

UNITED STATES DEPARTMENT OF AGRICULTURE

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

For: County Offices

June Reports and Reminders

Approved by: State Executive Director



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.

2 Action

A Submit Reports

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

Disposal	Distribution
August 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
	None

Compliance/ Peanut Reports

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

Date	Report
	None

Conservation Reports

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

Date	Report
June 2	Verify that the system automatically, during start-of-day, prints and queues the 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
June 25	Borrower Training Report (OK Notice FLP-406)

Outreach Reports The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are NOT REQUIRED .

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

Date	Report
June 6	Commodity Loan Spot Check Report for May. Negative reports are required.
June 8	Report of employees and producers who may have entered into CCC loans before entering active military service. Reference Notice LP-1921. 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
June 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless county provides a report.

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

Reminder
Determine outstanding receivables that may need to be transferred to claims. Report ID AQR834-R001 Outstanding Receivables Older Than 60 Days Report 67-FI (Rev. 1) par. 541

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

Reminder
None

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

Reminder
Transmit CRP offers weekly or e-mail in negative report to State Office according to Notice CRP-434, subparagraph 9 E through June 20.
Complete or delete all partial offers according to subparagraph 9 D of Notice CRP-434 by June 20.
Verify offer totals are correct and that ranking data on offer records web site records matches AGSS and printed CRP-1/CRP-2 records according to subparagraph 10 A of Notice CRP-434.
Access questionable/invalid offer records listed on validation reports and correct and retransmit offers if needed according to subparagraph 10 B of Notice CRP-434 starting May 30.
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.
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 th of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions – 2 CRP, Part 5.
CCC-1200 Status Report to be run at end of the month (2 CONSV, Par. 144 B)

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

Reminder
When entering manual EQIP applications into the system, provide the Applications Received Report to NRCS weekly.

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 June:

Reminder
Graduation Reviews should be completed by July 1. (FmHA Instruction 1951-F, 1951.26(c))
The Inventory of Debt Instruments Report is due in the State Office <i>before</i> July 31. Farm Loan Teams are reminded to carefully complete the survey of debt instruments and send a memo report to Vickie. <i>Do not</i> send the listing of borrowers. (FmHA Instruction 2018-E) Original Promissory Notes of loans to relatives should remain in the home county. Farm Loan Teams should identify these Promissory Notes.
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 June:

Reminder
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 June:

Reminder
CLDAP Overpayment register must be run every 60 days. 1-DAP subparagraph 1291 B.

**Production
Adjustment
Reminders
Continued**

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

Reminder
CDP Overpayment Register must be every 60 days. 2-DAP subparagraph 315 C. Recons must be updated by July 1 (in order to be able to obtain signatures and documentation required for PFC by August 1). 2-CM (Rev.4) subparagraph 71 E.
QBOP Overpayment Registers must be run every 60 days. Notice DCP-61/

Date	Reminder
June 10, 20, or 30, 2003	Final planting date for: cotton (based on actuarial documents) and grain sorghum (based on actuarial documents)
June 26, 2003	Final planting date for sunflowers.
June 30, 2003	Final planting date for soybeans.