

For: State and County Offices

Correcting Operators, Owners, and Other Producers on Farm Records

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Obsolete Notice CM-564:

- provided instructions for correcting errors that were discovered after migrating farm records from System 36 to the Web; farms are still showing on the Web as having:
 - no operator or multiple operators, causing an error message to appear when the farm is accessed
 - operators and owners are also listed as other producers on the same farm for which they are the operator or owner
- is being reissued because errors still exist that need to be corrected.

Note: After CM-564 was issued, an error was discovered in the software that prevented corrections to farms with multiple operators. This error was publicized in Information Bulletin No. 4036. The error in the software has been corrected and **all** instructions in this Notice shall be followed.

B Purpose

This notice:

- provides instructions to State and County Offices on how to access the lists of farms that need to be corrected
- advises State and County Offices of action required
- provides instructions on how to correct farm records.

Disposal Date	Distribution
June 1, 2008	State Offices; State Offices relay to County Offices

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2 Accessing Lists

A Web Page Address

Excel spreadsheets containing the lists of farms that need to be corrected may be accessed by following the steps in this table.

Step	Action
1	Open Internet Explorer.
2	<ul style="list-style-type: none">• ENTER “http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm” on the address line• CLICK “Go”.
3	Click on the desired list.
4	CLICK “Open”.

B Finding Appropriate State and County List

The files are Excel workbooks that contain separate worksheets for each State. To view the lists by State, click on the worksheet tab at the bottom of the workbook with the desired State’s abbreviation. Each worksheet is made up of the following 4 columns:

- State code
- county code
- farm number
- year needing to be corrected.

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3 Action

A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that County Offices complete all corrections in the farm record system (FRS)
- direct any questions to Jeremy Nalder by either of the following:
 - e-mail at **jeremy.nalder@wdc.usda.gov**
 - **telephone at 202-720-4173.**

B County Office Action

County Offices shall:

- correct farm record information according to the following:
 - farms listed in the “Multiple or no Operator” workbook shall be researched to determine the correct operator for that farm; once the correct operator is determined the County Office shall add or correct the operator according to 3-CM, paragraph 130
 - farms listed in either “Owners that are also Other Producers” or “Operators that are also Other Producers” workbooks shall research to determine whether the producer should be an owner/operator, owner, operator, other producer, or not associated with the farm

IF producer should be...	THEN remove the producer...
an owner	as an other producer according to 3-CM, paragraph 211.
an operator	
an other producer	as an operator or owner, whichever applies, and add the correct owner/operator according to 3-CM, paragraph 130 for operator or paragraph 226 for owner.
not associated	from the farm.

Note: Farms may be on the reports multiple times with different years. Since the data will not roll forward, each year must be corrected.

- make all necessary corrections in FRS
- contact the State Office, if there are any problems making the corrections.