

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Loss Adjuster Management
2-NAP (Revision 1)**

Amendment 10

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 225 A, item 18 has been amended to:

- remove hourly rates
- refer to Exhibit 4 for the pay rate table.

Exhibit 4 has been amended to update the pay rate table for cost of living adjustment in 2021.

Exhibit 5 has been amended to add:

- Grazing Loss Assessment (GLA) as an inspection type
- references for Exhibit 4.

| Page Control Chart | | |
|---------------------------|-------------|----------------------------|
| TC | Text | Exhibit |
| | 3-63, 3-64 | 4, page 1 5, pages 1, 2 |

225 Instructions for Completing FSA-449A's (Continued)

A Completing FSA-449A's (Continued)

| Item | Instructions |
|------|--|
| 11 | Enter unit number for the inspection. Leave blank if the inspection is not for a specific unit or CCC-576 is not applicable at this point, such as APH, growing season inspection, or preharvest inspection. |
| 12 | Enter travel hours for the inspection. This is the amount of time required to travel to the inspection site. See subparagraph 217 E for guidance. Note: Travel hours can be hours from office to site or from site to site, the actual time spent driving, riding with someone else, or on a common carrier. |
| 13 | Enter number of hours required to complete the inspection at the particular site. |
| 14 | Enter total compensation hours by totaling line items 12 and 13. |
| 15 | Enter line total for items 12 through 14, total the results of items 12 and 13 in items 15A and 15B, and enter the sum in item 15C. Note: Entry for item 15C should equal the total of line items for item 14. |
| 16 | Enter any remarks about the inspection in this item. |
| 17 | Enter total compensation hours from item 15C. |
| 18 | *--Enter hourly rate. See Exhibit 4 for the pay rate table.--* |
| 19 | Enter total pay due for total compensation hours by multiplying item 17 by item 18. This is the amount due for both travel and inspection (compensatory) hours. |
| 20 | Enter travel dollar amount from FSA-449B, item 7. |
| 21 | Enter amount for the total claim by totaling items 19 and 20. |
| 22 | LA must sign and date. |
| 23 | Approving official shall sign, date, and enter proper approval code as follows: <ul style="list-style-type: none"> • CED enter State/county code • State Office representative enter State code and 000. |

Use FSA-449A to dataload the automated voucher according to Part 4. The automated voucher will compute total compensation and total claim amount. If the automated and paper FSA-449A totals do not agree, make adjustments to either the automated line item entries or paper FSA-449A calculations. Ensure that LA initials changes to the paper FSA-449A or FSA-449B.

225 Instructions for Completing FSA-449A's (Continued)

B FSA-449A, Example 1

The following is an example of FSA-449A, displaying line item work performed on the same day, for the same unit, by LA.

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| This form is available electronically. | | USDA FSA | | 1. Check Below if Claim Numbers Filed are for NAP or "Other." <input checked="" type="checkbox"/> NAP <input type="checkbox"/> OTHER If "Other" specify: | | | 2. Adjuster's Name (As shown on Loss Adjuster Agreement) Danny Noble | | | Page 1 of 1 |
|--|---------|-------------|------|--|--|---|---|---|--------------------------------------|---|
| VOUCHER FOR PAYMENT OF SERVICES FOR LOSS ADJUSTMENT | | | | 3. State and County Code 48-051 | | 4. Voucher Number | | 5. Crop Year 2013 | | |
| 6. Line No. | 7. Date | | | 8. Type of Inspection | 9. Producer's Name for Inspection Performed | 10. Crop Code | 11. Unit Number | 12. Travel Hours | 13. Inspection Hours | 14. Total Comp. Time (Total of Items 12 and 13) |
| | Month | Day | Year | | | | | | | |
| 1 | 1 | 9 | 2013 | FIN | John Doe | 0102 | 0123 | 1.0 | 2.5 | 3.5 |
| 2 | 1 | 9 | 2013 | PLI | Sam Smith | 0146 | 0123 | .5 | 1.0 | 1.5 |
| 3 | 1 | 9 | 2013 | FIN | Joe Jones | 0146 | 0123 | 1.0 | 3.0 | 4.0 |
| 15. TOTALS: | | | | | | | | 15A. Total Travel Hours 2.5+ | 15B. Total Inspection Hours 6.5= | 15C. Total Comp. Time (Total of Items 15A and 15B) 9.0 |
| 16. Remarks | | | | 17. Total Comp. Time (Total from Item 15C.) 9.0 | 18. Hourly Rate x 20 | 19. Total Compensation (Item 17 times Item 18) = 180 | 20. Travel (Enter travel dollar amount from FSA-449B, Item 8) + \$ 40.26 | 21. Total Claim (Total of Items 19 and 20) = \$ 220.26 | | |
| 22. I certify that this claim is correct and proper and the payment or credit has not been received. | | | | | 23. I certify that the information provided on this form is true and correct to the best of my knowledge and belief. | | | | | |
| 22A. STATE LOSS ADJUSTMENT REPRESENTATIVE'S SIGNATURE | | | | 22B. DATE (MM-DD-YYYY) 01-12-2013 | 23A. APPROVING OFFICIAL'S SIGNATURE | | | 23B. CODE NO. 48-051 | 23C. DATE (MM-DD-YYYY) 03-02-2013 | |
| /s/ Signature | | | | /s/ CED | | | | | | |
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LA Pay Rate Table

