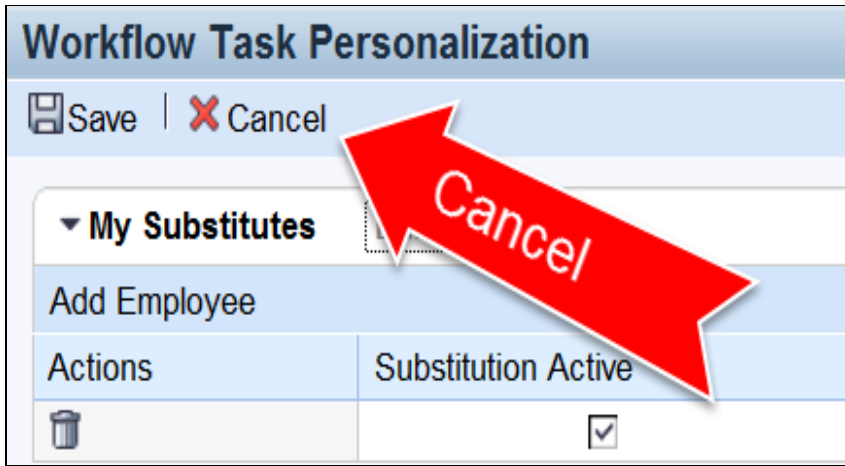
185 Designating a Substitute for Farm Records Worklist Items (Continued)

D Designating a Substitute through the CRM Worklist (Continued)

Step	Action
8	<p>***</p>  <p>***</p>
9	<p>***</p>  <p>***</p>

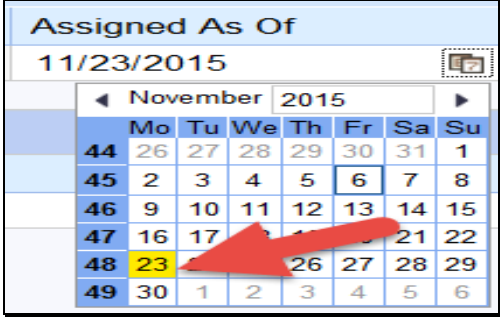
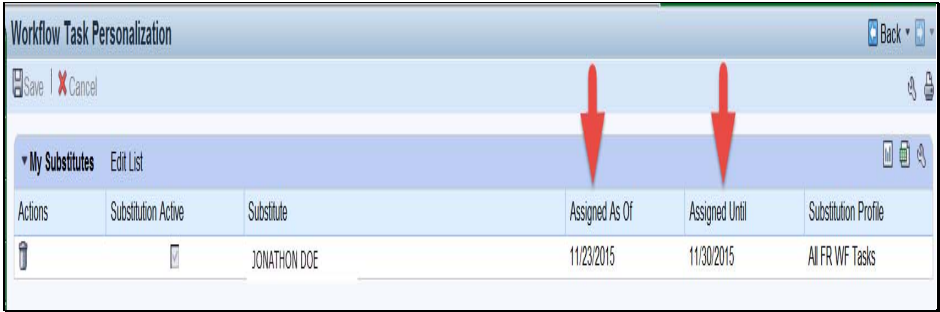
185 Designating a Substitute for Farm Records Worklist Items (Continued)

D Designating a Substitute through the CRM Worklist (Continued)

Step	Action
10	<p>***</p> 
11	<p>***</p>  <p>***</p> 

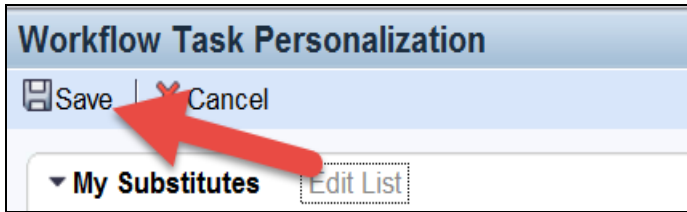
185 Designating a Substitute for Farm Records Worklist Items (Continued)

D Designating a Substitute through the CRM Worklist (Continued)

Step	Action
12	<p>***</p>  <p>***</p>  <p>***</p>

185 Designating a Substitute for Farm Records Worklist Items (Continued)

D Designating a Substitute through the CRM Worklist (Continued)

Step	Action
13	<p>***</p> 
14	Multiple substitutes may be designated. A specific employee may be designated for multiple task sets but may not be designated as a substitute for the same task set twice.

E Available Task Sets (Substitution Profiles) for Farm Records

The following table provides tasks applicable to Farm Records that are available when establishing a substitution rule.

Substitution Rule	Task Description
FR_ALL – All FR WF Tasks	<p>Allows the substitute to approve all reconstitution and transfer workflow tasks addressed to the BP who is designating a substitute and to receive all notifications related to these tasks.</p> <p>Note: CCC-505 and CCC-517 workflows and notifications are not included in this task set and must be substituted using a CCC-505 and/or CCC-517 specific task set.</p>
ALL – All Notifications	<p>Allows the substitute to approve all FR and BP workflow items and allows the substitute to receive all FR and BP notifications.</p> <p>Note: CCC-505 and CCC-517 workflows and notifications are not included in this task set and must be substituted using a CCC-505 and/or CCC-517 specific task set.</p>
FR_45D_WAIT – FR 45 Day Missed Deadline	Allows the substitute to receive notifications addressed to the CED or DD when a reconstitution is cancelled because it was not approved within the allotted 45-day timeframe.
FR_505_APPR – FR CCC-505 Approval Task	Allows the substitute to approve workflows addressed to the CED for CCC-505 Base Reduction forms generated by the automated CCC-505 Reduction Tool.
FR_517_APPR – FR CCC-517 Approval Task	Allows the substitute to approve workflows addressed to the CED for CCC-517 Base Redistribution forms generated by the automated CCC-517 Redistribution Tool.

185 Designating a Substitute for Farm Records Worklist Items (Continued)**E Available Task Sets (Substitution Profiles) for Farm Records (Continued)**

Substitution Rule	Task Description
FR_CCC505 - FR CCC505 Notifications	Allows the substitute to receive notifications of upcoming or missed CCC-505 deadlines that are addressed to the CED. This task set does not allow the substitute to approve workflows for CCC-505 Base Reduction forms.
FR_CCC517 – FR CCC517 Notifications	Allows the substitute to receive notifications of upcoming or missed CCC-517 deadlines that are addressed to the CED. This task set does not allow the substitute to approved workflows for CCC-517 Base Redistribution forms.
FR_CED_NEW - FR CED Receiving Cty	Allows the substitute to approve in-transfers on behalf of the CED of the receiving county.
FR_CED_OLD - FR CED Transferring Cty	Allows the substitute to approve out-transfers on behalf of the CED of the transferring county
FR_CRP – FR Contract Updates	Allows the substitute to process CRP Cropland Workflows when revised CRP Cropland and CRP MPL values are received from CCMS.
FR_RECON - FR RECON Notifications	Allows the substitute to receive notifications addressed to the CED warning the CED that the 45-day deadline for approving a workflow item is approaching and allows the substitute to extend the approval deadline for an additional 45 days.
FR_SED_OLD - SED Receiving Cty	Allows the substitute to approve state-to-state farm transfer workflows on behalf of the SED of the receiving state.
FR-SED_OLD - FR SED Transferring Cty	Allows the substitute to approve state-to-state farm transfer workflows on behalf of the SED of the transferring state.

F Taking Over a User's Worklist

Substitutes designated as “Fill In for Me” do not receive workflows and notifications on behalf of the person that designated them as a substitute unless they take over the worklist of the person that designated them as a substitute. Taking over a worklist does not prevent the user that designated the substitute from seeing or acting upon worklist items and notifications directed to them. However, if the substitute takes action on a worklist item, that item is removed from the worklist of the person originally designated to receive the item.

Employees in positions designated to receive workflows (SED's, DD's, and CED's) are expected to have a “Fill In for Me” substitute designated at all times to insure uninterrupted business operations in the event that the employee designated to receive the workflow is unexpectedly away from work or otherwise unable to access their worklist.

185 Designating a Substitute for Farm Records Worklist Items (Continued)

F Taking Over a User's Worklist (Continued)

--Note: The following table is view only.--

Step	Action
1	* * *
2	* * *
3	* * *
4	* * *
5	* * *

Workflow Task Personalization

Save

Cancel

Back

Print

Help

My Substitutes

Edit List

Actions	Substitution Active	Substitute	Assigned As Of	Assigned Until	Substitution Profile
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOE, JONATHAN	11/23/2015	11/30/2015	All FR WF Tasks

My Substitutions for Others

Edit List

Substitution Active	Substitution For
<input checked="" type="checkbox"/>	RECON, ROGER

186 CRM Farm Records Access**A Overview**

CRM Farm Records is used to make changes to current FY farm and tract data.

B Example

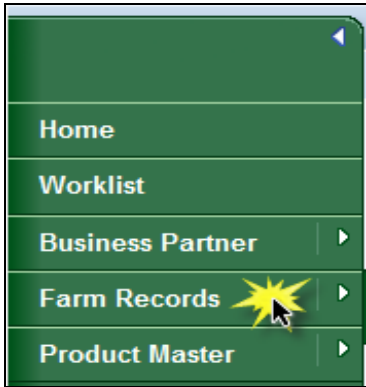
Following is an example of accessing the CRM@FSA applications.



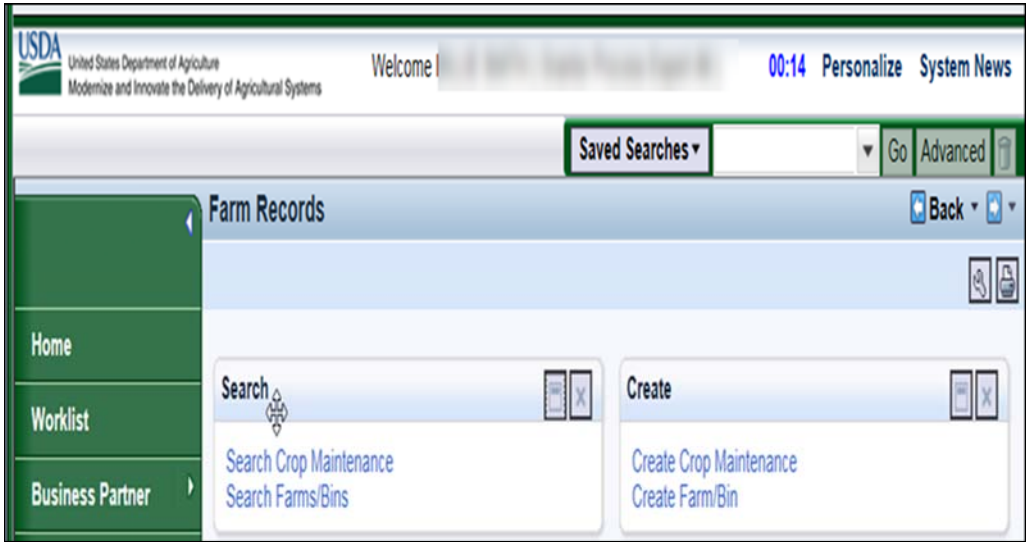
186 CRM Farm Records Access

C Action

The following table provides instructions to open CRM Farm Records.


Step	Action
1	Access FSA Applications Homepage at https://fsaintranet.sc.egov.usda.gov/fsa/applications.asp .
2	Access the MIDAS link at https://mprdep.fmmi.usda.gov/ .
3	In the MIDAS Portal, CLICK “CRM@FSA”
4	CLICK “Farm Records”. 

186 CRM Farm Records Access (Continued)

Step	Action
5	<p>The Farm Records screen will appear. This screen provides one method of accessing the Search and Create screens. Reports can only be accessed here.</p> <p>Notes: See Part 7, Section 4 Farm Creation and Inactivation for more detailed instructions on farm creation.</p> <p>See Part 7, Section 5 Out of Balance Conditions and Adjustment Reports for more detailed instructions on reports.</p> <p>* __</p>  <p style="text-align: right;">__*</p>

191 Base and Yield Notice

C Action (Continued)

Step	Action
9	<p>CLICK “Base and Yield Notice” button to generate the document.</p> <p>*--The Base and Yield Notice version is either Reconstitution or Base and Yield Adjustment. Users should select the applicable version.--*</p> 
10	The Base and Yield Notice will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document.

192 Associated Assignment Blocks by Hierarchy Level

A Overview

Clicking on the farm, tract, or specific field numbers determines the associated assignment blocks and GIS data that will be displayed.

After accessing a farm through the search functions in the CRM Homepage, the farm, tract, and fields are listed within the Farm Records Hierarchy. To view all associated tract and field data the hierarchy can be expanded using the drop-down arrows at the beginning of each listing or by CLICKING the “**Expand All**” icon at the top of the hierarchy menu.



192 Associated Assignment Blocks by Hierarchy Level (Continued)

B Example of Assignment Blocks

Following is an example of the assignment blocks available at the farm level.

*--

▶ GIS Info	
▶ General Data	⌵
▶ Reconstitution History	⌵
▶ Land Data	⌵
▶ Crop Election Data	⌵
▶ Crop Data	⌵
▶ FPMS Status	⌵
▶ Parties Involved	⌵
▶ Change History	⌵
▶ Glossary	⌵

Example of assignment blocks available at the tract level.

▶ GIS Info	
▶ Tract General Data	⌵
▶ Reconstitution History	⌵
▶ Tract Land Data	⌵
▶ Tract Crop Data	⌵
▶ Tract CCC-505 CRP Reduction Data	⌵
▶ Parties Involved	⌵
▶ Glossary	⌵

Example of assignment blocks available at the field level.

▶ GIS Info	
▶ Tract General Data	⌵
▶ Reconstitution History	⌵
▶ Tract Land Data	⌵
▶ Tract Crop Data	⌵
▶ Tract CCC-505 CRP Reduction Data	⌵
▶ Parties Involved	⌵
▶ Glossary	⌵

--*

192 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description

The following table identifies the assignment blocks and GIS data listed when either the farm, tract, or field number is selected in the hierarchy.

Hierarchy Level Selected	Results
Farm Level	<ul style="list-style-type: none"> • GIS Info assignment block zooms to the full extent of the farm including all tracts and fields included within the farm. • General Data assignment block identifies the administrative county, farm description if manually loaded, farm status, and farm history of reconstitution or farm transfer if it has previously occurred. •*--Reconstitution History assignment block identifies any reconstitution the farm has been associated with and includes the year the reconstitution was completed, Recon ID, reconstitution type, status, submitted date, completed date, parent IBase, parent farm number, resulting farm number, and resulting IBase.--* • Land Data assignment block summarizes all acreage data totaled from all tracts on the farm. • Crop Election Data assignment block identifies the ARCPLC program election by crop, the HIP if applicable, and the Farm Level PLC yield. • Crop Data assignment block summarizes the crop base acres, CCC-505 CRP reduction acres and yield data from all tracts on the farm. • Parties Involved assignment block lists the operator of the farm. • FPMS Status assignment block identifies the farm replication status back to the web-based FRS. If the replication status was not successful, additional information is provided to help remediate the issue. • Change History assignment block lists changes that have occurred on the farm, including what type of change was completed, when the change was made, and who made the change. •*--Glossary assignment block provides descriptions for acronyms used within CRM.--*

192 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Results
Tract Level	<ul style="list-style-type: none"> • GIS Info assignment block zooms to display the full extent of the tract selected. The tract selected is outlined in pink, while all other tracts of the farm are outlined in red. <li style="padding-left: 40px;">Note: Multiple tracts may show in the assignment block if the extent of the selected tract encompasses the extent of another tract. • Tract General Data assignment block identifies tract description, *--BIA range unit number, tract status, the FSA and ANSI tract physical location (State and county), congressional district, tract level reconstitution history, wetland certified, and year wetland certified. • Reconstitution History assignment block identifies any reconstitution the selected tract has been associated with and includes the year the reconstitution was completed, Recon ID, reconstitution type, status, completed date, parent IBase, parent farm number, resulting tract number, and resulting farm number.--* • Tract Land Data assignment block lists and summarizes, as applicable, the acreage and conservation compliance information associated with the tract selected. • Tract Crop Data assignment block lists, if applicable, data for crop bases and yields for the selected tract. • Tract CCC-505 CRP Reduction Data assignment block lists all crop base acres and yields that have previously been reduced on the tract due to CRP enrollment. • Parties Involved assignment block identifies all owners and other producers (other tenants) associated with the tract. • *--Glossary assignment block provides descriptions for acronyms used within CRM.--*

192 Associated Assignment Blocks by Hierarchy Level (Continued)

C Description (Continued)

Hierarchy Level Selected	Results
Field Level	<ul style="list-style-type: none"> • GIS Info assignment block zooms to display the full extent of the tract containing the selected field and highlights the field in aquamarine. • Field General Data assignment block identifies the field *--description, FSA and ANSI physical location state and county, and congressional district. • Field Land Data assignment block lists the land classification code, field acreage, field HEL determination, and 3CM Cropland Indicator as attributed in the CLU attribute table for the field. • CRP Data assignment block allows users to load and view the CRP contract information if the field selected is enrolled in CRP, including the CRP contract number, contract expiration date, and conservation practice. • NRCS Data assignment block identifies NRCS program information for fields enrolled in NRCS programs. • Parties Involved assignment block lists Other Producers associated with only specific fields on a tract. • Native Sod assignment block identifies fields meeting the Native Sod provisions and includes the date the land was broken and the years the land has been cropped. • *--Glossary assignment block provides descriptions for acronyms used within CRM.--*

193 CRM Farm Records Assignment Blocks Detail

A Overview

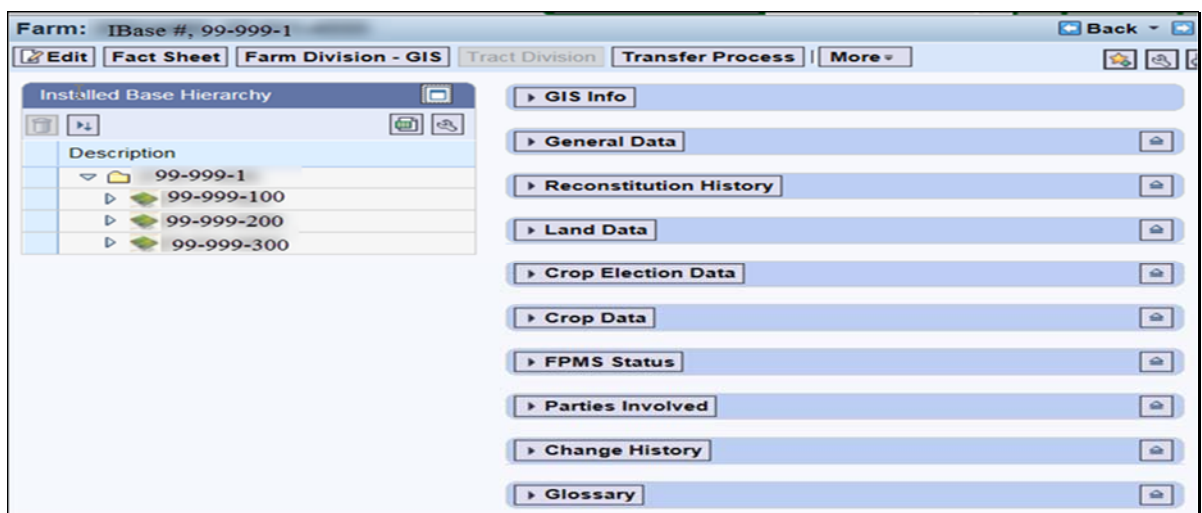
Information in the Farm Records assignment blocks will change depending on the level selected in the Hierarchy. Following are the farm, tract, and field data fields available in CRM.

Edits to Farm Records data are made at the lowest applicable level and data aggregates to the next higher level.

B Farm Level Assignment Blocks

The following are included in Farm Level assignment blocks.

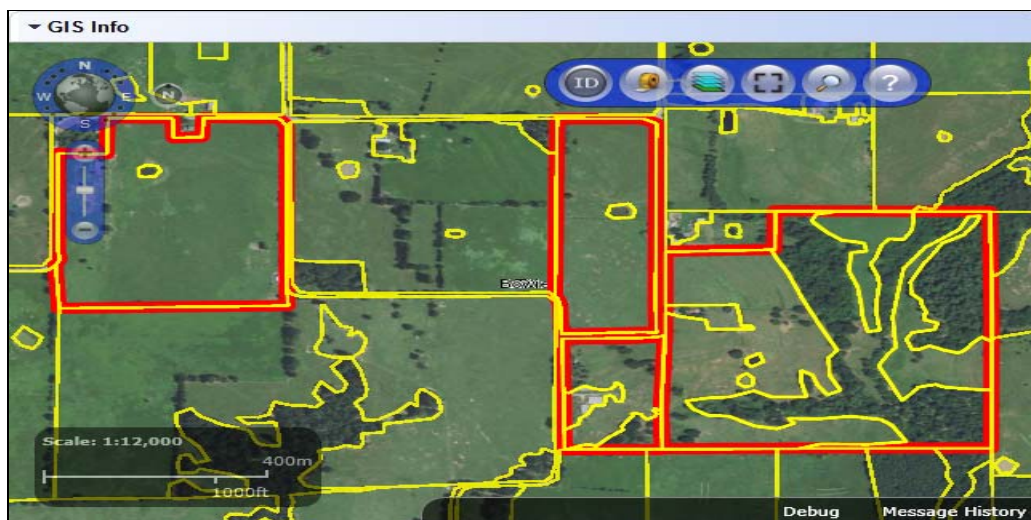
*--



--*

GIS Info

The GIS Info assignment block displays the imagery and spatial representation of all tracts included in the farm. Following is an example of a displayed farm.



193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)

The following are included in General Data.

- **Farm Number** – System assigned
- **State Code/County Code/ Farm Number** – System assigned
- **Farm Description** – Manual Entry (Optional)
- ***--Administrative State** – User selected when farm is created or farm transfer initiated
- **Administrative County** – User selected when farm is created or farm transfer initiated--*
- **Farm Status** – After the farm is created and status is updated to Active, status is no longer editable

* * *

- **Transferred from** –shows only on farms transferred in the CRM Farm Records application after July of 2014.

Following is an example of the farm level General Data assignment block.

▼ General Data	
Farm Number:	1
State/County/Farm:	99-999-1
Farm Description:	
Administrative State:	ANY
Administrative County:	COUNTY
Farm Status:	Active
Transferred From:	

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)***--Reconstitution History**

Data within the Reconstitution History assignment block will only be displayed if the selected farm was either the result of a farm reconstitution or the parent farm of a reconstitution. The data displayed in the assignment block is system assigned and is not editable.

- Year
- Recon ID
- Reconstitution Type
- Status
- Submitted Date
- Completed Date
- Parent IBase
- Parent Farm
- Resulting Farm
- Resulting IBase

▼ Reconstitution History									
Farm Reconstitution Report									
Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
2017	16	Farm Division	Pen...	06/15/2017		999999990	7490	9387	999999991
								9388	999999992

--*

Land Data

All fields in this assignment block are not editable, they are populated by aggregation of tract level data. Following is an example of the data displayed in the farm level Land Data assignment block.





▼ Land Data			
Farmland Acres:	170.17	EWP Program Acres:	0.00
Cropland Acres:	124.82	DCP Ag Related Activity Acr...	0.00
DCP Cropland Acres:	124.82	Wetland Reserve Prog Acres:	0.00
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	124.82
WBP Acres:	0.00	Double Cropped Acres:	0.00
GRP Acres:	0.00	Sugarcane Base Acres:	0.00
State Conservation Acres:	0.00	CRP MPL Acres:	0.00
Other Conservation Acres:	0.00	SOD Acres:	0.00
		FAV/WR History:	No

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)**Crop Election Data**

- **Crop Name** – System generated
- **Election Choice** – Initial entries were populated by the ARCPLC program decisions. New entries can be made manually. Changes to an existing Election Choice can only be made by the national office. Submit requests for corrections to ARCPLC elections and an explanation of the reason for the correction to the national office through the state office
- **HIP** – Initial entries were populated by system calculated historical irrigated planted history for the crop in years 2009-2012. New or updated entries can be made manually
- **PLC Yield** – Manual Entry - 1-ARCPLC Part 2, Section 2 provides instructions for re-establishing base acres due to CRP expiration, voluntary termination, or early release.
* * *
- **Created On/At** – System generated
- **Changed by** – System generated
- **Changed On/At** – System generated

Following is an example of ARCPLC program election associated with each base crop on the farm.

▼ Crop Election Data    						
Crop Name	Election Choice	HIP	PLC Yield	Created On/At	Changed by	Changed On/At
Corn	ARC County		0.0000	04/20/2015 1..	TCO_EM097...	04/20/2015 1..
Soybeans	ARC County		0.0000	04/20/2015 1..	TCO_EM097...	04/20/2015 1..

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)**Crop Data**

All entries in this assignment block are not editable. Entries are aggregated from the tract level data. Following is an example of the base crops and associated data entered on a farm.

▼ Crop Data						
Crop Name	Crop Year	Base Acres	CCC-505 CRP Redu. Acres	CTAP Transitional Yield	PLC Yield	
Corn	2015	38.30	0.00	0.0000		150.0000
Soybeans	2015	38.30	0.00	0.0000		48.0000

Farm Parties Involved

- **Name** - auto-populates when Business Partner ID Number is selected using Input Help
- **Function** - System defaults to Operator at farm level
- **ID** - Use input help to search and select a Business Partner
- **HEL Exceptions** - Editable only if a tract has “HEL: conservation system is not being actively applied” as its HEL determination.
- ***--HEL Appeals Exhausted Date** - Editable only if “Appeals Exhausted” is selected for the producer’s HEL Exception.
- **CW Exceptions** – Editable only if a converted wetland violation exists on one or more tracts and the operator is not an owner on all tracts.
- **CW Appeals Exhausted Date** - Editable only if “Appeals Exhausted” is selected for the producer’s CW Exception
- **PCW Exceptions** – Editable only if a planted converted wetland violation exists on one or more tracts
- **PCW Appeals Exhausted Date** - Editable only if “Appeals Exhausted” is selected for the producer’s PCW Exception

Following is an example of the associated operator for the farm entered in the farm level Parties Involved assignment block.

▼ Parties Involved								
Name	Function	ID	HEL Exceptions	HEL Appeals Exhausted Date	CW Exceptions	CW Appeals Exhausted Date	PCW Exceptions	PCW Appeals Exhausted Date
Producer A	Operator							

--*

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)**FPMS Status**

Messages in the FPMS Status block are used to determine if edits in CRM Farm Records have replicated to current year Web Farm Records.

Note: Entries in this assignment block are not editable.

- **Replication ID** – System generated
- **Replicated By** – System generated to populate the user or system ID that completed the last edit and save for the farm records.
- **Scenario** – System generated notation of the location of the edit completed and saved. Options are either CLU Maintenance or Farm Maintenance. **Status** – System generated notation of the farm replication status back to the Web Farm Records. Options include SUCCESS, WAITING, or FAILED.
- **Error on Report** – If the farm failed to replicate the error will displayed.
- **Error Description** – If the farm failed to replicate an error description will display.
- **Error Remediation** – If the farm failed to replicate, basic remediation steps will display
- **Created On** – Date the last edit was saved and the farm replication to the Web Farm Records was attempted

Note: See Exhibit 22 for a listing of possibly errors and the remediation required for farms that fail to replicate.

Following is an example of the replication status of the farm to the Web Farm Records System.

▼ FPMS Status							
Replication ID	Replicated By	Scenario	Status	Error On Report	Error Description	Error Remediation	Created On
6464304	TCO_EM097322	CLU Maintenance	SUCCESS				04/20/2015 19:1...

193 CRM Farm Records Assignment Blocks Detail (Continued)

B Farm Level Assignment Blocks (Continued)

Change History

- **Component** – System generated ID
- **Field Name** – System generated descriptor of the edited farm records data
- **Old Value** – System generated value prior to the edit
- **New Value** – System generated value after the saved edit
- **Changed At** – Time the associated change occurred
- **Changed On** – Date the associated change occurred
- **Changed By** – User or system ID that completed the farm records change

Note: Entries in this assignment block are not editable.

Following is an example of the collected change history associated with a farm.

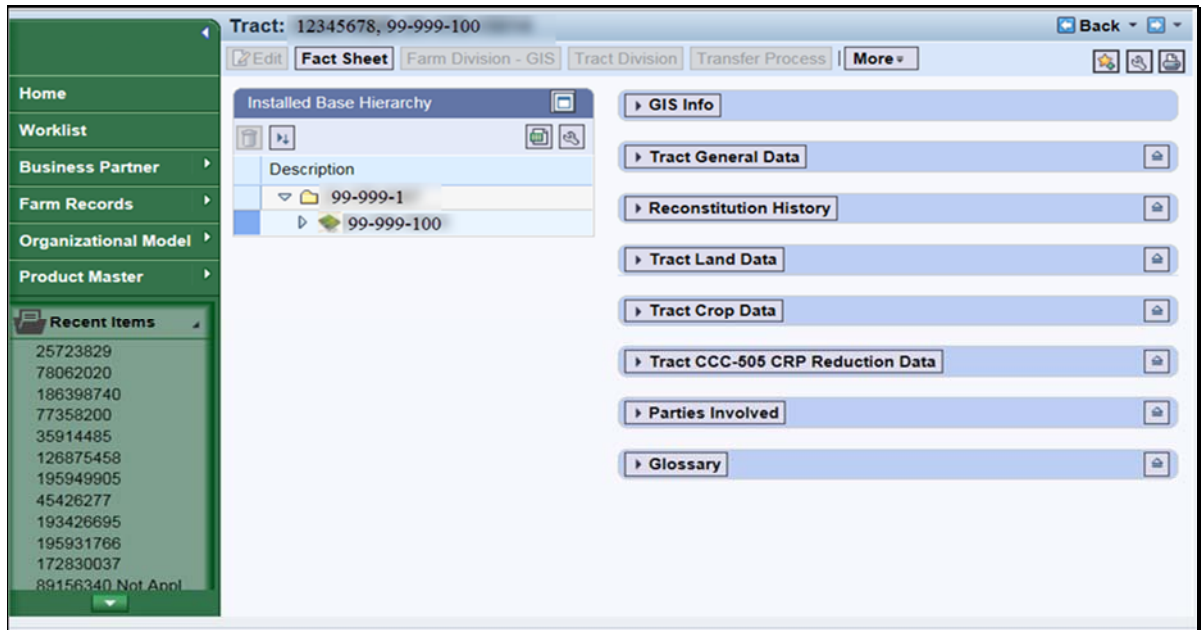
▼ Change History						
Component	Field Name	Old Value	New Value	Changed At	Changed On	Changed By
71226735	Installed Ease	-> From Installa...	-> To 71226724...	09:12	06/21/2013	
71226735	Quantity	0.000	1.000	09:12	06/21/2013	
71226727	Installed Ease	-> From Installa...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322
71226730	Installed Ease	-> From Installa...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322
71226731	Installed Ease	-> From Installa...	-> To 71226724...	15:06	04/20/2015	TCO_FM097322
Expand				◀ Back 1 2 3 Forward ▶		

193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks

Following is an example of the assignment blocks available at the tract level.

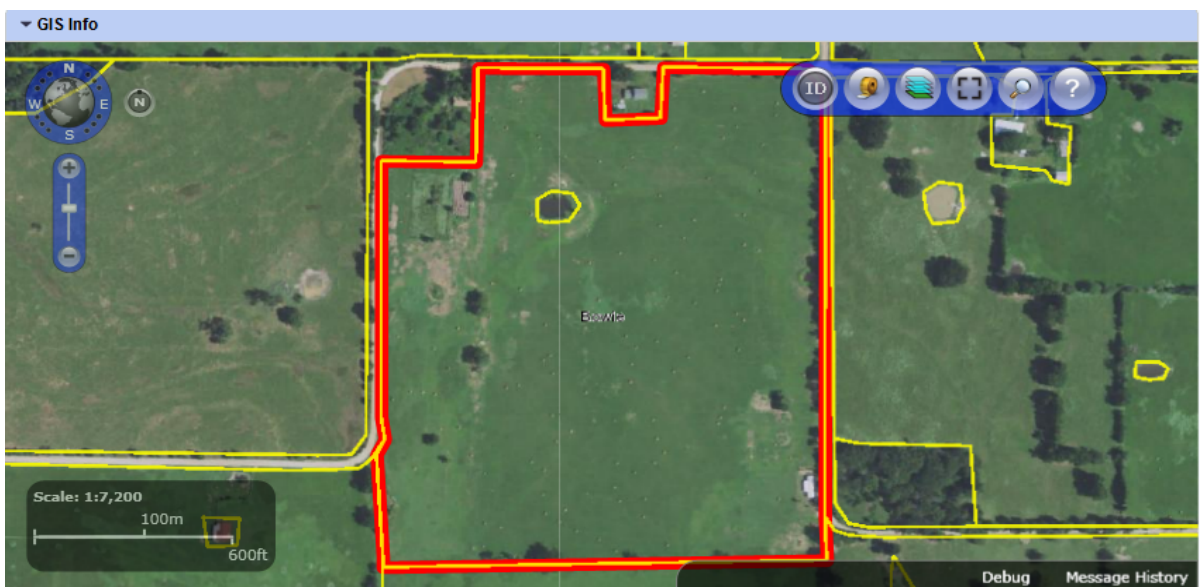
*--



--*

GIS Info

Following is an example of imagery and spatial representation of the selected tract and its CLU's.



