

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

For: County Offices

May 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
July 1, 2004	County Offices

OK Notice AO-1071

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

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Conservation Reports

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

Date	Report
May 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.
May 3	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).
May 14	County Emergency Board Line of Succession, Exhibit 2 of OK Notice DP-271, due in 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
April 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.

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

Date	Report
May 7	Commodity Loan/LDP Spot-check Report for April. Negative reports 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
May 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>

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

Reminder
FSA-830, FSA 831, FSA-112 due by May 14, 2004
County Risk Assessments are due by August 1, 2004

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

Reminder

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**Conservation
Reminders**

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

Reminder
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. 144B)
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.

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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 May:

Reminder
A check sheet must be prepared on each inventory property to determine if all necessary steps have been taken and requirements met. Completed check sheets should be submitted to Phil Estes with a copy to the District Director.
After receiving the April 540 report, Farm Loan Teams have 15 days to send out a 1951-S packet to delinquent borrowers. When a completed application is returned, the Farm Loan Team has 60 days to complete the processing of this application.
Annual contact should be made with all guaranteed lenders.
Farm Loan Technicians shall submit Exhibit A, "Monitoring Use of 51-S Flags" (OK Notice FLP-365) to the respective Legal Servicing unit no later than the last workday of each month.
The Inventory of Debt Instruments Report is due in the State Office before July 31. Farm Loan Teams are reminded to carefully complete the survey of debt instruments and send a memo report to the Farm Loan Programs Chief. Do not 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.
DDs shall obtain and review monthly Guaranteed 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 May:

Reminder
Soybean Promotion and Research Program Request for Referendum May 3-28, 2004 (Reference Notice AO-1304)

OK Notice AO-1071

**Production
Adjustment
Reminders**

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

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.	
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 295 C every six months. DO NOT delete producers maintained for Ag. Credit purposes.	
Date	Activity
May 15	Final planting date for corn based on actuarial documents.
May 15 or 31	Acreage reporting date for: Alfalfa – forage, Clover – forage, Grass – forage, Green Beans, Mixed forage – forage if grass is in the mixture, Potatoes, Small grains – forage, Spinach – spring (planting period 02)
May 20	Final planting date for Cantaloupe and Watermelon
May 31	Application closing date for: Brussels sprouts, Cowpeas, Dry beans, Guar, Millet, Mixed Forage – varieties that include sorghum forage, Mungbeans, Peas (dry, all varieties), Pumpkins, Sesame, Sorghum forage, Spinach – fall (planting period 03)