

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 9

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 92 B has been amended to display the revised Farm Selection Screen.

Subparagraph 92 C has been amended to provide instructions for processing a manual download of a farm record from FRS to System 36.

Subparagraph 112 E has been added to provide guidance for DD's obtaining update access to FRS.

Subparagraph 246 A has been amended to explain that AD-1026A uses a reporting database that is only updated once a day; therefore, any information obtained from the reporting database is from the previous workday. The database is 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.

Page Control Chart		
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92 Farm Selection Screen (Continued)

B Example of Farm Selection Screen

Following is an example of the Farm Selection Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Home Page
Reconstitutions
Farm
Tract
Reports
Manual Download
Log Out eAuth
Exit Farm Records

Farm Selection

STATE	COUNTY	YEAR	FARM	TRACT
MS	George	Not selected	Not selected	Not selected

Selection **Year:** 2008

Display a Producer's Farms

Farm Number: Add New Farm

Tract Number:

Action Update (limited to counties served by this office)
 Display Only None Select County Clear Selection

Data Farm Data / Operator Tract Data Crop Data
 Other Producers Owners Producer Error Correction

Submit

--*

92 Farm Selection Screen (Continued)

C Fields

The following table provides the fields available on the Farm Selection Screen and a description of each field.

Field/Button	Description	Action
Selection		
Year	A drop-down list that allows the user to select to add, update, and delete 2002 and future year's farm and tract data.	The user must select a year for which farm, tract, and crop data will be added, updated, or deleted. See paragraph 101 for additional information.
Display a Producer's Farms	Allows the user to view farm, tract, and crop data by searching by producer type, name, tax ID, or other.	CLICK "Display a Producer's Farms" and the USDA SCIMS Customer Search Page will be displayed. See paragraph 102 for additional information.
Farm Number	Allows the user to view farm, tract, and crop data by entering a farm number.	Enter a farm number and CLICK "Submit" to view farm, tract, and crop data for a farm. See paragraph 103 for additional information.
Add New Farm	Allows the user to add a new farm.	CLICK "Add New Farm" to add a new farm. See paragraph 105 for additional information.
Tract Number	Allows the user to view farm, tract, and crop data by entering a tract number.	Enter a tract number and CLICK "Submit" to view farm, tract, and crop data for a farm. See paragraph 104 for additional information.
Action		
Update	Allows the user to make changes to existing farm, tract, and crop data.	Update is automatically selected when a user logs into FRS. No action is necessary by the user unless "Display Only" was previously selected. See paragraph 112 for additional information.
Display Only	Users can display farm, tract, and crop data in any county in the nation.	Select "Display Only" to display farm, tract, and crop data in any county in the nation. See paragraph 113 for additional information.
Select County	Allows the user to select the county for which farm, tract, and crop data will be displayed.	CLICK "Select County" and the Select a State and County Screen will be displayed. See paragraph 113 for additional information.
Clear Selection	Allows the user to clear the county selection.	CLICK "Clear Selection" to clear the previously selected county.

92 Farm Selection Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
Data		
Farm Data/Operator	Allows the user to access farm data.	Select "Farm Data/Operator" to view the Farm Data Screen. See Part 5 for additional information.
Tract Data	Allows the user to access tract data.	Select "Tract Data" to view the Tract Data Screen. See Part 6 for additional information.
Crop Data	Allows the user to access crop data.	Select "Crop Data" to view the Crop Data Screen. See Part 7 for additional information.
Other Producers	Allows the user to access a farm's other producers.	Select "Other Producers" to view the Other Producers Screen. See Part 8 for additional information.
Owners	Allows the user to access a tract's owners.	Select "Owners" to view the Owners Screen. See Part 9 for additional information.
Submit	Analyzes the search criteria that was entered and displays the applicable search results.	CLICK "Submit" to display the applicable results based on the search criterion that was entered.
*--Links		
Manual Download	The "Manual Download" link allows the user to send a farm record from FRS to System 36.	<p>CLICK "Manual Download" and the user will be prompted to select a year and enter a farm number.</p> <p>If user clicks:</p> <ul style="list-style-type: none"> • "Select" the farm record will be sent from FRS to System 36 • "Cancel" the FRS Home Page will be displayed.--*

93-100 (Reserved)

Section 2 Action

112 Update

A Overview

To make changes to existing farm or tract data, the user must select “Update” on the Farm Selection Screen. Update capability is only available in a user’s home County Office.

B Single County Office Users

Users in single County Offices will only have update capability in the county to which the logged in user is assigned.

C Combined County Office Users

Users in a combined County Office will have update capability in all counties in the combination. Refer to each part in this handbook for specific information relevant to combined County Offices.

112 Update (Continued)

D State Office Users

*--State Office users may obtain update access to FRS according to the following:

- provide the State Office program specialist in charge of farm records all State Office employees who are to have access, and include the following:
 - State Office name
 - employee's legal first and last name
 - employee's job title
 - employee's USDA eAuthentication user ID
- the State Office program specialist in charge of farm records shall do 1 of the following:
 - disapprove and return the request to the State Officer user
 - approve and send the information to SLR
- SLR shall do 1 of the following:
 - disapprove and return the request to the State Office program specialist in charge of farm records
 - approve and FAX information to 202-720-0051, Attn: Neeru Gulati--*

Note: Include on the FAX that “the request is for Farm Record Management System access”.

- contact PECD, Common Provisions Branch at 202-720-6602 with any questions or concerns.

Note: Additional employees can be added any time by requesting access according to this subparagraph.