193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

Tract General Data

- **Tract Number** - System assigned
- **State Code/County Code/Tract Number**- System assigned
- **Tract Description**- Manual entry
- **BIA Range Unit Number**- Manual entry required if applicable
- **Tract Status** - System assigned
- ***--FSA State Physical Location** - System assigned
- **FSA County Physical Location** - System assigned
- **ANSI State Physical Location** - System assigned
- **ANSI County Physical Location** - System assigned--*
- **Congressional District** - System assigned
- **Wetland Certified** - Manual entry, required if applicable
- **Year Wetland Certified** - Manual entry, required if applicable.

* * *

* * *

Following is an example of the General Data associated with a selected tract.

*--

▼ Tract General Data			
Tract Number:	100	FSA Physical State Location:	FSA State
Admin State/County/Tract:	99-999-100	FSA Physical County Location:	FSA County
Tract Description:	N2NW4, PT OF S...	ANSI State Physical Location:	ANSI State
BIA Range Unit Number:		ANSI County Physical Location:	ANSI County
Tract Status:	Active	Congressional District:	3
		Wetland Certified:	No
		Year Wetland Certified:	

Reconstitution History

- Year
- Recon ID
- Reconstitution Type
- Status
- Completed Date
- IBase
- Parent Farm
- Parent Tract
- Resulting Tract
- Resulting Farm

▼ Reconstitution History									
Tract Reconstitution Report									
Year	Recon ID	Reconstitution Type	Status	Completed ...	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2017	15	Tract Division	Complete	06/15/2017	99999999	7490	10597	15014	7490

--*

193 CRM Farm Records Assignment Blocks Detail (Continued)**C Tract Level Assignment Blocks (Continued)****Tract Land Data**

- **Farmland Acres** – System populated. This is the sum of the acreage of all CLU's on the tract, this field is not editable at the tract level. It is aggregated from the field level.
- **Cropland Acres** – System populated. This is the sum of the acreage of all CLU's with a 3-CM Indicator of Yes on the tract, this field is not editable at the tract level. It is aggregated from the field level.
- **DCP Cropland Acres** – System populated. DCP cropland is equal to the tract's Cropland acres plus the tract's DCP Ag related activity acres, this is a calculated value and not editable.
- **CRP Cropland Acres** – System populated. CRP cropland acres for the tract are equal to the aggregated acreage of all cropland fields (3-CM Indicator = Yes) on the tract that contain CRP attributes in the field level CRP Data assignment block.

193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

- **WBP Acres** – Manual entry
- **GRP Acres** – Manual entry
- **State Conservation Acres** – Manual entry
- **Other Conservation Acres** - Manual entry
- ***--Cropland Acres Adjustment Reason Codes** - Manual entry required when tract level cropland or DCP cropland acres change--*
- **EWP Program Acres** - Manual entry
- **DCP Ag Related Activity Acres** - Manual entry
- **Wetland Reserve Program Acres** - Manual entry
- **Effective DCP Cropland Acres** - System populated as [DCP Cropland – (CRP cropland acres + WBP acres + GRP acres + State Conservation acres + Other Conservation acres + EWP program acres + Wetland Reserve Program acres)]
- **Double Cropped Acres** - Manual entry
- **Sugarcane Base Acres** - Manual entry. Only applicable to farms administered in Louisiana
- ***--CRP MPL Acres** - System populated. CRP MPL acres for the tract are equal to the aggregated acreage of all non-cropland fields (3-CM Indicator = No) on the tract that contain CRP attributes in the field level CRP Data assignment block--*
- **FAV/WR History** - Manual entry
- **SOD Acres** – System populated. This is the aggregated acreage of all fields with a SOD broken out date included as a field attribute.
- **HEL Status** - System assigned based on HEL statuses of fields on the tract
- **HEL Determinations** - Manual entry required
- **Wetland Determinations** - Manual entry required
- **Wetland Violation Types** - Manual entry. Only editable if Wetland Determination is set to “Tract contains a wetland or farmed wetland”.

193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

Following is an example of the data displayed in the tract level Land Data assignment block.

▼ Tract Land Data				
Farmland Acres:	47.54	EWP Program Acres:	0.00	
Cropland Acres:	47.30	DCP Ag Related Activity Acres:	0.00	
DCP Cropland Acres:	47.30	Wetland Reserve Prog. Acres:	0.00	
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	47.30	
WBP Acres:	0.00	Double Cropped Acres:	0.00	
GRP Acres:	0.00	Sugarcane Base Acres:	0.0	
State Conservation Acres:	0.00	CRP MPL Acres:	0.00	
Other Conservation Acres:	0.00	SOD Acres:	0.00	
Cropland Acres Adj. Reason Code:		FAVWR History:	No	
Wetland Determination:	Wetland determinations not complete		HEL Status:	HEL
Wetland Vio. Det. - Wetland converted between December 2.	<input type="checkbox"/>	HEL Determination:	HEL field on tract. Conservation system b...	
Wetland Vio. Det. - An agricultural commodity has been plant..	<input type="checkbox"/>			
Wetland Vio. Det. - Wetland converted after November 28, 1990:	<input type="checkbox"/>			

Tract Crop Data

- **Crop Name** – Manual entry
- **Crop Year** - System assigned
- **Base Acres** – Manual entry
- **Base Acres** – Manual entry required
- **CTAP Transitional Yield** – Manual entry if applicable
- **CTAP yield adjustment Codes** - Manual entry required
- **PLC Yield** - Manual entry
- **PLC Yield Adjustment Codes** - Manual entry required.

Following is an example of the base crop data maintained on the tract.

▼ Tract Crop Data							
Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	CTAP Transitional Yield	CTAP Transitional Yield Adj...	PLC Yield	PLC Yield Adj. Reason
Corn	2015	23.65	In-Transfer	0.0000		150.0000	In-Transfer
Soybeans	2015	23.65	In-Transfer	0.0000		48.0000	In-Transfer

Tract CCC-505 CRP Reduction Data

- ***--Crop Name** – system populated after an approved automated CCC-505 because of CRP enrollment or manual entry
- **Crop Year** – system populated after an approved automated CCC-505 because of CRP enrollment or manual entry
- **Contract Number** – system populated after an approved automated CCC-505 because of CRP enrollment or manual entry
- **Start Year** – system populated after an approved automated CCC-505 because of CRP enrollment or manual entry--*

193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

Tract CCC-505 CRP Reduction Data

- **--Acres** – system populated after an approved automated CCC-505 because of CRP enrollment or manual entry
- **CTAP Transitional Yield** – system populated after an approved automated CCC-505 because of CRP enrollment or manual entry if applicable
- **PLC Yield** – system populated after an approved automated CCC-505 because of CRP enrollment or manual entry.--*

Following is an example of the base acres and associated data that have been reduced due to CRP enrollment on that tract.

▼ Tract CCC-505 CRP Reduction Data							
Actions	Crop Name	Crop Year	Contract Number	Start Year	Acres	CTAP Transitional (Direct...	PLC (CC) Yield
	Soybeans	2015	2308	2010	0.60	33.0000	39.0000

Tract Parties Involved

- **Name** – System assigned when a Business Partner is searched and selected using the input help for Business Partner ID number
- **Function** (Owners or Other Producers) – Manual Entry if applicable
- **ID** – Manual entry or System assigned when a Business Partner is searched and selected by name
- **HEL Exceptions** - Editable only if the tract has “HEL field on tract. Conservation system not being actively applied” as its HEL determination
- **--HEL Appeals Exhausted Date** – Editable only if “Appeals Exhausted” is selected for the producer’s HEL Exception
- **CW Exceptions** - Editable only if a converted wetland violation exists on the tract
- **CW Appeals Exhausted Date** - Editable only if “Appeals Exhausted” is selected for the producer’s CW Exception
- **PCW Exceptions** - Editable only if a planted converted wetland violation exists on the tract
- **PCW Appeals Exhausted Date** - Editable only if “Appeals Exhausted” is selected for the producer’s PCW Exception--*

193 CRM Farm Records Assignment Blocks Detail (Continued)

Tract Parties Involved (Continued)

*--Following is an example of an owner associated at the tract level.

▼ Parties Involved								
Name	Function	ID	HEL Exceptions	HEL Appeals Exhausted Date	CW Exceptions	CW Appeals Exhausted Date	PCW Exceptions	PCW Appeals Exhausted Date
Producer A	Owner							
Producer B	Owner							

--*

D Field Level Assignment Blocks

Following is an example of the field level assignment blocks.

Home
Worklist
Business Partner
Farm Records
Product Master
Recent Items

Field: 12345678, 99-999-1

Edit Fact Sheet Farm Division - GIS Tract Division Transfer Process More

Installed Base Hierarchy

Level Up

Description	H...	3...	L...
99-999-1			
99-999-100			
Field 2	U...	No	O...
Field 3	N...	Yes	C...
Field 4	N...	Yes	C...
99-999-200			
Field 1	N...	Yes	C...
Field 2	U...	No	O...

GIS Info

Field General Data

Field Land Data

CRP Data

NRCS Data

Parties Involved

Native SOD

GIS Info

Following is an example of imagery and spatial representation of the selected tract with selected CLU highlighted.



193 CRM Farm Records Assignment Blocks Detail (Continued)

D Field Level Assignment Blocks (Continued)

Field General Data

- **Field Number** – Associated CLU number of the field selected in the hierarchy
- **Field Description** – System generated field description including the State-County-Farm-Tract-Field number
- ***--FSA Physical State Location** – The State where the majority of the field is physically located as determined by GIS using the FSA physical location
- **FSA Physical County Location** – The county where the majority of the field is physically located as determine by GIS using the FSA physical location
- **ANSI Physical State Location** – The State where the majority of the field is physically located as determined by GIS using the true physical location determined by Census
- **ANSI Physical County Location** – The county where the majority of the field is physically located as determine by GIS using the true physical location determined by Census--*
- **Congressional District** – The congressional district where the field is located as determined by GIS.

Note: Data in this assignment block is not editable

Following is an example of field level general data.

Field General Data	
Field Number:	1
Field Description:	99-999-1-200-1
Physical State Location:	Any
Physical County Location:	County
Congressional District:	8

Field Land Data

- **Land Class Code** – Land Class Code assigned for the selected field from the associated CLU attributes
- **Acres** – Calculated acres for the selected field determined by GIS in the CLU layer
- **HEL Status** – HEL determination assigned for the selected field from the associated CLU attributes
- **3-CM Cropland Indicator** – 3-CM cropland indicator assigned for the selected field from the associated CLU attributes

Note: Data in this assignment block is not editable

193 CRM Farm Records Assignment Blocks Detail (Continued)

D Field Level Assignment Blocks (Continued)**Field Land Data**

Following is an example of land data associated with a selected field.

▼ Field Land Data		
Land Class Code:	2 - Cropland	HEL Status: NHEL
Acres:	71.84	3-CM Cropland Indicator: Yes

CRP Data

- **CRP Contract Number** – User entered CRP contract number from CCMS if the selected field is enrolled in an active CRP contract
- **Expiration Date** – User entered CRP contract expiration date from CCMS if the selected field is enrolled in an active CRP contract
- **Practice Number** – User selected Conservation Practice from CCMS if the selected field is enrolled in an active CRP contract
- **Practice Description** – System generated conservation practice description loaded once a conservation practice has been selected for the selected field enrolled in an active CRP contract.

Note: If the selected field is enrolled in CRP, all entries in the CRP Data assignment block must be loaded with valid data before the field is flagged as CRP in Farm Records and the acres are totaled as CRP Cropland or CRP MPL Acres at the tract level as applicable. All data must match the CRP contract enrolled in CCMS.

Following is an example of CRP contract data associated with a selected field.

▼ CRP Data		
CRP Contract Number:	1000A	Expiration Date: 09/30/2015
Practice Number:	1500476	CP10 VEG COVER GRASS ALREADY E

193 CRM Farm Records Assignment Blocks Detail (Continued)

D Field Level Assignment Blocks (Continued)**NRCS Data**

NRCS Data assignment block is reserved for future use. All entries are manual entries.

- **NRCS Contract Number**
- **NRCS Practice Number**
- **NRCS Expiration Date**
- **NRCS Cropland Acreage.**

Following is an example of NRCS data that could be entered in the future.

▼ NRCS Data	
NRCS Contract Number:	0
NRCS Practice Number:	
NRCS Expiration Date:	/ /
NRCS Cropland Acreage:	0.00

Parties Involved

- **Name** – auto-populates when Business Partner ID Number is selected using Input Help
- **Function** - system defaults to “Other Producer”
- **ID** - use Input Help to search for and select producer’s business partner ID
 - **HEL Exceptions** - Editable only if the tract containing the field has “HEL field on tract. Conservation system not being actively applied” as its HEL determination
 - **CW Exceptions** - Editable only if a converted wetland violation exists on the tract containing the field
 - **PCW Exceptions** -Editable only if a planted converted wetland violation exists on the tract containing the field.

Following is an example of an “Other Tenant” associated with a selected field.

▼ Parties Involved					
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Exc...
ANY PRODUCER1	Other Tenant	8011390105			

193 CRM Farm Records Assignment Blocks Detail (Continued)

D Field Level Assignment Blocks (Continued)

Native Sod

All entries in this assignment block are editable and a manual entry by users.

- **SOD Broken Out Date** – Date the producer indicates that land meeting the definition of Native Sod was broken to be brought into production. Broken out date must be on or after January 7, 2014.
- **1st Year Planted** – First year that the newly broken land is planted. Date entered must be in or after the same FY entered in the SOD Broken Out Date.
- **2nd Year Planted** – Second year that the newly broken land is planted. Date entered must be after the 1st Year Planted
- **3rd Year Planted** – Third year that the newly broken land is planted. Date entered must be after the 2nd Year Planted
- **4th Year Planted** – Fourth year that the newly broken land is planted. Date entered must be after the 3rd Year Planted

Note: Native Sod assignment block applies only to fields with a physical location in the following states:

- Iowa
- Minnesota
- Montana
- Nebraska
- North Dakota
- South Dakota.

Following is an example of Native Sod data entries associated with a selected field.



The screenshot shows a form titled "Native SOD" with a dropdown arrow on the left and a house icon on the right. The form contains five input fields arranged in two columns. The first column has three fields: "SOD Broken Out Date:" with the value "03/15/2014", "1st Year Planted:" with the value "2014", and "3rd Year Planted:" with the value "0". The second column has two fields: "2nd Year Planted:" with the value "2015" and "4th Year Planted:" with the value "0".

Native SOD	
SOD Broken Out Date:	03/15/2014
1st Year Planted:	2014
2nd Year Planted:	2015
3rd Year Planted:	0
4th Year Planted:	0

194-199 (Reserved)

202 Adding or Changing an Owner (Continued)**F Common Error Messages**

Common error messages that prevent users from saving edits include:

Message or Error Received	Action
Assign an Owner to the Tract	<ul style="list-style-type: none"> Navigate to the Parties Involved Assignment Block and add an owner to the tract. Check the Function field to ensure that Owner was selected from the drop-down menu.
Added Partner does not have proper Associated County	Correct/add associated county in CRM Business Partner.
Other Tenant cannot be the same person as the owner	Check farm owner(s) and/or other tenant (other producer) at the tract and/or field levels and correct duplication.

203 Adding or Changing Other Producer (Other Tenant)**A Overview**

After the user has selected a farm in the CRM search window, the farm data screen will be displayed. Users may add or change Other Producers at the tract or field level by accessing the Parties Involved assignment block at the appropriate level. Users are not required to enter an Other Producer prior to saving a newly created or existing farm record.

Note: Other Producer is referred to as Other Tenant within CRM.

B Examples

Following is an example of the Parties Involved assignment block for a newly created tract.

▼ Parties Involved					
Insert					
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Ex...
No result found					

203 Adding or Changing Other Producer (Other Tenant) (Continued)


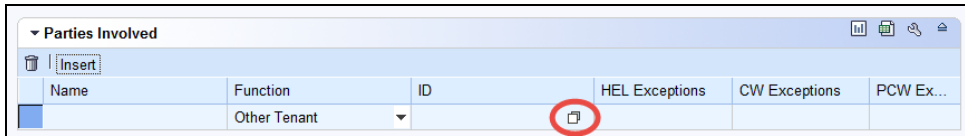
B Examples (Continued)

Following is an example of the Parties Involved assignment block when an Other Producer already exists on a tract or field.

▼ Parties Involved					
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Exc...
ANY PRODUCER1	Other Tenant	8011390105			

C Adding an Other Producer to a Newly Created Tract or Field

The following table provides the steps to add and Other Producers to a newly created tract or field.

Step	Action
1	Click the appropriate tract or field in the Farm Hierarchy.
2	CLICK “Edit” on the CRM Toolbar.
3	NAVIGATE to the Parties Involved assignment block.
4	CLICK “Insert” . 
5	CLICK “Input Help” . 
6	The Search: Partners – Webpage Dialog window will display.
7	ENTER applicable information in the Search criteria entries.
8	CLICK “Search” in the Search: Partners – Webpage Dialog window.
9	Select appropriate producer from displayed list by CLICKING on the “Common Customer Name” .
10	CLICK “Save” on the CRM toolbar to complete transaction.

208 Measurement Service Tool (Continued)

B Action (Continued)

Step	Action
Measuring Distance	
1	Set the distance options to feet using the drop-down menu.
2	CLICK “Draw Polygon” .
3	On the map, click at the beginning point to start measuring.
4	Click at the end of the measured segment line.
5	Continue to measure as needed by clicking and making new segments.
6	Double click when the measurement is completed. Each segment between mouse clicks will be measured individually in feet.

Note: Only one measurement graphic can be viewed at a time. If the user has completed one measurement and click either “Draw Polygon” or “Draw Polyline” to start a new measurement, the first graphic will be deleted.

Users may want to take a screen print of the measurement if needed as documentation.

Important: If a measurement is needed as a reference to delineate or modify a CLU boundary, the user must enter into Edit mode first and then use the measurement tool. If the measurement tool is utilized prior to entering edit mode, the measurement will be deleted when edit mode is selected.


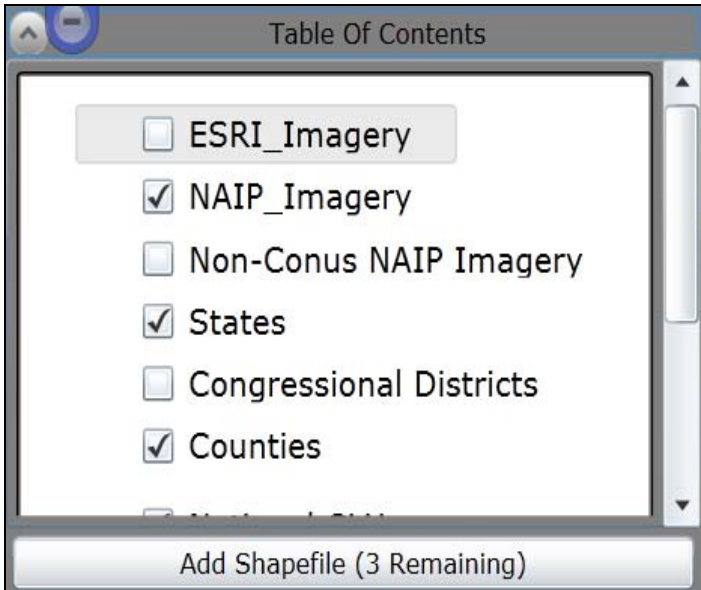
209 Layers TOC Tool

A Overview

The Layers TOC tool allows users to view the layers that are loaded in the GIS Info assignment block. Additionally, the Layer TOC tool allows users to add reference shapefiles into the GIS Info assignment block as needed.

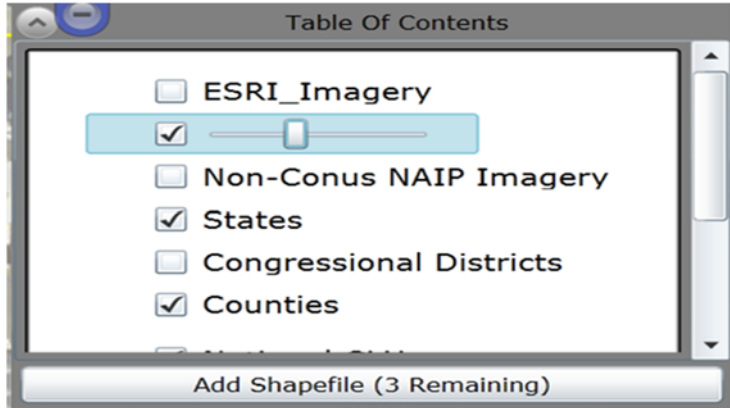
B Action

The following table provides an overview of the layers available for display in the GIS Data assignment block.

Step	Action
	<div>CLICK “Layers TOC”</div> 
	Adjusting Layers
1	<p>The layers, including imagery, can be toggled on and off by checking (✓) the boxes in front of each dataset listed.</p> <p>*--Note: NAIP Imagery and Non-Conus NAIP Imagery are the official imagery for FSA. Official boundary changes must only be completed using official FSA imagery. The ESRI imagery is available if the FSA imagery is not accessible because of connection issues or if a user manually turns it on. The ESRI imagery can be used for review and comparison, but official changes must only be made with the NAIP or Non-Conus NAIP displayed.--*</p> 

209 Layers TOC Tool (Continued)

B Action (Continued)

Steps	Action
2	<p>Hovering over the imagery listed in the TOC menu allows users to change the transparency of the imagery by dragging the scroll bar left or right.</p> 
3	To close out of the TOC menu, CLICK “ Layers TOC ” again on the toolbar.
Adding Shapefiles	
4	<p>Using the Add Shapefiles tool will allow user to add additional GIS shapefiles as needed for reference when viewing or maintaining the CLU layer. Examples of when an additional layer may need to be loaded include GPS data, CRP TERRA Scenarios, or digital ownership records or surveys. Shapefiles added into CRM must meet the following requirements:</p> <ul style="list-style-type: none"> • only three additional shapefiles can be loaded into GIS at the same time. • polygon, line, and point shapefiles can all be loaded into GIS. • shapefiles loaded in GIS must be no larger than 2 MB. • shapefiles loaded into GIS must be in the Web Mercator Auxiliary Sphere projection. <p>Note: Contact the state GIS Specialist for assistance with projecting or loading additional shapefiles into the GIS Info assignment block.</p>


Note: See work instruction **Add a New Shapefile** for more information on adding layers into the GIS Info assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

210 Full Screen Mode Tool

A Full Screen Mode Tool Overview

The Full Screen Mode tool allows users to expand the GIS Info assignment block to the full extent of the screen as needed.

B Action

Tool	Use
Full Screen Mode 	<ul style="list-style-type: none"> • CLICK “Full Screen Mode” to expand the GIS Assignment Block. • CLICK “Esc” to return to return to the previous screen. <p>Note: Editing within full screen mode is not recommended. If users are experiencing performance issues in Full Screen Mode, this option should not be used and editing should be completed from the standard size GIS Info assignment block.</p> <p>When in full screen mode input from the keyboard is not permitted except for “Esc”.</p>

211 AOI Search Tool

A AOI Search Tool Overview

The AOI Search window has three search options to find the location of an existing farm or to locate the area where a new farm will be delineated:

- CLU Search,
- PLSS Search,
- Address Search.



Choose the applicable search method.

Subsection 2 Field Level Maintenance**219 CRM Farm Records Field Level Editing****A Overview**

In general, the foundation of the CRM Farm Records data starts with the field level data. Once a field is delineated and data loaded in the CLU attributes, the information is aggregated to the tract and farm levels. The following assignment blocks are found at the field level for a selected field:

- GIS Info Assignment Block
- field general data
- field land data
- CRP data
- NRCS data
- parties involved
- native sod.

Within each assignment block, data is populated from the automated system, from the CLU attributes, or from data manually entered by the user. Modifying or editing the field level data is completed either through editing the CLU boundaries and attributes in the GIS Info assignment block or manually entering data that is needed for specific program requirements in other assignment blocks.

Note: Throughout the following automation instructions for field editing the terms field and CLU will be used interchangeably.

Important: After edits are completed users should verify that the updates completed have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See Exhibit 22 and Part 7, Section 2 on Farm Level Editing for additional information concerning the FPMS Status assignment block.

220 GIS Info Assignment Block Editing – Field Level**A Overview**

The GIS Info assignment block contains the GIS representation of the farm records data including the CLU layer, CLU attributes, wetland layer, imagery, and other state and national layers needed to identify a specific field.

The GIS editing tools become available when an edit session is initiated from either the tract level or field level in the Farm Hierarchy. Edits made with the GIS editing tools are always specific to the field or fields selected within the GIS Info assignment block regardless of whether the edit session was initiated from the tract level or the field level in the Farm Hierarchy and regardless of the field that may be selected in the farm hierarchy at the time the GIS edits are being made. Edits can only be made within a single tract at a time.

The following GIS editing tools are available to modify or maintain CLU boundaries and attributes.

- Select
- Clear selected features
- Split selected CLU
- Merge selected CLU's
- Edit vertices of selected CLU
- Polygon inclusion
- Circle inclusion
- Edit CLU attributes
- Bulk edit CLU attributes
- Orphan selected CLU
- Save and sync.

Note: The user must be at a scale of at least 1:4800 to access the following GIS editing tools:

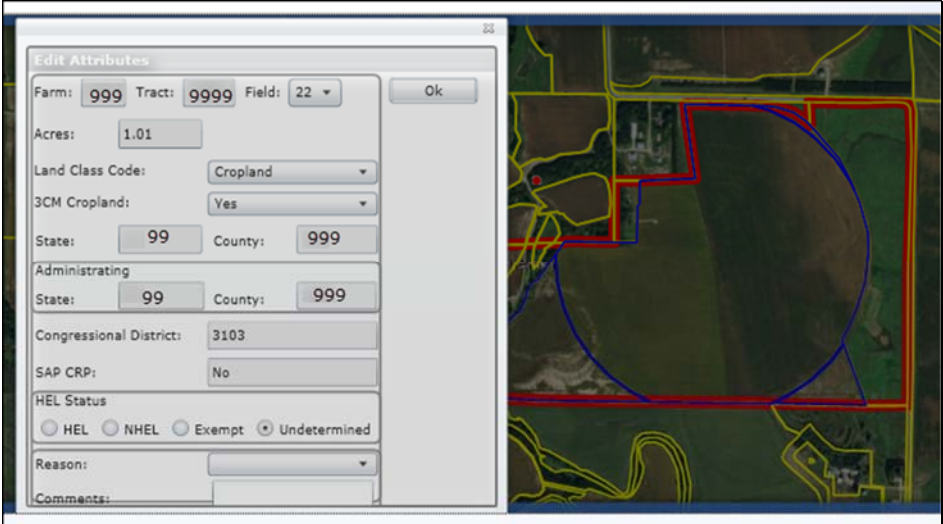
- Split the Selected CLU
- Edit Vertices of Selected CLU
- Polygon Inclusion
- Circle Inclusion.

Once an editing tool is selected, the user can zoom to a different scale, as needed, to perform the edit required.

After an edit in the GIS Info assignment block is completed, the user must select “Save and Sync” before the edit is permanently saved in the CLU layer and all associated field, tract, and farm data is updated accordingly.

228 Polygon Circle Inclusion Tool (Continued)

B Action (Continued)

Step	Action
11	<p>The CLU Attribute window will display.</p>  <p>CLICK “Save and Sync”.</p> <p>Note: Boundaries of the circle will be trimmed back if they intersect with an existing CLU.</p>

Note: See work instruction **Perform Circle Inclusion** for more information on splitting an existing CLU with the circle polygon inclusion tool. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

229 Edit CLU Attributes Tool

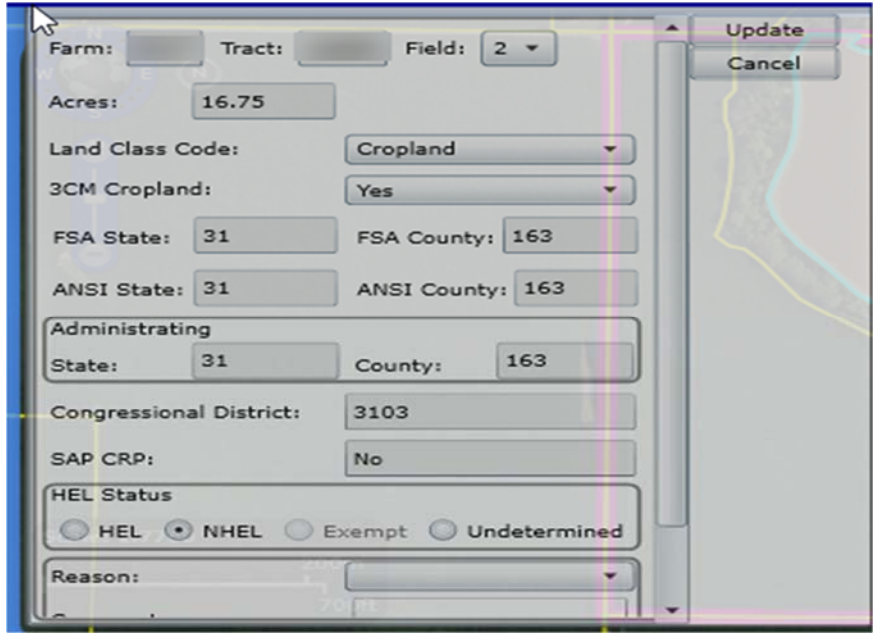
A Overview

The Edit CLU Attributes Tool allows users to update the individual CLU attributes for any CLU or CLU's selected. The tool only becomes active when at least one CLU is selected.

B Example

Following is an example of the CLU Attribute display menu.

*__




Update
Cancel

__*

229 Edit CLU Attributes Tool (Continued)

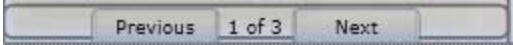
C CLU Attribute Editing

The following table provides the CLU attribute and description of each entry in the Edit CLU Attribute tool.

