

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

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**Farm, Tract, and Crop Data  
3-CM (Revision 4)**

**Amendment 10**

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**Approved by:** Acting Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Paragraph 21 has been amended to clarify that the procedure includes adding an initial operator as well as changing the current operator on a farm.

Paragraph 22 has been amended to clarify that the procedure includes adding an owner as well as changing a current owner on a farm.

Paragraph 23 has been amended to clarify that the procedure includes adding an other producer as well as changing a current other producer on a farm.

Paragraph 25 has been amended to:

- correct the definition of EWP, WRP, State conservation, and other conservation acreage
- add definitions for GRP and WBP acreage.

Subparagraph 26 A has been amended to clarify the classification of land subject to WRP and EWP.

Subparagraph 27 E has been amended to add a reference to use CCC-505's for DCP base reductions.

Paragraph 152 has been amended to provide:

- a new example of the Tract Data Screen
- an additional wetland violation selection.

Subparagraph 153 A has been amended to provide the error message that will be displayed when the farm level CRP cropland does **not** equal the total of the tract level CRP cropland.

## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

Paragraph 243 has been amended to:

- provide a new example of the Report Selection Screen
- remove reports no longer needed
- inform users that certain reports will be using the reporting database.

**Notes:** The reporting database is:

- only updated once a day; therefore, any information obtained from the reporting database is from the previous workday
- used because of the volume of transactions that FRS processes.

The FRS reporting database will be used by applications where information can be updated nightly; to avoid creating a problem with continuity of service.

Paragraph 247 has been withdrawn because the Potentially Missing Owners Report is no longer needed.

Paragraph 248 has been withdrawn because the Potentially Missing Farm Producers Report is no longer needed.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
1-4	2-1 through 2-4 2-7 through 2-12 6-3, 6-4 6-7 through 6-10 10-1 through 10-4 10-13, 10-14 10-15 through 10-18 (remove) 10-19 (remove)	1, pages 1, 2 2, pages 3, 4 page 5 3, page 1

# Table of Contents

Page No.

## Part 1 General Provisions

1	Overview.....	1-1
2	General Farm and Tract Data .....	1-2
3	Rule of Fractions .....	1-4
4-20	(Reserved)	

## Part 2 Adding or Changing Farm Records

21	Adding or Changing Operator .....	2-1
22	Adding or Changing Owner .....	2-2
23	Adding or Changing Other Producers .....	2-3
24	Farms and Tracts .....	2-4
25	Land Classification Definitions .....	2-6
26	Land Classification .....	2-9
27	Nonagricultural, Commercial, or Industrial Land Determinations .....	2-11
28	Updating Farm Acreage After CLU Certification .....	2-13
29-40	(Reserved)	

## Part 3 Administrative County

41	Overview .....	3-1
42-50	(Reserved)	

### Section 1 Selecting Administrative County Office

51	Location of Farm's Administrative Records .....	3-17
52	Changing a Farm's Administrative County.....	3-18
53	County Office Closures .....	3-19
54	County Offices With Reduced Hours of Operation .....	3-21
55-61	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 3 County Office of Record (Continued)**

**Section 2 In and Out Transfers**

62	Initiating Transfer .....	3-37
63	Transfers Between Counties .....	3-38
64	Transfers Between Counties With CLU's and Without CLU's.....	3-39
65	Timing for Transfer .....	3-43
66	Records to Transfer .....	3-44
67	Handling Within-State Transfers .....	3-47
68	Handling Out-of-State Transfers .....	3-52
69	Processing Out-Transfers .....	3-57
70	Processing In-Transfers .....	3-58
71-90	(Reserved)	

**Part 4 FRS**

91	Accessing Farm Records .....	4-1
92	Farm Selection Screen.....	4-4
93-100	(Reserved)	

**Section 1 Selection**

101	Year Selection .....	4-21
102	Display a Producer's Farm .....	4-22
103	Farm Number .....	4-25
104	Tract Number .....	4-26
105	Add New Farm.....	4-27
106-111	(Reserved)	

**Section 2 Action**

112	Update .....	4-35
113	Display Only .....	4-38
114-117	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 4 FRS (Continued)**

**Section 3 Data**

118	Farm Data/Operator.....	4-43
119	Tract Data .....	4-44
120	Crop Data.....	4-45
121	Other Producers.....	4-46
122	Owners.....	4-47
123-126	(Reserved)	

**Part 5 Farm Data/Operator**

127	Associated Farms Screen.....	5-1
128	Matching Farms Screen.....	5-2
129	Matching Tracts Screen.....	5-3
130	Farm Data Screen.....	5-4
131	Farm Producer Exceptions Screen .....	5-7
132	Deleting Farms.....	5-12
133-150	(Reserved)	

**Part 6 Tract Data**

151	Tracts Screen.....	6-1
152	Tract Data Screen.....	6-3
153	Tract CRP Cropland/CRP MPL Screen.....	6-9
154	Tract Producer Exceptions Screen .....	6-12
155	Add New Tract.....	6-16
156	Deleting Tracts.....	6-17
157-168	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 7 Crop Data**

