

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

For: County Offices

**July 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>
September 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
July 9	Quarterly Inventory of CCC Checks on Hand (FSA-289) 1-FI (Rev. 13) Par. 133, Exhibit 1
July 9	CCC-288, CED Quarterly Receivables Certification and Compliance Review Action Plan. Exhibit 3, Notice FI-2637. Download Form CCC-288 from forms online.
July 9	CCC-289, CED Quarterly Claims Certification and Compliance Review Action Plan – Exhibit 4, Notice FI-2637. Download Form CCC-289 from forms online.
July 12	Quarterly County Office Work Measurement (ASCS-54) (Applies to counties in work measurement) 12-AO, Par.42, Exhibit 9
Within 1 week of Receipt of Quad	Reconciliation of CCC-514 and Quad weekly 4&5 Printout 115-FI (Rev.5) Par. 35

**Compliance/ Peanut Reports**

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

Date	Report
July 10	FSA-569 Activity Report, 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from June 1 through June 30. Negative reports are <b>NOT REQUIRED</b> .
July 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 June 1 through June 30. Negative reports are <b>NOT REQUIRED</b> .
Each Monday	<p>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>.</p> <p>* Please provide the % completed.</p> <p>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>.</p> <p>* Please provide the % labeled and the % printed.</p>

**Conservation Reports**

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

Date	Report
July 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.
July 1	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).
July 15	FSA-249, "Changes in Food, Feed, and Seed Facility Listing Data," Par. 125, 1-DP (Rev. 4) along with Exhibit 1 of OK Notice DP-271
July 15	FSA-250, "Changes in Fertilizer Facility Listing Data," Par. 140 and 142, 1-DP (Rev. 4) along with Exhibit 1 of OK Notice DP-271.
July 31	CRP Managed Haying and Grazing Report (OK Notice CRP-569, 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
July 6	Quarterly Report on Statute of Limitations      OK Notice FLP-453
July 25	Borrower Training Report      OK Notice FLP-406
July 31	Inventory of Debt Instruments      FmHA Inst. 2018-E

**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
July 8	Commodity Loan/LDP Spot-check Report for June. Negative reports required.
July 8	Quarterly Information/Outreach Report - Quarter ending 6/30/04. Exhibits 1 and 2 as applicable of 1-INFO (Rev. 2).

**Production Adjustment Reports** The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
July 1	Complete recons and notify producers of the need to file CCC-478 within 30 days. (1-PF, paragraph 301 A and 301 E and 2-CM (Rev. 4) paragraph 71 E.
July 6	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 July:

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 July:

Reminder
COC Annual Review of Measurement Service Rates – Due in the State Office by August 15 (OK Exhibit 1, 2-CP).
Regular backups of the CLU shall be performed. Additionally, the common land unit files should be copied to F:/geodata/common_land_unit.

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

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 <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.
Complete CRP Prepayment Reports (1-CRP, paragraph 354)
Publicize CRP haying and grazing provisions. (2-CRP, Part 13)
July 2 <sup>nd</sup> is the first date managed haying or grazing may begin on CRP. (OK Notice CRP-569)
Counties will need to complete the purge process of CRP-1's in July or August as stated in paragraph 575 of 1-CRP (Rev. 1). CRP-1's of expired contracts are to be purged after five fiscal years from the end of the contract. The purge process will remove all contracts and associated data that expired five years ago on September 30, 1998.

**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 July:

<b>Reminder</b>
County Offices with EM Designations should send out quarterly EM Designation notification to borrowers according to FmHA Inst. 1951-T, 1951.953(a)
DDs shall obtain and review monthly Guaranteed reports
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 July:

<b>Reminder</b>
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 July:

<b>Reminder</b>	
August 1 is the final date for producers to sign CCC0576 requesting payment for prevision year NAP crop losses.	
PFC and supporting documentation must be completed by August 1, for the FY. 1-PF, subparagraph 301 E.	
Producers must provide previous year production certification by the current year application closing date for the crop. 1-NAP, (Rev. 1), subparagraph 323A.	
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.	
<b>Date</b>	<b>Activity</b>
July 5	Final planting date for guar.
July 15	Final planting date for millet, sesame, and sorghum forage.
July 15 or 20	Final planting date for dry peas
July 20	Final planting date for mungbeans.
July 30	Final planting date for pumpkins.