

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

For: County Offices

March 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
May 1, 2004	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
March 1, 8, 15, 22, 29	CLU Certification Status. County Offices should send this report weekly by e-mail to Bill.James@ok.usda.gov.
March 5	Crop Compliance Data Report, 2-CP (Rev. 15), Pars. 525-532. Counties are required to transmit every month unless a FINAL report has already been transmitted.
March 10	FSA-493, HELC & WC Violation Report – 6-CP (Rev. 1), Par. 801 and Exhibit 1. This report should cover activity from February 1 through February 29, 2004. Negative reports are NOT REQUIRED.
March 10	FSA-569 Activity Report – 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from February 1 through February 31, 2004. Negative reports are NOT REQUIRED.

Conservation Reports

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

Date	Report
March 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.
March 2	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).

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
March 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
March 5	Commodity Loan Spot Check Report for February. 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
March 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). <i>Note: State Office will assume reports are negative unless county provides a report.</i>
March 19	SCIMS Duplicate Records Resolution Certification is Due (OK Notice CM-318).

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

Reminder
None

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

Reminder
None

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

Reminder
Publicize voluntary management of CRP availability. (2-CRP, paragraph 239)
Send reminder notice on CRP maintenance for all CRP participants. A suggested letter is in 2-CRP, Oklahoma Exhibit 7.
Conservation cost information shall be placed on Exhibit 15, page 4, of 2-CRP (Rev. 4) 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 have 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 6.
CCC-1200 Status Report to be run at the end of the month (2-CONSV, Par. 144 B)
AD-1153, Applications Received Report (GRP), to be run each week and a copy provided to NRCS.
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 March:

Reminder
DDs shall obtain and review monthly Guaranteed Loan reports

Price Support Reminders

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

Reminder
March 31 st is the final loan/LDP availability date for barley, oats, and wheat.
Determine the cattle removal date according to OK Notice LP(GR)-1683 and advise the STO.

**Production
Adjustment
Reminders**

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

Reminder	
If not previously submitted, COC need to discuss and determine producers for whom a 2003 End-of-Year Payment Limitation and/or Eligibility Review should be completed. 1-PL, subparagraph 652 E.	
Specific DCP provisions must be publicized at least twice during each FY. See 1-DCP, paragraph 6 for a complete listing of the required provisions.	
Date	Activity
March 1	Acreage reporting date for small grains with intent of spring grazing. <i>Note: 2-CP requires acreage to be reported 15 days prior to onset of grazing. The spring grazing period begins March 15.</i>
March 5	Acreage reporting date for over-winter (planting period 02) spinach.
March 10	Final planting date for onions.
March 15	Application closing date for: alfalfa – grazing, cantaloupes, corn, cotton, cucumbers, eggplant, grain sorghum, grass grazing – warm season varieties, green beans, mixed forage grazing – those that include warm season varieties, peanuts, peppers, soybeans, sunflowers, sweet corn, tomatoes, and watermelon in addition to any other crop with a potential final planting date between April 15 and July 1, 2004. Final planting date for spring oats and potatoes.
March 31	Final planting date for spring (planting period 03) spinach.