169	Select Crops Screen.....	7-1
170	Crop Base Data Screen.....	7-4
171	Out-of-Balance Tracts.....	7-8
172	Base Reductions Before CLU Certification.....	7-13
173	Rules for Yields When Tract Acreages Are Adjusted.....	7-14
174-190	(Reserved)	
191	Crop CRP Data Screen.....	7-41
192	CRP Reduction, CRP Pending, and DCP Pending Acres.....	7-44
193	Crop CCC-505 CRP Reduction Data Screen.....	7-48
194-210	(Reserved)	

**Part 8 Other Producers**

211	Other Producers Screen.....	8-1
221-225	(Reserved)	

**Part 9 Owners**

226	Owners Screen.....	9-1
227-242	(Reserved)	

**Part 10 Reports**

243	Accessing Reports.....	10-1
244	CCC-517, Tract Redistribution Form.....	10-3
245	Printing DCP FSA-156EZ.....	10-8
246	Printing AD-1026A.....	10-12
247, 248	(Withdrawn--Amend. 5)	
249-260	(Reserved)	

**Part 11 (Reserved)**

261-274 (Reserved)

**Part 12 Using Query/36**

275	Printing Temporary Query/36 Reports	
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**\*--Part 2 Adding or Changing Farm Records****21 Adding or Changing Operator--\*****A Definition of Operator**

[7 CFR 718.2] An operator is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

**B Determining Farm Operator**

\*--When the operator of a farm is initially added or later changed, COC shall determine whether the operator, as defined in subparagraph A, will be in general control of the farming--\* operations on the farm.

**C Questionable Cases**

COC shall review all questionable cases. COC may:

- use personal knowledge or request additional information to obtain sufficient facts to determine whether an operator change is a scheme or device to defeat program purposes
- consider the following items in making a determination:
  - rental agreement between owner and operator
  - producer's prior activities.

**D Federally Owned Land**

Producers on Federally owned land shall provide a copy of a lease, permit, or other right of possession before:

- change of operation is approved
- participating in any program FSA administers with regard to the Federally owned land.

**Note:** The operator of Federally owned land must meet the definition of operator for the entire farm included under the FSN.

**E Notification**

\*--Notify each owner on the farm and prior operator of the farm of any operator change by letter.

**F Entering Operators Into Application--\***

The farm operator \* \* \* may be entered in the application at the time the request is made, except for the following reasons:

- operator change is questionable and COC determination is needed
- operator change is not effective until the next FY.

**\*--22 Adding or Changing Owner--\*****A Definition of Owner**

[7 CFR 718.2] An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed

**Note:** OGC, Regional Attorney shall review contracts that are questionable before changing FSA ownership records.

- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
  - the redemption period has not passed
  - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

COC shall require specific proof of ownership when land ownership is transferred.

**Examples:** Proof of ownership may include the following:

- copy of the deed, if recorded
- unrecorded deed, if specific program does not require a recorded deed
- land contract
- FSA employee's check of the record at the county land records office
- proof of gift tax
- real estate tax assessment or bill.

**\*--22 Adding or Changing Owner (Continued)--\*****B Ownership Dispute**

If there is a dispute over ownership, follow:

- 1-DCP for handling DCP
- 1-CRP for handling CRP
- other applicable handbooks about applicable programs.

**C Restrictive Easements**

When verifying proof of ownership and at every other opportunity, check for restrictive easements that prohibit the production of an agricultural commodity. If there is a restrictive easement, see:

- 1-DCP
- 2-CM
- 2-CP.

**\*--D Entering Owners Into Application**

Owners may be entered into the application when specific proof of ownership has been provided. Owners shall be entered into the application according to Part 9.

**23 Adding or Changing Other Producers--\*****A Definition of Other Producers**

Other producers are producers who are:

- associated with a farm
- **not** owners or operators.

**B Entering Other Producers Into Application**

Other producers shall be entered into the application according to Part 8.

24 Farms and Tracts

**A Definition of Farm**

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

**Note:** Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

**B Definition of Tract**

[7 CFR 718.2] A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

**C Tract Determinations**

After applying the definition in subparagraph B, determine tracts according to this table.

<b>IF the land is...</b>	<b>THEN classify as...</b>
part of a field that extends into the adjoining county, and the county boundary is not clearly defined	1 tract.
entirely in another county or bisected by a clearly defined county line	separate tracts.
bisected by community or township lines, roads, streams, or other boundary	1 tract, unless circumstances justify separate tracts.

**Note:** Tracts may be combined. See 2-CM.

## 25 Land Classification Definitions (Continued)

### B Definition of Cropland (Continued)

Land classified as cropland shall be removed from this classification upon a determination by COC that the land is:

- no longer used for an agricultural use
- no longer suitable for producing a crop
- subject to a restrictive or permanent easement that prohibits the planting of an annual crop

**Note:** This does not include land under CRP-1, WRP, or land that is hayed and/or grazed.

- converted to ponds, tanks, or trees.