Edit CLU Attributes Tool 	CLU Attribute Descriptions and Editing
Farm	Farm number is automatically assigned based on the Farm Records Hierarchy and cannot be manually changed.
Tract	Tract number is automatically assigned based on the Farm Records Hierarchy and cannot be manually changed
Field	Field number is automatically assigned with the existing CLU number. After new CLU's are created using any of the split, merge, inclusion, or circle inclusion tools the next highest CLU number available is assigned. The Field number can be manually changed as needed using the drop-down menu, but only after a Save and Sync has been successfully completed if one of the CLU delineating tools or the merge tool has been used.
Acres	Acreage for any CLU is automatically calculated as CLU's are created or modified. Acreage cannot be manually adjusted. To adjust acreage, the CLU boundaries must be modified using the GIS editing tools.
Land Class Code	The Land Class Code is required to be entered for each CLU. The applicable Land Class Code should be selected for the CLU according to the Land Classification definitions found in Part 2. To add or modify the Land Class Code, click on the drop-down menu and select the applicable code.
3CM Cropland	All fields meeting the definition of cropland, as defined in Part 2, should be attributed as "Yes" for the 3CM Cropland indicator.
*--FSA State	The State code where the CLU is physically located will automatically be populated and cannot be manually changed.
FSA County	The county code where the CLU is physically located will automatically be populated and cannot be manually changed.
ANSI State	The true State code where the CLU is physically located will automatically be populated and cannot be manually changed.
ANSI County	The true county code where the CLU is physically located will automatically be populated and cannot be manually.--*

229 Edit CLU Attributes Tool (Continued)

C CLU Attribute Editing (Continued)

Edit CLU Attributes Tool	CLU Attribute Descriptions and Editing
Administering State	The State code where the farm is administered will automatically be populated and cannot be manually changed.
Administering County	The county code where the farm is administered will automatically be populated and cannot be manually changed.
Congressional District	The congressional district is automatically populated and cannot be manually changed.
SAP CRP	The SAP CRP flag is automatically set to “Yes” when CRP contract data has been loaded for the CLU in the CRP Data assignment block at the field level. If there is no contract data loaded in the CRP Data assignment block or if the CRP Contract data is removed, the SAP CRP flag will be set to “No”.
HEL Status	For applicable CLU’s, the HEL Determination must be manually set based on the field determination made by NRCS. The HEL Status is automatically defaulted to “UHEL” (undetermined) for all newly created fields. The status of HEL, NHEL, and Exempt must be selected to match the official NRCS determination for the field as indicated on NRCS-CPA-026E. See 6-CP, Part 4, for Recording and Filing NRCS Determinations.
Reason	Reason codes should be selected any time the CLU boundary or attributes are adjusted or modified.
Comments	CLU comments can be added as needed. Do NOT enter any PII (personally identifiable information) data into this field.
	<p>If multiple CLU’s were selected prior to opening the Edit CLU Attributes Tool, the Previous and Next options located at the bottom of the window, can be utilized to move from one CLU to the next to review or update the attributes of each CLU selected.</p> 

230 Bulk Edit CLU Attributes Tool

A Overview

The Bulk Edit CLU Attribute Tool allows users to select multiple fields and update the applicable CLU attributes for all fields at the same time.

B Example

Following is an example of the Bulk Edit CLU Attribute Tool.

The screenshot shows a 'Bulk Attributes' dialog box overlaid on a map. The dialog box contains the following sections:

- Farm and Tract:** Farm: 1, Tract: 100. Buttons: Update, Cancel.
- Physical Location:** State / County: Any 99/999 - County
- Administrative:** State / County: Any 99/999 - County
- Land Class Code:** Land Class: [dropdown menu]
- 3CM Cropland Indicator:** Cropland: [dropdown menu]
- Edit Reason:** Reason: [dropdown menu]
- HEL Status:** Radio buttons for HEL, NHEL, Exempt, and Undetermined.

C Action

The following attributes can be bulk updated:

- Land Classification Code
- 3CM Cropland Indicator
- Edit Reason
- HEL Status.

Notes: The Bulk Edit CLU Attribute tool will become active when at least one CLU is selected.

See work instruction **Select Multiple CLU's and Edit Attributes** for more information on bulk updating CLU attributes. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

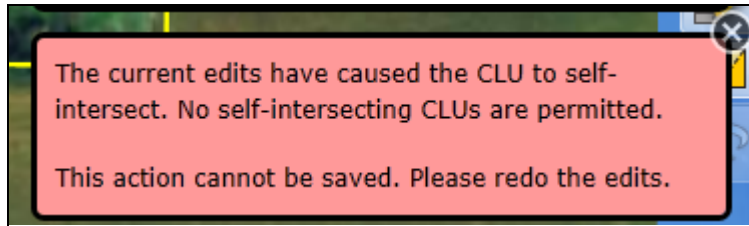
233 GIS Instructional, Warning, and Error Messages (Continued)

B Examples (Continued)



GIS Error Messages

GIS error messages display with a salmon colored background. Once displayed, GIS error messages remain on the screen until the user CLICKS “X” in the upper right corner to close the message.

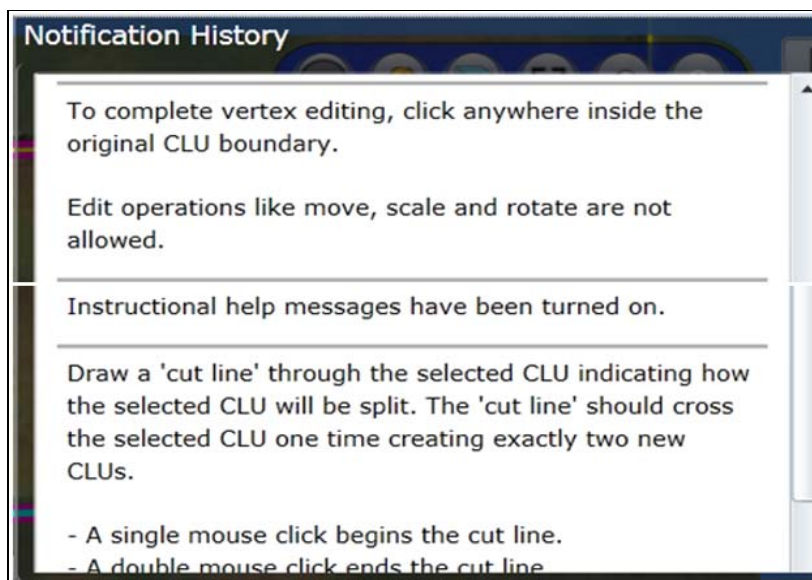
Following is an example of an error message.



C Message History

Messages dismissed by the user or warning messages that have faded can be retrieved for reference or troubleshooting by CLICKING “**Message History**” . All messages that have been generated during the current editing session are displayed in a notification history pop-up window in the order in which they occurred. To close the notification history window CLICK “**Message History**” again. Once the edits are saved  the message history is cleared and begins again for a new editing session.

Following is an example of the notification history window.



Note: Even if instructional messages are turned off, they will display in the notification history since the messages are generated but hidden when instructional messages are turned off.

234 Field General Data Assignment Block Editing

A Overview

The Field General Data assignment block provides basic field level data for the field selected in the Farm Hierarchy.

Note: Selecting CLU's in the GIS Info Assignment block does not change the data displayed in other assignment blocks. Data in the other assignment blocks always refers to the field selected in the Farm Hierarchy.

The following data is listed in the Field General Data assignment block:

- Field Number
- Field Description
- *--FSA Physical State Location
- FSA Physical County Location
- ANSI Physical State Location
- ANSI Physical County Location--*
- Congressional District.

B Example

Following is an example of the Field General Data assignment block.

*--

Field General Data	
Field Number:	1
Field Description:	99-999-1-100-1
FSA Physical State Location:	FSA State
FSA Physical County Location:	FSA County
ANSI State Physical Location:	ANSI State
ANSI County Physical Location:	ANSI County
Congressional District:	3

234 Field General Data Assignment Block Editing**C Action**

The following table contains fields and descriptions in Field General Data assignment block.

*--


Field	Description
Field Number	System populated based on the field selected in the Farm Records Hierarchy.
Field Description	System populated listing the Administrative State Code, Administrative County Code, Farm Number, Tract Number and Field Number.
FSA Physical State Location	System populated based on the physical state where the majority of the field is located as determined by GIS.
FSA Physical County Location	System populated based on the physical county where the majority of the field is located as determined by GIS.
ANSI Physical State Location	System populated based on the true physical state where the majority of the field is located as determined by GIS.
ANSI Physical County Location	System populated based on the true physical county where the majority of the field is located as determined by GIS.
Congressional District	System populated based on the congressional district where the majority of the field is located as determined by GIS.

--*

Note: Field level general data is not editable. Data is automatically populated by the system and cannot be manually changed.

236 CRP Data Assignment Block Editing

C Action (Continued)

Field	Action
Practice Number	CLICK “Input Help” to find the applicable conservation practice number. From within the list of practices that display, select the desired practice by clicking on the selection box in front of the practice. 
Practice Description	Auto-populated once the practice number is selected by the user.

Note: See work instruction **CRP-Updating CRP Cropland** for more information on loading CRP contract data to the field level CRP Data assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

CLICK **“Save”** to save the CRP contract data for the field. Repeat for all fields actively enrolled in CRP.

Note: All four data fields, CRP contract number, expiration date, practice number, and practice description must have an entry before clicking save.

Once the contract data is saved:

- the SAP CRP flag in the CLU attributes for the field (found in the GIS Info assignment block) is set to “Yes”. Users should verify that the SAP CRP flag in the CLU attributes is set accordingly.
- acreage for all fields with the 3-CM cropland indicator set to “Yes” within the tract will be totaled and populated as CRP Cropland acres at the tract level.
- acreage for all fields with the 3-CM cropland indicator set to “No” within the tract will be totaled and populated as CRP MPL acres at the tract level.

The CRP Contract data in the CRP Data assignment block will automatically be deleted during Farm Records end of year roll over in the year when the CRP contract expires. CRP contract data for contracts that are terminated or early released must be manually deleted at the time the contract is terminated or early released. Once the CRP contract data is removed from the CRP Data assignment block the SAP CRP flag in the CLU attributes for the field will update to “No”. Users should verify that the SAP CRP flag in the CLU attributes is set accordingly.

Exception: If the producer chooses to receive CRP payments for the year the CRP contract is early released, CRP attributes must remain on the field for that entire fiscal year.

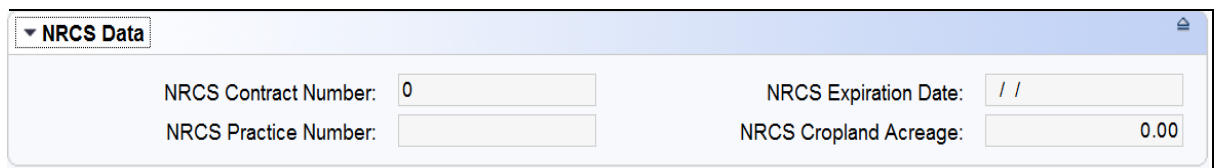
237 NRCS Data Assignment Block Editing**A Overview**

Currently the NRCS Data assignment block is reserved for future use. No data should be loaded in any of the assignment blocks until further notice.

- NRCS Contract Number
- NRCS Expiration Date
- NRCS Practice Number
- NRCS Cropland Data.

B Example

Following is an example of the NRCS Data assignment block.



The screenshot shows a software interface for the 'NRCS Data' assignment block. It features a light blue header bar with a dropdown menu labeled 'NRCS Data' and a small icon on the right. Below the header, there are four input fields arranged in two rows. The first row contains 'NRCS Contract Number:' followed by a text box with the value '0', and 'NRCS Expiration Date:' followed by a date picker showing ' / /'. The second row contains 'NRCS Practice Number:' followed by an empty text box, and 'NRCS Cropland Acreage:' followed by a text box containing '0.00'.

NRCS Data			
NRCS Contract Number:	0	NRCS Expiration Date:	/ /
NRCS Practice Number:		NRCS Cropland Acreage:	0.00

C Action

No action required.

239 Native Sod Assignment Block Editing (Continued)

C Action (Continued)

Field	Actions and Data
1st Year Planted	<p>Enter the first year that the broken out land is planted to a crop as indicated and verified by the reported acreage on the FSA-578. The year must be added in YYYY format.</p> <p>Any annual, perennial, or biennial crop planted on broken out native sod acreage will count towards fulfilling a year of planting. A combination of annual and perennial or biennial crops may be used to fulfill the 4 crop years of planting (the perennial or biennial crops do not require planting each year; however, the years that the perennial or biennial crop remains on the acreage count as a crop year of planting). The planted crop must be documented on FSA-578.</p> <p>Note: The first year planted cannot be prior to the year the field was broken out.</p> <p>Fall-seeded crops should be designated as planted according to the calendar year in which they will be harvested.</p> <p>Example: Winter wheat planted in October of 2015 that will be harvested in the spring of 2016 should be designated as planted in 2016.</p>
2nd Year Planted	<p>Enter the second year that the broken out land is planted to a crop as indicated and verified by the reported acreage on the FSA-578. The year must be added in YYYY format.</p> <p>Note: The second year planted cannot be the same as or prior to the 1st Year Planted.</p>
3rd Year Planted	<p>Enter the third year that the broken out land is planted to a crop as indicated and verified by the reported acreage on the FSA-578. The year must be added in YYYY format.</p> <p>Note: The third year planted cannot be the same as or prior to the 2nd Year Planted.</p>
4th Year Planted	<p>Enter the fourth year that the broken out land is planted to a crop as indicated and verified by the reported acreage on the FSA-578. The year must be added in YYYY format.</p> <p>Note: The fourth year planted cannot be the same as or prior to the 3rd Year Planted.</p>

239 Native Sod Assignment Block Editing (Continued)

C Action (Continued)

--The Native Sod data no longer is required to be tracked and can be deleted from the assignment block after the field has been planted for four years. During farm records rollover at the end of the FY, the system will identify and delete all Native Sod data for fields with four years of planting entered.--

Fields having Native Sod attributes cannot be merged with any other field and may not be orphaned until the native sod four-year planting provisions have been met. Restrictions to merging and orphaning no longer apply in the year after the fourth year of planting. Once merged with another field, Native Sod attributes will not exist on the newly merged field.

240-244 (Reserved)

Subsection 3 – Tract Maintenance

245 CRM Farm Records Tract Level Editing

A Overview

The foundation of the CRM Farm Records data starts with the field level data. Once the field level data has been created and attributed according to paragraphs 221 through 232 the data is aggregated to the Tract Level. The following assignment blocks are found at the tract level when a tract is selected in the Farm Hierarchy:

- GIS Info Assignment Block
- Tract General Data
- Tract Land Data
- Tract Crop Data
- Tract CCC-505 CRP Reduction Data
- Parties Involved.

Within each assignment block, data is populated either from the automated system, from the Field Level CLU attributes or assignment blocks, or from data manually entered by the user. Modifying or editing the tract level data is completed either through editing the field level data or manually entering data at the tract level.

Important: After edits are completed users should verify that the updates have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See Paragraph 249 for additional information concerning the FPMS assignment block.

246 GIS Info Assignment Block Editing – Tract Level

A Overview

The GIS Info assignment block at the tract level contains the GIS representation of the farm records data and can be edited and maintained from the Tract Level. After selecting a tract from the CRM Hierarchy, the same editing functions found at the field level are available for use in the tract level GIS Info assignment block. GIS Edits should be completed according to the Field Level Editing instructions in paragraphs 221 through 232.

The tract level GIS Info assignment block will display the following:

- CLU layer
- CLU attributes
- wetland layer
- imagery,
- other state and national layers needed to identify a specific area.

Note: The user can zoom and navigate to other locations as needed.

247 Tract General Data Assignment Block Editing

A Overview

The Tract General Data assignment block provides basic tract level data for the tract selected in the Farm Hierarchy.

Note: Selecting CLU's in the GIS Info assignment block does not change the data displayed in other assignment blocks. Data in the other assignment blocks always refers to the selection made in the Farm Hierarchy.

The following data is listed in the Tract General Data assignment block:

- Tract Number
 - State/County/Tract
 - Tract Description
 - BIA Range Unit Number
 - Tract Status
 - *--FSA State Physical Location
 - FSA County Physical Location
 - ANSI State Physical Location
 - ANSI County Physical Location--*
 - Congressional District
 - Wetland Certified
 - Year Wetland Certified
- * * *

B Example of the Tract General Data Assignment Block

Following is an example of the Tract General Data assignment block.

*--

▼ Tract General Data	
Tract Number:	100
Admin State/County/Tract:	99-999-100
Tract Description:	N2NW4, PT OF S...
BIA Range Unit Number:	
Tract Status:	Active
FSA Physical State Location:	FSA State
FSA Physical County Location:	FSA County
ANSI State Physical Location:	ANSI State
ANSI County Physical Location:	ANSI County
Congressional District:	3
Wetland Certified:	No
Year Wetland Certified:	

--*

247 Tract General Data Assignment Block Editing (Continued)

C Action

The Tract Description, BIA Range Unit Number, and Certified Wetland entries are the only entries that are editable in the Tract General Data assignment block. All other entries are automatically populated by the system and cannot be manually changed.

The following table provides the editable fields and descriptions in the Tract General Data assignment block.

Note: CLICK **“Edit”** on the CRM Toolbar to edit or modify the following Tract General Data entries. CLICK **“Save”** on the CRM Toolbar to save the Tract General Data entries.

Editable Fields	Description and Action
Tract Description	Entering a tract description is optional. It is recommended to add a tract description such as the legal description of the tract. Do NOT enter any PII (personally identifiable information) data into this field.
BIA Range Unit Number	Manually enter the BIA (Bureau of Indian Affairs) Range Unit Number when applicable.
Wetland Certified	Defaults to “No”. Only update to “Yes” or “Partial” after receiving an official determination from NRCS on NRCS-CPA-026E.
Year Wetland Certified	If “Wetland Certified” field is answered “Yes” or “Partial” this field will become editable and entry is required in YYYY format.

The following table provide the entries that are editable in the General Data assignment block.

System Generated Fields	Description
Tract Number	System populated based on the tract selected in the Farm Records Hierarchy.
State/County/Tract	System populated listing the Administrative State Code, Administrative County Code, and Tract Number
Tract Status	Tract status will always be active with the exception of tracts attached to farms inactivated using the "Inactivate Farm" tool. Tract status is inactive for tracts associated with inactive farms.
*--FSA State Physical Location	System populated based on the FSA physical State where the majority of the tract's land is located as determined by GIS.
FSA County Physical Location	System populated based on the FSA physical county where the majority of the tract's land is located as determined by GIS.
ANSI State Physical Location	System populated based on the true physical State where the majority of the tract's land is located as determined by GIS.
ANSI County Physical Location	System populated based on the true physical county where the majority of the tract's land is located as determined by GIS.--*
Congressional District	System populated based on the congressional district where the majority of the tract's land is located as determined by GIS.
* * *	* * *
* * *	* * *

--247.5 Tract Level Reconstitution History Assignment Block Editing*A Overview**

The Reconstitution History assignment block provides the reconstitution history of the selected tract in the Farm Hierarchy. If the tract was the result of a prior reconstitution or the parent tract involved with a reconstitution, the following data will display:

- Year
- Recon ID
- Reconstitution Type
- Status
- Completed Date
- IBase
- Parent Farm
- Parent Tract
- Resulting Tract
- Resulting Farm.

The Reconstitution History assignment block also provides the ability to create a Tract Reconstitution Report and export data listed in the assignment block to excel. See Exhibit 30 for additional details on the Tract Reconstitution History Report and exporting the data to Excel.

B Tract Level Reconstitution History Assignment Block

Following is an example of the Tract Level Reconstitution History Assignment Block.

▼ Reconstitution History									
Tract Reconstitution Report									
Year	Recon ID	Reconstitution Type	Status	Completed ...	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2017	15	Tract Division	Complete	06/15/2017	99999999	7490	10597	15014	7490

--*

--247.5 Tract Level Reconstitution History Assignment Block Editing (Continued)*C Field Descriptions and Actions**

Data within the Reconstitution History assignment block will only be displayed if the selected tract was either the result of a tract reconstitution or the parent tract involved a reconstitution. The data displayed in the assignment block is system assigned and is not editable.

Tract General Data Entries	Description
Year	Fiscal year the reconstitution was completed.
Recon ID	System generated unique number assigned when the tract reconstitution has been completed in the system.
Reconstitution Type	Tract reconstitution type: <ul style="list-style-type: none"> • Tract Combination • Tract Division.
Status	Status of the reconstitution Note: Since a reconstitution ID for tract reconstitutions will only be generated and the reconstitution history will only be displayed for completed tract reconstitutions, “ Completed ” is the only status available.
Completed Date	The date the tract reconstitution was completed in the system.
IBase	IBase number for the parent farm associated with the tract(s) involved with the specified reconstitution.
Parent Farm	Farm number for the farm associated with the tract(s) involved with the specified reconstitution.
Parent Tract	Parent tract number before completing the tract reconstitution.
Resulting Tract	Resulting or child tract number after the completing the tract reconstitution.
Resulting Farm	Farm number for the farm associated with the tract(s) involved with the specified reconstitution. Note: Since farm numbers do not change during a tract combination, the Parent Farm and Resulting Farm will always be the same.

D Tract Reconstitution Report

A Tract Reconstitution Report can be generated through the tract level “Reconstitution History” assignment block. Clicking on the “Tract Reconstitution Report” option will open an adobe acrobat report summarizing the reconstitution history for the selected tract. This report can also be generated through the Farm Records Reconstitution Reports option in CRM. See paragraph 296 and Exhibit 33 for additional details on generating the reconstitution reports.--*

248 Tract Land Data Assignment Block Editing**A Overview**

The Tract Land Data assignment block provides an overview of attributes for the selected tract in the Farm Hierarchy. The following data is listed in the Tract Land Data assignment block:

- Farmland Acres
- Cropland Acres
- DCP Cropland Acres
- CRP Cropland Acres
- WBP Acres
- GRP Acres
- State Conservation Acres
- Other Conservation Acres
- Cropland Acres Adjustment Reason Code
- Wetland Determination
- Wetland Violation Determination – Wetland converted between December 23, 1985 and November 28, 1990
- Wetland Violation Determination – An agricultural commodity has been planted on a converted wetland
- Wetland Violation Determination – Wetland converted after November 28, 1990
- EWP Program Acres
- DCP Ag Related Activity Acres
- Wetland Reserve Program Acres
- Effective DCP Cropland Acres
- Double Cropped Acre

248 Tract Land Data Assignment Block Editing (Continued)**A Overview (Continued)**

- Sugarcane Base Acres
- CRP MPL Acres
- Sod Acres
- FAV/WR History
- HEL Status
- HEL Determination.

B Example of the Tract Land Data Assignment Block

Following is an example of the Tract Data assignment block.

▼ Tract Land Data			
Farmland Acres:	97.97	EWP Program Acres:	2.00
Cropland Acres:	53.22	DCP Ag Related Activity Acres:	3.22
DCP Cropland Acres:	56.44	Wetland Reserve Prog. Acres:	6.70
CRP Cropland Acres:	9.27	Effective DCP Cropland Acres:	12.47
WBP Acres:	5.00	Double Cropped Acres:	0.00
GRP Acres:	8.00	Sugarcane Base Acres:	0.0
State Conservation Acres:	10.50	CRP MPL Acres:	4.70
Other Conservation Acres:	2.50	SOD Acres:	0.00
Cropland Acres Adj. Reason Code:		FAV/WR History:	No
Wetland Determination:	Wetland determinations not complete	HEL Status:	UHEL
Wetland Vio. Det. - Wetland converted between December 23, 1985 and November...	<input type="checkbox"/>	HEL Determination:	HEL determinations not completed for all fields on the tract
Wetland Vio. Det. - An agricultural commodity has been planted on a converted wetl...	<input type="checkbox"/>		
Wetland Vio. Det. - Wetland converted after November 28, 1990:	<input type="checkbox"/>		

C Action

The Tract Land Data summarizes the acreage and HEL and wetland determinations specific to the tract selected in the Farm Hierarchy. Data visible in the Tract Land Data assignment block is a combination of system populated entries aggregated from the field level data and entries manually entered by the user based on program participation and eligibility. Data aggregated from the field level data cannot be manually changed in the Tract Land Data assignment block and must be changed at the field level. Changed field level values are then aggregated to the tract level.

248 Tract Land Data Assignment Block Editing (Continued)

C Action (Continued)

Following are the editable entries in the Tract Land Data Assignment Block.

Editable Tract Land Data Entries	Description and Action
	CLICK “Edit” to enter or modify the following Tract Land Data entries:
WBP Acres	Manual entry of WBP acres enrolled within the selected tract on DCP Cropland acres. WBP acreage must be loaded in the WBP Acres data field.
GRP Acres	Manual entry of GRP acres enrolled within the selected tract on DCP Cropland acres. GRP acreage must be loaded in the GRP Acres data field. Note: Do not load GRP acres located on non-cropland in this data field.
State Conservation Acres	Manual entry of state conservation acreage enrolled on DCP Cropland acres within the selected tract, where Federal payments are made in exchange for not producing an agricultural commodity on the acreage, must be loaded in the State Conservation Acres data field.
Other Conservation Acres	Manual entry of other conservation acreage for a federal conservation program enrolled on DCP Cropland acres, where payments are made in exchange for not producing an agricultural commodity on the acreage, must be loaded in the Other Conservation Acres data field.
Cropland Acres Adjustment Reason Code	*--When Cropland or DCP Cropland acres on a tract change, a reason code must be selected to indicate the reason for the increase or decrease. Available selections are Commercial Reduction, New Land Broken Out, or Residential Reduction, Boundary Correction, or Other.--*
Wetland Determination	The tract level Wetland Determination is a required entry for all tracts. Manually SELECT the tract level wetland determination as applicable according to 6-CP Part 4. Options for the tract level Wetland Determination include: <ul style="list-style-type: none"> • tract contains a wetland or farmed wetland • tract does not contain a wetland • wetland determination not complete. Note: If a certified wetland exists on the tract, “Tract contains a wetland or farmed wetland” shall be selected even if all wetland determinations are not complete.

248 Tract Land Data Assignment Block Editing (Continued)

C Action (Continued)

System Generated Tract Land Data Entries	Description
Sod Acres	<p>Sod acres are aggregated from the field level data. Sod acres are system populated based on the fields identified as sod broken out after February 7, 2014 in the Native Sod assignment block at the field level.</p> <p>Note: Sod Acres cannot be manually adjusted. If the Sod Acres are not correct or need to be adjusted, editing must be completed within the GIS Info assignment block using the GIS editing tools to adjust or delineate any field or by adding or deleting attributes within the Native Sod assignment block at the field level.</p>

D Common Error Messages

Following are common error messages and the action required.

Message or Error Received	Action
Base acres exceed the sum of Effective DCP acres and Double Cropped Acres	<p>Verify the correct acreage is populated for all entries in the Tract Land Assignment block. If needed, review and correct CLU boundaries and attributes in the GIS Info assignment block.</p> <p>If the Effective DCP Cropland and Double Cropped Acres are populated correctly, the base acreage must be reduced or redistributed accordingly so it no longer exceeds the Effective DCP Cropland plus Double Cropped acreage total.</p>
Base Acreage Adjustment Reason Code is required	Select the applicable Base Acreage Adjustment Reason Code
PLC Yield or CTAP Transitional Yield Adjustment Reason Code is required	Select the applicable PLC Yield or CTAP Transitional Yield Adjustment Reason Code
Tract Level HEL Determination Required	Select the applicable HEL Determination in the Tract Land Assignment block.
--Tract Level Cropland Adjustment Reason Code Required	Select the applicable adjustment reason code in the Tract Land assignment block.--

249 Tract Crop Data Assignment Block Editing

A Overview

The Tract Crop Data assignment block lists the crop base and yield data assigned to the tract selected in the Farm Hierarchy. Total base acreage cannot exceed the Effective DCP Cropland acreage plus Double Cropped acres totaled in the Tract Land Data assignment block.






Note: The system will notify users if the base acreage exceeds the Effective DCP Cropland plus Double Cropped acreage for the tract.

The following data is identified in the Tract Crop Data assignment block:

- Crop Name
- Crop Year
- Base Acres
- Base Acres Adjustment Code
- CTAP Transitional Yield
- CTAP Transitional Yield Adjustment Codes
- PLC Yield
- PLC Yield Adjustment Codes.

B Example

Following is an example of the Tract Data assignment block.

▼ Tract Crop Data    								
Edit List								
	Crop Name	Crop Year	Base Acres	Base Acres Adj....	CTAP Transitional...	CTAP Transitional...	PLC Yield	PLC Yield Adj. Re...
	Wheat	2015	11.70		0.0000		50.0000	
	Oats	2015	0.60		0.0000		66.0000	
	Corn	2015	10.00	CCC-505 reductor ▼	0.0000		105.0000	
	Soybeans	2015	14.40		0.0000		38.0000	
	▼							

249 Tract Crop Data Assignment Block Editing (Continued)**D Common Error Messages**

The following table provides possible messages and action if the data in the Tract Crop Data assignment block is edited.

Message or Error Received	Action
Crop base acres exceed the sum of Effective DCP acres and Double cropped acres	<p>Verify the correct acreage is populated correctly for all entries in the Tract Land assignment block. If needed, review and correct boundary and attributes in the CLU attributes in the GIS Info assignment block.</p> <p>If the Effective DCP Cropland and Double Cropped Acres are populated correctly, the base acreage must be reduced or redistributed accordingly so it no longer exceeds the Effective DCP Cropland plus Double Cropped acreage total.</p>
Base Acreage Adjustment Reason Code is required	Select the applicable Base Acreage Adjustment Reason Code
PLC Yield or CTAP Transitional Yield Adjustment Reason Code is required	Select the applicable PLC Yield or CTAP Transitional Yield Adjustment Reason Code
Crop Base acres must have a program election	A new base crop * * * added with acres greater than zero cannot be saved until a program election is selected at the farm level Program Election assignment block.

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing**A Overview**

The Tract CCC-505 CRP Reduction Data assignment block lists the crop base and yield data reduced from the tract due to enrolling acres into CRP.

In accordance with current federal regulations, “CCC will annually adjust the base acres for covered commodities * * * with respect to the farm by the number of production flexibility contract acres or base acres protected by a CRP contract that expired, was voluntarily terminated, or was early released”. These acres are restored by removing them from the Tract CCC-505 CRP Reduction assignment block and adding them to the Tract Crop Data assignment block.

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)**A Overview (Continued)**

The following data is identified in the Tract CCC-505 CRP Reduction Data assignment block:

- Crop Name
- Crop Year
- Contract Number
- Start Year
- Acres
- CTAP Transitional (Direct) Yield
- PLC (CC) Yield.

B Example

Following is an example of the Trace CCC-505 CRP Reduction Data assignment block.

▼ Tract CCC-505 CRP Reduction Data								
Edit List								
Act...	Crop Name	Crop Year	Contract Number	Start Year	Acres	CTAP Transition...	PLC (CC) Yield	
	Corn ▼	2015	1005	2010	6.8	0.0000	105	
	▼							

C Action

The following instructions provide the actions required for:

- loading CCC-505 CRP Reduction Data for newly enrolled CRP contracts
- loading CCC-505 CRP Reduction Data for revised CRP contracts
- removing CCC-505 CRP Reduction Data for expired, terminated, or early released CRP contracts
- restoring CCC-505 CRP Reduction Data when a CRP contract has expired, voluntarily terminated, or early released

Note: The user is only allowed to add CCC-505 CRP Reduction Data on a tract where the base crop is already listed under the Tract Crop Data assignment block. In some cases CCC-505 CRP Reduction Data may have existed but was not loaded in the system prior to MIDAS go-live so there is a need to load CCC-505 CRP Reduction Data for a crop that does not have a base acre entry in CRM Farm Records. If the crop is not listed in the Tract Crop Data assignment block under the Crop Name, the user will need to load the crop with zero base and yield values under the Tract Crop Data assignment block before the CCC-505 CRP Reduction Data can be entered.

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)

C Action (Continued)

Loading CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts

The following table provides instructions for adding the CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts.

Data Entries	Description and Action
	CLICK “Edit” to enter or modify the following CCC-505 CRP Reduction Data entries:
Crop Name	<p>Select the Crop Name for the applicable base acres being reduced on the tract. To add CCC-505 CRP reduction acres for a new CRP contract enrolled on the tract.</p> <ul style="list-style-type: none"> • CLICK “Edit List” in the Tract Crop Data assignment block • A new entry line will be created in the assignment block • Click the drop-down menu under the Crop Name header to select the applicable crop for the reduced base acreage.
Crop Year	Crop Year will automatically populate and default to the current crop year once a crop has been selected. Crop Year is not editable.
Contract Number	Manually ENTER the active CRP contract number and suffix from the associated CRP-1.
Start Year	<p>Manually ENTER the year the active CRP contract or its predecessor was first enrolled in YYYY format.</p> <p>Example: CRP Contract #100 was initially enrolled in 2010 and was split into successor contracts 2010A and 2010B in 2013, the start year for the CCC-505 CRP Reduction acres for contracts 2010A and 2010B is entered as 2010.</p>
Acres	<p>Manually enter the number of acres for the crop reduced on the tract due to CRP enrollment.</p> <p>Note: Reduced acres should match the acres reduced on the CCC-505 completed during CRP enrollment.</p>
CTAP Transitional (Direct) Yield	This field data entry is either the CTAP Transitional Yield or the direct yield. CRP contracts enrolled after 2001, but prior to 2014 are required to have the direct yield entered in this data field. CRP contracts enrolled in *--2018 will only have an entry in this data field if the crop base being--* reduced is generic base. Manually load the direct or CTAP transitional yield associated with the base reduced as identified on the CCC-505 completed during CRP enrollment.

