

For: State and County Offices

Cleanup of Reconstitutions Before Farm Record Rollover

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

County Offices are instructed to print the pending, partial, and pending partial reconstitution reports at specific times of the year from Reconstitution - Reports Main Menu MIQR00 according to 2-CM (Rev. 5), Part 15. These reports are to be used by the County Office to identify incomplete reconstitutions. Based on the report data, County Offices are instructed to complete or delete each reconstitution as applicable.

County Offices are also instructed to send copies of these reports to State Offices as verification that all reconstitutions have been processed.

Farm record rollover software is programmed to stop installation if any FY 2002 or FY 2003 pending, partial, or pending partial reconstitutions are detected on the system.

Farm record rollover software will be issued to County Offices by October 1, 2003.

B Purpose

This notice provides instructions on handling the pending, partial, and pending partial reconstitutions that have not been completed.

Disposal Date	Distribution
February 1, 2004	State Offices; State Offices relay to County Offices

2 County Office Action

A FY 2002 and FY 2003 Pending Reconstitutions and FY 2003 Partial Reconstitutions

County Offices shall clear the FY 2002 and FY 2003 pending reconstitutions and FY 2003 partial reconstitutions by following the procedure in:

- 2-CM (Rev. 4), Part 14 for FY 2002 pending reconstitutions
- 2-CM (Rev. 5), Part 12 for FY 2003 pending reconstitutions
- 2-CM (Rev. 5), Part 13 for FY 2003 partial and pending partial reconstitutions.

Note: Partial and pending partial reconstitutions are applicable to tobacco counties only.

FY 2002 and FY 2003 pending reconstitutions shall be updated or deleted, as applicable, before farm record rollover is processed this fall. Farm record rollover will be stopped if any FY 2002 or 2003 pending, partial, or pending partial reconstitutions are detected on the system.

Note: Deleting a FY 2002 pending reconstitution will delete the resulting farm or farms and all data associated with that farm through the current FY. After a farm is deleted, it cannot be recovered.

B Pending Reconstitutions Before FY 2002

County Offices should research pending reconstitutions before FY 2002 on the report and clear them.

County Offices shall **not** delete any of the pending reconstitutions listed for a previous FY unless the reconstitution was:

- initiated in error and should be deleted based on County Office research
- disapproved by COC.

Note: Deleting a pending reconstitution will delete the resulting farm or farms and all data associated with that farm through the current FY. After a farm is deleted, it cannot be recovered.

C Previous FY Partial and Pending Partial Reconstitutions

County Offices should research the previous FY's partial and pending partial reconstitutions listed on the reports and clear them.

Partial and pending partial reconstitutions are applicable to tobacco counties only.

The ineffective crop on the partial reconstitution for a previous FY must be brought forward and updated using procedure in 2-CM (Rev. 4), Part 15. Process the reconstitutions in numerical order from the oldest to the newest.

2 County Office Action (Continued)

D Error Messages

If an error message is received during the process of completing the reconstitution, send the following documents to the State Office reconstitution specialist:

- a copy of the error message in either of the following formats:
 - the automatic print of the error message
 - a screen print of **both** of the following:
 - the error message
 - the session status printed **before** the error message is cleared

Note: Access and print the session status information as follows:

- PRESS “SysRq Attn”
 - ENTER “5”, “Display Session Status”, and PRESS “Enter”
 - screen print the displayed information
 - PRESS “Cmd1”.
- diagnostic reports for the parent and resulting farms associated with that particular reconstitution, printed according to 2-CM (Rev. 5), paragraph 525.

Submit documentation to the State Office reconstitution specialist.

Do **not** contact National Help Desk for these reconstitution problems.

E Rerunning Reconstitution Reports

After completing the outstanding reconstitutions and before processing farm record rollover, rerun the applicable reports for all years, according to 2-CM (Rev. 5), Part 15, to ensure that the reconstitutions have been cleared from the report or reports.

Farm record rollover will be stopped if any FY 2002 or FY 2003 pending, partial, or pending partial reconstitutions are detected on the system.

3 State Office Action

A Forwarding Documentation

The State Office reconstitution specialist shall:

- review the documentation submitted by the County Office
- resolve the problem with the County Office
- FAX the documents specified in subparagraph 2 D to PECD, Common Provisions Branch at 202-720-0051, if assistance is required.

Do **not** contact National Help Desk for these reconstitution problems unless directed to by the National Office.