

**United States Department Of Agriculture**  
Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

**For:** County Offices

**February Reports and Reminders**

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**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>
April 1, 2003	County Offices



**Administrative Reports**

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

Date	Report
February 10	Biennial Privacy Act Report 3-INFO, Par. 49 and Exhibit 5 Negative reports are <b>REQUIRED</b>

**Compliance/  
Peanut Reports**

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

Date	Report
February 10	FSA-569 Activity Report-6-CP (Rev.2), Par. 604 and Exhibit 1. This report should cover activity from January 1 through January 31. Negative reports are <b>NOT REQUIRED</b> .
February 10	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 January 1 through January 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
February 3	Verify that the system automatically, during start-of-day, prints and queues the January 2003 ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
February 18	FSA-249, "Changes in Food & Feed Facility Listings Data," Par. 125, 1-DP (Rev. 4) Negative Reports are required.
February 18	FSA-250, "Changes in Fertilizer Facility Listings Data," Par. 142, 1-DP (Rev. 4) Negative Reports are required.

**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
February 25	Borrower Training Report (OK Notice FLP-343)

**Price Support Reports**

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

Date	Report
February 7	Commodity Loan Spot Check Report for January. 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
February 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Par. 322)  <i>Note: State Office will assume reports are Negative unless county provides a report.</i>

**Administrative Reminders**

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

<b>Reminder</b>
None

**Compliance/  
Peanut Reminders**

The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of February:

<b>Reminder</b>
<p>The Crop Compliance Data Report was omitted from the Reports Calendar for February because the software is still not available for the State Office to have access to the report. If you transmitted a report in January, you will problem get an error message when you try to transmit in February because the other file has not been processed. The Compliance Section will send out an Info Bulletin if and when the State Office has access to the report.</p>

**Conservation Reminders**

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

<b>Reminder</b>
<p>Conservation cost information shall be place on Exhibit 1 of OK Notice CONOP-35 and submitted to the State Office by the last working day of each month.</p>
<p>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.</p>
<p>Publicize continuous CRP signup provisions – 2 CRP, Part 5.</p>

**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 February:

<b>Reminder</b>
DD's are to submit monthly guaranteed reports to the State Office by the monthly DD meeting.

**Price Support Reminders**

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

<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 February:

<b>Reminder</b>
PFC Overpayment Registers must be run every 60 days. 2-PF, paragraph 221. Note: This includes 2000, 2001, and 2002 program years.
QBOP Overpayment Registers must be run every 60 days. Notice DCP-61.