**Note:** This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

### C Definition of DCP Cropland

[7 CFR 718.2] DCP cropland is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland
- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity
- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

**Note:** See 1-DCP, paragraph 426 for a list of agricultural uses.

### D Definition of Effective DCP Cropland

Effective DCP cropland is the amount calculated by subtracting from DCP cropland, cropland acres of the following:

- CRP
- GRP
- WBP
- WRP/EWP
- State conservation
- other conservation.

## 25 Land Classification Definitions (Continued)

### \*--E Definition of EWP Acreage

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.--\*

### F Definition of NAP Crop Acreage

NAP crop acreage is acreage specified in 1-NAP that does not meet the definition of cropland or DCP cropland.

### G Definition of WRP Acres

\*--WRP acres are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

### H Definition of State Conservation Acres

State conservation acres are DCP cropland acres on the farm enrolled in a State conservation program for which payments are made in exchange for not producing an agricultural commodity on the acreage.

### I Definition of Other Conservation Acres

Other conservation acres are DCP cropland acres on the farm enrolled in an other--\* conservation program for which payments are made in exchange for not producing an agricultural commodity on the acreage. Other conservation acres include, but are not limited to, the following:

- corporation conservation programs
- county conservation programs
- municipality conservation programs.

**Example:** A corporation conservation program may prohibit the growth of certain crops under power lines.

### J Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

### \*--K Definition of GRP Acres

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

### L Definition of WBP Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR Part 752.--\*

26 Land Classification

A Classifying Land

Classify land according to this table.

IF the land...	AND...	THEN...
does not meet the cropland definition		remove acreage from cropland and classify immediately as DCP cropland, NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
does not meet the DCP cropland definition		remove acreage from cropland and DCP cropland and classify immediately as NAP crop acreage or nonagricultural, commercial, or industrial use land, as applicable.
does not meet the definition of NAP crop acreage		remove acreage from NAP crop acres and classify immediately as nonagricultural, commercial, or industrial use land, as applicable.
is in or near a riparian area	<p>all of the following apply:</p> <ul style="list-style-type: none"> <li>• is no longer used for crops requiring annual tillage, as determined by COC</li> <li>• will be offered for enrollment in CRP</li> <li>• the owner of the land requests in writing to remove the land from cropland status</li> </ul> <p><b>Note:</b> At least 1 owner of the land must request the reclassification of land in writing.</p> <ul style="list-style-type: none"> <li>• COC has reviewed the request and has determined that the land is marginal pasture land</li> </ul>	remove from cropland and DCP cropland immediately.

26 Land Classification (Continued)

A Classifying Land (Continued)

IF the land...	AND...	THEN...
is subject to a restrictive or permanent easement that prohibits the planting of an annual crop including permanent GRP easements  <b>Note:</b> This does not include land under CRP-1, WRP, EWP, 30-year GRP easements, GRP rental agreements, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.		remove from cropland and DCP cropland immediately.
was enrolled in CRP signups 10, 11, or 12 and continues under practice lifespan requirements is subject to a CRP easement filed under CRP signups 10, 11, or 12	CRP-1 has expired	remove from cropland and DCP cropland immediately.
is subject to WRP	*--is DCP cropland and the WRP easement is filed at anytime during FY	classify as WRP acreage for FY in which the easement is filed.
	is not DCP cropland	classify as NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
is subject to EWP	is DCP cropland that is <b>not</b> eligible for DCP beginning FY the EWP easement is filed	classify as EWP acreage immediately.
	is DCP cropland that is eligible for DCP in FY the EWP easement is filed	classify as EWP acreage immediately. This land is <b>not</b> eligible for DCP.
	is <b>not</b> DCP cropland	classify as NAP crop acreage,--* or nonagricultural, commercial, or industrial use land, as applicable.
is devoted to trees, ponds, or tanks	has never been under CRP-1	remove acreage from cropland and classify immediately as DCP cropland, NAP crop acreage, or nonagricultural, commercial, or industrial use land, as applicable.
	is currently under CRP-1	maintain as cropland until CRP-1 expires or is terminated.
	CRP-1 has expired or was terminated	remove acreage from cropland and maintain as DCP cropland.

26 Land Classification (Continued)

A Classifying Land (Continued)

IF the land...	AND...	THEN...
is subject to a 30-year GRP easement or GRP rental agreement	meets the definition of cropland and/or DCP cropland	classify immediately as GRP acreage.
is subject to an other conservation program for which payments are made in exchange for not producing an agricultural commodity, including haying and/or grazing  <b>Note:</b> This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.		classify immediately as other conservation acreage.
is subject to a State conservation program for which payments are made in exchange for not producing an agricultural commodity, including haying and/or grazing  <b>Note:</b> This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-DCP.		classify immediately as state conservation acreage.
is subject to WBP		classify immediately as WBP acreage.