Use the following table for pay rates for LA's.

| LA Pay Rate Table | | |
|--|--|--------------------------|
| Inspection Type | Beginning Date of Pay Rate for Work Completed | Pay Rate Per Hour |
| TRN: for Phase 1 and 2 training (those not yet certified) | *--1/1/2021 | \$13.64 |
| UTR (Update training) and services performed by a fully certified LA with less than 1 year of satisfactory service. | 1/1/2021 | \$19.75 |
| UTR (update training) and services performed by a fully certified LA with 1 or more years of satisfactory service. | 1/1/2021 | \$21.97--* |

Notes: Service code “TRN” will always pay the uncertified training level regardless of LA status. Therefore, do **not** use TRN for certified LA's unless an LA is working toward recertification.

The LA management system will compare and compute the voucher payment based on the work completion date and effective pay rate.

Pay rates may include a cost-of-living adjustment according to an increase to the GS salary table.

Inspection Type Attributes and Definitions

A Inspection Type Attributes

This table lists inspection types that:

- are related to NAP
- may be used in special circumstances if authorized by the National Office, such as “Other” Ad Hoc disaster programs.

| Abbreviation | Term | Applicable Inspection Type | | Requires a Notice of Loss for NAP | Requires a Unit Number |
|--------------|---------------------------|----------------------------|---------------|-----------------------------------|------------------------|
| | | NAP | Other Program | | |
| APH | Actual Production History | X | X | | X |
| FIN | Final | X | X | X | X |
| *--GLA | Grazing Loss Assessment | X | X--* | | |
| GSI | Growing Season Inspection | X | | | X |
| NCI | No Compensation | X | X | X | X |
| PLI | Preliminary Inspection | X | X | X | X |
| PWK | LA Paperwork | X | X | | |
| REV | Review | X | X | | |
| TRN | Training | X | | | |
| TRV | Travel | X | X | | |
| UTR | Update Training | X | | | |

*--Note: Voucher pay rates are driven by certification, **except** “TRN” that pays the rate listed for “TRN” in Exhibit 4.--*

Inspection Type Attributes and Definitions (Continued)

B Inspection Type Definitions

| Abbreviation | Term | Definition |
|--------------|---------------------------|--|
| APH | Actual Production History | Used when a producer requests an APH determination. Example: U-pick operations needing a record of their production. |
| FIN | Final Inspection | Used when producer has an approved CCC-576 on file. LA determined if any potential production remains. Inspection allowed the field to be released before crop destruction. CCC-576 and unit number are required . |
| *--GLA | Grazing Loss Assessment | Used when LA does work for alternative grazing loss methods.--* |
| GSI | Growing Season Inspection | Used for spot checking when there is not a notice of loss on file. For example, if suspecting poor (or to verify good) management practices. Use FSA-501 to document LA observations and accompanying photos. Example: Verifying orchard tree count, age, spacing, etc. |
| NCI | No Compensation | LA will not be compensated for a subsequent inspection, including travel, if initial work is found to be incomplete or in error and must be performed again. See CCC-455, Appendix II, item 9. |
| PLI | Preliminary Inspection | Used to document the initial inspection of a crop after CCC-576 has been filed. CCC-576 and unit number are required . |
| PWK | Paperwork | Time spent completing FSA-449A (voucher for LA services) and FSA-449B (travel/M&IE). |
| REV | Review | Used for reviewing documents with superior, for example, spot check results. |
| TRN | Training | Classroom, field training, including travel, for new LA applicants *--before minimum certification has been achieved. See Exhibit 4 for rate of pay for "TRN".--* |
| TRV | Travel | <ul style="list-style-type: none"> • Amount of time required to travel from duty station to the inspection site, and back to the duty station. See subparagraph 225 A, item 12. • Travel is included in length of the workday. See subparagraph 217 E. • Walking between fields is not considered travel time, even if the nearby field is a different pay crop and/or pay type. However, according to subparagraph 209 A, CED's may approve travel in unusual circumstances. The most economical and/or expedient method must be used. |
| UTR | Update Training | Used for fully certified LA's for annual update training or when teaching specific loss adjustment procedures (usually field training). See paragraph 57 for annual requirements. |