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)**C Action (Continued)**

Data Entries	Description and Action
PLC (CC) Yield	This field data entry is either the CC Yield or the PLC yield. CRP contracts enrolled after 2001 but prior to 2014 are required to have a CC Yield entered. CRP contracts enrolled in 2014 or later require a PLC Yield to be entered for all crops except generic. Manually load the PLC Yield or the CC yield associated with the base crop reduced at time of the CRP enrollment. *-- Note: Reduced Generic base is only applicable to CRP contract enrolled between 2014-2015.--*
	CLICK “ Save ” to save the CCC-505 CRP Reduction Acreage data entries.

Note: See work instruction **Base Reduction for New CRP Tract Level** for more information on loading CCC-505 CRP base reduction acres due to CRP enrollment. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

***--Revsing CCC-505 CRP Reduction Data for Revised or Re-enrolled CRP Contracts**

Once an entry for tract CCC-505 CRP Reduction data is entered and saved, entry must be revised is a contract is revised or a subsequent contract established because of farm or CRP changes. If the CRP contract is revised, resulting in a change to the contract number and suffix, or if the CRP contract expires and is re-enrolled resulting in a new contract number the initial CCC-505 CRP Reduction entry must be updated with current information matching the new CRP contract.--*

Note: For re-enrolled CRP contracts, before reloading the CCC-505 CRP Reduction entries with the updated contract number, the number of effective DCP cropland acres should be evaluated for the farm to determine if the prior base reduction still needs to be completed to balance the bae acres on the tract and the farm.

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)**C Action (Continued)**

--The following table provides instructions for revising saved CCC-505 CRP Reduction Data.--

Data Entries	Description and Action
	CLICK “Edit” . Navigate to the Tract CCC-505 CRP Reduction Data assignment block.
	CLICK “Edit List” within the Tract CCC-505 CRP Reduction Data assignment block.
* * *	* * *
*--Revise Entry	Enter new CRP contract number and start date as needed to match the updated or new contract. Note: Review all other reduction data to ensure accuracy. Revise as needed.
* * *	* * *
	CLICK “Save” to save the CCC-505 CRP Reduction Acreage data entries. Note: When a new CRP contract number is entered, the system will validate with CCMS that the number entered matches an available active CRP contract for the tract.--*

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)

C Action (Continued)

Removing CCC-505 CRP Reduction Data for Expired, Terminated, or Early Released CRP Contracts

The following table provides instructions for removing the CCC-505 reduction data for expired, terminated, or early released CRP contracts.

Data Entries	Description and Action
	CLICK “Edit” . Navigate to the Tract CCC-505 CRP Reduction Data assignment block.
	CLICK “Edit List” within the Tract CCC-505 CRP Reduction Data assignment block.
Acres and Yields	Enter zero for the acres data field.
CCC-505 CRP Reduction Data Entry	<p>Once the acres are set to zero, “Delete” (trash can) will become active.</p> <ul style="list-style-type: none"> • Select the selection box in front of the CCC-505 CRP Reduction data entry • CLICK “Delete” (trash can) to remove the entire entry. <p>Important: Base acres reduced due to CRP should be restored when the CRP contract expires, is voluntarily terminated, or is early released.</p> <p>Note: CCC-505 CRP Reduction Acres cannot be restored for terminated CRP contracts that do not meet the definition of voluntarily terminated, as defined in 1-ARCPLC.</p>

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)**C Action (Continued)**

Restoring Base Acres	<p>Base acres reduced due to CRP enrollment are restored in the Tract Crop Data assignment block when the CRP contract expires, is voluntarily terminated, or is early released. See the Tract Crop Data assignment block instructions for editing the Tract Crop Data to increase the existing base acre entry or add a new entry for the crop.</p> <p>See paragraph 37 for instructions on determining and entering the tract level yield when CCC-505 CRP Reduction acres are returned to the tract as base acres.</p> <p>Note: If the crop having its base acres restored does not have an ARCPLC election, the ARCPLC election must be obtained and entered at the farm level before restoring the base acres.</p>
	CLICK “Save” to save the CCC-505 CRP Reduction Acreage data entries.

* * *

D Common Error Messages

The following error messages may occur as the CCC-505 CRP Reduction Data is increased or reduced.

Message or Error Received	Action
CRP Contract number exists on another tract	The same CRP contract number cannot be used for CCC-505 CRP reduction acres loaded on multiple tracts. Verify the contract number associated with the CRP-1 and enter the correct contract number within the CCC-505 CRP Reduction Data assignment block.
Election Choice is Mandatory at Farm Level for Crop	CCC-505 CRP Reduction Acres are returned as a new base crop, not currently loaded on the selected farm. Associated base data cannot be added to a tract unless a program election for the base crop has been made at the farm level. See 1-ARCPLC for details on acquiring the program election from the applicable producers.

251 Tract Parties Involved Assignment Block Editing

A Overview

All owners of the selected tract are required to be loaded under the Tract Parties Involved assignment block. Other Producers can be loaded at the tract level if producers are associated with the selected tract. Users should evaluate if the Other Producers need to be loaded at the tract or field level. Other Producers cannot be loaded at both levels.

Note: Other Producers will need to be loaded at the field level if they are requesting access to FSAfarm+.

B Example

Following is an example of the Tract Parties Involved assignment block.

▼ Parties Involved						
Insert						
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Exce...	
	Other Tenant					
Any Producer	Owner	12345678				

C Action to Edit the Tract Parties Involved Assignment Block

The following table provides the steps to edit the Tract Parties Involved assignment block.

Steps	Action
1	CLICK “Edit” .
2	CLICK “Insert” .
3	The Parties Involved Function will default to Other Tenant (Other Producer). Select the applicable producer association – Owner or Other Producer.
4	CLICK “Insert Help” . See paragraph 202 for instructions to add an Owner and paragraph 203 for instructions to add an Other Producer.
5	Search and select the producer to be added.
6	See Conservation Compliance Instructions for loading producer violation exceptions.
7	CLICK “Save” to save the producers added to the Tract Parties Involved assignment block.

252-256 (Reserved)

Subsection 2.3 – Farm Maintenance

257 Farm Level Editing

A Overview

Farm level editing is limited to CRM tabular data and is not available in the GIS Info assignment block. The majority of farm level data is aggregated from the tract and field levels and cannot be edited at the farm level. The following assignment blocks are found at the farm level:

- GIS Info
- Farm General Data
- Farm Land Data
- Crop Election Data
- Crop Data
- Parties Involved
- FPMS Status
- Change History.

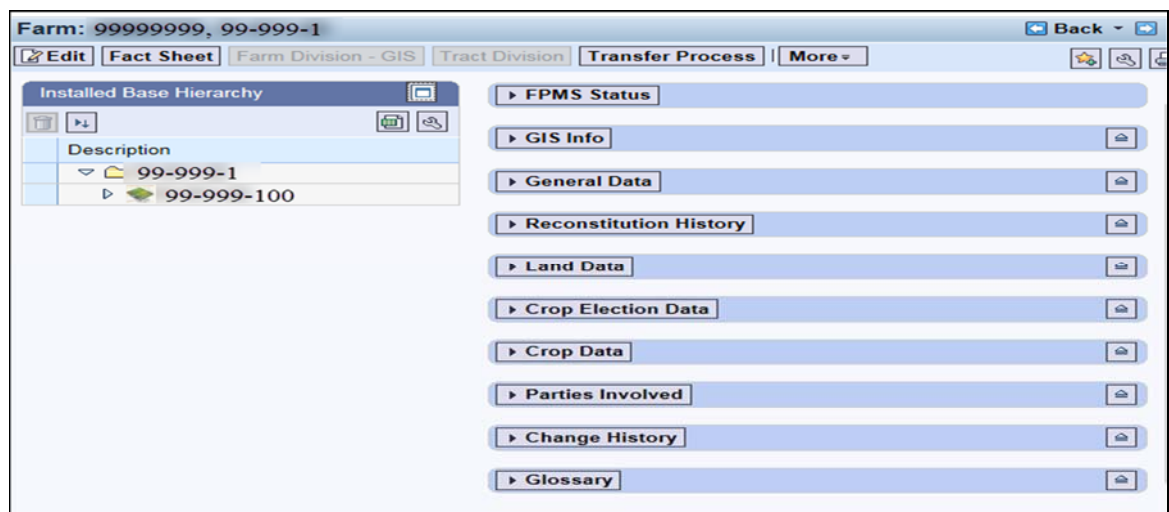
Within each farm level assignment block, data displayed for the farm is populated from the automated system, manually entered by the user, or aggregated from the tract and field levels.

Important: After edits are completed, users should verify that the updates have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See paragraph 246 for additional information regarding the FPMS Status assignment block.

B Example

Following is an example of the farm level Farm Data Screen.

*--



--*

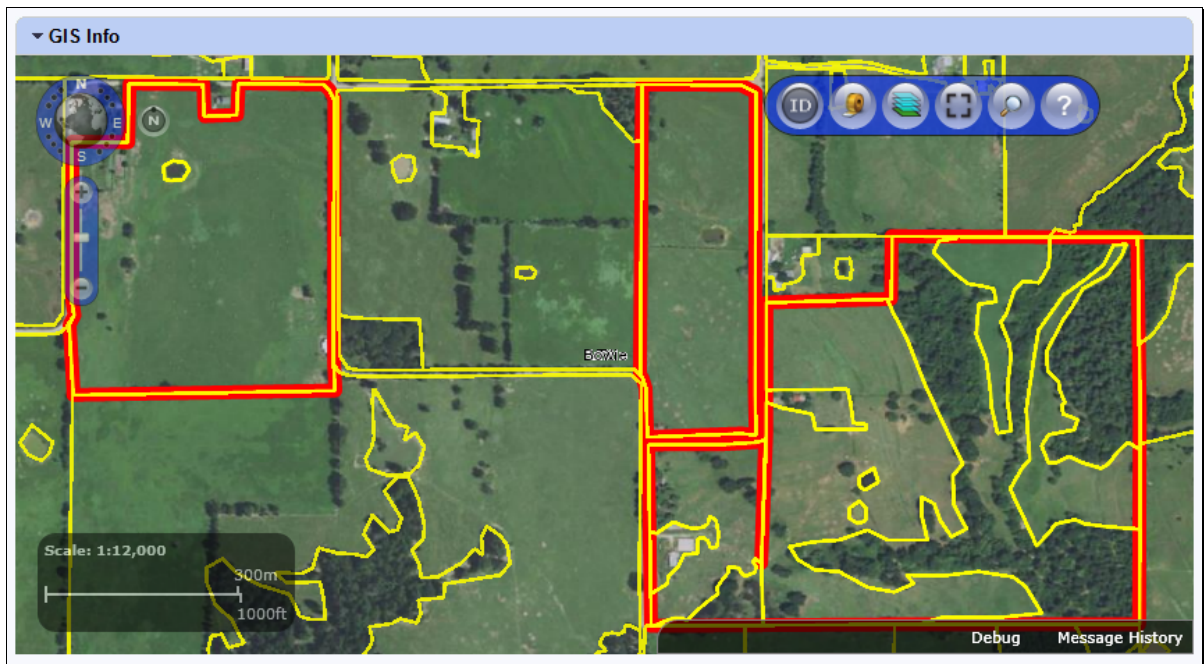
258 Farm Level GIS Info Assignment Block

A Overview

The GIS Info assignment block is view-only at the farm level. By default, the GIS Info assignment block zooms to an extent that shows all tracts on a farm. All GIS edits are completed at the tract and field levels.

B Example

Following is an example of the GIS Info assignment block.



C Action

The following navigation and standard tools are available for use at the farm level in the GIS Info assignment block.

- Navigation Compass – Zoom In, Zoom out, or Pan
- Identification Tool
- Measurement Tools
- Layers TOC
- Full Screen Mode
- AOI Search
- Show Task Help Text.

See paragraph 205 for additional information on the use of the navigation tools. See paragraph 206 for additional information on the use of the standard tools.

259 Farm Level General Data Assignment Block Editing (Continued)**C Action (Continued)**

The following table provides the fields in the Farm General Data assignment block are system populated and are not editable.

System Generated Farm General Data Entries	Description
Farm Number	Farm Number is system generated and is populated as the next available farm number for the county when the farm is created.
State/County/Farm	System populated farm description consisting of the administrative State, county, and farm number.
Administrative State	System populated based on user input when farm is created.
Administrative County	System populated based on user input when farm is created.
Combined To	System populated list of child farm numbers displayed on the inactive parent farm record when the currently selected farm is a parent farm of a farm combination.
Divided From	System populated parent farm number when the currently selected farm is a child farm of a farm division.
Transferred From	System populated if the currently selected farm has been previously transferred from a different administrative state/county.
Combined From	System populated list of parent farm numbers when the currently selected farm is a child farm of a farm combination.
Divided To	System populated list of child farm numbers when the currently selected farm is a parent farm of a farm division.

--259.5 Farm Level Reconstitution History Assignment Block Editing*A Overview**

The Reconstitution History assignment block provides the reconstitution history of the selected farm. If the farm was the result of a prior reconstitution or the parent farm involved with a reconstitution, the following data will display:

- Year
- Recon ID
- Reconstitution Type
- Status
- Submitted Date
- Completed Date
- Parent IBase
- Parent Farm
- Resulting Farm
- Resulting IBase
- Resulting.--*

--259.5 Farm Level Reconstitution History Assignment Block Editing (Continued)*A Overview (Continued)**

The Reconstitution History assignment block also provides the ability to create a Farm Reconstitution Report and export data listed in the assignment block to excel. See Exhibit 29 for more details on the Farm Reconstitution History Report and exporting the data to Excel.

B Example of the Farm Level Reconstitution History Assignment Block

▼ Reconstitution History									
Farm Reconstitution Report									
Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
2017	16	Farm Division	Pen...	06/15/2017		999999990	7490	9387	999999991
								9388	999999992

C Field Descriptions and Actions

Data within the Reconstitution History assignment block will only be displayed if the selected farm was either the result of a farm reconstitution or the parent farm involved a reconstitution. The data displayed in the assignment block is system assigned and is **not** editable.

System Generated Tract General Data Entries	Description
Year	Fiscal year the reconstitution was completed.
Recon ID	System generated unique number assigned when the farm reconstitution has been submitted for CRM approval in the system.
Reconstitution Type	Farm reconstitution type: <ul style="list-style-type: none"> • Farm Combination • Farm Division.
Status	Status of the reconstitution: <ul style="list-style-type: none"> • Pending – farm reconstitutions that have been submitted for CRM approval, but have not been approved in CRM by the County Office approving official • Completed – farm reconstitutions that have been approved in CRM by the County Office approving official • Disapproved – farm reconstitutions that have been disapproved in CRM by the county office approving official.

--*

--259.5 Farm Level Reconstitution History Assignment Block Editing (Continued)*C Field Descriptions and Actions (Continued)**

System Generated Tract General Data Entries	Description
Submitted Date	The data the farm reconstitution was submitted for CRM approval.
Completed Date	The date the farm reconstitution was approved or disapproved in CRM by the County Office approving official.
Parent IBase	IBase number for the parent farm associated with the specified reconstitution.
Parent Farm	Farm number for the parent farm associated with the specified reconstitution.
Resulting Farm	Resulting/child farm number(s) associated with the specified reconstitution.
Resulting IBase	IBase number of the resulting/child farm(s) associated with the specified reconstitution.

D Farm Reconstitution Report

A Farm Reconstitution Report can be generated through the farm level “Reconstitution History” assignment block. Clicking on the “Farm Reconstitution Report” button will open an adobe acrobat report summarizing the reconstitution history for the selected farm. This report can also be generated through the Farm Records Reconstitution Reports option in CRM. See paragraph 296 and Exhibit 33 for additional details on generating reconstitution reports.--*

260 Farm Land Data Assignment Block Editing**A Overview**

The fields in the Farm Land Data assignment block contain the following information for the selected farm:

- Farmland Acres
- Cropland Acres
- DCP Cropland Acres
- CRP Cropland Acres
- WBP Acres
- GRP Acres
- State Conservation Acres
- Other Conservation Acres
- EWP Program Acres
- DCP Ag Related Activity Acres
- Wetland Reserve Program Acres
- Effective DCP Cropland Acres
- Double Cropped Acres
- Sugarcane Base Acres
- CRP MPL Acres
- Sod Acres
- FAV/WR History.

B Example

Following is an example of the Farm Land Data assignment block.

▼ Land Data	
Farmland Acres:	170.17
Cropland Acres:	125.18
DCP Cropland Acres:	128.40
CRP Cropland Acres:	33.93
WBP Acres:	5.00
GRP Acres:	8.00
State Conservation Acres:	10.50
Other Conservation Acres:	2.50
EWP Program Acres:	2.00
DCP Ag Related Activity Acres:	3.22
Wetland Reserve Prog Acres:	6.70
Effective DCP Cropland Acres:	59.77
Double Cropped Acres:	0.00
Sugarcane Base Acres:	0.00
CRP MPL Acres:	4.70
SOD Acres:	0.00
FAV/WR History:	No

261 Farm Crop Election Data Assignment Block Editing (Continued)

C Action in the Crop Election Data Assignment Block (Continued)

Editable Crop Election Data Entries	Description and Action
Election Choice (cntd.)	<p>When entries are complete at the tract level, click on the farm level in the Farm Hierarchy and navigate to the Farm Crop Election Data assignment block. Click the drop-down menu for the new crop and select the appropriate election choice.</p> <p>In 2015 and subsequent years, three possible ARCPLC Election options exist:</p> <ul style="list-style-type: none"> • ARC individual • ARC county • PLC. <p>Note: The Election Choice field at the farm level must be completed after entering crop data in the Tract Crop Data assignment block, but prior to saving the edits.</p> <p>Elections are made only for crops with base acres, except when *--the farm contains unassigned generic base acres elections.--*</p>
HIP	<p>Historical Irrigation Percentage (HIP) is applicable only to:</p> <ul style="list-style-type: none"> • a designated set of counties • designated crops by county within the established set of counties • crops with election choice of ARC county. <p>HIP is a single factor for each eligible crop representing the historical irrigated acres of the crop as a percentage of the total planted acres for the crop based upon a 4-year (2009-2012) irrigation history.</p> <p>Valid entries are the initial default value of blank and numeric whole number entries ranging between zero and one hundred. HIP is established only for crops with base acres greater than zero. * * *</p> <p>Note: HIP will not display and will not be editable for crops that are not eligible for HIP.</p>

261 Farm Crop Election Data Assignment Block Editing (Continued)

C Action in the Crop Election Data Assignment Block (Continued)

Editable Crop Election Data Entries	Description and Action
PLC Yield Note: Formerly referred to as “CC Yield”	<p>*--Farm-level PLC yields are only editable for base crops equal to zero that were originally established with an election because of generic base acres associated with the farm. Farm-level yields for crops with base acres greater than zero will always display as a zero yield in this assignment block. Farms that previously contained generic base acres may be displayed--* with a farm level PLC yield for crops without base acres as described in subparagraph D.</p> <p>Note: The existing level of precision for yields will be maintained (4 decimal places in CRM Farm Records, whole numbers in web Farm Records).</p>
	CLICK “ Save ” to save entries in the Crop Election Data assignment block.

The following fields in the Crop Election Data assignment block are system populated and are not editable. * * *

System Generated Crop Election Data Entries	Description
Crop Name	System populated data aggregated from the tract level.
Created On/At	System populated date and time information based on when the initial data entry is completed.
Changed by	System populated user ID indicating the person responsible for the crop data election edit.
Changed On/At	System populated date and time information recorded when changes are made to the data, following the initial crop data election entry.

261 Farm Crop Election Data Assignment Block Editing (Continued)**D Action in the Crop Election Data Assignment Block * * ***

The following table provides a summary of specific actions to be completed in the Crop Election Data assignment block when events such as addition/removal of base acres occur on a farm containing generic base acres, or when generic base acres are attributed to a planted zero base acre crop with an election of ARC County or PLC.

*--

Event	Edit Actions		
	IF...	THEN...	PLC Yield
Addition of base acres (such as return of CCC-505 CRP reduction acres) for a currently zero-base acre crop on a farm that contains generic base acres.	existing election is PLC	N/A	PLC yield determined according to instructions in 1-ARCPLC, Part 2, Section 2 must be added at the tract level. See paragraph 249 for instructions for adding the tract PLC yield. System automatically removes the farm-level PLC yield for the crop if one previously existed
	existing election is ARC County	establish HIP according to 1-ARCPLC, Part 5, Section 2 if the crop being added is included in the list of HIP-eligible county/crop combinations in 1-ARCPLC. Exhibit 116 and load in the Crop Election Data assignment block according to subparagraph C.	
	existing election is ARC Individual	N/A	

--*

261 Farm Crop Election Data Assignment Block Editing (Continued)

D Action in the Crop Election Data Assignment Block * * * (Continued)

Event	Edit Actions		
	IF...	THEN...	PLC Yield
* * *	* * *	* * *	* * *
Base acres for a * * * crop are reduced to zero for all tracts on a farm * * *.	existing ARCPLC election for the crop is retained	HIP for the crop (if applicable) is retained.	If the election for the crop is PLC a farm-level PLC yield is automatically created using the yield that existed on the last tract to have its base acres reduced to zero. User may edit the yield if necessary

Section 5 Out-of-Balance Conditions and Adjustment Reports

290 Out-of-Balance Tracts

A Overview

A tract is out of balance if tract base acres are in excess of the tract's Effective DCP Cropland plus Double Cropped acres. Corrective action shall be taken on all out-of-balance tracts. Refer to Paragraph 36.

B Example

Following is an example of a tract that is out of balance at the tract level.

▼ Tract Land Data

Farmland Acres: 82.49

Cropland Acres: 80.45

DCP Cropland Acres: 80.45

CRP Cropland Acres: 0.00

WBP Acres: 0.00

GRP Acres: 0.00

State Conservation Acres: 0.00

Other Conservation Acres: 0.00

Cropland Acres Adj. Reason Code: ▼

Wetland Determination: Wetland determinations not complete ▼

Wetland Vio. Det. - Wetland converted between December 23, 1985 and November... ☐

Wetland Vio. Det. - An agricultural commodity has been planted on a converted wetl... ☐

Wetland Vio. Det. - Wetland converted after November 28, 1990: ☐

EWP Program Acres: 0.00

DCP Ag Related Activity Acres: 0.00

Wetland Reserve Prog. Acres: 0.00

Effective DCP Cropland Acres: 80.45

Double Cropped Acres: 0.00

Sugarcane Base Acres: 0.0

CRP MPL Acres: 0.00

SOD Acres: 0.00

FAVWR History: No ▼

HEL Status: UHEL

HEL Determination: NHEL: No agricultural commodity planted on undetermir ▼

▼ Tract Crop Data


Edit List

Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	CTAP Transitional Yield	CTAP Transitional Yiel...	PLC Yield	PLC Yield Adj. Reason
Wheat	2015	20.07		0.0000		65.0000	
Corn	2015	19.91		0.0000		146.0000	
Soybeans	2015	45.47		0.0000		49.0000	

In this example, Tract 100 has 85.45 acres of base with 80.45 acres of Effective DCP Cropland. Tract 100 is out of balance due to the total base acres exceeding the total Effective DCP Cropland Acres plus Double Cropped acres.

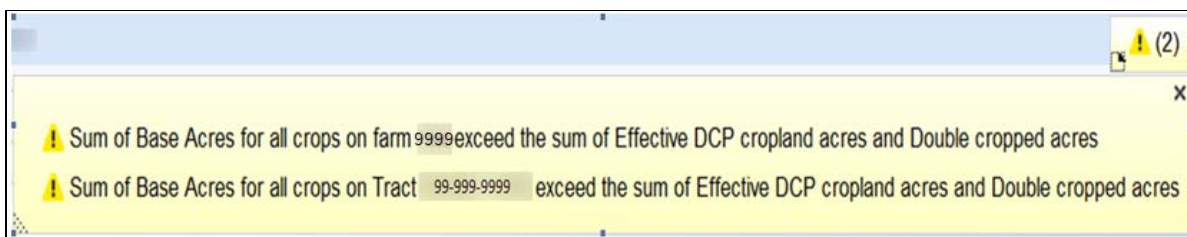
290 Out-of-Balance Tracts (Continued)**C Action**

The following table provides the steps for identifying if a tract is out of balance.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK “ Farm Records ”. 
3	CLICK “ Search Farms/Bins ”.
4	Manually enter Farm number and CLICK “ Search ”.
5	From the resulting list, CLICK on the “ IBASE ID ”.
6	CLICK “ Edit ” to identify if a resulting notification message indicates an out-of-balance tract condition.

D Common Error Messages

When “Edit” is selected from the CRM Toolbar a warning message will be displayed alerting the user if a tract is out-of-balance. If the farm is out of balance an additional error message will display indicating the farm is also out-of- balance.

***--290.5 Out of Balance Tract Report****A Overview**

State GIS Specialist have been provided the GIS tools and instructions for creating an Out-of-Balance Tract Report for their State. This report must be created on a regular basis and provided to the County Office field staff to review and correct all out-of-balance tract conditions according to paragraph 36. The data to run the report is available in the Farm Records Tract Detail report from EDW.

B GIS Out-of-Balance Tract Tool and Instructions

The GIS python tool to create the State out-of-balance tract report is saved to the I:/Scripts folder within the Citrix environment folder directory. Instructions for copying the tool to the local workstation, downloading the required EDW tract report, and running the tool in ArcMap are found on the Farm Records Intranet page at https://inside.fsa.usda.gov/program-areas/dafp/common-processes/farm-records/index--*

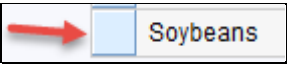
291 Correcting Out of Balance Tracts or Incorrect Yield Data (Continued)**C Actions for Decreasing Base Acres or Yields (Continued)**

Step	Action
PLC Yield	PLC yields are decreased by manually adjusting the yield value. Whenever an adjustment is made to the PLC Yield an adjustment reason code is required. Clicking “Enter” or “Save” after making the yield adjustment activates the dropdown for PLC Yield Adjustment Code. * * *
PLC Yield Adj. Reason	<p>Select the appropriate reason code that applies to the situation:</p> <ul style="list-style-type: none"> • Appeal • CCC-505 Permanent Reduction • CCC-505 Reduction Commercial • CCC-505 Reduction due to CRP Enrollment • CCC-505 Reduction Residential • CCC-517 • COC redistribution • COC reduction • Relief given to correct base and yield data. <p>Note: CCC-518 and Correction reason codes will be added. Until they are available use Relief given to correct base and yield data when either CCC-518 or Correction reason codes would be the most appropriate entry.</p>

Note: The tract yield for a crop can only be greater than zero if the crop base acres are greater than zero. Base and/or Yield Adjustment Reasons are only needed if either the base and/or yield have been updated.

291 Correcting Out of Balance Tracts or Incorrect Yield Data (Continued)**D Actions for Increasing Base Acres or Yields**

Once the tract has been selected, increase the base acres or yield according to the following.

Step	Action
	CLICK “ Edit ” on the CRM Toolbar.
Selection Box	Click the blue box located to the left side of a crop to select the crop and enable the Tract Crop data field entries to be edited. 
Crop Name	System populated. No action necessary.
Crop Year	System populated. No action necessary.
Base Acres	Base acres are increased by manually adjusting the amount of base acres. Clicking “Enter” or “Save” after making the adjustment enables the dropdown for Base Acre Reason Adjustment Code. A reason code is required whenever base acres are adjusted.
Base Acres Adj. Reason	<p>Select the appropriate reason code that applies to the situation</p> <ul style="list-style-type: none"> • Appeal • CCC-517 • COC Redistribution • Increase due to CLU certification • Increase due to CRP expiration or termination • Relief given to correct base and yield data. <p>Note: A correction reason code will be added. Until this code is available use relief given to correct base and yield data when correction would be the most appropriate reason code.</p>

291 Correcting Out of Balance Tracts or Incorrect Yield Data (Continued)

D Actions for Increasing Base Acres or Yields (Continued)

Step	Action
CTAP Transitional Yield	CTAP yields are increased by manually adjusting the yield value. Whenever an adjustment is made to the CTAP Yield an adjustment reason code is required. Clicking “Enter” or “Save” after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code. The CTAP Yield is only editable for Generic Base Acres.
CTAP Transitional Adj Reason	<p>Select the appropriate reason code that applies to the situation.</p> <ul style="list-style-type: none"> • Appeal • CCC-517 • COC Redistribution • Increase due to CLU certification • Increase due to CRP expiration or termination • Relief given to correct base and yield data. <p>Note: A correction reason code will be added. Until this code is available use relief given to correct base and yield data when correction would be the most appropriate reason code.</p>
PLC Yield	PLC yields are increased by manually adjusting the yield value. Whenever an adjustment is made to the PLC Yield an adjustment reason code is required. Clicking “Enter” or “Save” after making the yield adjustment activates the dropdown for PLC Yield Adjustment Code. * * *
PLC Yield Adj. Reason	<p>Select the appropriate reason code that applies to the situation.</p> <ul style="list-style-type: none"> • Appeal • CCC-517 • COC Redistribution • Increase due to CLU certification • Increase due to CRP expiration or termination • Relief given to correct base and yield data. <p>Note: CCC-518 and correction reason codes will be added. Until they are available use relief given to correct base and yield data when either CCC-518 or correction reason codes would be the most appropriate entry.</p>

Note: The tract yield for a crop can only be greater than zero if the crop base acres are greater than zero. Base and/or Yield Adjustment Reasons are only needed if either the base and/or yield have been updated.

291 Correcting Out of Balance Tracts or Incorrect Yield Data (Continued)**E Common Error Messages**

Common Error Messages that prevent users from saving edits include.

Alert	Action
Base Acre Adj. Reason Code is required for the 2015 “crop name” change on Tract XX-XXX-XXXX	User must manually enter from the drop-down the applicable reason code.
CTAP Transitional Yield Adjustment Reason Code required for 2015 crop change on Tract XX-XXX-XXXX	User must manually enter from the drop-down the applicable reason code.
PLC Yield Adjustment Reason Code required for 2015 crop change on Tract XX-XXX-XXXX	User must manually enter from the drop-down the applicable reason code.
The YYYY Base Acres of Tract XX-XXX-XXXX exceed the sum of the Effective DCP acres and Double cropped acres	User must review and correct base acres prior to saving to ensure out-of-balance tracts do not result.

292 Automated CCC-505 Base Reduction Tool (Continued)

E Examples of CCC-505 Messages

Initial Workflow

The initial workflow sent to the CED when “Complete and Print” is selected is named “Action required: CCC-505 requested for a Farm”.

Following is an example of the action required workflow message.

Back

Decision:

Workflow Task

Subject	Action required	Status	Ready
CCC505 Form requested for a Farm : 645...	CCC505 Form requested for a Farm : 645...	Ready	

Sent Date: 09/09/2015 Priority: 5 Medium Due Date:

Description

CCC-505 Form for farm 6452 in LAKE County, ANY STATE has been requested. As the designated approving official, your action is required (approve or disapprove).
 If your decision is not made within 30 days, you will receive a reminder notification. To view the Farm data, click on the Farm hyperlink in the assignment block below.
 If your decision is not made within 45 days from date of request, the District Director will be notified.

Associated Business Objects

Description	Type
Farm Number 6452	CCC505 Workflow Clas

When the approving official approves the automated CCC-505, changes to the base acres and associated reason codes for the changes are automatically updated in the farm record. The approving official shall not approve CCC-505 until all required signatures have been obtained. If “Disapprove” is selected, the CCC-505 is cancelled and deleted and no updates are made to the record.

--If the CCC-505 workflow is approved and the reason for the base reduction due to CRP enrollment, the approving official will be prompted to enter or select the associated CRP contract number. The reduced base acres will automatically be entered in the tract level CCC-505 CRP Reduction Data assignment block with the entered CRP contract number.--

292 Automated CCC-505 Base Reduction Tool (Continued)

E Examples of CCC-505 Messages (Continued)

30-Day Notification

If the workflow remains unapproved, 30 days after the CCC-505 is generated, a reminder notification titled “Information to CED” is sent to the CED. For CCC-505’s initiated by the County Committee according to subparagraph 36 C, the CCC-505 shall be approved if all required signatures have not been returned within 30 days. If action is not taken within 15 days of receiving the notification below, the DD-will be notified.

