

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



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
January 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
November 7	Annual FOIA (Freedom of Information Act) Report (FSA-537) See Email from STO dtd 10/27 for report format
November 10	Annual Review of Cooperative Agreements, 31-AS (Rev 2) , Par. 61 F

**Compliance/
Peanut Reports**

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

Date	Report
November 10	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 NOT REQUIRED .
November 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 October 1 through October 31. 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
November 3	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.
November 3	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3)
November 20	Final CRP Managed Haying and Grazing Report (OK Notice CRP-554, subparagraph 5 L).

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 of Collection Activities on Liquidated Accounts 2-FLP, Part 14, Par 362A

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 report is to be submitted to the State Office Price Support Section by the date listed below:

Date	Report
November 7	Commodity Loan and LDP Spot Check Report for October. <u>Negative</u> reports are also 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 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 **November**:

Reminder	
November 24	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**:

Reminder	
None	

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

Reminder	
Conservation cost information shall be placed on OK 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 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)	
CCC-1200 Contracts Expiring This Fiscal Year Report to be run in the beginning of the fiscal year each year and a copy provided to NRCS.	
AD-1153 Applications Received Report (GRP) to be run each week and a copy provided to NRCS.	

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:**

Reminder
DDs are to email State Default Status Reports and State Past Due Status 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 **November:**

Reminder

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:**

Reminder
PFC Overpayment Register must be run every 60 days. 2-PF, paragraph 221. Note: This includes 2001, 2002, and 2003 program years.
DCP Overpayment Register must be run every 60 days.
Run farm maintenance queries according to 3-CM (Rev. 3), paragraph 367, as often as necessary but especially after heavy farm and tract maintenance activity.
CCC-502 B's and CCC-502 U's for Joint Operations with 6 or more members must be submitted to the State Office for a determination 1-PL (Rev.1), paragraph 425.
To identify producers and employees who may be deleted from the name and address file, run query PROD 0031 according to 1-CM (Rev.2), paragraph 295 C every six months.

Date	Reminder
November 1	Acreage reporting date for: Small grains – fall/winter or full season grazing (actual date is 15 days prior to onset of grazing).
November 15 or 30	Final planting dated 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.