

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 9

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Exhibit 4, LA Pay Rate Table, and Exhibit 5, Inspection Type Attributes and Definitions, have been amended to reflect new loss adjuster pay rates for work completed on or after August 9, 2019.

Page Control Chart		
TC	Text	Exhibit
		1, pages 1, 2 4, page 1 5, pages 1, 2

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the required reports in this handbook.

Report Control Number	Title	Reporting Period	Submission Date	Negative Report	Reference
	LA Vouchers of \$1500 or More Require State Office Approval	Monthly	State Office submit to PECD by 10 th of the month.	Not required.	200
	Training Reports: <ul style="list-style-type: none"> • Phase I and Phase II • update. 	Monthly from January through July	State Office submit to PECD by 10 th of the month following training, January through July.	Required	63

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-202	Travel Authorization (Temporary Duty Travel)		200
AD-1197	Request for USDA Identification Badge		25
CCC-455	Loss Adjuster Service Agreement		Text
CCC-576	Notice of Loss		225, 304, Ex. 5
FCI-6	Statement of Facts		228
FD-258	Fingerprint Chart		25
FSA-449A	Voucher for Payment of Services for Loss Adjustment	225	Text
FSA-449B	Loss Adjuster’s Travel and Expense Claim Form	228	Text
FSA-454	Loss Adjuster ID Card		25, 27, 29
FSA-454B	Loss Adjuster’s Crop Training Certification	28	27, 62, Ex. 2
FSA-501	Statement of Facts		Ex. 5
FSA-577	Report of Supervisory Check		27, 72
FSA-789	Applicant Background Investigation Processing Checklist		25
FSA-1065-2	Tracking USDA-FSA Issued Site Badges for NAP/TAP Adjusters	29	27
OF-306	Declaration of Federal Employment		25
SF-87	Fingerprint Chart		25
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		22

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
EPD	Emergency Preparedness Division	25
MPCI	Multi-Peril Crop Insurance	44
OJT	on-the-job training	56, 66, 67, 209, Ex. 4, 5
PFC	production flexibility contract	750

Delegations of Authority

None.

LA Pay Rate Table

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

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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)	8/9/2019	\$13.50
UTR (Update training) and services performed by a fully certified LA with less than 1 year of satisfactory service.	8/9/2019	\$19.55
UTR (update training) and services performed by a fully certified LA with 1 or more years of satisfactory service.	8/9/2019	\$21.75

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 in accordance with 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
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 \$13.50 per hour.--*

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 .
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. Pay is \$13.50--* per hour.
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.