Following is an example of the 30-day reminder notification.

The screenshot displays a web interface with a blue header bar. At the top left, there is a 'Home' link and a 'Back' button with a green checkmark. Below the header, there is a 'Decision' dropdown menu set to 'Information to CED' and an 'Execute Decision' button. A 'Workflow Task' section is expanded, showing a table with the following details:

Subject	Status
Info for CED - Pending CCC505 Approval for a Farm : 6452 ,...	Ready

Below the table, the 'Sent Date' is 09/09/2015 and the 'Priority' is 5 Medium. A 'Description' section follows, containing the text: 'CCC-505 Form for farm 6452 in LAKE County, ANY STATE has been awaiting approval for 30 days . Please take necessary action on the corresponding task.To view the Farm data click on the Farm hyperlink in the assignment block below.'

Note: CCC-505’s approved without all required signatures after the 30 day timeframe has passed, must reflect a proportionate reduction from all crops with base acres on the out of balance tract(s).

292 Automated CCC-505 Base Reduction Tool (Continued)

E Examples of CCC-505 Messages (Continued)

Pre-Rollover Notification

Regardless of when the CCC-505 is generated, if the workflow remains unapproved on September 15, a reminder notification titled “Information to CED, DD” is sent to the CED and the DD for any workflow applicable to the current FY that will be deleted if not approved prior to rollover to the next FY. An additional pre-rollover notification will be sent on September 25 if the workflow remains unapproved.

Following is an example of the pre-rollover notification.

The screenshot shows a web-based workflow task interface. At the top, there is a 'Back' button and a 'Decision' dropdown menu set to 'Information to CED, DD', with an 'Execute Decision' button next to it. Below this is a 'Workflow Task' section. It contains a table with the following details:

Subject	CCC-505 form First pre-rollover notification Farm : 6003 , C...	Status	Ready
Sent Date	09/09/2015	Priority	5 Medium
Due Date			

Below the table is a 'Description' section with the following text:

CCC-505 Form for farm 6003 in LAKE County, ANY STATE is unapproved and awaiting your action. If the form is not approved prior to Farm Records rollover the form will be deleted when the rollover process occurs.

This is your first pre-rollover notification. To view the Farm data, click on the Farm hyperlink in the assignment block below.

*--F Auto-populating CCC-505 CRP Reduction Data after CCC-505 for CRP Enrollment

If the CCC-505 workflow is approved and the reason for the base reduction is CRP enrollment, the approving official will be prompted to enter or select the associated CRP contract number. The reduced base acres will automatically be entered by the system in the tract level CCC-505 CRP Reduction Data assignment block with the entered CRP contract number.--*

293 Automated CCC-517 Base Redistribution Tool**A Overview**

The automated CCC-517 base redistribution tool allows creation, tracking, and approval of CCC-517, Tract Base Acre Redistribution. The tool allows for the designation of base acres to be redistributed to available tracts and reason codes for the redistribution. Tract and farm over-based, fully-based, and under-based statuses are interactively updated as base acre redistributions are entered in the tool.

There are two options within the automated CCC-517 tool available:

- single farm option
- multiple farm option.

Very few differences exist between the single farm and the multiple farm versions of the CCC-517 tool. The redistribution process works the same in both versions. The differences in the multiple farm version are:

- access the multiple farm version from the farm search results list
- the multiple farm version contains tracts from multiple farms
- there is one reason code in the multiple farm version and it is not editable.

Note: If the farm has more base acres than effective DCP cropland plus double cropped acres, the farm is “over-based”, and the CCC-517 tool will not be available. A red, hard-stop error message will be received in the top right corner that states, “Sum of Base Acres for all crops on Farm XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres. Out-of-balance condition must be corrected before using CCC-517. CCC-505 must be processed to correct the over-based condition before the CCC-517 tool will become available.

Current functionality does not allow a CCC-517 to be initiated with an unapproved/draft CCC-505 on the same farm. CCC-505 must be approved before initiating CCC-517. Selecting the CCC-517 tool while an unapproved/draft CCC-505 exists will result in a red, hard-stop error message. If the farm is not over-based and has an existing unapproved/draft CCC-505 that the user wants to replace with CCC-517, the unapproved/draft CCC-505 should be canceled and deleted by clicking the CCC-505 option on the “More” menu.

295 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report

A Overview

A report is available showing the current and previous values for ARCPLC Election Choice, HIP and farm-level PLC Yields on farms where those values have been adjusted.

Note: Once an ARCPLC election is made for a covered commodity it cannot be changed. Requests for corrections of erroneously loaded ARCPLC elections must be submitted to the State office. State offices shall forward requests for ARCPLC election corrections to the National office for processing.

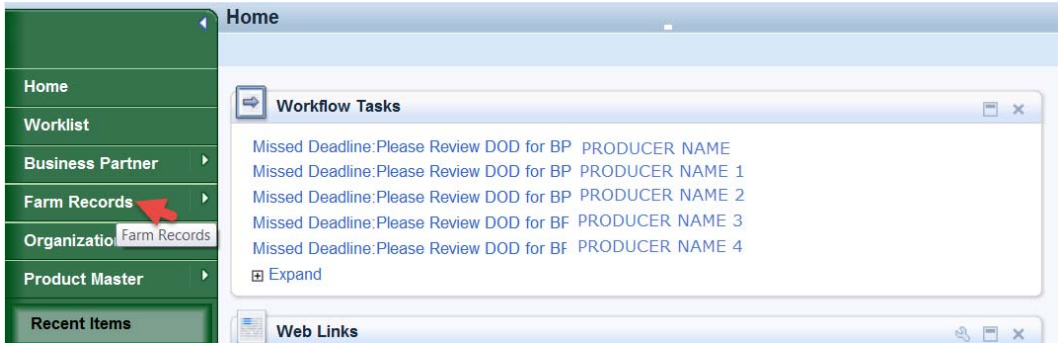
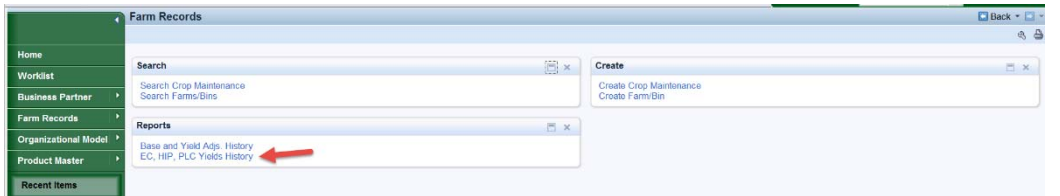
Adjustments made to farm-level PLC yields are reflected in this report. Farm-level PLC yields are applicable to covered commodities having zero base acres and an election of PLC on farms containing generic base acres, and are established when the covered commodity is reported as planted for the first-time during years covered by the ARCPLC program

(2014-2018). Adjustments to tract-level PLC yields for covered commodities with base-- acres are reflected in the Base and Yield Adjustment History Report.

295 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

B Accessing the Report

The following table provides the steps to access the EC, HIP, PLC Yields Adjustment History Report.

Step	Action
1	<p>From the CRM@FSA home page CLICK “Farm Records” on the left navigation bar.</p>  <p>Notes: Do not click the fly-out arrow.</p> <p>Clicking on the fly-out arrow will result in the search options. The users will not be able to access the farm records reports from the resulting screen.</p>
2	<p>On the Farm Records home page CLICK “EC, HIP, PLC Yields History” in the “Reports” assignment block.</p> 

295 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

E Interpretation of Report Results

The following table provides a description of the report data fields and interpretation of the example report shown in subparagraph D.

Data Field	Description	Interpretation
State	Administrative State	This report has been customized to show farms administered in the fictitious state "Any".
County	Administrative County	This report has been customized to show farms administered by the fictitious county "A".
Farm	Farm Number – Note: IBase ID is not displayed in the report. IBase ID is another way of identifying a farm. If IBase ID is used as a search criteria the corresponding FSA Farm Number will be displayed in the report results.	Three farms 372, 550, and 1011 are displayed in the report. Note: Tract number is not displayed because Election Choice, HIP, and farm-level PLC Yield are all farm-level data elements.
Crop	Crop Name	Records for three crops, oats, flax, and grain sorghum, were adjusted on the farms displayed in the report.
Election Choice	ARCPLC Election for the crop. Potential values are ARC Individual, ARC County, and Price Loss Coverage	Election of ARC County was entered for all three crops and farms on 08/31/2015. The election for oats on Farm 372 was corrected to Price Loss Coverage on 08/31/2015.
HIP	Historical Irrigated Percentage ranging expressed as a whole number ranging from zero to 100	HIP of 63 was entered for grain sorghum on Farm 1011 on 08/31/2015 indicating 63 percent of the planted and considered planted acres for grain sorghum during the years of 2009-2012 were irrigated on farm 1011.

295 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

E Interpretation of Report Results (Continued)


Data Field	Description	Interpretation
PLC Yield	Farm-level PLC Yield is applicable only to crops with zero base acres and an election of Price Loss Coverage that have been planted on farms *--previously containing--* generic base acres.	A farm level yield of 50.0000 was entered for oats on Farm 372 on 08/31/2015 and was removed on the same day indicating it was entered in error.
Changed by	Lists the user ID who made the adjustment	All adjustments were made by user F0099999. This entry represents the CRM USER ID of the employee making the adjustment. The user name can be determined by conducting an Employee search in Business Partner. Note: User ID F0099999 is a fictitious employee used for demonstration only.
Valid From	Represents the first date that the specified value became effective (date of adjustment)	The first "Valid From" value for each farm/crop listed is 08/31/2015. Subsequent "Valid From" entries for the same farm/crop indicate the adjustment date for the revised value(s).

295 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)


E Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Valid To	Represents the last date that the specified value was effective. Rows with a "Valid To" date of 12/31/9999 indicate the Election Choice, HIP, and farm-level PLC Yield values displayed are the current values	<p>Four adjustments were made to oats Farm 372 on 08/31/2015 resulting in final (current) values of Price Loss Coverage ARCPLC Election, no HIP, and no farm-level PLC Yield. These most current values are effective indefinitely.</p> <p>A single adjustment was made to flax on Farm 550 on 08/31/2015 resulting in final (current) values of ARC County ARCPLC Election, no HIP, and no farm-level PLC Yield. The revised values are effective indefinitely.</p> <p>A single adjustment was made to grain sorghum on Farm Wheat and grain sorghum on 08-31-2015 resulting in final (current) values of ARC County ARCPLC Election, HIP of 63, and no farm-level PLC Yield. The revised values are effective indefinitely</p>

F Saving the Report

After generating the report export the results to an Excel spreadsheet. CLICK **"Export to Spreadsheet"**  on the toolbar at the top of the report results.

☒ Include current values(within the given period)

State	County	Farm	Crop	Election Choice	HIP	PLC Yield	Changed by	Valid From	Valid To
									

After exporting the report to Excel it can be saved and printed. Standard Excel functionality provides the ability to sort and filter the data as needed.

*--296 Reconstitution Reports

A Accessing the Reconstitution Reports

The following 3 reconstitution report options have been developed to assist counties and States with tracking and reviewing completed reconstitutions:

- Reconstitution County Summary Report
- Farm Reconstitution History
- Tract Reconstitution History.

The reconstitution reports are available through the Farm Records homepage under the **Reports** assignment block. To access the Farm Records homepage and the reconstitution reports, from the CRM Homepage screen:

- CLICK “Farm Records” in the left navigation menu
- then CLICK the “Reconstitution Reports” option.



--*

***--296 Reconstitution Reports (Continued)**

A Accessing the Reconstitution Reports (Continued)

Once “Reconstitution Reports” is selected, the Search Criteria Screen will be displayed. The “Reconstitution County Summary Report” and associated search options are defaulted. A different reconstitution report can be chosen from the “Select Report:” drop-down menu.

Reconstitution Reports - County Summary Report [Back] [v]

Search Criteria [Hide Search Fields](#)

Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution Co

- 01 Reconstitution County Summary Report
- 02 Farm Reconstitution History
- 03 Tract Reconstitution History

Year [v] equals [v]

State [v] is [v] Any State [v] [x] [o]

County [v] is [v] Any County [v] [x] [o]

Reconstitution Number [v] equals [v] [x] [o]

Reconstitution level [v] is [v] [x] [o]

Date Range [v] is between [v] and [v] [x] [o]

Search **Clear All** **Reset to Defaults**

Result List

Reco...	Reconstit...	Status	Submi...	Comp...	Paren...	Paren...	Paren...	Result...	Result...	Resu...
No result found										

Each report provides detailed reconstitution history based on the search criteria entered. Search results will be displayed in the “**Result List**” assignment block. Options are then available to generate the associated reconstitution report from the Result List in PDF or export the results to an Excel spreadsheet.--*

***--297 Reconstitution County Summary Report**

A Overview

The Reconstitution County Summary Report provides the option to identify reconstitutions completed in the selected administrative State and county by searching the following criteria:

- Year (fiscal year)*
- State (administrative)*
- County (administrative)*

Note: * Entries are required for **Year**, **State**, and **County** to create a “Reconstitution County Summary Report”. Failure to enter one or more of these entries will result in a “Hard Stop” message informing users to enter the missing search criteria.

- Reconstitution Number
- Reconstitution Level (farm or tract)
- Date Range.

Note: The entered date range must be within the specified FY entered for “Year” and **cannot** span multiple FY’s.

Note: * Entries are required for **Year**, **State**, and **County** to create a “Reconstitution County Summary Report”. Failure to enter one or more of these entries will result in a “Hard Stop” message informing users to enter the missing search criteria.

Search Criteria

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution County Summary Report

Year	▼	equals	▼	2017	⊕ ⊖
State	▼	is	▼	Any State	⊕ ⊖
County	▼	is	▼	Any County	⊕ ⊖
Reconstitution Number	▼	equals	▼		⊕ ⊖
Reconstitution level	▼	is	▼		⊕ ⊖
Date Range	▼	is between	▼		⊕ ⊖

Search

Clear All

Reset to Defaults

--*

*--297 Reconstitution County Summary Report (Continued)

A Overview (Continued)

Regardless of the search criteria entered, the data returned in the “**Result List**” assignment block will be displayed with the following information for a valid search. See the following screen.

Search Criteria Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution County Summary Report

Year: 2016 equals 2016 o o

State: Any State is Any State o o

County: Any County is Any County o o

Reconstitution Number: equals o o

Reconstitution level: is o o

Date Range: is between and o o

Search Clear All Reset to Defaults

Result List: 13 Reconstitution entries Found

Reconstitution Counts Reconstitution Report Print Export Help

Reconst ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Parent Tract	Resulting Farm	Resulting Tract	Resulting IBase
1	Tract Combination	Complete	12/16/2016	12/16/2016		6001	12351	6001	12380	
							12354			
2	Tract Combination	Complete	12/16/2016	12/16/2016		6001	12353	6001	12381	
							12355			
							12356			
							12357			
							12380			
3	Tract Division	Complete	12/19/2016	12/19/2016		6001	12381	6001	12398	
									12399	

See Exhibit 28 for additional instructions for generating the Reconstitution County Summary Report and for a description of the returned data in the “**Result List**” of each listed reconstitution.

B Reconstitution County Summary Report Results

Reports can be generated from the “**Result List**” once a valid search has been completed. Users have the following options:

- **Reconstitution Count** – a display showing a summary of the number of reconstitutions completed by type and status based on the search criteria and “**Result List**”
- **Reconstitution Report** – PDF Reconstitution Status Report listing all reconstitution data available in the “**Result List**” based on the search criteria
- **Export to Spreadsheet** – an option to export all data listed within the “**Result List**” to an Excel spreadsheet.

Result List: 13 Reconstitution entries Found

Reconstitution Counts Reconstitution Report Print Export Help

Re...	Reconstitution...	St...	Submit...	Com...	Pare...	Par...	Par...	Resulti...	Resulti...	Resulting IBase
1	Tract Combi...	Co...	12/16/...	12/16/...	...	6001	12351	6001	12380	

See Exhibit 28 for instructions and examples of each report option.--*

*--298 Farm Reconstitution History Report

A Overview

The “Farm Reconstitution History Report” option provides users the ability to identify the reconstitution(s) associated with a specific farm or IBase within the selected administrative State and county. Entry is required for a farm or IBase along with an administrative State and county. The search criteria for the Farm Reconstitution History Report are as follows:

- State (administrative)*
- County (administrative)*
- Farm Number*
- IBase*

Note: * Entries are required for State and county. An entry is also required for either Farm Number or IBase, but not for both. Failure to enter one or more of these entries will result in a “Hard Stop” message informing users to enter the missing search criteria.

- Year.

Note: Entering FY is optional and will limit the search for reconstitutions associated with the entered farm to the specified year. If the reconstitutions did not occur within the specified year, the results will be blank.

Regardless of the search criteria entered, the data returned in the “**Result List**” will be displayed with reconstitution(s) of the farm or IBase entered. If the farm or IBase entered was involved in multiple farm reconstitutions (the farm was the result of a reconstitution and was also involved in a subsequent reconstitution) all will be displayed. See the following screen.

Search Criteria

Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Farm Reconstitution History

State is Any State

County is Any County

Farm Number equals 4599

IBase equals

Year equals

Search Clear All Reset to Defaults

Result List: 2 Reconstitution entries Found

Farm Reconstitution Report

State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IB...	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2017	15	Farm Division	Complete	01/11/2017	01/11/2017		4599	4828	
										4829	

--*

--298 Farm Reconstitution History Report (Continued)*A Overview (Continued)**

The following will **not** be displayed in the “**Result List**” or Farm Reconstitution Report:

- for farm divisions, when searching for a child farm or IBase, the associated child farms that were also the result of the identified reconstitution will **not** be displayed
- for farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will **not** be displayed.

Note: To access the full reconstitution history for the above scenarios the user can do any of the following:

- search by the parent farm number or IBase for farm divisions
- search by a resulting farm or IBase for farm combinations
- click on the applicable hyperlinked IBase number (parent IBase for farm divisions, resulting IBase for farm combinations) to go to the farm level “**Reconstitution History**” assignment block and access the Farm Reconstitution Report
- search the Reconstitution County Summary Report for the specific reconstitution ID number.

See Exhibit 29 for additional instructions for generating the Farm Reconstitution History Report and for a description of the returned data in the “**Result List**” of each listed reconstitution.--*

*--298 Farm Reconstitution History Report (Continued)

B Farm Reconstitution History Report Results

Reports can be generated from the “**Result List**” once a valid search has been completed. Users have the following options:

- **Farm Reconstitution Report** – PDF Reconstitution Status Report listing all reconstitution data available in the “**Result List**” based on the search criteria
- **Export to Spreadsheet** – an option to export all data listed within the “**Result List**” to an Excel spreadsheet.

Search Criteria Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Farm Reconstitution History

State is Any State
County is Any County
Farm Number equals 4599
IBase equals
Year equals

Search Clear All Reset to Defaults

Result List: 2 Reconstitution entries Found

Farm Reconstitution Report

State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IB...	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2017	15	Farm Division	Complete	01/11/2017	01/11/2017		4599	4828	
										4829	

See **Exhibit 29** for instructions and examples of each report option.

C Farm Reconstitution History Reports from the Reconstitution History Assignment Block

The Farm Reconstitution History Report can also be accessed from within the specific farm record data under the “**Reconstitution History**” assignment block at the farm level.

Users can access the “**Reconstitution History**” assignment block by either:

- clicking on the hyperlinked IBase from within the Farm Reconstitution History search “**Result List**” to go to the associated farm record data at the farm level
- searching for the associated farm through the regular Farm Records search options.--*

***--298 Farm Reconstitution History Report (Continued)**

C Farm Reconstitution History Reports from the Reconstitution History Assignment Block (Continued)

Both the Farm Reconstitution Report and the Excel spreadsheet can be created from within the “**Reconstitution History**” assignment block.

The screenshot displays a software interface for farm reconstitution history. On the left, a sidebar titled 'Installed Base Hierarchy' shows a tree structure with 'Description' and a folder icon labeled '4599'. The main panel is divided into two sections: 'GIS Info' and 'General Data'. The 'General Data' section contains the following fields:

- Farm Number: 4599
- State/County/Farm: [Redacted]
- Farm Description: [Redacted]
- Administrative State: Any State
- Administrative County: Any County
- Farm Status: In-Active
- Combined To: 0
- Divided from: 0
- Transferred From: [Redacted]
- Combined From: [Redacted]
- Divided To: [Redacted]

Below the 'General Data' section is the 'Reconstitution History' section, which is circled in red. It contains a table with the following columns: Year, Recon ID, Reconstitution Type, Status, Submitted, Completed, Parent IBase, Parent Farm, Resulting Fa..., and Resulting IB... The table shows one row for the year 2017 with Recon ID 15, Farm Division, and Status Compl....

Year	Recon ID	Reconstitution Type	Status	Submitted	Completed	Parent IBase	Parent Farm	Resulting Fa...	Resulting IB...
2017	15	Farm Division	Compl...	01/11/2017	01/11/2017	[Redacted]	4599	4828	4829

--*

--299 Tract Reconstitution History Report*A Overview**

The Tract Reconstitution History Report option provides users the ability to identify the reconstitution(s) associated with a specific tract within the selected administrative State and county. Entry is required for a tract number along with an administrative State and county. The search criteria for the Tract Reconstitution History Report are as follows:

- State (Administrative)*
- County (Administrative)*
- Tract*

Note: * Entries are required for State, County, and Tract. Failure to enter one or more of these entries will result in a “Hard Stop” message informing users to enter the missing search criteria.

- Year.

Note: Entering FY is optional and will limit the search for reconstitutions associated with the entered tract to the specified year. If the reconstitutions did not occur within the specified year, the results will be blank.

Search Criteria
[Hide Search Fields](#)

*Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Tract Reconstitution History

State	is	Any State	+	-
County	is	Any County	+	-
Tract Number	equals		+	-
Year	equals		+	-

--*

***--299 Tract Reconstitution History Report (Continued)**

A Overview (Continued)

Regardless of the search criteria entered, the data returned in the **“Result List”** will be displayed with reconstitution(s) for the tract entered. If the tract entered was involved in multiple tract reconstitutions (the tract was the result of a reconstitution and was also involved in a subsequent reconstitution) all will be displayed. See the following screen.

Search Criteria

Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Tract Reconstitution History

State is Any State

County is Any County

Tract Number equals 10785

Year equals

Search Clear All Reset to Defaults

Result List: 4 Reconstitution entries Found

Tract Reconstitution Report

State	County	Year	Recon ID	Reconstitution T...	Completed...	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	3	Tract Combina...	12/20/2016		1994	10784	10785	1994
								10783		
Any State	Any County	2016	4	Tract Division	12/20/2016		1994	10785	10786	1994
									10787	

--299 Tract Reconstitution History Report (Continued)*A Overview (Continued)**

The following will not be displayed in the “**Result List**” or Tract Reconstitution Report:

- for tract divisions, when searching for a child tract, the associated child tracts that were also the result of the identified reconstitution will **not** be displayed
- for tract combinations, when searching for a parent tract, the associated parent tracts also involved with the reconstitution will **not** be displayed.

Note: To access the full reconstitution history for the scenarios in this subparagraph, the user can do any of the following:

- search by the parent tract number for tract divisions
- search by a child tract number for tract combinations
- search the Reconstitution County Summary Report for the specific reconstitution ID number.

See Exhibit 30 for additional instructions for generating the Tract Reconstitution History Report and for a description of the returned data in the “**Result List**” of each listed reconstitution.--*

***--299 Tract Reconstitution History Report (Continued)**

B Tract Reconstitution History Report Results

Reports can be generated from the **“Result List”** once a valid search has been completed. Users have the following options:

- **Tract Reconstitution Report** – PDF Reconstitution Status Report listing all reconstitution data available in the **“Result List”** based on the search criteria
- **Export to Spreadsheet** – an option to export all data listed within the **“Result List”** to an Excel spreadsheet.

Search Criteria

Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Tract Reconstitution History

State is Any State

County is Any County

Tract Number equals 10785

Year equals

Search
Clear All
Reset to Defaults

Result List: 4 Reconstitution entries Found

Tract Reconstitution Report

State	County	Year	Recon ID	Reconstitution T...	Completed...	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	3	Tract Combina...	12/20/2016		1994	10784	10785	1994
								10783		
Any State	Any County	2016	4	Tract Division	12/20/2016		1994	10785	10786	1994
									10787	

See Exhibit 30 for instructions and examples for each report option.--*

*--299 Tract Reconstitution History Report (Continued)

C Tract Reconstitution History Reports from the Reconstitution History Assignment Block

The Tract Reconstitution History Report can also be accessed from within the specific farm record data under the “**Reconstitution History**” assignment block at the tract level.

Users can access the “**Reconstitution History**” assignment block by doing any of the following:

- clicking on the hyperlinked IBase from within the tract reconstitution history search “Result List” to go to the associated farm record data and then clicking on the specific tract in the hierarchy
- clicking on the hyperlinked tract number, if the tract number is still active on an active farm, will take the user directly to the selected tract level in associated farm record
- searching for the associated farm through the regular “Farm Records” search options; once the farm is accessed, click on the specific tract in the hierarchy to go to the tract level data.

Both the Tract Reconstitution Report and the Excel spreadsheet can be created from within the “**Reconstitution History**” assignment block.

The screenshot displays the GIS Info application interface. On the left, the 'Installed Base Hierarchy' tree shows a structure with '1994' as a parent and '-10786' and '-10787' as children. The main panel has two tabs: 'Tract General Data' and 'Reconstitution History'. The 'Tract General Data' tab is currently selected, showing fields for Tract Number (10786), State/County/Tract, Tract Description, BIA Range Unit Number, Tract Status (Active), Divided From (10785), Combined From, State Physical Location (Any State), County Physical Location (Any County), Congressional District (4), Wetland Certified (No), and Year Wetland Certified. Below this, the 'Reconstitution History' tab is visible, and the 'Tract Reconstitution Report' link is circled in red. At the bottom, a table displays the reconstitution history data.

Year	Recon ID	Reconstitution Ty...	Status	Complete...	IBase	Parent Fa...	Parent Tract	Resulting ...	Resulting ...
2016	4	Tract Division	Complete	12/20/2016		1994	10785	10786	1994

--*

300 (Reserved)

Section 6 Farm Transfers

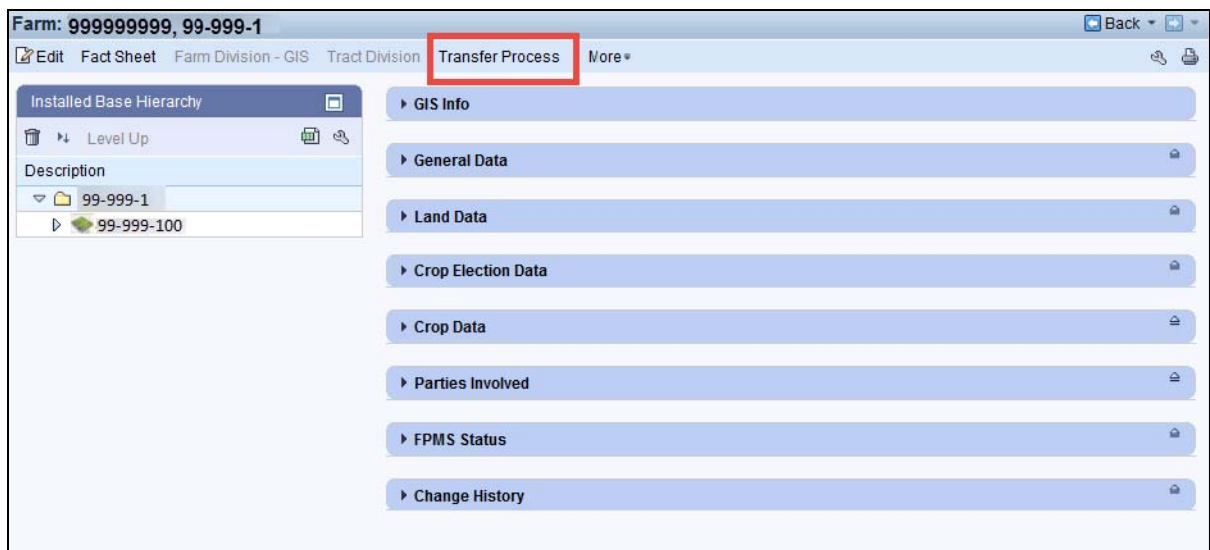
301 Transferring County Process

A Overview

A farm transfer is a modification to the Administrative State and County of a Farm Record when requested by a producer, owners, or County Committee on an approved FSA-179. The transfer process will be completed in CRM Farm Records.

B Example

The following screen displays the location of the Transfer Process tool.



CRM Farm Records does not inactivate the transferred farm but transfers the IBase record to the receiving county. The farm will no longer be identified in CRM Farm Records within the transferring county. A search by IBase number within CRM Farm Records will find the farm in the receiving county database.


Note: If the farm being transferred contains CRP acreage, do **not** cancel the CRP contract in CCMS. Follow the CCMS User Guide to transfer CRP contracts that are involved with a farm transfer.

301 Transferring County Process (Continued)**C Action**

Users from the transferring county shall complete the following actions:

Prior to initiating a transfer in CRM Farm Records, GIS wetland point attributes must be updated using the CLU Maintenance Tool in Citrix to reflect the administrative State and county of the receiving county. See Exhibit 30 Transfer of Wetlands.

The following table provides the instructions for completing the farm transfer.

Step	Action
1	Access CRM Business Partner from the CRM Homepage and ensure that the Producers / Owners listed in items 1 and 2 of the FSA-179 have been loaded properly into Business Partner with associations to both the transferring and receiving counties.
2	Access CRM Farm Records from the CRM Homepage. 
3	CLICK “Farm Records” .
4	CLICK “Search Farms/Bins” .
5	Manually enter the farm number to be transferred and CLICK “Search”
6	From the resulting list, CLICK on the “IBASE ID” . Note: If the Transfer Process tool is not available, check the status of the Farm Record and verify if it is “Active” .
7	Update all applicable operators, owners, and other producers according to the FSA-179. CLICK “MORE” to obtain and save a copy of the current FSA-156EZ. Attach the FSA-156EZ to the farm to be transferred in the Attachments assignment block using the naming convention of “Transfer_20XX_SS_CCC_XXXX_NNNNNNNN” , where 20XX = Program Year, SS = transferring State Code, CCC = transferring County Code, XXXX = the current farm number, and NNNNNNNN represents the IBASE ID. See paragraph 266 for instructions on adding an attachment to a farm record.
8	CLICK “Save” .

