

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.

<b>Disposal</b>	<b>Distribution</b>
August 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
June 7, 14, 21, 28	CLU Certification Status. County Offices shall send this report weekly by email to <a href="mailto:Bill.James@ok.usda.gov">Bill.James@ok.usda.gov</a> . * Please provide the % completed. CLU Labeling. Counties that are currently labeling shall send this report weekly by email to <a href="mailto:Bill.James@ok.usda.gov">Bill.James@ok.usda.gov</a> . * Please provide the % labeled and the % printed.
June 10	FSA-493, HELC & WC Violation Report – 6-CP (Rev. 1), Par. 801 and Exhibit 1. This report should cover activity from May 1 through May 31, 2004. Negative reports are NOT REQUIRED.
June 10	FSA-569 Activity Report – 6-CP (Rev. 1), Par. 604 and Exhibit 1. This report should cover activity from March 1 through March 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
June 1	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.
June 1	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
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 <b>NOT REQUIRED.</b>

**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 7	Commodity Loan/LDP Spot-check Report for May. Negative reports required.
June 24	Last day to report results of the Request for Soybean Referendum. Negative reports required. Reference Notice AO-1304.

**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).  <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 June:

Reminder

**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

**Conservation Reminders**

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

<b>Reminder</b>
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 <sup>th</sup> 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.
Conduct annual CRP spot-checks according to par. 403 of 2-CRP.
FY2004 initial allocation EQIP contracts are to be entered in the System 36 by June 15, 2004.
Publicize CRP haying and grazing provisions. (2-CRP, Part 13)

**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:

<b>Reminder</b>
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.
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.
Graduation Reviews should be completed by July 1. (FmHA Instruction 1951.262(c))

DDs shall obtain and review monthly Guaranteed reports.
Farm Loan Managers shall submit, "Report on Accounts Greater than 10 Years Past Due" by July 10
Farm Loan Managers shall submit report, "Accounts 5 to 10 Years Past Due" by July 10
Farm Loan Technicians shall submit Exhibit A, "Monitoring Use of 51-S Flags" (OK Notice FLP-365) to the respective Legal Servicing unit <b>no later</b> than the last workday of each month.

**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:

<b>Reminder</b>
Canvas the "Request for Soybean Referendum" ballots on 6/7/04.

**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:

<b>Reminder</b>	
Recons must be updated by July 1 (in order to be able to obtain signatures and documentation required for PFC by 8/1). 2-CM (Rev. 4) subparagraph 71 E.	
QBOP Overpayment Registers must be run every 60 days.	
<b>Date</b>	<b>Activity</b>
June 10, 20, or 30	Final planting date for: cotton (based on actuarial documents) and grain sorghum (based on actuarial documents)
June 26	Final planting date for sunflowers
June 30	Final planting date for soybeans