B Classifying Nonagricultural, Commercial, or Industrial Use Land

Classify nonagricultural, commercial, or industrial use land when it meets the definition of cropland according to subparagraph 25 B.

27 Nonagricultural, Commercial, or Industrial Land Determinations

A Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

27 Nonagricultural, Commercial, or Industrial Land Determinations (Continued)

**B Different Uses**

See 1-DCP, paragraph 426 for examples of land use, considered agricultural or related use, and nonagricultural use.

**C COC Review**

COC shall continually review all appropriate records to determine whether land has been devoted to nonagricultural uses and reclassify the acreage according to paragraph 26.

To maintain eligibility for DCP payments in an FY, land must meet DCP cropland criteria for the entire FY. A review of DCP cropland is recommended before final DCP payments are processed.

**D DD Concurrence**

COC shall obtain DD concurrence for all nonagricultural land determinations.

**E Updating Records for Nonagricultural Uses**

If land is devoted to nonagricultural uses, update records according to this table.

<b>IF...</b>	<b>THEN...</b>
part of a tract is nonagricultural	correct the tract's farmland, cropland, and DCP cropland according to paragraph 152.
an entire tract is nonagricultural	<ul style="list-style-type: none"> <li>• redistribute the contract acres proportionately to the remaining tracts using the excess DCP cropland factor in Exhibit 5</li> <li>• delete the tract according to paragraph 156.</li> </ul>
an entire farm is nonagricultural	delete the farm according to paragraph 132.

**Notes:** Ensure that the farm and tracts are in balance according to paragraph 171.

\*--Complete CCC-505 according to 1-DCP if a DCP base reduction is required.--\*

**F Notification Requirements**

After a nonagricultural use determination is made, notify the farm operator and the owners, in writing, of the following:

- nonagricultural determination
- appeal rights according to 1-APP.

## 152 Tract Data Screen

### A Overview

The Tract Data Screen will be displayed when the user selects to view tract data and:

- searches by producer according to paragraph 102, and the selected producer is associated with only 1 tract

**Note:** If the selected producer is associated with more than 1 farm, the Associated Farms Screen will be displayed according to paragraph 127. After the user selects the applicable farm, the Tract Data Screen will be displayed. If the selected farm has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Tract Data Screen will be displayed.

- searches by farm number according to paragraph 103, and the selected farm has only 1 tract

**Notes:** If the farm number entered has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Tract Data Screen will be displayed.

In combined County Offices, if the farm number entered is active in more than 1 County Office in the combination, the Matching Farms Screen will be displayed according to paragraph 128. After the user selects the applicable farm, the Tract Data Screen will be displayed. If the selected farm has more than 1 tract, the Tracts Screen will be displayed according to paragraph 151. After the user selects the applicable tract, the Tract Data Screen will be displayed.

- searches by tract number according to paragraph 104.

**Note:** In combined County Offices, if the tract number entered is active on more than 1 farm in more than 1 County Office in the combination, the Matching Tracts Screen will be displayed according to paragraph 129. After the user selects the applicable tract, the Tract Data Screen will be displayed.

152 Tract Data Screen (Continued)

B Example of Tract Data Screen

Following is an example of the Tract Data Screen.

\*--

**Links**

- Farm Records Links
- Home Page
- Farm Data Management
- Farm Data
- Tracts
- Tract CRP
- Owners
- Producer Exceptions
- Delete Tract
- Reconstitutions
- Farm
- Tract
- Reports
- Manual Download
- Log Out eAuth
- Exit Farm Records

Tract Data

STATE	COUNTY	YEAR	FARM	TRACT
MS	George	2008	1868	751

**Description:**  **BIA Rnge Unit #:**

**Wetland Cert:**  **Congress Dist:**

**Year Cert:**  **Physical Location:**

2008 Data

**Farmland:**  **DCP Cropland:**

**Cropland:**  **CRP Cropland:**

**Double Crop:**  **WBP Acres:**

**NAP Crop Acres:**  **WRP/EWP Acres:**

**CRP MPL Acres:**  **State Consvr:**

**FAV/WR History:**  **Other Consvr:**

**Eff DCP Cropland:**  **GRP Acres:**

**HEL:**

**Wetland:**

**WL Violations:**

- Wetland converted between December 23, 1985, and November 28, 1990.
- Wetland converted after November 28, 1990.
- An agricultural commodity has been planted on a converted wetland.