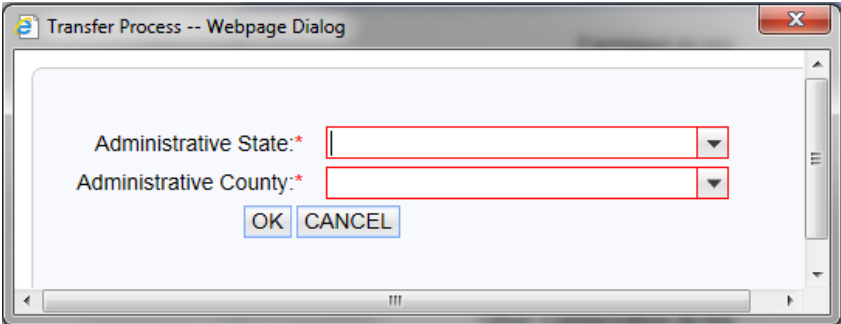
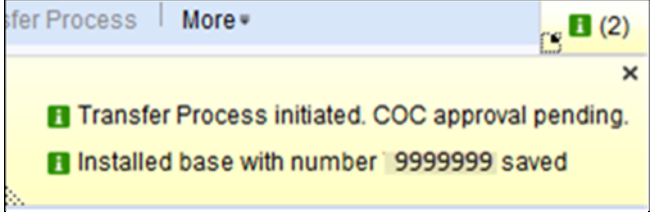
301 Transferring County Process (Continued)

C Action (Continued)

Step	Action
9	<p>If the farm contains CRP, the following actions need to be completed:</p> <ul style="list-style-type: none"> • Remove all CRP attributes from the field level CRP Data assignment block. • If the transferring farm contains CRP MPL acres, users must remove all CRP attributes from the field level and from the tract level CRP MPL data field prior to initiating the transfer. • Update CCMS “Revise > Farm / Tract” with current Tract and CLU number if status shows “unknown” in CCMS. <p>Notes: CCC-505 CRP Reduction acres do not need to be removed prior to the transfer. The contract number and suffix combination associated with the CCC-505 CRP Reduction acres must be updated by the receiving County Office when the new contract number is known.</p> <p>Exception: If the specific contract number/suffix combination associated with the CCC-505 CRP Reduction acres in the transferring county already exists in the receiving county, the CCC-505 CRP Reduction acre entry in the transferring county must be changed by adding “XX” in front of the existing contract number/suffix. The transfer process performs a validation for CCC-505 CRP Reduction contract number/suffix and notifies the user if the contract number/suffix combination already exists in the receiving county.</p> <p>To change or update the contract number/suffix for a CCC-505 CRP Reduction entry first reduce the acres for the entry to zero, then use the trash can that is populated at the left end of the row to delete the existing entry. Re-enter the information for the CCC-505 CRP Reduction entry with the revised contract number and suffix.</p>
10	<p>CLICK “Transfer Process”.</p> <p>Transfer Process</p> <p>A transfer can be initiated at either the farm or tract level.</p>

301 Transferring County Process (Continued)

C Action (Continued)

Step	Action
11	<p>CLICK “Administrative State” drop-down menu and select the receiving State.</p> <p>CLICK “Administrative County” drop-down menu and select the receiving county.</p> <p>Click “OK”.</p> 
12	<p>Verify that the status changed to “Pending” and “Expand message area” to determine if any error messages have occurred.</p> 

301 Transferring County Process (Continued)

C Action (Continued)

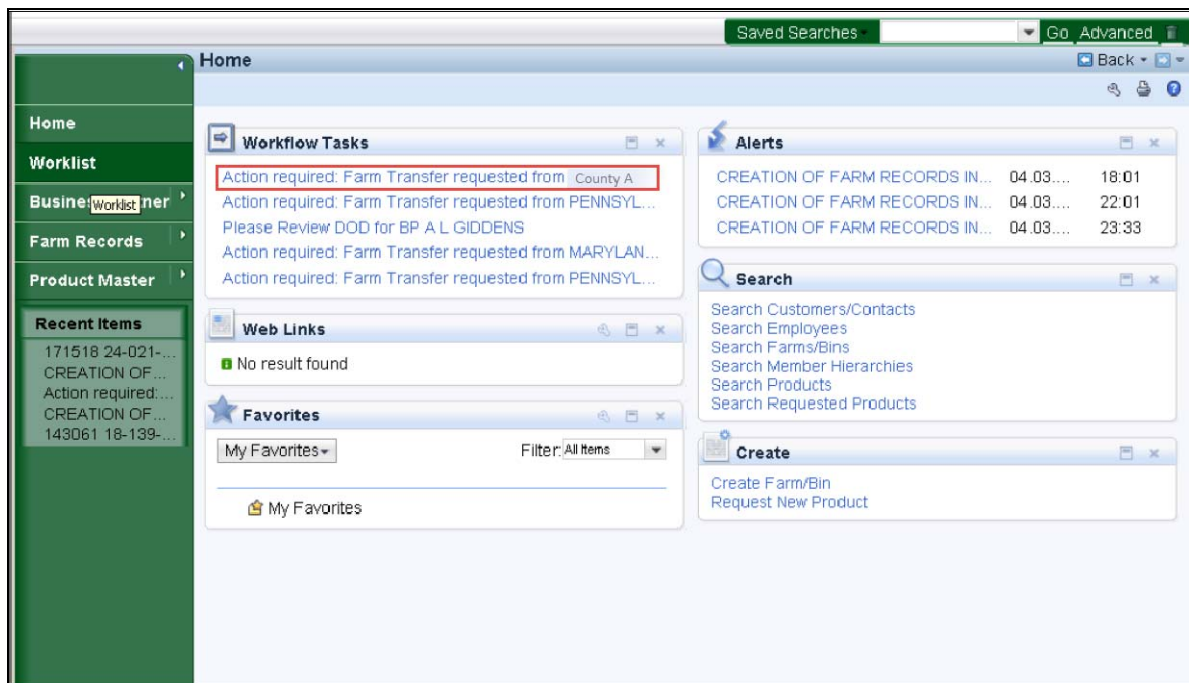
Step	Action
13	<p>In the case of a county to county transfer, the Transfer Process will generate a workflow task item that will appear in the transferring administrative county's County Executive Director's universal worklist. Once the workflow is approved by the transferring county, the workflow is transmitted to the receiving county's CED's worklist.</p> <p>Note: In the case of a transfer across State Lines, the transferring administrative State's SED, the receiving administrative State's SED, the transferring county's CED, and receiving county's CED must all approve. If any approving official disapproves a transfer, it will be canceled. For information on how to approve a Farm Transfer, see the work instruction, "Worklist Farm Transfer."</p>

Note: See work instructions **Farm Transfer** and **Worklist Farm Transfer** for more information on completing a farm transfer. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

D Approval

Perform this procedure when a farm transfer workflow task is sent for approval.

Following is an example of a Farm Transfer workflow task.





301 Transferring County Process (Continued)

D Approval (Continued)


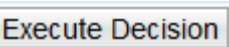
Clicking on a Farm Transfer workflow task will result in the opening the workflow to review the information and execute the approved decision from the FSA-179 by the COC. The following screen will be displayed with an opened Farm Transfer workflow.

The screenshot shows the CRM Home interface. At the top, there's a 'Home' header with a 'Back' button. Below it, a 'Decision' dropdown menu is set to 'Approve', with an 'Execute Decision' button next to it. A tooltip says 'Choose One Option and Click "Execute Decision"'. Below the decision menu, a 'Workflow Task' section is expanded, showing details for a task: 'Subject: Action required: Farm Transfer requested from...', 'Sent Date: 04/27/2015', 'Due Date: 05/12/2015', 'Status: Ready', and 'Priority: 5 Medium'. A 'Description' section follows, containing the text: 'A Farm transfer has been requested from County A to County B for Farm 145. Your action is required. Please click on the link below to open the associated Farm. If a decision is pending after 15 days from date of request, a notification will be sent to the District Director.'

The CED or their substitute shall follow the steps in the following table to execute the decision made by the COC.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK “ Worklist ”. 
3	In the Workflow Tasks select the appropriate hyperlink for the transfer needing approval. 

301 Transferring County Process (Continued)**D Approval (Continued)**

Step	Action
4	<p>The CED or designee acting on behalf of the County Committee must approve or disapprove the workflow according to the COC decision. Once approval or disapproval is selected from the drop-down menu,</p>  <p>CLICK “Execute Decision”.</p> 
5	<p>If the decision is “Approve”, the farm status changes to “Active” in the receiving county and the parent farm status changes to “Inactive” in the transferring county. If the decision is “Disapprove”, the transfer is abandoned and the farm status returns to “Active” in the transferring county.</p>

E Common Error Messages

The following table provides common error messages that prevent users from saving edits.

Alert	Action
Business Partner XXXXXXXXXXXX is not authorized for the State : ANY and County: ANY.	Transfer process failed due to current operator, other producers, and/ or owners are not linked to both current and receiving county. User must follow step 1.
Election Choice is mandatory at Farm Level for Crop: CROP.	User must manually enter from the drop-down menu the applicable election choice by crop at the farm level.
Farm Transfer is not possible due to errors on farm XX-XXX-XXXX.	User must review and correct all error messages before transfer process will proceed.

302 Receiving County Process**A Overview**

A county receiving a transferred farm must approve or disapprove the transfer request. Approval of the transfer updates the Administrative State and County of a Farm Record and assigns new farm and tract numbers. Disapproval of the farm transfer request ends the transfer process without changing the administrative state and county for the farm. The farm record in the transferring county returns to “Active” status with no changes.

B Receiving County Office Action

Receiving County Offices shall:

- Execute the decision of the workflow item
- Update CCMS if applicable
- Restore CRP field level attributes
- Restore tract level CRP MPL acres, if applicable
- Update CCC-505 CRP Reduction acre contract number/suffix if applicable
- Print FSA-156EZ
- Attach approved FSA-179 with all signatures to new farm attachment assignment block (optional).

Note: If the farm containing a HIP eligible covered commodity is transferred from a non-HIP-eligible county to a HIP-eligible county and the election for the covered commodity is ARC-County, a HIP must be calculated for the covered commodity. Refer to 1-ARCPLC Part 5.

303-307 (Reserved)

309 Tract Division (Continued)

C Action (Continued)

Step	Action																																																												
13a (cntd.)	<p>Users shall update the ownership for each resulting child tract as needed. To assign a new owner, CLICK “Add Owner”. Once the new owner is updated, delete the previous owner by using “Remove (trash can)”. Users shall review all tract owners before proceeding.</p> <p>Alternate Method for Loading a Producer:</p> <p>If the 10-digit Business Partner ID for the new owner is known, the user may click in the ID field and manually enter the BP ID number or the user may click on “Input Help” in the row containing an existing owner and search for a business partner. When the new owner is selected from the search results the existing owner is replaced.</p> <p>If correct, CLICK “Next”.</p>																																																												
13b	<p>Wizard Step 2 - Data Division</p> <div><div>Data Division</div><table><tr><th>Tract</th><th>Familian...</th><th>Croplan...</th><th>CRP Cr...</th><th>DCP Ag...</th><th>WBP Ac...</th><th>WRP Ac...</th><th>EWP Ac...</th><th>State C...</th><th>Other C...</th><th>FWP Ac...</th><th>CRP M...</th><th>Sugarc...</th><th>GRP Ac...</th><th>DCP Cr...</th></tr><tr><td>48-037-...</td><td>122.63</td><td>77.88</td><td>9.27</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.0</td><td>0.00</td><td>77.88</td></tr><tr><td>Default...</td><td>97.97</td><td>53.22</td><td>9.27</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.0</td><td>0.00</td><td>53.22</td></tr><tr><td>Group a</td><td>24.66</td><td>24.66</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.0</td><td>0.00</td><td>24.66</td></tr></table></div> <p>*--As required, review and/or assign acres to the applicable data fields to the--* appropriate child tracts. The sum of the acres of the child tracts, must equal the acres on the parent tract. See Part 5, Section 2 for further guidance.</p> <ul style="list-style-type: none">• DCP AG Related Acres - Ag Related Activity Acres should be manually entered for acreage that meets the definition of DCP Cropland but does not meet the definition of cropland as defined. Users must decide which child tract or tracts should receive DCP Ag related Acres and assign the acres to the tract(s) where they are actually located.• WBP Acres - Manual entry of WBP acres enrolled within the selected tract on DCP Cropland acres. Users must decide which child tract or tracts should receive WBP Acres and assign the acres to the tract(s) where they are actually located.• WRP Acres- Manual entry of WRP acres enrolled within the selected tract on DCP cropland acres. Users must decide which child tract or tracts should receive WRP Acres and assign the acres to the tract(s) where they are actually located.	Tract	Familian...	Croplan...	CRP Cr...	DCP Ag...	WBP Ac...	WRP Ac...	EWP Ac...	State C...	Other C...	FWP Ac...	CRP M...	Sugarc...	GRP Ac...	DCP Cr...	48-037-...	122.63	77.88	9.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	77.88	Default...	97.97	53.22	9.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	53.22	Group a	24.66	24.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	24.66
Tract	Familian...	Croplan...	CRP Cr...	DCP Ag...	WBP Ac...	WRP Ac...	EWP Ac...	State C...	Other C...	FWP Ac...	CRP M...	Sugarc...	GRP Ac...	DCP Cr...																																															
48-037-...	122.63	77.88	9.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	77.88																																															
Default...	97.97	53.22	9.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	53.22																																															
Group a	24.66	24.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	24.66																																															

309 Tract Division (Continued)

C Action (Continued)

Step	Action
13b (cntd)	<p>Wizard Step 2 - Data Division (Continued):</p> <ul style="list-style-type: none"> • EWP Acres - Manual entry of EWP acres enrolled within the selected tract on DCP cropland acres. Users must decide which child tract or tracts should receive EWP Acres and assign the acres to the tract(s) where they are actually located. • State Conservation Acres - Manual entry of state conservation acreage enrolled on DCP Cropland acres within the selected tract, where Federal payments are made in exchange for not producing an agricultural commodity on the acreage. Users must decide which child tract or tracts should receive State Conservation Acres and assign the acres to the tract(s) where they are actually located. • Other Conservation Acres - Manual entry of other conservation acreage for a federal conservation program enrolled on DCP Cropland acres, where payments are made in exchange for not producing an agricultural commodity on the acreage. Users must decide which child tract or tracts should receive Other Conservation Acres and assign the acres to the tract(s) where they are actually located. • FWP Acres - Cropland acres enrolled in CRP FWP are automatically allocated to child tracts by the tract division wizard as part of the CRP Cropland. Non-cropland FWP acres enrolled under practice CP39 must be manually entered for each resulting tract that contains non-cropland FWP acres. • CRP MPL Acres – CRP MPL Acres are aggregated from the field level from non-cropland fields with CRP data entered. Non-cropland fields are identified as fields with the 3-CM Indicator set to “No”.

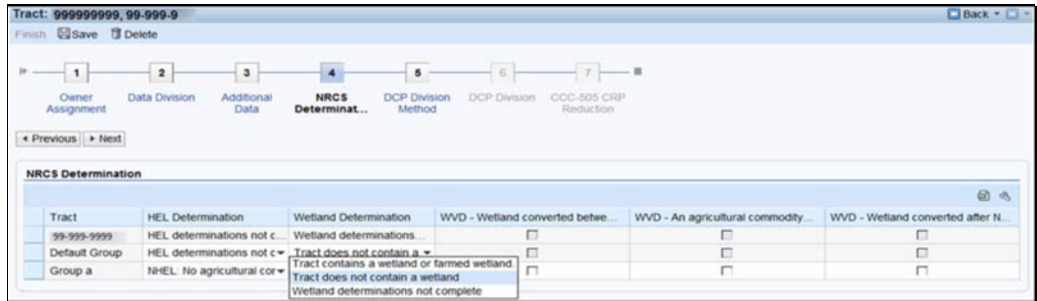
309 Tract Division (Continued)

C Action (Continued)

Step	Action
13b (cntd.)	<ul style="list-style-type: none"> GRP Acres- Manual entry of GRP acres enrolled within the selected tract on DCP Cropland acres. GRP acreage must be loaded in the GRP Acres data field. Users must decide which child tract or tracts should receive GRP Acres and assign the acres to the tract(s) where they are actually located. <p>Parent tract acres are shown in the first row. Users must manually assign acres for these data fields to the resulting tracts shown in rows below the parent tract. The sum of the acres for the resulting tracts must equal the acres that existed on the parent tract.</p> <p>CLICK “Next”.</p>
13c	<p>Additional Data – Wizard Step 3:</p> <p>Users shall open the Expand message center to review any alerts. Users shall review all information in the Additional Data assignment block. User must manually enter the BIA Range unit if applicable to each tract.</p> <p>CLICK “Next”.</p>

309 Tract Division (Continued)

C Action (Continued)

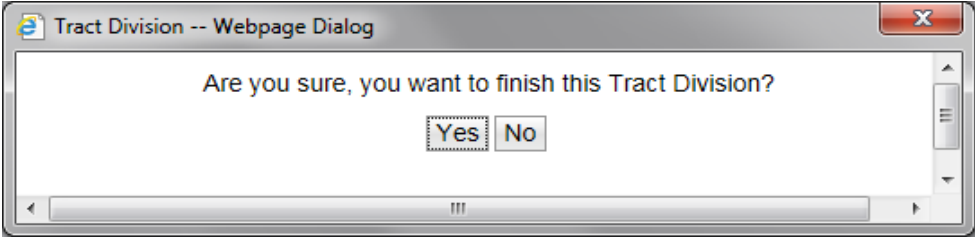
Step	Action
13d	<p>Wizard Step 4 - NRCS Determination:</p>  <p>The system will populate a default value for each resulting tract. The user must review each value and change it to the correct value if the default value is incorrect. The choices available in the drop-down menu are dependent upon the HEL Status of the fields on the tract. See 6-CP, Part 4 for instructions on referring tract changes to NRCS for updated determinations of:</p> <ul style="list-style-type: none"> • HEL Deteremination • Wetland Determination • *--Wetland Converted between December 23, 1985 and November 28, 1990. • An Agricultural commodity has been planted on a converted wetland. • Wetland Converted after November 28, 1990.--* <p>Once all updates have been entered, CLICK “Next”.</p>

309 Tract Division (Continued)

C Action (Continued)

Step	Action
13g (cntd.)	<p>User will manually enter the following information from the approved CCC-505:</p> <ul style="list-style-type: none"> • Update the CRP Contract number. • When the tract division results in CRP acres on more than one resulting tract revised CRP contract numbers are required. The new suffixes to be added to the existing CRP contract number will not be known until revised CRP contracts are created in CCMS. Temporary placeholder suffixes of “XX1, XX2, etc. shall be added to create unique contract numbers until the correct suffixes are known. After CCMS assigns the new CRP contract number and suffix , the user will need to review each child tract having CRP and enter the correct contract number and suffix. • CCC-505 CRP Reduction Acres • CTAP Transistional (Direct) and/or PLC (CC) Yield See Paragraph 240 for rules on when specific yields apply. Yields for resulting tracts must be equal to the yield for the parent tract. <p>Notes: The CCC-505 CRP Reduction Acres assigned to a child tract cannot exceed the CRP contract acres for the specific contract number associated with the child tract. The total CCC-505 CRP Reduction acres entered for the resulting tracts must equal the parent tract CCC-505 CRP Reduction acres.</p> <p>When the DCP Cropland method is used for the tract division, CCC-505 CRP Reduction Acres shall be prorated manually according to the percentage of the total CRP acres for the specific contract located on that child tract.</p> <p>Example: CRP Contract 1 contains 20.00 acres of CRP located in two fields each containing 10.00 acres. Field 1 goes to child tract 2, field 2 goes to child tract 3. Of the 10.00 CCC-505 CRP Reduction Acres associated with CRP Contract 1, 5.00 CCC-505 CRP Reduction Acres shall be assigned to tract 2 and 5.00 CCC-505 CRP Reduction acres shall be assigned to tract 3.</p> <p>If the data is correct, CLICK “Next”.</p>

309 Tract Division (Continued)**C Action (Continued)**

Step	Action
13h	<p>Tract Division confirmation message will be displayed.</p>  <p>CLICK “YES” to complete the tract division.</p> <p>Selecting “NO” will return the user to the CCC-505 CRP reduction wizard, step 7.</p>

Notes: See work instruction Tract Division for more information on completing a tract division. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

Upon completing a Tract Division, enter an updated tract description as applicable in the General Data assignment block for each resulting tract.

D Approval

System approval is not required when tracts are divided. No workflow task will be generated.

--309.5 Reconstitutions on Large Tracts*A Reconstitution Processing**

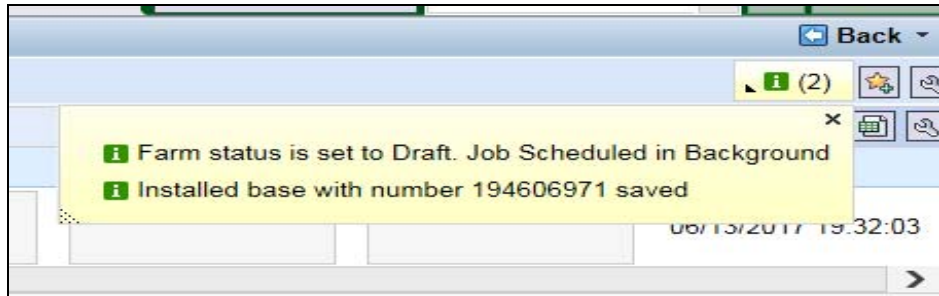
Tract divisions and combinations involving tracts with either a large number of tracts or a significant number of CLU's, may require additional processing time to complete the tract reconstitution successfully.

Users will receive the informational message, “Farm Status is set to Draft. Job Scheduled in Background”, when initiating the Tract Wizard for farms with a large number of Tracts/Fields, and the “Farm Status” option will be set to “Draft”. Once the job completes the user will receive an alert on the Home Page advising if the job is successful or has failed and can take the appropriate action to complete the reconstitution or resubmit it if it failed. The “Reconstitution Status” option will be updated to either “Success” or “Fail” accordingly.--*

*--309.5 Reconstitutions on Large Tracts (Continued)

B Example

The following message is received when additional processing time is needed to complete the tract reconstitution.



--*

310 Farm Division

A Overview

The purpose of this process is to divide an existing parent farm into two or more child farms. A properly completed FSA-155 must be on file prior to initiating any reconstitution in CRM Farm Records.

Note: If a reconstitution is completed, the FSA-578 Acreage Report will be deleted from CARS when the reconstitution is approved.

The resulting farms shall be administratively located in the county where the land is physically located. Once a farm division is complete, a subsequent transfer may be required. See Part 3 for additional information on determining the administrative county for a farm and farm transfers. See Part 7, Section 6 for automation instructions for farm transfers.

B Farm Division Process and Examples

The first step of a farm division is to establish groups of tracts that will be contained in the child farms resulting from the division. Two types of groups are possible; user-identified groups and default. There must be at least one user-identified group. Additional user-identified groups can be created as needed. The maximum number of user-identified groups is limited to the number of tracts that exist on the parent farm. A default group containing the remaining tracts will be established if all tracts that exist on the parent farm are not assigned to user-identified groups. Default Groups are useful when a large percentage of the parent farm's tracts will be on one resulting child farm. The user then only needs to select a few tracts to go to the new user-identified group or groups. All unassigned tracts will automatically be assigned to the Default Group as the last step of the tract selection process.

Note: When entering names for user-identified groups, the group ID field only accepts alpha characters and no spaces.

310 Farm Division (Continued)

B Farm Division Process and Examples (Continued)

Users have two options to process a Farm Division depending on the method they choose for selection of tracts to be associated with the groups that will depict the resulting farms.

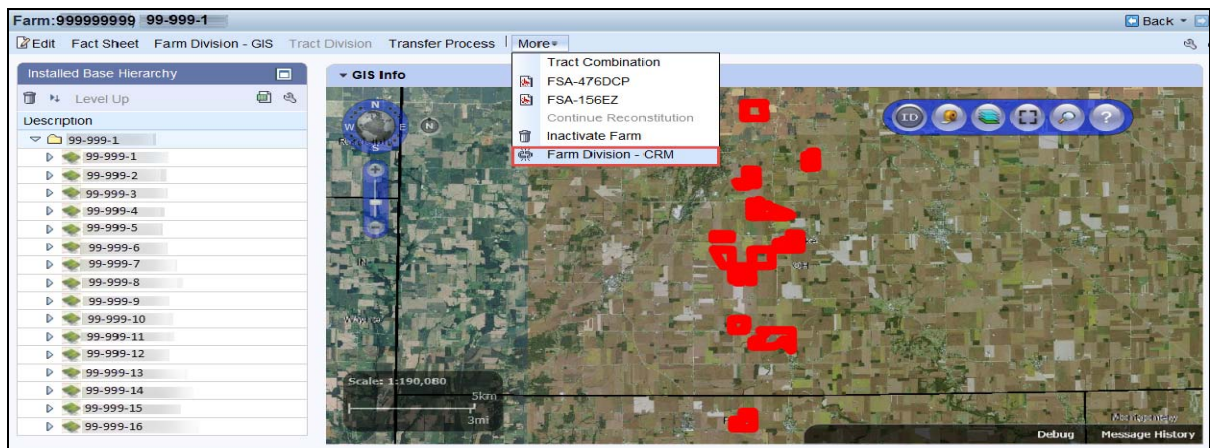
- Farm Division – CRM
- Farm Division - GIS

Note: The Farm Division tools are enabled when the selected farm has multiple tracts.

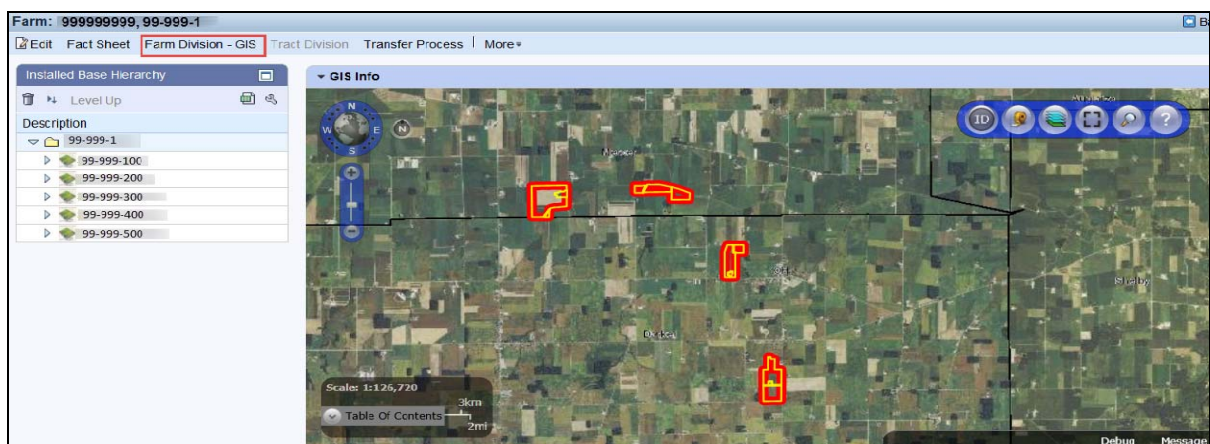
Farm Division – CRM

This method is helpful when the farm contains a large number of tracts and the use of GIS to select tracts to be assigned to groups is not practical.

The following screen will be displayed.

**Farm Division – GIS**

This method is helpful when the user wants to use the visual representation of the farm to select tracts to be assigned to groups. The following example displays how to access the Farm Division-GIS from the main menu.



310 Farm Division (Continued)

D Approval (Continued)

Step	Action
5	<p>The CED or designee acting on behalf of the County Committee must approve or disapprove the workflow according to the COC decision.</p> <p>Once approval or disapproval is selected from the drop-down menu,</p> <div data-bbox="397 468 1214 541" style="border: 1px solid black; padding: 2px;"> <p>Approve</p> <p>Disapprove</p> </div> <p>CLICK “Execute Decision”.</p> <div data-bbox="397 653 631 699" style="border: 1px solid black; padding: 2px;"> <p>Execute Decision</p> </div>
6	<p>If the decision is “Approve”, the child farms’ statuses change to “Active” the parent farm’s status changes to “Inactive”. If the decision is “Disapprove”, the child farms are abandoned and the parent farm status returns to “Active”.</p>
7	<p>If the reconstitution is approved the CED will receive an email containing Forms FSA-156EZ and FSA-476DCP for the new farms. These forms shall be used to notify the operators and owners associated with the farms of the results of the reconstitution. See Part 5, Section 2, Subsection 3 for approval and notification requirements.</p>

311 Farm Combinations

A Overview

The purpose of this process is to combine two or more farms into one resulting farm. The farms being combined must be located in the same administrative State and county, and have the same ARCPLC program elections for any common crops that exist on more than one *--farm involved in the farm combination. Farms previously containing generic base in FY's 2014 through 2018 acres must have the same ARCPLC program election for all crops--* regardless of whether base acres exist for the crop or not.

ARCPLC farms and farms with no base acres and no CCC-505 CRP Reduction acres may be combined.

HIP farms can be combined with non-HIP farms, however, counties must recalculate the HIP after the combination takes place. See 1-ARCPLC, Part. 5.

Note: If a reconstitution is completed, the FSA-578 Acreage Report will be deleted from CARS when the reconstitution is approved.

B Example

To initiate a Farm Combination search for all farms to be combined. When more than one farm is displayed in the search results the ability to select “**Farm Combination**” becomes enabled.

Following is an example of initiating a Farm Combination from the Results Lit of the Search Criteria screen.

Search Criteria

Search For: Search by Farm/Bin #

Farm/Bin Number

equals

1

⊕ ⊖

Farm/Bin Number

equals

2

⊕ ⊖

Administrative State

is

ANY

⊕ ⊖

Administrative County

is

LAKE

⊕ ⊖

Farm/Bin

is

⊕ ⊖

IBase ID

is

⊕ ⊖

Farm Status

is

⊕ ⊖

Divided from farm:

equals

⊕ ⊖

Combined in farm:

equals

⊕ ⊖

Maximum Number of Results: 100

Search

Clear

Reset

Save Search As:

Save

Result List: 2 Installed Bases Found

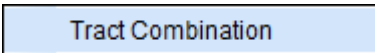


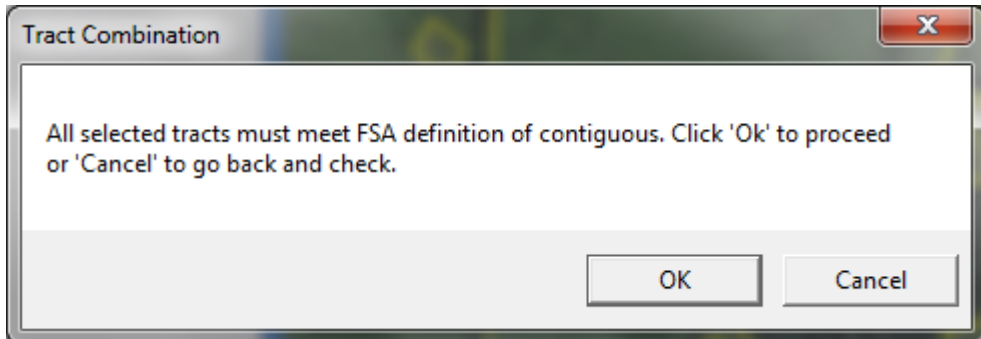
New

Farm Combination

Farm Number	IBase ID	Farm Description	Farm/Bin	Admin State
1	999999999		Farm	ANY
2	999999999		Farm	ANY

312 Common Ownership Tract Combinations (Continued)

C Action (Continued)

Step	Action
6	In the results list assignment block, CLICK the “IBASE ID”
7	Locate the “More” menu in the CRM toolbar and SELECT “Tract Combination”. 
8	OPEN the GIS Info Assignment block, and CLICK the “Select Tool”. 
9	Identify and click on any field within the first tract to select it. Note: When searching for tracts to combine in the GIS Info Assignment Block, hovering over a tract with the Select Tool will display the tract information.
10	Identify and click on any field within the next tract to be combined to select it. Repeat this step if more than two tracts are being combined.
11	Review all tracts that are outlined in aquamarine. If the tracts selected are correct, CLICK “Save and Sync”. 
12	The Tract Combination confirmation message will display. CLICK “OK” if all selected tracts meet the FSA Definition of contiguous. 
13	CLICK “Expand message area” and review all CRM Alerts.
14	The old tract numbers are now removed from the Farm Hierarchy and the new tract number is displayed. Duplicate field numbers will be renumbered.

Note: See work instruction **Tract Combination** for more information on completing a tract combination. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

312 Common Ownership Tract Combinations (Continued)**D Approval**

System approval is not required when tracts are combined. No workflow task will be generated.

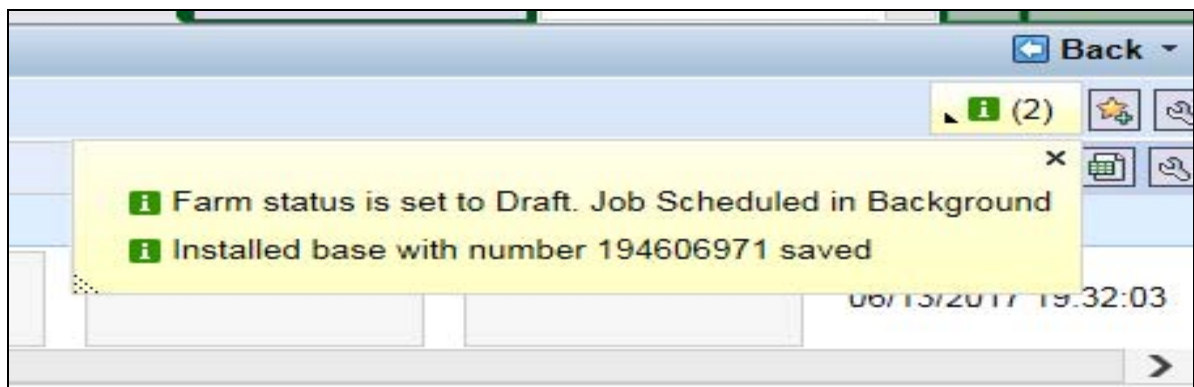
--313 Tract Reconstitutions on Large Tracts*A Reconstitution Processing**

Tract divisions and combinations involving tracts with either a large number of tracts or a significant number of CLU's, may require additional processing time to complete the tract reconstitution successfully.