112 Update (Continued)***--E DD Users**

DD's may obtain update access to FRS according to the following:

- provide the State Office program specialist in charge of farm records with a request to have update access, and include the following:
 - State Office name
 - employee's legal first and last name
 - employee's job title
 - employee's USDA eAuthentication user ID
 - the State Office program specialist in charge of farm records shall do 1 of the following:
 - disapprove and return the request to DD
 - approve and send the information to SLR
 - SLR shall do 1 of the following:
 - disapprove and return the request to the State office program specialist in charge of farm records
 - approve and FAX information to 202-720-0051, Attn: Neeru Gulati
- Note:** Include on the FAX that "the request is for Farm Record Management System access".
- contact PECD, Common Provisions Branch at 202-720-6602 with any questions or concerns.

Note: Additional DD's can be added any time by requesting access according to this subparagraph.--*

113 Display Only

A Overview

To display existing farm, tract, and crop data for any farm in the Nation, the user must select “Display Only” on the Farm Selection Screen and CLICK “Select County”. The Select a State and County Screen will be displayed.

B Example of Select a State and County Screen

Following is an example of the Select a State and County Screen.

The screenshot shows the 'Select a State and a County' screen. On the left is a 'Links' menu with options: Farm Records Links, Home Page, Farm Data Management, Reconstitutions Farm, Tract, Reports, and Log Out. The main content area has a header 'Select a State and a County' and a table with the following structure:

STATE	COUNTY	YEAR	FARM	TRACT
Not selected				

Below the table, there is a 'State:' dropdown menu currently showing 'Alabama', a 'List Counties' button, a 'County:' dropdown menu, and a 'Cancel' button.

Note: Users shall select a State from the “State” drop-down box and CLICK “List Counties”. Once the list of counties is available, users shall select a county from the “County” drop-down box and CLICK “Submit”.

114-117 (Reserved)

G Example of FSA-156EZ

Following is an example of FSA-156EZ. See Exhibit 18 for information on the data elements.

*--

Mississippi		U.S. Department of Agriculture			FARM: 4097		
Coahoma		Farm Service Agency			Prepared: 10/25/06 8:36 AM		
Report ID: FSA-156EZ		Abbreviated 156 Farm Record			Crop Year: 2007		
					Page: 1 of 1		
Operator Name and Last 4				Farm Description		Recon Number	
JEREMY NALDER - None							
Farms Associated with Operator:							
None							
Other Producers Associated with Farm:							
None							
CRP Contract Number(s): None							
Farmland	Cropland	DCP Cropland	WBP	WRP/EWP	CRP Cropland	GRP	Farm Status
160.0	124.5	124.5	0.0	5.2	0.0	0.0	Active
State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	NAP	CRP MPL	FAV/WR History	
0.0	0.0	119.3	21.3	0.0	0.0	N	
Crop	Base Acreage	CRP Reduction	CRP Pending	Direct Yield	CC Yield	CCC-505 CRP Reduction	
OATS	21.2	0.0	0.0	62	62	0.0	
CORN	43.6	0.0	0.0	64	64	0.0	
Total Base Acres:		64.8					
Tract Number: 8622		Identifier: 8W 35E 16S				FAV/WR History	
BIA Range Unit Number:						N	
HEL Status: HEL: conservation system is being actively applied							
Wetland Status: WL or farmed WL under natural conditions and no drainage has occurred							
WL Violations: None							
Farmland	Cropland	DCP Cropland	WBP	WRP/EWP	CRP Cropland	GRP	
160.0	124.5	124.5	0.0	5.2	0.0	0.0	
State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	NAP	CRP MPL		
0.0	0.0	119.3	21.3	0.0	0.0		
Crop	Base Acreage	Direct Yield	CC Yield	CRP Reduction	CRP Pending	CRP Yield	CCC-505 CRP Reduction
OATS	21.2	62	62	0.0	0.0	0	0.0
CORN	43.6	64	64	0.0	0.0	0	0.0
Total Base Acres:		64.8					
Owners: JEREMY NALDER							

--*

246 Printing AD-1026A

A Overview

AD-1026A is designed to help producers accurately complete AD-1026 by displaying HEL and wetland determinations. Previously, AD-1026A was generated in System 36 and contained only a single county’s information. The web-based AD-1026A contains information from all counties in which the producer has an interest.

***--Note:** The AD-1026A printout uses the reporting database. The reporting database is only updated once a day. Any changes made during the current workday will **not** be reflected on AD-1026A printout until the following workday.--*

B Accessing AD-1026A Selection Screen

To print AD-1026A’s, on the Report Selection Screen, select “AD-1026A Report” and CLICK “Submit”. The AD-1026A Selection Screen will be displayed.

C Example of AD-1026A Selection Screen

Following is an example of the AD-1026A Selection Screen.

STATE	COUNTY	YEAR	FARM	TRACT
Not selected	Not selected	2006	Not selected	Not selected

Year: 2006

Select Customer Cancel

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
CLU	common land unit	28, 64, 170, 172
CW	converted wetland	131, 154
EWP	Environmental Watershed Protection Program	25, 26
FAV	fruits and vegetables	28, 66, 130, 152, Ex. 18
FRS	Farm Records Management System	2, 69, 70, 91, 92, 112, 243
FSFL	farm storage facility loan	66
GRP	Grassland Reserve Program	26, 152
HEL	highly erodible land	1, 25, 131, 152, 154, 243, 246
LAA	local administrative area	51
LTA	long-term agreement	67, 68
MPL	marginal pastureland	2, 130, 152, 153, Ex. 18
PCW	planted converted wetland	131, 154
SCIMS	Service Center Information Management System	1, 70, 92, 102, 105, 130, 155, 211, 226, 246
SLR	Security Liaison Representative	112
WC	wetland conservation	1, 25

Redelegations of Authority

This table lists the redelegations of authority for this handbook.

Redelegations	Reference
COC may redelegate to CED the authority to approve in and out transfers of land between counties.	63, 68, Ex. 10