--\*

152 Tract Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
State Consvr	State conservation acres for the tract.	Adjust the State conservation acres as necessary. See paragraph 25 for further information on classifying State conservation acres.  <b>Note:</b> When tract level State conservation acres are adjusted, the farm level State conservation acres will be adjusted automatically when users CLICK "Submit".
Other Consvr	Total other conservation acres for the farm.	Adjust the other conservation acres as necessary. See paragraph 25 for further information on classifying other conservation acres.  <b>Note:</b> When tract level other conservation acres are adjusted, the farm level other Conservation acres will be adjusted automatically when users CLICK "Submit".
GRP Acres	GRP acres for the tract.	Adjust the GRP acres as necessary. See paragraph 25 for further information on classifying GRP acres.  <b>Note:</b> When tract level GRP acres are adjusted, the farm level GRP acres will be adjusted automatically when users CLICK "Submit".
HEL	Highly erodible land determination for the tract.	Select the HEL determination applicable to the tract. Selection is required if the tract has highly erodible land. See 6-CP for additional information on HEL determinations.
Wetland	Wetland determination for the tract.	Select the wetland determination applicable to the tract. Selection is required if the tract has a wetland. See 6-CP for additional information on wetland determinations.
WL Violations	Wetland violations for the tract.	Select the wetland violations applicable to the tract. Selection is not required. See paragraph D for additional information on WL violations.
Submit	Saves changes made to any of the information on the Tract Data Screen.	Users must CLICK "Submit" if any changes are made to the information on the Tract Data Screen.

## 152 Tract Data Screen (Continued)

**D Wetland Violations**

\*--Selecting wetland violations is **not** allowed unless the tract has been designated as “Tract contains a wetland or farmed wetland” or “Wetland determinations not complete”.

If user selects, “An agricultural commodity has been planted on a converted wetland”, then the user **must** also select, either of the following:

- “Wetland converted between December 23, 1985, and November 28, 1990.”
- “Wetland converted after November 28, 1990.”--\*

**E Adjusting Double-Crop Acres After Enrolling in a CRP Contract**

Tract level double-crop acres **cannot** exceed tract level effective DCP cropland acres. This validation may affect farms that are enrolled in CRP.

When a farm is enrolled in CRP, County Offices **must** update the tract level CRP cropland acres. After the tract level CRP cropland acres are updated, the tract level effective DCP cropland is automatically reduced by the system. Because of the validation that double-crop acres cannot exceed effective DCP cropland, County Offices may need to reduce the double-crop acres on the Tract Data Screen to equal effective DCP cropland. This will only have to be done if the double-crop acres are greater than the effective DCP cropland after it was reduced because of CRP enrollment.

**Example:** Farm Number 100 has:

- 50 effective DCP cropland acres
- 25 double-crop acres.

35 acres are enrolled in CRP and now farm number 100 has:

- 15 effective DCP cropland acres
- 25 double-crop acres.

The County Office **must** access the Tract Data Screen to reduce the double-crop acres to 15 acres.

**F Updating Tract Data**

When valid entries are made on the Tract Data Screen and users CLICK “**Submit**”, the system will update the current year and, if applicable, all future years tract data.

**153 Tract CRP Cropland/CRP MPL Screen****A Overview**

The Tract CRP Cropland/CRP MPL Screen will be displayed when the user selects the “Tract CRP” link on the Tract Data Screen according to subparagraph 2 B.

The Tract CRP Cropland/CRP MPL Screen shall be used to allocate farm level CRP-1 acres to the tract level on multiple tract farms. The application automatically updates:

- farm level CRP-1 acres for all farms
- tract level CRP-1 acres for single tract farms.

**Note:** The farm level and tract level CRP-1 acres apply to both CRP cropland acres and CRP MPL acres. CRP cropland acres are CRP acres that are enrolled in CRP on land that is considered cropland. CRP MPL acres are CRP acres that are enrolled in CRP on land that is considered marginal pasture land.

Users **must** update CRP-1 acres to the tract level on multiple tract farms each time any of the following occur:

- farm number is changed
- CRP-1 is terminated or canceled
- CRP-1 acres are reduced
- CRP-1 expires.

**\*--Notes:** If total tract level CRP cropland does **not** equal farm level CRP cropland user, users will receive the error message, “Total of tract CRP (or MPL) acreage must equal farm CRP (or MPL) acreage.”

Users will be unable to access the Tract Data Screen until total tract level CRP cropland equals farm level CRP cropland.--\*

153 Tract CRP Cropland/CRP MPL Screen (Continued)

B Example of Tract CRP Cropland/CRP MPL Screen

Following is an example of the Tract CRP Cropland/CRP MPL Screen.

**USDA** United States Department of Agriculture  
Farm Service Agency

*Farm Records*  
Management System

**Links**

- Farm Records Links
- Home Page
- Farm Data Management
- Farm Data
- Tracts
- Crops
- Restitutions
- Farm
- Tract
- Reports
- Log Out

**Tract CRP Cropland/CRP MPL**

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2006	600	Not selected

  

	FARMLAND	CROPLAND	CRP CROPLAND	CRP MPL
	21.00	18.40	0.0	0.0

  

TRACT	FARMLAND	DCP CROPLAND	CROPLAND	CRP CROPLAND	CRP MPL
1122	5.00	2.60	2.60	0.0	0.0
1201	16.00	15.80	15.80	0.0	0.0

Part 10 Reports

243 Accessing Reports

A Accessing Reports

Reports can be accessed from FRS Home Page. CLICK “**Reports**” to access the Report Selection Screen.