Users will receive the informational message "Farm Status is set to Draft. Job Scheduled in Background" when initiating the Tract Wizard for farms with a large number of Tracts/Fields, and the Farm Status will be set to Draft. Once the job completes the User will receive an alert on the home page advising if the job is successful or has failed and can take the appropriate action to complete the reconstitution or resubmit it if failed. The "Reconstitution Status" option will be updated to either "Success" or "Fail" accordingly.

B Example

The following message is received when additional processing time is needed to complete the tract reconstitution:



--*

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ANSI	Appeals Exhausted Dates	3
AOI	area of interest	Part 7
BP	business partner	Text
CC	counter-cyclical	Text
CRM BP	CRM Business Partner	22, 33, Ex. 26
CTAP	Cotton Transitional Assistance Program	3, 37, Ex. 26
EDW	Enterprise Data Warehouse	36, 290.5,
FPMS	Farm Program Management System	Text, Ex. 26
FR	farm records	Part 7
FAV/WR	fruits and vegetables or wild rice	Text
FRS	Farm Records System	Text
FWP	Farmed Wetland Program	Part 7
HIP	historical irrigation percentage	Text
PCW	planted converted wetland	3, 34. 263
PLC	price loss coverage	Text
PLSS	public land survey systems	Part 7
TOC	table of contents	206, 209
WVD	wetland violation determination	Part 7

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

Redelegations of Authority

This table lists the redelegations of authority for this handbook.

Redelegations	Reference
DAFP has delegated authority to STC's to approve requests for selecting a new servicing County Office in cases where County Offices have closed, and an operator and owners request a servicing County Office other than the 1 designated by FSA to be responsible for the administrative county. STC may redelegate this authority to SED.	53
DAFP has delegated its authority to STC's to approve requests for selecting a new servicing County Office in cases where County Offices have reduced hours of operation and/or reduced staffing. STC may redelegate this authority to SED	54
COC may redelegate to CED the authority to approve in and out transfers of land between counties	63, Ex. 10
COC may redelegate authority to CED to approve in and out transfers between States.	67
DAFP has delegated its authority to STC's to approve requests for selecting a new administrative County Office in cases where the transfer request is from one state to another. STC may redelegate this authority to SED.	67
--DAFP has delegated its authority to STC's to approve requests for selecting a new administrative County Office in cases where the transfer request is from one State to another. STC may redelegate this authority to SED or applicable State Office Specialist.	67--
COC may redelegate to CED the authority to approve or disapprove FSA-155's for reconstitutions.	150

Definitions of Terms Used in This Handbook**Acreage Report**

Acreage Report is the annual report of acreage taken on a form FSA-578.

Administrative County Office

Administrative County Office is the County Office designated by FSA to:

- make determinations
- handle official records
- issue payments to producers.

Alert

An alert in CRM Farm Records an alert is a notification received in a user's worklist that an action needs to be taken or an update to a farm record has occurred.

ARCPLC Election

An ARCPLC Election was a decision made to elect either the Average Crop Revenue (ARC) County or Individual Program or Price Loss Coverage (PLC) Program by farm.

Assignment Blocks

Assignment Blocks are logical groups of data fields found within CRM Farm Records that contain different data that is applicable to the farm and the tracts and fields contained within the farm.

Attribute

An attribute is descriptive data attached to selected data that is either geospatial or tabular.

Examples:

- A type of geospatial attributes would be data associated with each CLU in the CLU dataset.
- Tabular attributes would be data associated at the farm, tract, or field level assignment blocks of a selected record.

Definitions of Terms Used in This Handbook (Continued)**Base Acres**

[7 CFR 1412.3] Base acres means, with respect to a covered commodity on a farm, the number of acres in effect on September 30, 2013, as defined in the regulations in 7 CFR Part 1412, subpart B that were in effect on that date, subject to any reallocation, adjustment, or reduction.

--Unless specifically stated otherwise, the term “base acres” includes any unassigned generic-- base acres when P&CP to a covered commodity or are eligible subsequently planted crop acreage.

Business Partner

Business Partner is a customer, contact or employee. A customer can be an individual or organization.

CCC-505 CRP Reduction Acres

CCC-505 CRP Reduction Acres is a record of base acres reduced due to participation in CRP.

Child (Farm or Tract)

A farm or a tract is referenced as a child farm or tract when it is created as a result of a reconstitution.

CLU Layer

A CLU layer is a geospatial layer made up of CLU's (Common Land Units). A spatial representation of the fields', tracts', and farms' boundaries.

Common Land Unit (CLU)

A CLU or Common Land Unit is the smallest unit of land that has a permanent, contiguous boundary, common land cover and land management, common owner, and common producer association (subject to certain exceptions for native sod, CRP, HEL status, or county boundary). For the purpose of FSA farm records, the area within the lines drawn to represent the boundaries of the field, is referred to as a CLU.

Common Ownership Unit

A common ownership unit is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

Conservation Contract Maintenance System (CCMS)

CCMS is the FSA application software that is used to complete CRP contract revisions, divisions, transfers, and terminations.

Definitions of Terms Used in This Handbook (Continued)

Farm

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

The minimum size required for land to be considered a “farm” for FSA program purposes is 1/100th of an acre. However, the land must be part of a farming operation, a business enterprise engaged in the production of agricultural products, commodities, or livestock, operated by a person, legal entity, or joint operation that is eligible to receive payments, directly or indirectly, under one or more USDA programs.

Farm Combination

A farm combination is the consolidation of 2 or more farms, having the same operator, into 1 farm.

Farm Division

A farm division is the dividing of a farm into 2 or more farms because of a change in ownership or operation.

Farm Hierarchy

The farm hierarchy includes all the levels associated with the farm in a hierarchical structure

Example: The farm, tract, and field.

Farm Level PLC Yield

Farm Level PLC Yield is a yield established when generic base acres are attributed to a crop (covered commodity) with an election of PLC that does not have base acres and the crop is *--planted on the farm (entry is only applicable to years 2014 through 2018 but will be maintained on the farm after for historical purposes). The yield is established in the first year of PLC--* participation in which it is planted.

Definitions of Terms Used in This Handbook (Continued)

Farm Records

Farm Records is the location for all land data including the farm, field, tract, and producers associated with specific farm. Current year farm records are referred to as CRM Farm Records. Prior year farm records are maintained on the Web Farm Records System. Web Farm Records are sometimes referred to as Farm Record System (FRS) or Farm Records Management System (FRMS).

Farmland

Farmland is the sum of all land delineated on the tract or farm and consists of the following:

- DCP cropland
- forest
- acreage planted to an eligible crop
- other land on the farm.

Field

Field or CLU is the smallest unit of land that has a:

- permanent, contiguous boundary
- common land cover and land management
- under one common owner
- common producer association.

Generic Base Acre

Generic base acres mean the number of base acres for upland cotton in effect as of September 30, 2013, subject to any adjustment or reduction under [7 CFR Part 1412]. Generic base acres are *--always the same as upland cotton base acres. Generic base acres were allocated in FY 2018 with the Bipartisan Budget Act of 2018.--*

Geographic Information System (GIS)

GIS is a system that:

- stores, analyzes, and manipulates spatial or geographically referenced data
- computes distances and acres using stored data and calculations.

Geospatial

Geospatial is data that is associated with a particular location.

Definitions of Terms Used in This Handbook (Continued)

Spatial Data

Spatial data is information about the location, shape, and relationships of map features, such as roads, fences, barns, feed lots, and other details contained on maps. Spatial data stores the geographic location of features, usually in a longitude and latitude numbering system, with attribute information describing what these features represent.

State Conservation Acres

State conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program administered by the State for which payments are made in exchange for not producing an agricultural commodity on the acreage.

Tabular Data

Tabular data is the numerical and text representation of data.

Township

A Township (Twp, T) is a measure of the distance north or south from a referenced baseline, in units of six miles or a synonym for survey township. A township is a square parcel of land of 36 square miles. Applies to PLSS States.

Tract

A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

Tract Combination

A tract combination is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

Tract Division

A tract division is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

*--Unassigned Generic Base

Unassigned generic base acres were created in the Bipartisan Budget Act of 2018. Base acres previously allotted to Generic Base were allocated to planted and considered planted acres in FY 2018. Generic acres on farms with no planting history or without eligible planting history were assigned to unassigned generic base. Unassigned generic base acres are not eligible for ARCPLC program payment but are maintained for historical purposes on the farm. Unassigned generic base are considered base for Farm Records purpose and used when determining if a tract is over based and when dividing base acres during reconstitution.--*

Definitions of Terms Used in This Handbook (Continued)

Vertex

A vertex is a special kind of point that represents the corners or intersections of geometric shapes. An ordered group of vertices (plural) defines the shape of a line or polygon feature.

Void

A void is an area inside of a delineated GIS CLU that is not delineated as part of a farm.

WBP Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR Part 752.

Workflow / Workflow Tasks

Workflow Tasks are internal messages/alerts/triggers initiated in the CRM system which require action. An item that requires verification or approval to complete a process.

Example: A workflow task is sent to the County Office approving official after a farm reconstitution has been submitted for approval.

Worklist

The worklist is an inbox in CRM that allows access to system generated Workflow tasks and alerts.

Wetland Reserve Program (WRP) Acres

WRP acres are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

Wetland Violation Determination

A wetland violation determination (WVD), CRM acronym used during the reconstitution process for tract level wetland violations.

Yield Extension

The yield extension for a crop on a tract equals:

- the crop's original base acres multiplied times the original yield for the crop,
- and in cases where base acres are being moved from one tract to another using CCC-517 the yield extension includes the crop's base acres that are being moved multiplied times the yield for the crop on the tract where the base acres originally existed.

***--Example of Notification Letter About Field Boundary Change**

This is an example of the letter notifying producers when Field Boundaries change.

Dear Producer,

A field boundary change has been completed on Farm Number_____, Tract Number_____, fields _____ administered from the _____ FSA County Office. This field boundary change was made due to_____. As a result, the acreage on the farm has been recalculated to cropland acres and _____farmland acres.

Please review the new field boundaries and associated acres on the attached map and FSA-156EZ. If you identify fields that appear to be incorrectly delineated, please contact the FSA County Office within 30 calendar days from the date of this letter to request a review of the field boundaries.

You may also request FSA to complete a measurement service to obtain an official field measurement using GPS. There is a fee for this service; please contact the local county office for measurement service rates.

If we do not hear from you within 30 calendar days from the date of this letter, we will consider the field boundary information correct and used for all FSA program purposes. Please note that the attached maps are intended for FSA program purposes only.--*

Sincerely,

CED

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts

A Introduction

The spreadsheet shall **not** be completed for farms with any of the following conditions.

- Farm level CRP acres are **not** equal to tract level CRP acres. This situation will cause incorrect redistribution factors.
- Base acres are in excess of the effective DCP cropland plus double-cropped acres on the farm. The base acres must be reduced to get the farm in-balance according to 1-DCP.
- Tracts with double-cropped acres exceeding the effective DCP cropland acres.

County Offices shall use the instructions in subparagraphs B and C to complete the semi-automated redistribution spreadsheet for out-of-balance tracts.

B Instructions

Following are instructions for completing the semi-automated redistribution spreadsheet.

Item	Instructions
Header	Enter the farm number and tract number(s).
1	Enter the DCP cropland for each tract.
2	If applicable, enter the CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract.
3	
4	If applicable, enter the double-cropped acres for each tract.
5	
6	Enter the base acres by crop for each tract.
7	
8a	
8b	
9	
10	Enter the acres of each crop to be redistributed to the tracts with excess DCP cropland. The only tracts that will have data in this section are those with values in item 8a. Base acres (including Generic) shall be redistributed proportionately from each crop according to the percentage of the total base acres on the tract that each crop represents or, if applicable, the owners of the out-of-balance tracts may select the crops to be redistributed.
11	
12	

Note: This spreadsheet is only a tool. Some results may need to be adjusted because of rounding.

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts (Continued)

C Final Action

After completing subparagraph B, County Offices shall:

- print the semi-automated redistribution spreadsheet
- initial and date the spreadsheet
- if applicable, have the owners complete CCC-517 according to paragraph 36.5 showing the new tract level base acres that were determined by the spreadsheet in item 12

***--Note:** CCC-517 shall be completed only if the requirements in subparagraph 36 B were--*
met **and** the owners are requesting the redistribution.

- enter the new tract level base acres from item 12 on the spreadsheet into farm maintenance according to Part 7, Subsection 2.2.

Note: Some results may need to be adjusted because of rounding.

- file the spreadsheet in the farm folder.

Data Elements on FSA-156EZ

A FSA-156EZ Data Elements Farm Land Data Section * * *

The following lists the data elements on FSA-156EZ at the farm level.

Farm Land Data
Crop Year.
Date Prepared.
State and County.
Farm Number.
Operator Name.
Farms Associated with Operator.
CRP Contract Number(s).
--Recon ID.--
Farmland.
Cropland.
DCP Cropland.
WBP.
WRP.
CRP.
GRP.
Sugarcane.
Farm Status.
Number of Tracts.
State Conservation.
Other Conservation.
Effective DCP Cropland.
Double Cropped.
MPL.
FAV/WR History.
Acre Election.
EWP.
DCP Ag Related Activity.
--Broken from Native Sod.--
Total(s) for Base Acres and Reduction Acres.
Crop Election Choice
ARC Individual.
ARC County.
Price Loss Coverage.
DCP Crop Data
Crop Name.
Base Acres.
CCC-505 CRP Reduction.
CTAP Yield.
PLC Yield.
HIP.
Notes
Manual entry after printing.

Data Elements on FSA-156EZ (Continued)

A FSA-156EZ Data Elements Farm Land Data Section * * * (Continued)

Example of FSA-156EZ Farm Land Data Section * * *

*--

STATE COUNTY Form: FSA-156EZ See Page 2 for non-discriminatory Statements.	 United States Department of Agriculture Farm Service Agency Abbreviated 156 Farm Record	FARM : 3217 Prepared : Aug 3, 2018 Crop Year : 2018							
Operator Name : Any Producer Farms Associated with Operator : 99-999-3217; 99-999-9999 CRP Contract Number(s) : none Recon ID : None									
Farm Land Data									
Farmland	Cropland	DCP Cropland	WBP	WRP	CRP	GRP	Sugarcane	Farm Status	Number Of Tracts
98.24	75.17	75.17	0.00	0.00	0.00	0.00	0.00	Active	1
State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped		MPL	Acre Election	EWP	DCP Ag. Rel. Activity	Broken From Native Sod
0.00	0.00	75.17	0.00		0.00		0.00	0.00	0.00
Crop Election Choice									
ARC Individual			ARC County			Price Loss Coverage			
None			WHEAT, CORN, SORGH			None			
DCP Crop Data									
Crop Name	Base Acres	CCC-S05 CRP Reduction Acres	CTAP Yield	PLC Yield	HIP				
Wheat	8.30	0.00	0	32					
Corn	56.00	0.00	0	144	42				
Grain Sorghum	0.70	0.00	0	75					
TOTAL		65.00	0.00						
NOTES									

--*

Data Elements on FSA-156EZ (Continued)

B FSA-156EZ Data Elements Tract Land Data Section * * *

The following lists the data elements on FSA-156EZ at the tract level:

Tract Land Data
Tract Number.
Description.
*--FSA Physical Location.
ANSI Physical Location.--*
FAV/WR History.
BIA Unit Range Number.
HEL Status.
Wetland Status.
Wetland Violations.
Owners.
Other Producers.
--Recon ID.--
Farmland.
Cropland.
DCP Cropland.
WBP.
WRP.
CRP.
GRP.
Sugarcane.
State Conservation.
Other Conservation.
Effective DCP Cropland.
Double Cropped.
MPL.
EWP.
DCP Ag. Related Activity.
-- Broken From Native Sod.--
Total(s) for Base Acres and Reduction Acres.
DCP Crop Data
Crop Name.
Base Acres.
CCC-505 CRP Reduction.
CTAP Yield.
PLC Yield.
Notes
Manual entry after printing.
Page Number – printed as page X of X.

Data Elements on FSA-156EZ (Continued)


B FSA-156EZ Data Elements Tract Land Data Section - Page 2 (Continued)

Example of FSA-156EZ Tract Land Data Section * * *

*--

Tract Number : 10855							
Description : N2NW4, PT OF SW4NW4 15-14-16							
FSA Physical Location : County A							
ANSI Physical Location : County B							
BIA Unit Range Number :							
HEL Status : NHEL: No agricultural commodity planted on undetermined fields							
Wetland Status : Tract contains a wetland or farmed wetland							
WL Violations : None							
Owners : Any Producer							
Other Producers : None							
Recon ID : None							
Tract Land Data							
Farm Land	Cropland	DCP Cropland	WBP	WRP	CRP	GRP	Sugarcane
98.24	75.17	75.17	0.00	0.00	0.00	0.00	0.00
State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	MPL	EWP	DCP Ag. Rel Activity	Broken From Native Sod
0.00	0.00	75.17	0.00	0.00	0.00	0.00	0.00
DCP Crop Data							
Crop Name	Base Acres	CCC-505 CRP Reduction Acres	CTAP Yield	PLC Yield			
Wheat	8.30	0.00	0	32			

Page: 1 of 2

State	 United States Department of Agriculture Farm Service Agency	FARM : 3217
County		Prepared : Aug 3, 2018
Form: FSA-156EZ		Crop Year : 2018
Abbreviated 156 Farm Record		

Tract 10855 Continued ...

Com	56.00	0.00	0	144
Grain Sorghum	0.70	0.00	0	75
TOTAL	65.00	0.00		

NOTES

--*

*--County Reconstitution Summary Report Instructions

A Overview

The “County Reconstitution Summary Report” option allows users to identify all reconstitutions that have been completed in the selected administrative county for the entered FY. The search criteria can also be narrowed to:

- a specific date range within the FY
- a certain type of reconstitution
- or even further to a single reconstitution identification number.

The search functionality follows similar logic to all other searches completed in MIDAS CRM.

The Year, State, and County options are required entries for the County Reconstitution Summary Report. All other search criteria are optional.

The following instructions provide the options for the County Reconstitution Summary Report and examples of the results depending on the search criteria.

B Searching by Year

The “Year” is a required entry representing the FY in which the reconstitutions were completed. The “**Year**” will be defaulted to the current FY, but a prior year can be entered.

Note: Reconstitutions completed before implementing Release 2.19 that includes the reconstitution ID number and reconstitution reports in CRM Farm Records, will not be returned if a search is completed for that timeframe.

Entering only the “**Year**” with the associated State and county will return all reconstitutions completed during that FY.

Search Criteria

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution County Summary Report

Year	▼	equals	▼	2017	⊕ ⊖
State	▼	is	▼	Any State	⊕ ⊖
County	▼	is	▼	Any County	⊕ ⊖
Reconstitution Number	▼	equals	▼		⊕ ⊖
Reconstitution level	▼	is	▼		⊕ ⊖
Date Range	▼	is between	▼		⊕ ⊖

Search
Clear All
Reset to Defaults

--*

***--County Reconstitution Summary Report Instructions (Continued)**

C Searching by Reconstitution Number

The “**Reconstitution Number**” is an optional search criterion that if entered will limit the search results to only the associated reconstitution completed under that reconstitution identification number. When entering a specific reconstitution number, the Year, State, and County options are still required entries.

Adding a “**Reconstitution Number**” to the search criteria will narrow the results from all reconstitutions completed for the selected Year, State, and County to the individual reconstitution history associated with the entered number.

Search Criteria Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution County Summary Report

Year ▼ equals ▼ 2017 ⊗ ⊗

State ▼ is ▼ Any State ⊗ ⊗

County ▼ is ▼ Any County ⊗ ⊗

Reconstitution Number ▼ equals ▼ 18 ⊗ ⊗

Reconstitution level ▼ is ▼ ⊗ ⊗

Date Range ▼ is between ▼ and ⊗ ⊗

Search **Clear All** **Reset to Defaults**

Result List: 5 Reconstitution entries Found

Recon...	Reconstitution Type	Status	Submitted D...	Complete...	Parent IBa...	Parent F...	Parent T...	Resulting F...	Resulting Tr...	Resulting IBase
18	Farm Division	Compl...	01/11/2017	01/11/2017	999999900	4830	10788	4833	10788	999999991
							10789		10789	
							10792	4834	10792	999999990
							10793		10793	
							10794		10794	

Users can add additional search lines to the search criteria to enter additional reconstitution numbers to be returned in the “**Result List**”.

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution County Summary Report

Year ▼ equals ▼ 2017 ⊗ ⊗

State ▼ is ▼ Any State ⊗ ⊗

County ▼ is ▼ Any County ⊗ ⊗

Reconstitution Number ▼ equals ▼ 18 ⊗ ⊗

Reconstitution Number ▼ equals ▼ 16 ⊗ ⊗

Reconstitution level ▼ is ▼ ⊗ ⊗

Date Range ▼ is between ▼ and ⊗ ⊗

Search **Clear All** **Reset to Defaults**

Result List: 10 Reconstitution entries Found

Recon...	Reconstitution Type	Status	Submitted D...	Complete...	Parent IBa...	Parent F...	Parent T...	Resulting F...	Resulting Tr...	Resulting IBase
16	Farm Combination	Compl...	01/11/2017	01/11/2017	999999900	4828	10788	4830	10788	999999991
					999999991	4829	10789		10789	
							10792		10792	
							10793		10793	
							10794		10794	
18	Farm Division	Compl...	01/11/2017	01/11/2017	999999991	4830	10788	4833	10788	999999992
							10789		10789	
							10792	4834	10792	999999993
							10793		10793	
							10794		10794	

--*

***--County Reconstitution Summary Report Instructions (Continued)**

D Searching by Reconstitution Level

The “**Reconstitution Level**” is an optional search criterion that if entered will limit the search results to only the associated reconstitutions completed for the selected level. The two reconstitution levels include:

- farm
- tract.

When entering a specific reconstitution level, the **Year**, **State**, and **County** options are still required entries. The following is an example of searching for only farm reconstitutions.

Search Criteria Hide Search Fields

Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution County Summary Report

Year ▼ equals ▼ 2017 ⊕ ⊖

State ▼ is ▼ Any State ⊕ ⊖

County ▼ is ▼ Any County ⊕ ⊖

Reconstitution Number ▼ equals ▼ ⊕ ⊖

Reconstitution level ▼ is ▼ Farm ⊕ ⊖

Date Range ▼ is between ▼ ⊕ and ⊕ ⊕ ⊖

Search **Clear All** **Reset to Defaults**

Result List: 34 Reconstitution entries Found

Reconstitution Counts | **Reconstitution Report** ⊞ ⊞ ⊞

Recon...	Reconstitution Type	Status	Submitted D...	Complete...	Parent IBa...	Parent F...	Parent T...	Resulting F...	Resulting Tr...	Resulting IBase
5	Farm Combination	Pending	12/20/2016			4664	10631	4818	10631	
						4667	10632		10632	
6	Farm Combination	Pending	12/21/2016			4664	10631	4819	10631	
						4667	10632		10632	
7	Farm Combination	Compl...	12/21/2016	12/21/2016		4664	10631	4820	10631	
						4667	10632		10632	
8	Farm Combination	Pending	12/21/2016			4630	10602	4821	10602	
						4816	10778		10778	
9	Farm Division	Compl...	12/29/2016	12/29/2016		4794	10745	4822	10745	
							10748	4823	10748	
10	Farm Division	Disapp...	01/09/2017	01/09/2017		4623	8963	4825	8963	

E Searching by Date Range

The “**Date Range**” is an optional search criterion. If a start and end date are entered, the results will be limited to only the reconstitutions completed in the entered timeframe. When entering a date range, the **Year**, **State**, and **County** options are still required entries. Additionally, the date range cannot span multiple FY’s and the entered date range **must** be within the FY entered in the “**Year**” data field.

Users can enter the start and end dates of the “**Date Range**” by either selecting the dates from the calendar option or manually entering dates in MM/DD/YYYY format.--*

***--County Reconstitution Summary Report Instructions (Continued)**

E Searching by Date Range (Continued)

If a date range entered spans either multiple FY's or is not within the **Year** specified, the following "Hard Stop" message will be displayed directing users to modify the search criteria accordingly.

Search Criteria

* Specifying values for multiple fields will narrow the search results. Broaden the search results.

Select Report: **Reconstitution County Summary Report**

Year	equals	2016	
State	is	Any State	
County	is	Any County	
Reconstitution Number	equals		
Reconstitution level	is		
Date Range	is between	01/02/2017	and 03/06/2017

Search **Clear All** **Reset to Defaults**

Error Message: Date range cannot span multiple fiscal years and must be consistent with the Year entered.

F Result List

Once the search criteria have been entered the user can click "Search" to display the results. All reconstitutions meeting the search criteria will be returned in the **Result List** assignment block.

Result List: 50 Reconstitution entries Found

Recon ID	Reconstitution Type	Status	Submitted ...	Completed Date	Parent IBase	Parent Farm	Parent Tract	Resulting Farm	Resulting Tract	Resulting IBase
1	Tract Division	Complete	12/16/2016	12/16/2016		4384	10354	4384	10781	
2	Tract Division	Complete	12/20/2016	12/20/2016		1994	8310	1994	10782	
3	Tract Combination	Complete	12/20/2016	12/20/2016		1994	10783	1994	10783	
4	Tract Division	Complete	12/20/2016	12/20/2016		1994	10784	1994	10784	
5	Farm Combination	Pending	12/20/2016			4664	10631	4818	10785	
						4667	10632		10786	
									10787	
									10631	
									10632	

--*

***--County Reconstitution Summary Report Instructions (Continued)**

F Result List (Continued)

The following are the attributes and descriptions of the reconstitution data displayed in the “**Result List**”.

Result	Description
Recon ID	The reconstitution identification number generated by the system after a farm reconstitution has been submitted for approval or after a tract reconstitution has been completed.
Reconstitution Type	The type of reconstitution submitted or completed: <ul style="list-style-type: none"> • tract combination • tract division • farm combination • farm division.
Status	Current status of the reconstitution. The status is dependent on the type of reconstitution completed. <ul style="list-style-type: none"> • Tract reconstitutions will be displayed as “Completed.” • Farm reconstitutions will be displayed as one of the following: <ul style="list-style-type: none"> • “Pending” if the reconstitution has been submitted but not approved • “Completed” if the reconstitution has been approved • “Disapproved” if the reconstitution has been disapproved.
Submitted Date	The submitted date is dependent on the type of reconstitution completed. <ul style="list-style-type: none"> • Tract reconstitutions will display the date the reconstitution was completed. • Farm reconstitutions will display the date the reconstitution was submitted for approval.
Completed Date	The completed date is dependent on the type of reconstitution completed. <ul style="list-style-type: none"> • Tract reconstitution will display the date the reconstitution was completed. The submitted date and the completed date should always be the same for tract reconstitutions. • Farm reconstitutions will display the date the reconstitution was approved by the approving official from the worklist.

--*

***--County Reconstitution Summary Report Instructions (Continued)**

F Result List (Continued)

Result	Description
Parent IBase	The IBase number associated with the parent farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm record.
Parent Farm	Parent farm number associated with the reconstitution.
Parent Tract	<p>Parent tract number associated with the reconstitution. Parent tract number will be hyperlinked if a farm reconstitution was completed and the tract was not involved in a tract reconstitution and is still active on the resulting farm. Clicking on the hyperlinked tract number will result in navigating to the associated farm record at the tract level.</p> <p>Note: The parent tract number will be displayed even if a tract reconstitution was not completed</p>
Resulting Farm	<p>Resulting farm number associated with the reconstitution.</p> <p>Note: The resulting farm number will match the parent farm number if a tract reconstitution was completed and not a farm reconstitution.</p>
Resulting Tract	<p>Resulting tract number associated with the reconstitution. The resulting tract number will be hyperlinked if the tract is still active and has not been involved with a subsequent reconstitution. Clicking on the hyperlinked tract number will result in navigating to the associated farm record at the tract level.</p> <p>Note: The resulting tract number will match the Parent Tract number if a farm reconstitution was completed and not a tract reconstitution.</p>
Resulting IBase	<p>The IBase number associated with the resulting farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm records.</p> <p>Note: The resulting IBase will match the parent IBase if a tract reconstitution was completed and not a farm reconstitution.</p>

Reports can be generated from the **Result List**. See subparagraph I for the options available for generating the reports or output files.--*

***--County Reconstitution Summary Report Instructions (Continued)**

G No Results

If there have been no reconstitutions completed within the specified timeframe or matching other specified search criteria, the “**Result List**” assignment block will be displayed with “0 Reconstitution Entries Found.”

Search Criteria [Hide Search Fields](#)

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: **Reconstitution County Summary**

Year	equals	2017	x	o	o
State	is			o	o
County	is			o	o
Reconstitution Number	equals			o	o
Reconstitution level	is			o	o

Search **Clear All** **Reset to Defaults**

Result List: 0 Reconstitution entries Found

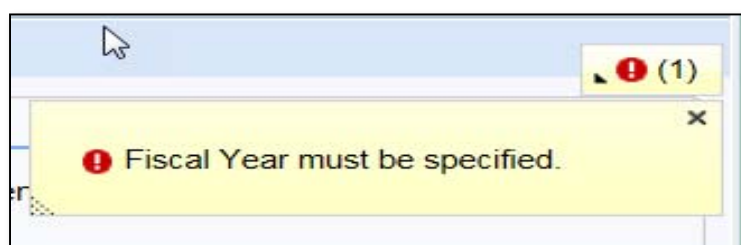
R... Reconstit... St... Sub... Co... Par... Pa... Pa... Resu... Resu... Resulting IBase

No result found

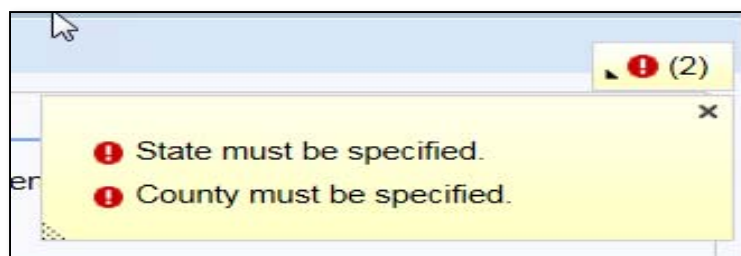
H Messages

The following “hard stop” messages will be displayed if the required search criteria, **Year**, **State**, or **County**, are not entered:

Message when no **Year** has been entered:



Message when the **State** and/or **County** has not been selected:



--*

***--County Reconstitution Summary Report Instructions (Continued)**

I Generating Output Reports

The following report options are available after initiating a valid search from the “Reconstitution County Summary Report” option:

- Reconstitution Counts
- Reconstitution Report
- Export to Spreadsheet.

The screenshot shows a 'Search Criteria' window with various filters. Below the filters, there are three buttons: 'Search', 'Clear', and 'Reset to Defaults'. A red circle labeled '1' is around the 'Search' button. A red circle labeled '2' is around the 'Reset to Defaults' button. A red circle labeled '3' is around a button in the 'Result List' section. The 'Result List' section shows '13 Reconstitution entries Found' and two buttons: 'Reconstitution Counts' and 'Reconstitution Report'. Both buttons are circled in red.

J Reconstitution Counts

Clicking the “**Reconstitution Counts**” button will generate a summary report displaying the total number of reconstitutions by reconstitution type and an overall total based on the search criteria and “**Result List**” display. The summary also displays the number of reconstitutions by completion status.

The screenshot shows a window titled 'Reconstitution Summary -- Webpage Dialog'. It contains a table titled 'Counts by Reconstitution Type'.

Reconstitution Type	Completed	Pending	Disapproved
Tract Combination	3	0	0
Tract Division	2	0	0
Total	5	0	0

Note: The option to print this summary window currently is not available. This same information is also provided within the “Reconstitution Reports” option.--*


***--County Reconstitution Summary Report Instructions (Continued)**

K Reconstitution Report

Clicking the “**Reconstitution Report**” button will generate a report of all data, except the Parent and Resulting IBase, from the **Result List** in Adobe Acrobat PDF based on the search criteria. The report header will be displayed with the administrative State and county, the selection criteria entered to create the report, and the date prepared.

