UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
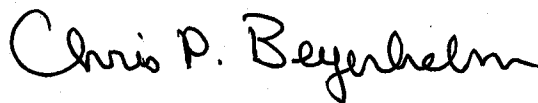Washington, DC 20250

Notice AO-1656

For: FSA Employees

Adding New "NOAUTH" Program Code in the Activity Reporting System (ARS)

Approved by: Associate Administrator for Operations and Management

Chris P. Beyerhelm

1 Overview

A Background

- Handbook 21-AO provided guidance about using **program** code **"NOAUTH-P5"** for program "Furlough" in ARS

  Note: 21-AO will be amended to include information for reporting this program code.

B Purpose

This notice provides OBF's approval and instructions for immediate modification of the use of program code "**NOAUTH-P5**":

- effective immediately **program** code "**NOAUTH-P5**" will be used for new program "Cotton Ginning Cost Share Program"

- effective immediately **program** code "**NOAUTH-P5**" will no longer be used for program "Furlough".

C Contacts

For questions about this notice, contact the BPMS Team by email at **BPMSUPDATE@wdc.usda.gov**

Disposal Date	**Distribution**
January 1, 2017	All FSA employees; State Offices relay to County Offices

2   Using Generic "NOAUTH" Program and Activity Codes

A   "NOAUTH-P5" Program Code for Cotton Ginning Cost Share Program

A request has been made for FSA employees to begin tracking activities involved in implementing the Cotton Ginning Cost Share Program. Reporting Cotton Ginning Cost Share Program activities should be completed at the National, State and County Office levels of the agency. To report this category, employees shall select "**NOAUTH-P5**" from the "Program" drop-down menu in WebTA/ARS; then select the activity that most reflects the task completed. The following activities are available for use with the "NOAUTH-P5" program code:

- **Admin –** clerical activities, which includes answering telephones, taking messages, obtaining signatures, and similar tasks

- **Appeals -** COC actions on Cotton Ginning Cost Share Program

- **Budgeting** - primarily occurs only at National Office level

- **Civil Rights ***

  Note: See 21-AO, Exhibit 4 for examples of applicable tasks for activities marked with an asterisk (*).

- **Environmental Compliance -** provide services or copies related to environmental issues

- **External Affairs -** include time for addition of Cotton Ginning Cost Share Program articles in FSA newsletters

- **Finance-Accounting ***

- **FOIA-PA ***

- **GIS ***

- **Integrity Compliance ***

- **IT Development ***

- **IT Operation-Maintenance ***

- **Litigation ***

2   Using Generic "NOAUTH" Program and Activity Codes (Continued)

A   "NOAUTH-P5" Program Code for Cotton Ginning Cost Share Program (Continued)

- **Manage Property -** includes leasing activities

  Note: When used together in ARS, the program "NOAUTH-P5" and activity "Leasing" create an invalid accounting combination that will **not** allow validation of the employee's T&A.

- **Measurement Service ***

- **MIDAS -** providing copies of the MIDAS FSA-156EZ, updating the Subsidiary File, and addressing any other MIDAS replication issues causing land and producer eligibility problems for Cotton Ginning Cost Share Program signup

- **Outreach ***

- **Program-Policy-Planning ***

- **Service & Maintenance ***

- **Signup & Eligibility –** In addition to other tasks listed in the FSA Activity Dictionary for Signup & Eligibility (completing AGI, eligibility determinations, power of attorney), also include any activities that would normally be recorded under program codes "COMMON - FARM RECORDS" or "ACREAGE REPORT AND DETERMINATION" in this activity if completed for Cotton Ginning Cost Share Program. This includes:

  - reconstitutions
  - cropping history
  - mapping
  - delineation of land with addition of acreage, tract number, etc.
  - providing FSA-156EZ
  - verifying farm records including ownership and cropping history
  - reviewing and providing FSA-578
  - providing maps
  - SCIMS

  Note: When used together in ARS, program "NOAUTH-P5" and activities "FARM RECORDS and ACREAGE REPORT & DETERMINATION" create an invalid accounting combination that will **not** allow validation of the employee's T&A.

- **Training ***

- **Travel. ***