B Example of Report Selection Screen

Following is an example of the Report Selection Screen.

\*--

--\*

243 Accessing Reports (Continued)

C Reports

The following table provides the available reports on the Reports Selection Screen.

Report	Description
<b>Reconstitution Reports</b>	
COC Report	See 2-CM for description.
FSA-476DCP	
Reconstitution History of a Farm	
Reconstitution History of a Tract	
Report of Pending Reconstitutions	
Specific Reconstitution Report	
<b>Farm, Tract, and Crop Reports</b>	
AD-1026A	AD-1026A Report provides tract HEL and wetland determinations on every farm with which the producer is associated.
CCC-517	CCC-517 for the selected farm will be displayed. See paragraph 244 for additional information.
CRP Cropland Out-of-Balance	CRP Cropland Out of Balance Report identifies farms where the farm level CRP Cropland acres do not equal the total tract level CRP Cropland acres. See paragraph 153.
CRP Pending	CRP Pending Report identifies farms with CRP pending acres present. Producers have the option of enrolling the CRP pending acres into DCP by the specified deadlines in 1-DCP.
CRP Pending Out-of-Balance	CRP Pending Out-of-Balance identifies farms where the farm level CRP Pending acres do not equal the total tract level CRP Pending acres. See paragraph 192
CRP Reduction Out-of-Balance	CRP Reduction Out-of-Balance identifies farms where the farm level CRP Reduction acres do not equal the total tract level CRP Reduction acres.
DCP FSA-156EZ	<p>DCP FSA-156EZ provides farm history data. It is intended as the main paper reference for:</p> <ul style="list-style-type: none"> <li>• farm and tract data</li> <li>• crop data</li> <li>• conservation compliance status.</li> </ul> <p>See paragraph 245 for additional information.</p>
Out-of-Balance Tract	Out of Balance Tracts Report identifies tracts with base acres in excess of the tracts effective DCP cropland plus double-cropped acres. See paragraph 171 for instructions on balancing tract data.
Report of Tract Summary Data	Report of Tract Summary Data is a summary report of all tract data by farm in a county
Wetland Violation	Wetland Violations Report identifies farms that have wetland violations checked on 1 or more tracts.
* * *	* * *

243 Accessing Reports (Continued)

**D Adobe Acrobat Display Settings**

The following 2 options are available for displaying PDF reports and forms:

- each report/form will be displayed in separate browser windows
- all reports/forms will be displayed in 1 single Adobe Acrobat window.

Change display preferences according to this table.

Step	Action	
1	Access Adobe Acrobat from the Windows start menu.	
2	Select "Edit", then "Preferences" from the Adobe Acrobat menu.	
3	Select "Internet" from the box on the left side of the Preferences pop-up window.	
4	<b>IF display PDF in browser is...</b>	<b>THEN...</b>
	checked	each report/form will be displayed in separate browser windows
	unchecked	all reports/forms will be displayed in 1 Adobe Acrobat window.

**\*--E Report Database**

FRS now uses a reporting database to eliminate the burden on servers. The reporting database will update nightly with information from that day; therefore, reports using the reporting database will be 1 workday old.

The following table provides FRS Report Selection Screen legend information.

Legend	Explanation
	Informs users that the data provided in this report is in real time.
	Informs users that the data provided in this report has been obtained from the reporting database. The date of the last reporting database update is included.

--\*

244 CCC-517, Tract Redistribution Form

**A Background**

CCC-517 is intended to be used by owners to redistribute base acres:

- when a tract is out-of-balance (see paragraph 171)
- for any reason during the current FY as long as all owners on the farm agree to the redistribution.

All CCC-517's signed by the owners of a farm shall be maintained as a permanent file record in the County Office.

**Notes:** CCC-517 is only intended for redistribution of base acres in the current FY. County Offices shall not allow redistribution of base acres for a prior FY.

COC has authority to deny a redistribution of base acres if they determine that the redistribution is being requested to circumvent program regulations.

244 CCC-517, Tract Redistribution Form (Continued)

C Example of CCC-517

Following is an example of CCC-517.

This form is available electronically.

