

**For:** State and County Offices

**Submitting 2002 Aerial Compliance Data Report (PA-115R)**

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**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

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**A**

**Background**

Key State and County Office have submitted the 2001 Aerial Compliance Data Report required by 2-CP, paragraph 526 by electronic mail through a spreadsheet. The Aerial Compliance Data Report captured photography and aircraft flight data costs, reflecting the use of digital images and 35mm slides for verifying and determining land uses.

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**B**

**Purpose**

This notice:

- advises that the 2002 Aerial Compliance Data Report shall be submitted by spreadsheet in the same manner as for year 2001
- directs State and County Offices in completing the report for the 2002 crop year.

An Excel spreadsheet is available through the intranet for submitting the Aerial Compliance Data Report. The spreadsheet, "**2002 Aerial Data Report.xls**" is available on the FSA Intranet in each individual State Office library.

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<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2003	State Offices; State Offices relay to County Offices

## Notice CP-552

### 2 Accessing the Aerial Compliance Data Report's Spreadsheet

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#### A

##### Library Link

The spreadsheet can be accessed and downloaded from your individual State or County Office Intranet Home Page. A link for each State Office library is available under the "Secured Operations" column on the right side of the page. See subparagraph B for detailed instructions on accessing the spreadsheet.

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#### B

##### Accessing the Spreadsheet

Use the following table to access the Aerial Compliance Data Report's spreadsheet on the FSA Intranet.

Step	Action
1	ENTER " <a href="http://intranet.fsa.usda.gov/fsa">http://intranet.fsa.usda.gov/fsa</a> " in the location bar on the web page.
2	Under Quick Links, PRESS " <b>State and County Intranet</b> ".
3	Select appropriate State from the map.
4	<b>State Offices</b> shall PRESS " <b>State Library</b> " under "Secured Operations". <b>County Offices</b> shall: <ul style="list-style-type: none"><li>• select their County Office from the dropdown menu</li><li>• PRESS "<b>State Library</b>" under "Secured Operations".</li></ul> <b>Note:</b> After selecting the State library, the user will be prompted to enter the user name and password.
5	PRESS " <b>2002 Aerial Compliance Data Report</b> ". <b>Note:</b> The 2002 Aerial Compliance Data Report was posted on Thursday, January 16, 2003.
6	The question, "What do you want to do with this file", will be displayed. SELECT "Save it to disk" and SELECT "OK". <b>Note: Remember where the file is saved.</b> <b>Example:</b> H:\2002 Aerial Compliance Data Report.xls.
7	Using Excel, open the spreadsheet saved in step 6 on <b>your</b> computer.
8	Scroll to the left margin of the spreadsheet and enter the required information according to paragraph 3. Save the file after data has been entered. <b>Note:</b> Do not change the name of the report.

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Notice CP-552

**3 Completing the Aerial Compliance Data Report**

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**A**

**Completing Data for the Aerial Compliance Data Report**

Data must be submitted **separately** for each county. If a cost includes services for more than 1 county, the actual cost or pro rata share of cost must be shown per service, per county.

Use the following table to complete the data for the Aerial Compliance Data Report.

Column Title	Explanation or Requirement	Reference
Reporting Organization	Key State or County Office submitting the report.  <b>Example:</b> Dinwiddie County Office	
Address	Mailing address of the key county or the State Office.	
Number Vendor Agreements	Number of different vendor agreements for the reporting key county area or State.	
Number of Planes	Number of planes used in the reporting key county area or State to complete the photography.	
Reporting Date	Date the report is submitted.	
State Abbreviation	State submitting the report, or State where county is located.	
County Code	Numeric code for the county flown. Aircraft and expenses for each county must be separated. Prorate hourly if necessary.	
Agreement Number	Alpha suffix for a unique agreement number for each aircraft.	
Agreement Type	Numeric character 1, 2, or 3 (from agreement categories).	2-CP, subparagraph 526 B
Aircraft Code	Contact State Office for entry.	
FAA Number	Alpha-numeric characters.	
Model Number	Number associated with aircraft model. (Optional)	
Model Letter	Letter associated with aircraft model. (Optional)	
Navigation System	Navigation system code.	2-CP, subparagraph 526 C
Equipment	Equipment code.	2-CP, subparagraph 526 D
Agreement Beginning Date	Effective date of the agreement.	
Agreement Ending Date	The last effective date of the agreement.	

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Notice CP-552

3 Completing the Aerial Compliance Data Report (Continued)

**A**  
**Completing Data**  
**for the Aerial**  
**Compliance Data**  
**Report**  
**(Continued)**

Column Title	Explanation or Requirement	Reference
Fly Period - Beginning Date	Date the first flight was made.	
Fly Period - Ending Date	Date the final flight was made.	
Flying Cost	One of the following: <ul style="list-style-type: none"> <li>• total price or bid submitted for the entire project (ENTER “Y” in the “turnkey price” column)</li> <li>• flying price only (complete other columns).</li> </ul>	
Film/Slide Processing Cost	Cost for film and slide processing.	
Digit Processing (Y/N)?	Does the cost include digital processing and/or equipment (Y/N)?	
Scanning & CD Cost for Digital	Scanning and CD costs for digital processing.	
Turnkey Price (Y/N)?	Is a single cost recorded due to a (turnkey) total price bid?  <b>Note:</b> If yes, there should be no entries for film, processing, scanning, or CD costs.	
Total Aerial Cost	Total of all aerial photography costs.  <b>Note:</b> Excel will total the costs automatically.	
Square Miles Flown	Total square miles flown for the county.  <b>To prompt software to compute the cost per square mile in the next column, PRESS “TAB” or “ENTER” after entering the square miles flown.</b>	
Cst Per Square mile	Automatically computed by Excel.  <b>Note:</b> This block will not be completed if total costs and square miles flown have not been entered.	

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## Notice CP-552

### 3 Completing the Aerial Compliance Data Report (Continued)

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#### **B County Office Submissions**

Key counties shall:

- provide the report data for each County Office
- submit the report to the State Office by e-mail before February 6, 2003
- print and file the report in the compliance folder.

**Note:** Request technical assistance from your automation coordinator if needed.

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#### **C State Office Submissions**

State Offices shall:

- compile the reports from County Offices into 1 document

**Note:** This **may** be done by cutting and pasting the County Office reports into the State Office document.

- submit the report by e-mail before February 11, 2003, to  
**Frances.Williams@wdc.usda.gov.**

**Note:** Ensure that the report is totaled and that the total is included in the report.

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