UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice CN-991

For: Cotton State and County Offices, CMA's, and LSA's

Requesting and Processing AMS Classing Data in the Cotton On-Line Processing System (COPS) and Implementation of Automated Monitoring Process

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

Beginning with the 2005 crop year, all loans and LDP's are disbursed using classing obtained from AMS that:

- requires all bales to be obtained from COPS
- prevents duplicate benefits and errors
- supports web-based LDP's.

B Purpose

This notice informs cotton State and County Offices, CMA's, and LSA's of the:

- schedule for obtaining and processing cotton classing data
- automated monitoring process.

C Contact

State Offices shall direct questions about this notice to Julie Floriani by:

- telephone at 202-720-8374
- e-mail to **Julie.Floriani@wdc.usda.gov**.

Disposal Date	Distribution
October 1, 2006	Cotton State Offices; State Offices relay to County Offices, Cotton CMA's, and LSA's

2 Schedule for Obtaining Classing Updates

A Obtaining Classing from Regional AMS Offices

COPS obtains and processes AMS classing as follows:

- at the top of the hour, requests classing directly from each of the 12 regional AMS offices
- at the bottom of the hour, new classing data that has been received is combined and a bale record is created.

Example: COPS receives classing from a regional AMS office at 3 p.m. This file contains all cotton **classed between 2:01 p.m. and 2:59 p.m.** The classing is processed and made available at **3:30 p.m.**

The following table provides the schedule for requesting and updating classing. All schedule times shown are in c.t.

Day of week	First Request Time	Last Request Time	First Update Time	Last Update Time
Monday - Friday	6 a.m.	11 p.m.	6:30 a.m.	11:30 p.m.
Saturday	6 a.m.	6 p.m.	6:30 a.m.	6:30 p.m.

B Obtaining Classing From the National AMS Office

Once each day, COPS requests classing from the national AMS office for EWR's that COPS received, but classing was not received earlier in the day from 1 of the regional AMS offices. COPS processes these classing requests 45 minutes after requests are made.

The following table provides the schedule for requesting and updating classing from the national AMS office. All schedule times shown are in c.t.

Day of week	Request	Update
Monday - Sunday	11 p.m.	11:45 p.m.

3 Monitoring COPS for Requests

A Monitoring Classing Requests

On August 22, 2005, an automated monitoring process was implemented that monitors the requests for classing from the regional AMS offices. Validations are performed at the bottom of each hour to ensure that all requests are processed and no classing requests are missed. These validations include checking:

- for format errors in the AMS regional office files
- that the number of records requested equals the records processed by COPS
- for proper sequence of timestamp to ensure that all files were received.

If validations fail, the National Office and Kansas City staff are immediately notified that a problem has been detected and are notified when the problem is resolved.

If the problem cannot be resolved, and the missed classing is not received during the next scheduled request time, an e-mail will be sent to State Offices, CMA's, and LSA's to advise them of the situation.

4 Errors Related to Classing

A County Office Processing

County Offices are required to download all bales for loan or LDP from COPS. APSS and cotton PC software were modified to process:

- loans if COPS receives **both** of the following:
  - EWR record from a provider
  - classing directly from AMS
- LDP's based on a gin code, gin tag number, and crop year that are provided by AMS's classing record; EWR's are **not** required but will be used if available.

Note: Because each bale is identified by a unique permanent bale identifier number, it is possible to process LDP's using only the gin code/gin tag number. EWR's are required for loan (including loans for exchange with commodity certificates) because CCC must be the holder of the receipt for the bale to be eligible for loan.

These modifications will significantly reduce COPS errors.

County Offices that experience delays in downloading bales because there is no classing shall:

- contact the State Price Support Specialist for assistance
- provide the gin code and gin tag number to assist with researching the problem
- **not** contact Kansas City staff directly.

4 Errors Related to Classing (Continued)

B State Office Action

State Offices shall request assistance from and forward supporting information by e-mail to either of the following:

- Julie Floriani at **Julie.Floriani@wdc.usda.gov**
- Shannon Fulghem at **Shannon.Fulghem@kcc.usda.gov**.

C CMA and LSA Processing

In addition to the automated monitoring process, Automated Cotton Reporting System (ACRS) will continue to be monitored for BJ25 errors. These errors occur when ACRS receives loan or LDP transactions for bales that do not have classing. CMA's and LSA's shall request assistance with BJ25 errors by e-mail from either of the following:

- Julie Floriani at **Julie.Floriani@wdc.usda.gov**
- Janet DeLancy at **Janet.Delancy@kcc.usda.gov**.

The e-mailed requests for assistance shall contain the following information:

- gin code
- gin tag number
- tape number
- date and time of ACRS transaction.

CMA's and LSA's shall wait 2 hours before resending their transactions to ACRS unless otherwise notified.