<p><b>CCC-517</b> (02-27-04)</p> <p style="text-align: center;"><b>TRACT REDISTRIBUTION FORM</b></p>	<p><b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation</p>	<p><b>1. COUNTY FSA OFFICE NAME AND ADDRESS (Including Zip Code)</b> Faribault County FSA Office P.O. Box 185 Blue Earth, MS 56013-0185</p> <p>TELEPHONE NUMBER (Area Code): (507) 526-3282</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>2. STATE CODE</b> 27</td> <td style="width: 50%;"><b>3. COUNTY CODE</b> 043</td> </tr> <tr> <td><b>4. FARM SERIAL NUMBER</b> 2</td> <td><b>5. TRACT NUMBER</b> 9272</td> </tr> </table>	<b>2. STATE CODE</b> 27	<b>3. COUNTY CODE</b> 043	<b>4. FARM SERIAL NUMBER</b> 2	<b>5. TRACT NUMBER</b> 9272
<b>2. STATE CODE</b> 27	<b>3. COUNTY CODE</b> 043					
<b>4. FARM SERIAL NUMBER</b> 2	<b>5. TRACT NUMBER</b> 9272					

**NOTE:** The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995.

*The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is the Farm Security and Rural Investment Act of 2002, (Pub. L. 107-171). The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in denial of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.*

6. TRACT ACREAGE					
A. DCP CROPLAND		128.2			
B. EFFECTIVE DCP CROPLAND		88.2			
C. CURRENT DOUBLE CROPPED ACRES		0.0			
D. REQUESTED DOUBLE CROPPED ACRES					
E. CROP	F. CURRENT BASE	G. REQUESTED BASE	E. CROP	F. CURRENT BASE	G. REQUESTED BASE

**7. OWNER'S CERTIFICATION**

*I understand that by signing this form I have made the tract redistribution decision shown in Item 6 for the farm serial number in Item 4.*

*I also understand that all owners on this farm must sign form CCC-517. In the event that one or more owners of this farm fail to sign form CCC-517, I understand that this form is null and void, that the tract redistribution decision shown in Item 6 is no longer applicable.*

<p><b>A. OWNER'S NAME AND ADDRESS (Including Zip Code)</b> Robert C. Lender 1234 State Rd Easton, MN 56025-7112</p>	<p><b>B. OWNER'S IDENTIFICATION NUMBER</b>  6789</p>
<p><b>C. SIGNATURE OF OWNER</b></p>	<p><b>D. DATE (MM-DD-YYYY)</b></p>

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\*--246 Printing AD-1026A (Continued)

**D Printing AD-1026A**

Follow these steps to print AD-1026A.

Step	Action
1	Select the applicable year to be printed.
2	CLICK "Select Customer" to continue. The SCIMS Customer Search Page will be displayed. See 1-CM for additional information.
3	Select the producer by searching by type, name, tax ID, or other.
4	Once the producer has been selected, the Confirm Customer Selection Screen will be displayed. <ul style="list-style-type: none"> <li>• CLICK "Confirm" to select the displayed producer.</li> <li>• CLICK "Select Again" to search for a different producer.</li> </ul>
5	Once "Confirm" has been clicked, AD-1026A will display in an Adobe PDF window.
6	Select the browser's print button to print the report.

**E Example of AD-1026A**

Following is an example of AD-1026A. Because of spacing needs, AD-1026A prints in landscape format.

AD-1026A (Supplemental to AD-1026)		Date: 7/20/06 7:24 AM					
Crop Year: 2006		Page: 1					
		ID Number: 7777 S					
<b>PRODUCER INFORMATION</b>							
Producer Name and Address		Recording County Office Name					
JOHN SMITH 1234 MAIN STREET SOMEWHERE MS 22222-		Coahoma, Mississippi					
Telephone: None		Telephone:					
Email Address: None		Fax Number:					
		CED:					
		CED's Email Address:					
<b>FARMING INTEREST (by producer)</b>							
State/ County Code	FSN	Tract	Relationship to Farm Tract	Cropland	Owner	HEL	Wetland
28/027	4006	8228	Owner/Operator	500.0	JOHN SMITH	HEL Determinations not complete	WL Determinations not complete

--\*

246 Printing AD-1026A (Continued)

**F AD-1026A Fields**

This table lists the fields and field descriptions on AD-1026A.

<b>Field</b>	<b>Description</b>
Date	The date and time AD-1026A was selected for printing will be displayed.
Crop Year	The selected year will be displayed.
Producer Name and Address	The selected producer’s name and address will be displayed. If the producer’s telephone number and e-mail address are loaded in SCIMS, this information will display below the name and address.
Recording County Office Name	The producer’s recording County Office will be displayed.
Telephone, Fax Number, CED, and CED’s Email Address	These items are “manual” entries. The user must physically write this information on AD-1026A, if needed.
State/County Code	The State and county code of the producer’s farming interest will display in ascending order.
FSN	The producer’s FSN for the respective State and county code will display in ascending order.
Tract	The producer’s tract number associated with the respective FSN will display in ascending order.
Relationship to Farm Tract	The producer’s relationship to the respective tract will be displayed.
Cropland	The cropland on the respective tract will be displayed.
Owner	The first owner of record on the respective tract will be displayed.
HEL	The HEL determination recorded for the tract will be displayed.
Wetland	The wetland determination recorded for the tract will be displayed.

