

For: State and County Offices

**Automatic Farm Inspection Selection (AFIS)
Random Selection Register**

Approved by: Acting Deputy Administrator, Farm Programs

Christie White

1 Overview

A

Background

Some County Offices have reported a high number of farms printing on the Random Selection Register. The software erred in selecting an excessive random percentage of PFC farms, in some instances.

A memorandum dated July 20, 2000, advised State Offices to notify County Offices not to process the Random Selection Register or, in cases where the register had already been processed, to delay spot checking until further notice.

B

Purpose

This notice advises State and County Offices that the AFIS software will be adjusted to give County Offices the option to correct registers determined to have excessive selections.

Notes: County Offices shall read this entire notice before making any decisions to rerun the register.

Remember that any required or additional selections are in "addition" to the random 10 percent selection.

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<p>Disposal Date</p> <p>January 1, 2001</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice CP-525

2 2000 Random Selection Register (Continued)

A

Revised Software

Software will be transmitted from Information Bulletins 1915 and 1916 to State and County Offices which will provide the capability to:

- delete the Random Selection Register file
 - run a new selection register with the correct number of random selections.
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B

Available Options

County Offices may:

- continue with the Random Selection Register as processed before the memorandum. Some Offices may choose this option if it is determined that the selection percentage is correct or the spot-check progress is significant.
 - delete the Random Selection Register and choose to restart the process.
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C

Conditions for Rerunning Register

County Offices shall ensure that County Release Nos. 437 and 438 have been installed. The register could not have been run without installing County Release No. 437.

Installing County Release No. 439 will delete the capability to rerun the register according to subparagraph A, therefore, plan to make use of the corrective measures immediately, or before installing County Release No. 439, if needed.

Notice CP-525

3 Rerunning the Register

A

Processing Steps to Select Correct Random Percentage and to Install Option 6 to Delete the Register

County Offices shall follow instructions outlined in Information Bulletins 1915 and 1916. The software will add Option 6, "Delete Spotcheck Selection Register," to Menu MEALSO and provide for selecting correct percentages.

B

Deciding to Rerun the Register

County Offices shall use the following table to decide whether to rerun the register.

IF the register...	AND the percent of selection is...	THEN . . .
has not been run		there is no correction to be made. Ensure software transmittal Information Bulletin 1915 has been received and installed.
has been run	correct, or incorrect , but the spotcheck progress is significant and the County Office does not want to rerun the register	do not take any corrective action, but continue and complete the spotcheck process.
has been run	incorrect , and the County Office wants to correct the selection regardless of the progress made	complete the steps in subparagraph C to delete and rerun the register. Note: This process should be used only once per County Office and must be completed before installing County Release No. 439.

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3 Rerunning the Register (Continued)

C

Rerun Process Use the following table to properly rerun the register.

Step	Action	Results	
1	Ensure software received and installed per Information Bulletins 1915 and 1916.		
2	Select Option 6, "Delete Spotcheck Selection Register," from Menu MEASLO.	When Option 6 is selected, the user will receive the warning message: WARNING!!! Spotcheck Selection Register will be deleted and all data will be lost. Press Enter to continue with the Delete Process or CMD3 to return to previous screen.	
		IF the user...	THEN...
		presses "Enter" to continue	<ul style="list-style-type: none"> • the entire AFIS file will be deleted and rebuilt with zero records • the user must restart the AFIS process with the selection of Option 1 on Menu MEALSO.
presses "Cmd3"	the screen will return to Menu MEALSO.		
<p>Note: Restarting the AFIS process (rerunning the random register) requires that all additional farms and/or crops must be reentered to put the additional information on any register or list.</p>			