Note: If only a **Year** was selected in the search criteria, the system will automatically display the Date Range for the entire FY and the **Reconstitution Level** will include both farm and tract reconstitutions.

At the bottom of the report all reconstitutions listed will be summarized in the “Reconstitution Summary” section. This is the same information displayed when the “**Reconstitution Counts**” button is selected in subparagraph H.

Any State Any County		 United States Department of Agriculture Farm Service Agency		Prepared : 02/24/17 Page : 1 of 1				
Reconstitution Status Report								
Selection Criteria: Year: 2016 Reconstitution Level: Farm and Tract Date Range: 10/01/2015 - 09/30/2016								
Reconstitution Detail								
Number	Reconstitution Type	Status	Reconstitution Date	Completed Date	Farm	Parent Tract	Farm	Resulting Tract
1	Tract Combination	Complete	12/16/2016	12/16/2016	6001	12351 12354	6001	12380
2	Tract Combination	Complete	12/16/2016	12/16/2016	6001	12353 12355 12356 12357	6001	12381 12381
3	Tract Division	Complete	12/19/2016	12/19/2016	6001	12380 12381	6001	12381 12398
4	Tract Combination	Complete	12/19/2016	12/19/2016	6001	12398 12399	6001	12401
5	Tract Division	Complete	12/19/2016	12/19/2016	6001	12401	6001	12404 12405
Reconstitution Summary								
Reconstitution Type	Completed	Pending	Disapproved					
Tract Combination	3	0	0					
Tract Division	2	0	0					
Total	5	0	0					

--*

***--County Reconstitution Summary Report Instructions (Continued)**

L Export to Spreadsheet

Clicking the “**Export to Spreadsheet**” icon will generate an Excel spreadsheet of all data in the Result List based on the search criteria.

Once the data is exported to an Excel spreadsheet, normal Excel functions to save, print, sort, filter, or summarize the data in the worksheet apply.

Reconstituted ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Parent Tract	Resulting Farm	Resulting Tract	Resulting IBase
1	Tract Combination	Complete	12/16/2016	12/16/2016		6001	12351	6001	12380	
2	Tract Combination	Complete	12/16/2016	12/16/2016		6001	12353	6001	12381	
3	Tract Division	Complete	12/19/2016	12/19/2016		6001	12381	6001	12398	
4	Tract Combination	Complete	12/19/2016	12/19/2016		6001	12398	6001	12401	
5	Tract Division	Complete	12/19/2016	12/19/2016		6001	12401	6001	12404	

All data displayed in the **Result Lists** will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.--*

***-- Farm Reconstitution History Report Instructions**

A Overview

The “Farm Reconstitution History Report” option allows users to identify the prior and/or subsequent reconstitution history for a specified farm or IBase. The **State**, **County**, and either **Farm Number** or **IBase** are required entries. Adding a specific year will narrow the search results to only reconstitutions associated with the specified farm that have occurred in that FY.

The following instructions provide the options for the Farm Reconstitution History Report and examples of the results.

Note: Reconstitutions completed prior to implementing the reconstitution ID number and reconstitution reports in CRM will not be returned if a search is completed for that timeframe.

B Searching by Farm Number or IBase

The following are required entries to search for associated farm reconstitutions and generate reports:

- **Farm Number or IBase**
- **State**
- **County**.

The **State** and **County** should default to the user’s administrative county, but these entries can be changed as needed.

Entering the **State**, **County**, and **Farm** or **IBase** number will return all reconstitutions associated with the specified farm including any disapproved, completed, or pending reconstitutions.

Search Criteria

Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Farm Reconstitution History

State is Any State

County is Any County

Farm Number equals 4623

IBase equals

Year equals

Search Clear All Reset to Defaults

Result List: 4 Reconstitution entries Found

Farm Reconstitution Report

State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
P...	ADAMS	2016	10	Farm Division	Disa...	01/09/2017	01/09/2017	999999910	4623	4824	999999915
										4825	999999916
P...	ADAMS	2016	11	Farm Division	Co...	01/10/2017	01/10/2017	999999910	4623	4826	999999917
										4827	999999918

--*

***--Farm Reconstitution History Report Instructions (Continued)**

B Searching by Farm Number or IBase (Continued)

Users can add additional search lines to the search criteria to identify reconstitutions for additional farms or IBase in the “**Result List**”.

Note: If multiple farm or IBase numbers are entered in the search criteria, the “**Result List**” will display all results, but users will not be able to create a Farm Reconstitution History Report for multiple farms. The “Export to Spreadsheet” option is still available to export all results from the list. The “Farm Reconstitution Report” button will **not** be displayed, and users will receive the informational message on the following screen.

Search Criteria

* Specifying values for multiple fields will narrow the search results.

Select Report: Farm Reconstitution History

State: is Any State
County: is Any County
Farm Number: equals 4623
Farm Number: equals 4824
IBase: equals
Year: equals

Search Clear All Reset to Defaults

Result List: 4 Reconstitution entries Found

St...	County	Year	Recon ID	Reconstitution Type	Status	Submitted D...	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
P	ADAMS	2016	10	Farm Division	Data	01/09/2017	01/09/2017		4623	4824	

Informational message: No report creation options

To generate the Farm Reconstitution PDF report, users will need to refine the search criteria and limit the farm or IBase to only one entry.

C Searching by Year

The **Year** is an optional search criteria that if entered will limit the search results to only reconstitutions completed on the specified farm in the entered FY. When entering a **Year**, the following data fields are still required to be completed:

- **Farm or IBase**
- **State**
- **County**.

If no reconstitutions were completed for the farm or IBase in the specified **Year** the **Result List** will remain blank and the header will be displayed with “0 Reconstitutions Entries Found.”

Search Criteria

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Farm Reconstitution History

State: is Any State
County: is Any County
Farm Number: equals 4623
IBase: equals
Year: equals 2017

Search Clear All Reset to Defaults

Result List: 0 Reconstitution entries Found

St...	County	Year	Recon ID	Reconstitution Type	Status	Submitted D...	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
No result found											

--*

***--Farm Reconstitution History Report Instructions (Continued)**

D Result List

Once the search criteria have been entered the user can click “Search” to view the results. All reconstitutions meeting the search criteria will be returned in the “**Result List**” assignment block.

Result List: 4 Reconstitution entries Found											
St...	County	Year	Recon ID	Reconstitution Type	Status	Submitted D...	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2016	10	Farm Division	Disa...	01/09/2017	01/09/2017	99999910	4623	4824	99999915
										4825	99999916
Any State	Any County	2016	11	Farm Division	Co...	01/10/2017	01/10/2017	99999910	4623	4826	99999917
										4827	99999918

Note: Depending on the entered search criteria, the following will not be displayed in the “**Result List**”:

- for farm divisions, when searching for a child farm or IBase, the associated child farms that were also the result of the identified reconstitution will not be displayed
- for farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will not be displayed.

The following are the attributes and descriptions of the reconstitution data displayed in the “**Result List**”.

Results	Description
State	The administrative State of the entered farm or IBase.
County	The administrative county of the entered farm or IBase.
Year	FY when the associated reconstitution occurred.
Recon ID	The reconstitution identification number generated by the system after a farm reconstitution has been submitted for approval through the CRM worklist tasks to the County Office approving official.
Reconstitution Type	The type of farm reconstitution submitted or completed: <ul style="list-style-type: none"> • farm combination • farm division.
Status	Current status of the farm reconstitution. The status is dependent on the type of reconstitution completed: <p>Farm reconstitutions will be displayed as one of the following:</p> <ul style="list-style-type: none"> • “Pending” if the reconstitution has been submitted but not approved • “Completed” if the reconstitution has been approved • “Disapproved” if the reconstitution has been disapproved.

--*

***--Farm Reconstitution History Report Instructions (Continued)**

D Result List (Continued)

Results	Description
Submitted Date	The submitted date will display the date the reconstitution was submitted for approval.
Completed Date	The completed date will display the date the reconstitution was approved by the approving official from the worklist.
Parent IBase	The IBase associated with the parent farm number. The IBase is hyperlinked. Clicking on the IBase will result in navigating to the associated farm records.
Parent Farm	The parent farm number(s) associated with the reconstitution.
Resulting Farm	The resulting farm number(s) associated with the reconstitution. Note: The resulting farm number(s) will be displayed even if a farm reconstitution was disapproved or still in a pending status.
Resulting IBase	The IBase number associated with the resulting farm number(s). The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm records. Note: The resulting IBase will be displayed even if a farm reconstitution was disapproved or in a pending status.

--*

***--Farm Reconstitution History Report Instructions (Continued)**

E Navigating to the Associated Farm and Reconstitution History Assignment Block

Both the Parent IBase and Resulting IBase numbers are hyperlinked. Clicking on an IBase number will result in the navigation to the associated farm record.

Result List: 4 Reconstitution entries Found

St...	County	Year	Recon ID	Reconstitution Type	Status	Submitted D...	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2016	10	Farm Division	Disa...	01/09/2017	01/09/2017	99999910	4623	4824	99999915
										4825	99999916
Any State	Any County	2016	11	Farm Division	Co...	01/10/2017	01/10/2017	99999910	4623	4826	99999917
										4827	99999918

Farm: -4623

Fact Sheet | Farm Division - GIS | Tract Division | Transfer Process | More

Installed Base Hierarchy

Description

4623

GIS Info

General Data

Farm Number: 4623
State/County/Farm: 4623
Farm Description:
Administrative State:
Administrative County:
Farm Status: In-Active

Combined To: 0
Divided from: 2816
Transferred From:
Combined From:
Divided To:

Reconstitution History

Farm Reconstitution Report

Year	Reco...	Reconstitution ...	Status	Submitt...	Comple...	Parent I...	Parent F...	Resulting...	Resulting...
2016	10	Farm Division	Disa...	01/09/2...	01/09/2...	4623	4623	4824	
								4825	
2016	11	Farm Division	Com...	01/10/2...	01/10/2...	4623	4623	4826	
								4827	

Land Data

Farmland Acres: 0.00 EWP Program Acres: 0.00
Cropland Acres: 0.00 DCP Ag Related Activity Acres: 0.00

The **Reconstitution History** assignment block will display information associated with the reconstitutions similar to the search **Result List**. Additionally, the ability to generate the farm reconstitution history reports or export the data to an Excel spreadsheet is available.

The following attributes and descriptions will be displayed in the farm level **Reconstitution History** assignment block.

Results	Description
Year	The FY when the associated reconstitutions occurred.
Recon ID	The reconstitution identification number generated by the system after a farm reconstitution has been submitted for approval.
Reconstitution Type	The type of farm reconstitution submitted or completed: <ul style="list-style-type: none"> farm combination farm division.

--*

***--Farm Reconstitution History Report Instructions (Continued)**

E Navigating to the Associated Farm and Reconstitution History Assignment Block (Continued)

Results	Description
Status	<p>Current status of the farm reconstitution. The status is dependent on the type of reconstitution completed.</p> <p>Farm reconstitutions will be displayed as one of the following:</p> <ul style="list-style-type: none"> • “Pending” if the reconstitution has been submitted but not approved • “Completed” if the reconstitution has been approved • “Disapproved” if the reconstitution has been disapproved.
Submitted Date	The submitted date will display the date the reconstitution was submitted for approval.
Completed Date	The completed date will display the date the reconstitution was approved by the approving official from the worklist.
Parent IBase	The IBase number associated with the parent farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm record.
Parent Farm	The parent farm number(s) associated with the reconstitution.
Resulting Farm	<p>The resulting farm number(s) associated with the reconstitution.</p> <p>Note: The resulting farm number(s) will be displayed even if a farm reconstitution was disapproved or still in a pending status.</p>
Resulting IBase	<p>The IBase number associated with the resulting farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm record.</p> <p>Note: The resulting IBase will be displayed even if a farm reconstitution was disapproved or in a pending status.</p>

F Generating Reports

Reports can be generated from the **Result List** or from the farm level **Reconstitution History** assignment block within the associated farm record.

Generating the Farm Reconstitution Report:

Access “The Farm Reconstitution Report” option to generate an Adobe Acrobat PDF document of the selected farm reconstitution history through either the **“Result List”** or within the **“Reconstitution History”** assignment block by clicking on the “Farm Reconstitution Report” button.--*

***--Farm Reconstitution History Report Instructions (Continued)**

F Generating Reports (Continued)

Example generating the report from the “**Result List**”.

Result List: 4 Reconstitution entries Found

Farm Reconstitution Report

St...	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
		2016	10	Farm Division	Disa...	01/09/2017	01/09/2017		4623	4824	
										4825	
		2016	11	Farm Division	Co...	01/10/2017	01/10/2017		4623	4826	
										4827	

Example generating the report from the “**Reconstitution History** assignment block”.

▼ Reconstitution History

Farm Reconstitution Report

Year	Reco...	Reconstitution ...	Status	Submitt...	Comple...	Parent IBase	Parent...	Resulti...	Resultin...
2016	10	Farm Division	Disa...	01/09/2...	01/09/2...		4623	4824	
								4825	
2016	11	Farm Division	Com...	01/10/2...	01/10/2...		4623	4826	
								4827	

Exporting the Reconstitution History to an Excel Spreadsheet:

The “**Result List**” display or the “**Reconstitution History**” assignment block display can be exported to an Excel spreadsheet using the “Export to Excel” icon in either location.

Example exporting from the “**Result List**”.

Result List: 4 Reconstitution entries Found

Farm Reconstitution Report

St...	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
		2016	10	Farm Division	Disa...	01/09/2017	01/09/2017		4623	4824	
										4825	
		2016	11	Farm Division	Co...	01/10/2017	01/10/2017		4623	4826	
										4827	

--*

***--Farm Reconstitution History Report Instructions (Continued)**


F Generating Reports (Continued)

Example exporting from the **Reconstitution History** assignment block.

▼ Reconstitution History									
Farm Reconstitution Report									
Year	Reco...	Reconstitution ...	Status	Submitt...	Comple...	Parent IBase	Parent...	Resulti...	Resultin...
2016	10	Farm Division	Disa...	01/09/2...	01/09/2...		4623	4824	
								4825	
2016	11	Farm Division	Com...	01/10/2...	01/10/2...		4623	4826	
								4827	

G Report Examples

The following is an example of a Farm Reconstitution History Report in Adobe Acrobat format.

Any State Any County		United States Department of Agriculture Farm Service Agency	Prepared : 03/02/17 Page : 1 of 1				
Reconstitution History of a Farm							
Farm Number: 4623 Description: Current status: Inactive Operator: Producer A							
Originating Reconstitution							
Year	Number	Reconstitution Type	Status	Submitted Date	Completed Date	Parent Farm(s)	Resulting Farm(s)
No reconstitution found							
Terminating Reconstitution							
Year	Number	Reconstitution Type	Status	Submitted Date	Completed Date	Parent Farm(s)	Resulting Farm(s)
2016	10	Farm Division	Disapproved	01/09/2017	01/09/2017	4623	4824 4825
2016	11	Farm Division	Complete	01/10/2017	01/10/2017	4623	4826 4827
DCP Crop Data							
Crop Name	Base Acres	CCC-505 CRP Reduction Acres	CTAP Yield	PLC Yield	HIP		

--*

***--Farm Reconstitution History Report Instructions (Continued)**

G Report Examples (Continued)

The report returns the following information.

	Item	Description
1	State	Administrative State Name.
	County	Administrative County Name.
2	Farm Number	Selected Farm Number.
	Description	Farm Description listed in the General Data assignment block for the selected Farm Number.
	Current Status	Farm Status for the selected Farm Number.
	Operator	Operator name associated with the selected farm number.
3	Originating Reconstitution	<p>If the selected farm number was the result of a farm reconstitution, the parent farm number(s) that the selected farm was created from will be listed with the associated reconstitution data:</p> <ul style="list-style-type: none"> • Year – FY the reconstitution was completed • Number – reconstitution ID number assigned to the reconstitutions • Reconstitution Type – type of farm reconstitution completed • Status – status of the reconstitution • Submitted Date – date the reconstitution was submitted for workflow approval • Completed Date – date the reconstitution was acted on through the worklist workflows by the approving official • Parent Farm(s) – the parent farm number(s) that the selected farm was created from • Resulting Farm(s) – resulting farm(s) created through this reconstitution.

--*

***--Farm Reconstitution History Report Instructions (Continued)**

G Report Examples (Continued)

	Item	Description
4	Terminating Reconstitution	<p>If the selected farm number was a parent farm involved in the farm reconstitution, the farms that resulted in the termination or inactivation of the parent farm(s) and the following information will be displayed:</p> <ul style="list-style-type: none"> • Year – FY the reconstitution was completed • Number – reconstitution ID number assigned to the reconstitution • Reconstitution Type – type of farm reconstitution completed • Status – status of the reconstitution • Submitted Date – date the reconstitution was submitted for workflow approval • Completed Date – date the reconstitution was acted on through the worklist workflows by the approving official • Parent Farm(s) – parent farm number(s) associated with the reconstitution • Resulting Farms(s) – the resulting farm number(s) involved in the reconstitution.
5	DCP Crop Data	<p>The farm level crop data and CCC-505 CRP reduction acres will be displayed in the report for the selected farm. This data is populated directly from the farm level Crop Election Data and Crop Data assignment blocks. The following data will be displayed if applicable:</p> <ul style="list-style-type: none"> • Crop Name • Base Acres • CCC-505 CRP Reduction Acres • CTAP Yield • PLC Yield • HIP.

--*

***--Farm Reconstitution History Report Instructions (Continued)**

G Report Examples (Continued)

	Item	Description
6	Prepared	The date the report was generated by clicking on the “Farm Reconstitution History” button from either the Result List after a search is completed or the farm level “ Reconstitution History ” assignment block.
	Page	The current page number and the total number of pages in the generated report.

Note: Depending on the entered search criteria, the following will not be displayed in the Farm Reconstitution Report:

- for farm divisions, when searching for a child farm or IBase, the associated child farms that were also the result of the identified reconstitution will not be displayed
- for farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will not be displayed.

The PDF Reconstitution History of a Farm report can be saved or printed, as needed.

The following is an example of the “**Result List**” exported to an Excel spreadsheet using the “Export to Spreadsheet” icon.

State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2016	10	Farm Division	Disapproved	01/09/2017	01/09/2017	99999910	4623	4824	99999920
Any State	Any County	2016	11	Farm Division	Complete	01/10/2017	01/10/2017	99999910	4623	4825	99999921
										4826	99999922
										4827	99999923

All data displayed in the **Result List** will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.--*

***--Farm Reconstitution History Report Instructions (Continued)**

G Report Examples (Continued)

The following is an example of the farm level “**Reconstitution History**” assignment block exported to an Excel spreadsheet using the “Export to Spreadsheet” icon.

Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
2016	10	Farm Division	Disapproved	01/09/2017	01/09/2017	99999910	4623	4824	99999920
2016	11	Farm Division	Complete	01/10/2017	01/10/2017	99999910	4623	4826	99999922

All data in the assignment block will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.--*

*--Tract Reconstitution History Report Instructions

A Overview

The “Tract Reconstitution History Report” option allows users to identify the prior and/or subsequent reconstitution history for a specified tract number. The “**State**”, “**County**”, and “**Tract Number**” options are required entries. Adding a specific year will narrow the search results to only reconstitutions associated with the specified tract that have occurred in that FY.

The following instructions provide the options for the Tract Reconstitution History Report and examples of the results.

Note: Reconstitutions completed before implementing the reconstitution ID number and reconstitution reports in CRM will **not** be returned if a search is completed for that timeframe.

B Searching by Tract

The “**Tract Number**” is a required entry to search for associated tract reconstitutions and generate reports. The “**State**” and “**County**” are also required entries. The **State** and **County** should default to the user’s administrative county but can be changed if needed.

Entering3 the “**State**”, “**County**”, and “**Tract Number**” will return all reconstitutions completed for the entered tract.

Search Criteria

Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Tract Reconstitution History

State is Any State

County is Any County

Tract Number equals 10786

Year equals

Search
Clear All
Reset to Defaults

Result List: 1 Reconstitution entry Found

Tract Reconstitution Report

State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

User can add additional search lines to the search criteria to identify reconstitutions for additional tracts in the **Result List**.--*

***--Tract Reconstitution History Report Instructions (Continued)**

B Searching by Tract (Continued)

Note: If multiple tracts are entered in the search criteria, the **Result List** will be displayed with all results, but users will **not** be able to create a Tract Reconstitution History Report for multiple tracts. The “Export to Spreadsheet” option is still available to export all results from the list. The “Tract Reconstitution Report” button will not be displayed, and users will receive the informational message on the following screen.

Search Criteria

* Specifying values for multiple fields will narrow the search results.

Select Report: Tract Reconstitution History

State: is Any State
County: is Any County
Tract Number: equals 10786
Tract Number: equals 10785
Year: equals

Search **Clear All** **Reset to Defaults**

Result List: 4 Reconstitution entries Found

State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	3	Tract Combination	12/20/2016	99999910	1994	10784	10785	1994
								10783		
Any State	Any County	2016	4	Tract Division	12/20/2016	99999911	1994	10785	10786	1994
									10787	

Informational message: To print the recons below, select the option Export to Spreadsheet. For a PDF print do a new search using only one Tract.

No report creation options

To generate the tract reconstitution PDF report, users must refine the search criteria and limit the **Tract Number** option to only one entry.

C Searching by Year

The **Year** is an optional search criterion that if entered will limit the search results to only reconstitutions that occurred on the specified tract in the entered FY. When entering a **Year**, the **State**, **County**, and **Tract Number** options are still required entries.

If no reconstitutions were completed for the tract in the specified year, the **Result List** will remain blank and the header “0 Reconstitutions Entries Found” will be displayed.

Search Criteria

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Tract Reconstitution History

State: is Any State
County: is Any County
Tract Number: equals 10786
Year: equals 2017

Search **Clear All** **Reset to Defaults**

Result List: 0 Reconstitution entries Found

No result found

***--Tract Reconstitution History Report Instructions (Continued)**

D Result List

Once the search criteria have been entered the user can click “Search” to display the results. All reconstitutions meeting the search criteria will be returned in the “**Result List**” assignment block.

Note: Depending on the entered search criteria, the following will not be displayed in the **Result List**:

- for tract divisions, when searching for a child tract, the associated child tracts that were also the result of the identified reconstitution will not be displayed
- for tract combinations, when searching for a parent tract, the associated parent tracts also involved with the reconstitution will not be displayed.

Result List: 1 Reconstitution entry Found										
Tract Reconstitution Report										
State	County	Year	Recon ID	Reconstitution Type	Completed Date	Ibase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

Following are the attributes and descriptions of the reconstitution data that will be displayed in the **Result List**.

Result	Description
State	The administrative state of the entered tract number.
County	The administrative county of the entered tract number.
Year	The FY when the associated reconstitution occurred.
Recon ID	The reconstitution identification number generated by the system after a tract reconstitution has been submitted or completed.
Reconstitution Type	The type of tract reconstitution submitted or completed: <ul style="list-style-type: none"> • tract division • tract combination.
Completed Date	The completed date will display the date the reconstitution was completed in CRM Farm Records by the user.
Parent IBase	The Ibase associated with the parent farm number. The Ibase is hyperlinked. Clicking on the Ibase will result in navigating to the associated farm record.
Parent Farm	The parent farm number associated with the reconstitution.
Parent Tract	The parent tract number associated with the reconstitutions. This may or may not be the same tract number entered in the search criteria.

--*

***--Tract Reconstitution History Report Instructions (Continued)**

D Result List (Continued)

Result	Description
Resulting Tract	The resulting tract number associated with the reconstitution. This may or may not be the same tract number entered in the search criteria.
Resulting Farm	The resulting farm number associated with the reconstitution. Note: For tract reconstitutions, the resulting farm number will always be displayed and be the same as the parent farm number listed.

E Navigating to the Associated Farm Records and Reconstitution History Assignment Block

The **Parent IBase** for the associated farm is hyperlinked. Clicking on an IBase number will result in navigating to the associated farm record. Tracts listed that are still active tracts are also hyperlinked. Clicking on a hyperlinked tract will result in navigating to the associated farm record at the selected tract level.

Result List: 1 Reconstitution entry Found										
Tract Reconstitution Report										
State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

Below is an example of clicking on a hyperlinked tract number from the **Result List**.

Tract: -10786									
Edit Fact Sheet Farm Division - GIS Tract Division Transfer Process More									
Installed Base Hierarchy									
Description									
-1994									
-10786									
-10787									
GIS Info									
Tract General Data									
Tract Number: 10786									
State/County/Tract: -10786									
Tract Description:									
BIA Range Unit Number:									
Tract Status: Active									
Divided From: 10785									
Combined From:									
Reconstitution History									
Tract Reconstitution Report									
Year	Reco...	Reconstitution ...	Status	Complet...	IBase	Parent F...	Parent T...	Resultin...	Resultin...
2016	4	Tract Division	Complete	12/20/2016	9994	10785	10786	1994	
Tract Land Data									

The **Reconstitution History** assignment block will provide information associated with the reconstitutions similar to the search **Result List**. Additionally, the ability to generate the tract reconstitution history reports or export the data to an Excel spreadsheet is available.--*

***--Tract Reconstitution History Report Instructions (Continued)**

E Navigating to the Associated Farm Records and Reconstitution History Assignment Block (Continued)

The following attributes and descriptions will be displayed in the tract level Reconstitution History assignment block.

Reconstitution History									
Tract Reconstitution Report									
Year	Recon ID	Reconstitution Type	Status	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2016	4	Tract Division	Complete	12/20/2016	99999910	1994	10785	10786	1994

Result	Description
Year	The FY when the associated reconstitution occurred.
Recon ID	The reconstitution identification number generated by the system after a tract reconstitution was completed.
Reconstitution Type	The type of farm reconstitution submitted or completed: <ul style="list-style-type: none"> tract division tract combination.
Status	Status of “Completed” will be displayed for all tract reconstitutions.
Completed Date	The date the reconstitution was completed.
Parent IBase	The IBase associated with the parent farm number. The IBase is hyperlinked. Clicking on the IBase will result in navigating to the associated farm records at the farm level.
Parent Farm	The parent farm number associated with the reconstitution.
Parent Tract	The parent tract number(s) associated with the reconstitution.
Resulting Tract	The resulting tract number(s) associated with the reconstitution.
Resulting Farm	The resulting farm number associated with the reconstitution. <p>Note: The resulting farm number will be displayed even if a prior or subsequent farm reconstitution was not completed and the farm number did not change.</p>

F Generating Reports

Reports can be generated from the **Result List** or from the tract level **Reconstitution History** assignment block within the associated farm record.

Generating the Tract Reconstitution Report:

Access the “Tract Reconstitution Report” option to generate an Adobe Acrobat PDF report of the associated tract reconstitution history through either the **Result List** or within the **Reconstitution History** assignment block by clicking on the “Tract Reconstitution Report” button.--*

***--Tract Reconstitution History Report Instructions (Continued)**

F Generating Reports (Continued)

Example of generating the report from the **Result List**.

Result List: 1 Reconstitution entry Found											
Tract Reconstitution Report											
State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm	
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994	

Example of generating the report from the **Reconstitution History** assignment block.

Reconstitution History										
Tract Reconstitution Report										
Year	Recon ID	Reconstitution Type	Status	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm	
2016	4	Tract Division	Complete	12/20/2016	99999910	1994	10785	10786	1994	

Exporting the Reconstitution History to an Excel Spreadsheet:

The **Result List** display or the **Reconstitution History** assignment block display can be exported to an Excel spreadsheet using the “Export to Excel” icon in either location.

Example of exporting from the **Result List**.

Result List: 1 Reconstitution entry Found											
Tract Reconstitution Report											
State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm	
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994	

Example of exporting from the **Reconstitution History** assignment block.

Result List: 1 Reconstitution entry Found											
Tract Reconstitution Report											
State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm	
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994	

--*

***--Tract Reconstitution History Report Instructions (Continued)**


G Report Displays and Examples

The following is an example of a Tract Reconstitution History Report in Adobe Acrobat format.

Note: Depending on the entered search criteria, the following will not be displayed in the Tract Reconstitution Report:

- for tract divisions, when searching for a child tract, the associated child tracts that were also the result of the identified reconstitution will not be displayed
- for tract combinations, when searching for a parent, tract the associated parent tracts also involved with the reconstitution will not be displayed.

Any State
Any County


United States Department of Agriculture
Farm Service Agency

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Reconstitution History of a Tract

Tract Number: 10786
 Description:
 Current status: Active

Originating Reconstitution						
Year	Number	Reconstitution Type	Completed Date	Farm Number	Parent Tract(s)	Resulting Tract(s)
2016	4	Tract Division	12/20/2016	1994	10785	10786

Terminating Reconstitution						
Year	Number	Reconstitution Type	Completed Date	Farm Number	Parent Tract(s)	Resulting Tract(s)
N/A						

DCP Crop Data				
Crop Name	Base Acres	CCC-505 CRP Reduction Acres	CTAP Yield	PLC Yield
Wheat	9.30	0.00	0	35
Corn	32.70	0.00	0	84
Soybeans	10.62	0.00	0	20

--*

***--Tract Reconstitution History Report Instructions (Continued)**

G Report Displays and Examples (Continued)

The report returns the following information.

	Item	Description
1	State	Administrative State Name.
	County	Administrative County Name.
2	Tract Number	Selected Tract Number.
	Description	Tract description listed in the General Data assignment block for the selected Tract Number.
	Current Status	Tract status for the selected tract number.
3	Originating Reconstitution	<p>If the selected tract number was the result of a tract reconstitution, the parent tract number that the selected farm was created from will be listed with the associated reconstitution data:</p> <ul style="list-style-type: none"> • Year – FY the reconstitution was completed in • Number – reconstitution ID number assigned to the reconstitutions • Reconstitution Type – type of tract reconstitution completed • Completed Date – date the reconstitution was completed in the system by the user • Farm Number – the farm number associated with the tract(s) involved in the specific reconstitution • Parent Tract(s) – the parent tract number(s) involved in the originating reconstitution • Resulting Tract(s) – resulting tract(s) created through the reconstitutions.

--*

***--Tract Reconstitution History Report Instructions (Continued)**

G Report Displays and Examples (Continued)

	Item	Description
4	Terminating Reconstitution	<p>If the selected tract number was a parent tract involved in a tract reconstitution, the tracts that resulted in the termination or inactivation of the parent tract(s) and the following information will be displayed:</p> <ul style="list-style-type: none"> • Year – FY the reconstitution was completed • Number – reconstitution ID number assigned to the reconstitution • Reconstitution Type – type of tract reconstitution completed • Completed Date – date the reconstitution was completed in the system by the user • Farm Number – the farm number associated with the tract(s) involved in the specific reconstitution • Parent Tract(s) – the parent tract number(s) involved in the originating reconstitution • Resulting Tract(s) – resulting tracts created through the reconstitutions.
5	DCP Crop Data	<p>The tract level crop data and CCC-505 CRP reduction acres will be displayed for the tract that the report was generated for. This data is populated directly from the tract level tract crop data and tract CCC-505 CRP reduction data assignment blocks. The following data will be displayed if applicable:</p> <ul style="list-style-type: none"> • Crop Name • Base Acres • CCC-505 CRP Reduction Acres • CTAP Yield • PLC Yield.
6	Prepared	The date the report was generated by clicking on the Tract Reconstitution History button from either the Result List after a search or the tract level Reconstitution History assignment block.
	Page	The current page number and the total number of pages in the generated report.

--*

***--Tract Reconstitution History Report Instructions (Continued)**

G Report Displays and Examples (Continued)

The PDF Reconstitution History of a Tract report can be saved or printed, as needed.

The following is an example of the “**Result List**” exported to an Excel spreadsheet using the “Export to Spreadsheet” icon.

State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

All data displayed in the **Result List** will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.

The following is an example of the tract level **Reconstitution History** assignment block exported to an Excel spreadsheet using the “Export to Spreadsheet” icon.

Year	Recon ID	Reconstitution Type	Status	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2016	4	Tract Division	Complete	12/20/2016	99999910	1994	10785	10786	1994

All data in the assignment block will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.--*