247, 248 (Withdrawn--Amend. 10)

249-260 (Reserved)

**Part 11 (Reserved)**

261-274 (Reserved)

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-245	Request for Cost Shares		66, 67, 68
AD-862	Conservation Reporting and Evaluation System		66
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		66, 246
AD-1026A	Supplemental to AD-1026 (Continuation)	246	243
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		66
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		66
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		66
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		66
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		66
CCC-505	Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acreage Reduction		27, 28, 66, 169-173, 191, 193, Ex. 5
CCC-509	Direct and Counter-Cyclical Program Contract		66
CCC-515	Direct and Counter-Cyclical Program (DCP) Base and Yield Election Form		66

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

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-517	Tract Redistribution Form	244	66, 170, 171, 173, 243, 256, 257, Ex. 14
CCC-532	2003 Designation of Peanut Average Acreage and Yields		66
CRP-1	Conservation Reserve Program Contract		25, 26, 132, 153, 170, 171, 173, 191, 192, Ex. 2, 14
CRP-15	Agreement for Reduction of Bases, Allotments, and Quotas		1, 66, 171, 192, Ex. 5, 13, 14, 18
FCI-19	Crop Insurance Acreage Report		66
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	245	1, 66-70, 171, 172, 243, Ex. 18
FSA-179	Transfer of Farm Records Between Counties	Ex. 10	52-54, 62, 66-69
FSA-211	Power of Attorney		66
FSA-476DCP	Notice of Acreage Bases, Payment Yields and CRP Reduction		66, 243
FSA-540	Notification of Bases and Yields for DCP		66
FSA-578	Report of Acreage		66, 132
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		66
NRCS-CPA-027	Certification of Highly Erodible Land Conservation Plan(s) and System(s)		66

## Definitions of Terms Used in This Handbook (Continued)

### Effective DCP Cropland

Effective DCP cropland is the amount calculated by subtracting from DCP cropland, cropland acres of the following:

- CRP
- GRP
- WBP
- WRP/EWP
- State conservation
- other conservation.

### Excess DCP Cropland

Excess DCP cropland is the result of subtracting the tract's base acres, CRP-1 acres, and outstanding WBP, WRP, GRP, State conservation, and other conservation acres from the tract's DCP cropland acres.

### \*--EWP Acreage

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.--\*

### Farm

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

**Note:** Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

### Farmland

Farmland is the sum of the following:

- DCP cropland
- forest
- NAP crop acreage as specified in 1-NAP not meeting the definition of cropland or DCP cropland
- other land on the farm.

## Definitions of Terms Used in This Handbook (Continued)

### \*--GRP Acres

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.--\*

### NAP Crop Acreage

NAP crop acreage is acreage specified in 1-NAP that does not meet the definition of cropland or DCP cropland.

### Nonagricultural, Commercial, or Industrial Use Land

Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

### Operator

An operator is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

### Other Conservation Acres

\*--Other conservation acres are DCP cropland acres on the farm enrolled in another conservation--\* program for which payments are made in exchange for not producing an agricultural commodity on the acreage. Other conservation acres include, but are not limited to, the following:

- corporation conservation programs
- county conservation programs
- municipality conservation programs.

**Example:** A corporation conservation program may prohibit the growth of certain crops under power lines.

### Other Producers

Other producers are producers who are:

- associated with a farm
- **not** owners or operators.

### Out-of-Balance Tract

An out-of-balance tract is a tract that has base acres in excess of the tract's effective DCP cropland acres plus average double-cropped acres.

## Definitions of Terms Used in This Handbook (Continued)

### Owner

An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed
- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
  - the redemption period has not passed
  - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

### Reconstitution Application

The reconstitution application is a set of programs that permit County Offices to combine and divide farms and tracts.

### State Conservation Acres

\*--State conservation acres are DCP cropland acres on the farm enrolled in a State conservation--\* program for which payments are made in exchange for not producing an agricultural commodity on the acreage.

### Tract

A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

### \*--WBP Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR Part 752.

### WRP Acres

WRP acres are DCP cropland acres enrolled in WRP administered by NRCS according to--\* 16 U.S.C. 3837, et seq.



## Menu and Screen Index

The following menus and screens are displayed in this handbook.

Screen Name	Reference
AD-1026A Selection Screen	246
Associated Farms Screen	127
Automatic 156EZ Screen	245
Confirm Customer Selection Screen	102
“Crop” Base Data Screen	170
“Crop” CCC-505 CRP Reduction Data Screen	193
“Crop” CRP Data Screen	191
DCP FSA-156EZ Selection Screen	245
eAuthentication Login Screen	91
Farm Data Screen	130
Farm Producer Exceptions Screen	131
Farm Selection Screen	92
FRS Home Page	91
Matching Farms Screen	128
Matching Tracts Screen	129
Other Producers Screen	211
Owners Screen	226
Report Selection Screen	243
SCIMS Customer Search Page	102
Select a County Screen	105
Select a State and County Screen	113
Select Crops Screen	169
Tract CRP Cropland/CRP MPL Screen	153
Tract Data	152
Tract Producer Exceptions Screen	154
Tracts Screen	151
USDA eAuthentication Warning Screen	91

