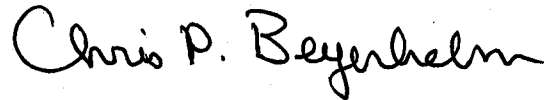


For: All FSA Federal Employees

**FY 2016 Accounting Codes for Fund 84 Travel
for Compliance, Inspection, and Investigative Activities**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

OMB Memorandum M-12-12 limits the amount of Federal fund 84 travel FSA can fund in FY 2016 (that is the “travel cap”), however, FSA has recently been approved to exclude travel associated with certain compliance, inspection, and investigative activities from the OMB travel limitations on Federal fund 84. Since these activities are now excluded, FSA is required to separately track funds associated with these activities and report them to OMB and OCFO. In an effort to ensure transparency, accurately report travel cost and fully account for excluded compliance travel, special accounting codes have been established that are specific to travel for compliance, inspection, and investigative activities. These activities include:

- Farm Loan Programs risk assessments (FLPRA)
- all lender reviews, including the Preferred Lender Program (PLP)
- loan security inspections and appraisals of chattel, equipment, real estate and other collateral for loan approval, loan restructuring, and to ensure loan security is maintained on existing borrowers
- loan assessments, development of farm operating plans, and completion of a year-end analysis
- credit quality reviews
- District Director (DD) Farm Loan Program (FLP) oversight activities
- training in compliance programs and operations related to any of the above listed items

Disposal Date	Distribution
December 1, 2016	All FSA Federal Employees; State Offices relay to County Office

1 Overview (Continued)

A Background (Continued)

- warehouse examinations
- County Operations Reviewer's (COR's) activities.

The limitation on travel does not apply to county fund 87. Therefore, there is no change in codes for personnel using fund 87 travel. GSA vehicles are also exempt from the travel limitation and are not affected by this guidance.

B Purpose

This notice provides instructions for:

- using updated accounting codes to capture costs for travel expenses for compliance, inspection, and investigative activities using federal fund 84 direct salary and expense (S&E) funds for
- tracking costs associated with federal fund 84 Agricultural Credit Insurance Fund (ACIF) S&E funds for travel expenses incurred because of compliance, inspection, and investigative activities.

2 Accounting Codes for Direct S&E Funds

A Concur Travel Codes

National and State Federal Fund 84 travel have new accounting codes created with “-CMPLINVESTIG” appended to the end of the existing accounting codes.

State employees, including COR's reviewing records as directed by SED, traveling for the activities listed in subparagraph 1 A will use 161616-~~XX~~-STO-CMPLINVESTIG (where ~~XX~~ = alpha State abbreviation) for TDY (Concur) travel for activities listed in subparagraph 1 A.

Example: State - Texas State Office shall use 161616-TX-STO-CMPLINVESTIG.

Note: For FLP employees, see subparagraph 3 A.

COR's traveling to review records at the direction of the national Operations Review and Analysis Staff (ORAS) will use 161616-ORAS-CMPLINVESTIG for TDY (Concur).

Warehouse operations employees traveling to conduct warehouse inspection and compliance activities will use 161616-WLED-CMPLINVESTIG for TDY (Concur).

Notice BU-771

2 Accounting Codes for Direct S&E Funds (Continued)

B Local Travel in WebTA

National and State federal Fund 84 travel have new accounting codes for local travel associated with compliance, inspection, and investigative activities. The new accounting codes end with “CMPL00”.

Note: Do **not** code payroll expenses with these codes, only local travel.

State employees, including COR’s reviewing records as directed by SED, using local travel in WebTA for the activities listed in subparagraph 1 A will use 6840SS84CMPL00 (where SS = numeric State code).

Example: State - Texas State Office shall use 68404884CMPL00.

Note: For FLP employees, see subparagraph 3 B.

COR’s traveling to review records at the direction of ORAS will use 68417284CMPL00 for local travel in WebTA to conduct COR activities.

Warehouse operations employees will use 68491484CMPL00 for local travel in WebTA to conduct warehouse inspection and compliance activities.

Note: Do **not** code payroll expenses with these codes, only local travel.

3 Accounting Codes for ACIF S&E Funds

A Concur Travel Codes

FLP State employees, including FLOT’s, will use 161616-XX-FLP-CMPLINVESTIG (where XX = alpha State abbreviation) for TDY (Concur) travel for activities listed in subparagraph 1 A.

Example: State - Texas State Office shall use 161616-TX-FLP-CMPLINVESTIG.

FLP HQ employees will use the code ending in “CMPLINVESTIG” that pertains to their division as follows:

- DAFLP: 161616-FLPDIR-FLP-CMPLINVESTIG
- PDEED: 161616-PDEED-CMPLINVESTIG
- LMD: 161616-LMD-CMPLINVESTIG
- LSPMD: 161616-LSPMD-CMPLINVESTIG.

Notice BU-771

3 Accounting Codes for ACIF S&E Funds (Continued)

B Local Travel Through WebTA

FLP State employees, including FLOT's, will use 684~~XX~~000CMPL00 (where ~~XX~~ = alpha State abbreviation) for local travel in WebTA for the activities listed in subparagraph 1 A.

Note: Do **not** code payroll expenses with these codes, only local travel.

Example: State - Texas State Office shall use 684TX000CMPL00.

4 Contacts

A Budget Contacts

For questions concerning this notice, contact the appropriate BUD analyst as follows.

State and National Office	BUD Analyst Contact Information
Arizona, California, Colorado, Guam, Hawaii, Kansas, Nevada, New Mexico, Oklahoma, Texas, Utah, DALFP, and DAFP	Lillie McComb, BUD by 1 of the following: <ul style="list-style-type: none">• e-mail to lillie.mccomb@wdc.usda.gov• telephone at 202-720-2201• FAX at 202-690-1503.
Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands, and DAFO	TC Chappelle, BUD by 1 of the following: <ul style="list-style-type: none">• e-mail to tarnya.chappelle@wdc.usda.gov• telephone at 202-720-5149• FAX at 202-690-1503.
Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia, and Office of the Administrator	LaTosha Fleming, BUD by 1 of the following: <ul style="list-style-type: none">• e-mail to latosha.fleming@wdc.usda.gov• telephone at 202-720-8861• FAX at 202-690-1503.
Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming, and DAM	Ricky Williams, BUD by 1 of the following: <ul style="list-style-type: none">• e-mail to ricky.williams@wdc.usda.gov• telephone at 202-772-9017• FAX at 202-690-1503.
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin, Undistributed, and DACO	Elizabeth Hill, BUD by 1 of the following: <ul style="list-style-type: none">• e-mail to elizabeth.hill@wdc.usda.gov• telephone at 202-720-9862• FAX at 202-690-1503.