

**United States Department Of Agriculture**

Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

**For:** County Offices

**December 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 Date</b>	<b>Distribution</b>
February 1, 2003	County Offices

**Administrative Reports**

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

Date	Report
December 12	Summary Ballots of Community Elections (3 LAA Counties) 15-AO (Rev.3) Par. 157 A
December 31	FSA ADP Security Plan (PPS-2P) Form FSA-774 6-IRM Par. 27 Exhibit 6
January 2	Emergency Evacuation Plan MS-588 R 31-AS (Rev.2) Par. 116 E
Within 3 days of Organizational Meeting	Send a copy of the STC minutes to the State Office. 15-AO (Rev. 3) Par. 157 B
January 15	Election Information and Media Outreach Report 15-AO (Rev. 3) Par. 240-249

**Compliance/  
Peanut Reports**

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

Date	Report
December 10	FSA-569 Activity Report-6-CP (Rev.2), Par. 604 and Exhibit 1. This report should cover activity from November 1 through November 30. Negative reports are <b>NOT REQUIRED.</b>
December 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 November 1 through November 30. Negative reports are <b>NOT REQUIRED.</b>

**Conservation Reports**

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

Date	Report
December 2	Verify that the system automatically, during start-of-day, prints and queues the September 30, 2002 ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
December 16	Counties, approved for CRP emergency haying and grazing, shall report the number of CRP contracts in the county, number of contracts where haying or grazing occurred, and number of acres actually hayed or grazed.

**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
December 26	Borrower Training Report (OK Notice FLP-343)

**Price Support Reports**

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

Date	Report
December 6	Commodity Loan Spot Check Report for November. 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:

<b>Date</b>	<b>Report</b>
December 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Par. 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 December:

<b>Reminder</b>
All eligible claims <b>must</b> be transferred to KCFO by November 30, 2002 According to Notice FI-2554
December 2 is the Final date for returning completed ballots
Regular session and Executive session COC Minutes begin new numbering for the year on January 1, 2003. Organizational Meetings are Regular session minutes and will start with page number one.
Election Information & Media Outreach Report will be due January 15, 2003 after the Organizational Meeting. Most of the Outreach Information can be drawn from the Quarterly Outreach Information Report.
Employees cannot have a negative A/L balance at the end of Pay Period 26 17-PM (Rev. 2) Par. 56 C
FSA ADP Security Plan Form FSA-774 (04-17-97) can be found in a fill format on FSA Intranet web-site <a href="http://165.221.16.90/dam/ffasforms/currentforms.asp">http://165.221.16.90/dam/ffasforms/currentforms.asp</a>

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

<b>Reminder</b>

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

<b>Reminder</b>
CRP participants, who hayed or grazed CRP acres or rented or leased haying or grazing privileges, to report the number of acres actually hayed and grazed, and sign and date the DF-25 by December 9, 2002.
Livestock must be removed from CRP acreage by December 1, 2002. Haying must be completed by December 1, 2002. Hay is to be removed from CRP fields by December 15, 2002.

CRP spot-checks on emergency haying and grazing are to be completed by December 16, 2002.
Conservation cost information shall be placed on Exhibit 1 of OK Notice CONOP-35 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 <sup>th</sup> of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions – 2 CRP, Part 5.

**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 December:

<b>Reminder</b>
DD's are to submit monthly guaranteed reports to the State Office by the monthly DD meeting.
Farm Loan Teams should input Farm Credit Monthly Management Report information on the first of each month (no later than the 5 <sup>th</sup> ).

**Price Support Reminders**

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

<b>Reminder</b>

**Production Adjustment Reminders**

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

<b>Reminder</b>
CLDAP Overpayment Register must be run every 60 days. 1-DAP, subparagraph 1291B.
1999 CDP Overpayment Register must be run every 60 days. 2-DAP, subparagraph 315C.