

**United States Department Of Agriculture**

Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

**For:** County Offices

**November Reports and Reminders**

**Approved by:** State Executive Director



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**1 Report Policy**

**A  
Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

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**2 Action**

**A  
Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

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<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2003	County Offices

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**Administrative Reports**      The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

Date	Report
	None

**Compliance/ Peanut Reports**      The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
November 11	FSA-569 Activity Report-6-CP (Rev.2), Par. 604 and Exhibit 1. This report should cover activity from October 1 through October 31. Negative reports are <b>NOT REQUIRED</b> .
November 11	FSA-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev.2), Par. 801 and Exhibit 1. This report should cover activity from October 1 through October 31. Negative reports are <b>NOT REQUIRED</b> .

**Conservation Reports**      The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

Date	Report
November 1	Verify that the system automatically, during start-of-day, prints and queues the September 30, 2002 ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.

**Farm Loan Programs Reports**      The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

Date	Report
November 25	Borrower Training Report (OK Notice FLP-343)
November 30	Report 1980-26, Report on Collection Activities on Liquidated Accounts (2-FLP, Part 14, Par 362A)

**Price  
Support  
Reports**

The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
November 1	LMAAP Spot-Check Report (Exhibit 1 of OK Notice LD-496)
November 7	Commodity Loan Spot Check Report for October. Negative reports are required.

**Production  
Adjustment  
Reports**

The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
November 1	<p>Acreage reporting date for:                      Small grains - fall/winter or full season grazing (actual date is 15 days prior to onset of grazing)                      Mixed forage that include a small grain - grazing (actual date is 15 days prior to onset of grazing)</p>
November 5	<p>Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA                      Interest Payment Report NAP-2R (2-NAP, Par. 322)</p> <p><i>Note: State Office will assume reports are                      Negative unless county provides a report.</i></p>
November 15	Final Planting date for small grains - spring grazing or hay
November 20	Application closing date for apples, asparagus, blackberries, nectarines, peaches, pears, pecans, and plums.
November 30	Application closing date for clover - forage, grapes, grass (all varieties) - forage, honey. Final planting date for over-winter (planting period 01) spinach.

**Administrative Reminders**      The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of November:

<b>Reminder</b>	
Review deadlines for COC election activities AO-1269	
November 12	Review Nominations; Complete slates of nominees
November 15	Final date for mailing letter to nominees
November 19	Final date to mail ballots
November 25	Suggested date to mail reminder postal cards

**Compliance/Peanut Reminders**      The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of November:

<b>Reminder</b>	
RMA Data Reconciliation 2001 Acreage Data Report Due March 15, 2002 Notice RM-231	

**Conservation Reminders**      The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of November:

<b>Reminder</b>	
CRP emergency haying and grazing shall not be conducted after November 30, 2002.	
Print and review the CRP Overpayment Report after processing all annual rental payments according to 1-CRP, paragraph 394.	
Conservation cost information shall be placed on Exhibit 1 of OK Notice CONOP-35 and submitted to the State Office by the last working day of each month. Do not include EQIP.	
Within 10 days of receipt of KCMO-Generated Reports, reconcile the Check/Refund Activity Report according to 1-CONSV, Par. 764. Differences shall be explained in a memo and submitted to the State Office. Negative reports are <b>NOT REQUIRED</b>	

**Conservation  
Reminders, Cont.**

<b>Reminder</b>
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev.1). Counties which hold their COC Meeting during the first 14 days of the month shall set average grazing losses for the prior month. Counties, which had their COC Meeting on or after the 15 <sup>th</sup> of the month, shall set average grazing losses for the current month.
CCC-1245 Status Report to be run at the end of the month (2-CONSV, Par. 252 B)
Publicize continuous CRP signup provisions – 2 CRP, Part 5.

**Farm Loan  
Programs  
Reminders**

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of November:

<b>Reminder</b>
DD's are to submit monthly guaranteed reports to the State Office by the monthly DD meeting.
FSA-2102, Report and Summary Schedule for DD FLP Oversight Reviews for FY 2002 are due in the State Office by October 15, 2002.
Farm Loan Teams should input Farm Credit Monthly Management Report information on the first of each month (no later than the 5 <sup>th</sup> ).

**Price Support  
Reminders**

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of November:

<b>Reminder</b>
None

**Production  
Adjustment  
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of November:

<b>Reminder</b>
CCC-502B's or CCC-502U's for Joint Operations with six or more members must be submitted to the State Office for a determination 1-PL (Rev. 1), paragraph 425.
PFC Overpayment Register must be run every 60 days. 2-PF, paragraph 221. Note: This includes 1998 through 2002 program years.
MLA Overpayment Register must be run every 60 days.
NAP Overpayment Register must be run every 60 days. 1-NAP paragraph 1365
To identify producers and employees who may be deleted from the name and address file, run query PROD0031 according to 1-CM (Rev. 2), paragraph 295C every six months.