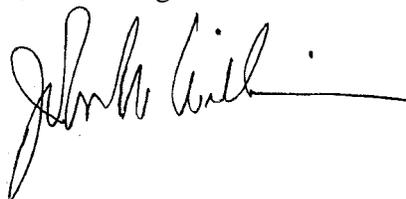


For: State and County Offices

**Continuation of RMA/FSA Crop Monitoring Training Course, Phase II
Agricultural Risk Protection Act (ARPA) 2000**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Crop monitoring was designed to improve the overall compliance and integrity of the Federal Crop Insurance Program, whereby RMA, FSA, and insurance providers work together to identify and eliminate fraud, waste, and abuse throughout the crop insurance program, as specified in ARPA, passed by Congress in 2000.

The Crop Monitoring Training Course was developed by RMA, FSA, and insurance providers to provide training to equip FSA’s field infrastructure to assist in crop monitoring. The comprehensive course was established to include:

- Anti Fraud, Oversight, and Compliance Training conducted by RMA’s Compliance Office with a ‘handshake from FSA’, during a National training in Kansas City, Missouri
- Phase I that includes basic provisions, common policies, and anti-fraud training, conducted by RMA and FSA in 10 regional locations
- Phase II, field training, conducted by computer on-line interactivity delivered in 3 assigned sessions.

Records indicate that not all assigned FSA personnel completed Phase II of the Crop Monitoring Training Course before its removal from the Internet in calendar year 2004.

B Crop Monitoring Contact Person

Contact Frances G. Williams, PECD, Compliance Branch, at 202-690-0700 with questions about the Crop Monitoring Course.

| Disposal Date | Distribution |
|----------------------|--|
| June 1, 2005 | State Offices; State Offices relay to County Offices |

Notice CP-587

1 Overview (Continued)

C Purpose

This notice advises:

- that Crop Monitoring Training Course (Phase II) presently resides on **FSA Intranet**
- trainees shall **complete Phase II by April 30, 2005**
- trainees who completed Phase II by **Internet** or **Intranet** sessions shall record the course in the Internet Combined Administrative Management System (ICAMS).

D Future Basic Training and Updates for Policy Changes

The Crop Monitoring Training and Phase II, with annual updates on RMA's annual policy changes, additions, and deletions will be permanently placed on-line. The course will be available to train new personnel and serve as a reference tool, enabling the completions of functions mandated by ARPA in assisting RMA in monitoring insured producers for fraud, waste, and abuse.

Requirements for the course will be provided in a future 4-RM amendment when course development is complete.

2 Continuation of Phase II

A Who Should Complete Phase II

The following persons should complete Phase II:

- those assigned to take Phase II according Notice CP-570, Exhibit 1, who did not complete Phase II or receive FSA-458 (Exhibit 1)

Note: This notice was obsolete February 1, 2004. A copy may be printed or viewed at <http://www.fsa.usda.gov/dam/forms/notices.asp>. Change the status to "Obsolete".

- new State FSA Points of Contacts (POC's), DD's, and county employees responsible for crop monitoring duties who have not taken Phase II

Note: This is not training for loss adjusters.

- those who voluntarily want to refresh their knowledge to successfully carryout their responsibilities.

B Location of Phase II

Phase II is on the Intranet. Phase II is no longer accessible via the Internet.

2 Continuation of Phase II Training (Continued)

C Accessing Phase II

Use the following table to access Phase II.

| Step | Action | Result |
|------|--|---|
| 1 | Click "Internet Explorer." | FFAS Intranet home page will be displayed. |
| 2 | Under "Quick Links" Intranet, in the side blue bar, click "FSA Intranet." | FSA Intranet home page will be displayed. |
| 3 | Under "Quick Links" in the side blue bar, click "DAFO Training." | FSA Field Operations, Training On-Line page will be displayed. |
| 4 | Click "Crop Monitoring Training." | User and Password Screen will be displayed. |
| 5 | <p>Enter the following generic username and password exactly as shown. The software is case-sensitive.</p> <ul style="list-style-type: none"> username: OCUSDA\badkisson password: oscar. <p>Note: Do not check the box "remember my password".</p> <p>Click "OK".</p> | <p>"mGen Enterprise" home page will be displayed.</p> <p>Note: Disregard the generic "Welcome Barry Adkisson." Access is allowed although your name is not displayed.</p> |
| 6 | On the left column of the screen under "User Options" click "Search." | "Basic Search" Screen will be displayed. |
| 7 | <p>Find the area labeled "Define Results."</p> <p>In the "with all the words" field, ENTER "Crop Monitoring" and click "Submit Query."</p> | "Search Results" Screen will be displayed. |
| 8 | To begin the training process click "Crop Monitoring Training Material." | <p>"Crop Monitoring Training" Screen will be displayed.</p> <p>Note: This is the training site. The Table of Contents will be displayed. Users will return to this screen after completing 1 module to proceed to the next module.</p> |
| 9 | Click on the first module, "Introduction." | Phase II training has begun. |

Notice CP-587

2 Continuation of the Phase II Training (Continued)

D Phase II Navigation

Phase II is user friendly. The following table provides guidelines when navigating Phase II.

| Symbol/Text | Result |
|-------------|---|
| Home | Displays Table of Contents to choose another module. |
| Glossary | Displays a list of definitions beginning with an alphabet to help narrow the search. Click "x" to return to the training page. |
| Help | Assistance on software requirements not applicable to the "Intranet": <ul style="list-style-type: none">• navigation• glossary• pop ups• checking progress• additional help. <p>Note: The "help text" was designed for general Internet navigation. Some of the information does not apply and is not needed to navigate Phase II.</p> |

E Final Training Date

All assigned persons **must** complete Phase II requirements by **April 30, 2005**, in preparation for the 2004-2005 update training session.

F Modules and Test

Phase II consists of 17 modules covering different loss adjustment provisions. Phase II:

- is designed as an interactive self-paced program
- may be completed in an average of 8 hours
- is considered equal to 24 hours of classroom training.

Fourteen of the modules include quizzes with a test at the end. The test is used to gauge what has been learned.

Notice CP-587

2 Continuation of the Phase II Training (Continued)

G Printing the Certificate

When the trainee completes the test for Module 16, "Prevented Planted", the trainee shall:

- access FSA-458 at <http://165.221.16.90/dam/ffasforms/forms.html>
- complete FSA-458 by filling in name, County and State Office, and the date the course was completed
- print FSA-458
- FAX or e-mail FSA-458 to the State Office POC, listed in 4-RM, Exhibit 11.

Note: Receipt of FSA-458 by POC will serve as notification that the trainee has completed Phase II.

3 State Office Responsibilities

A SED Responsibility

SED shall ensure that POC and alternate are correctly identified in 4-RM, Exhibit 11.

If incorrect, delegated POC shall notify Judy Paglia, PECD, Compliance Branch, by FAX to 202-720-4941.

B POC Responsibilities for the Training

POC shall do the following to assist trainees in completing Phase II.

- Check the list of persons designated to take Phase II against the most recent Crop Monitoring Report, dated January 11, 2004.

Notes: Notice CP-570 required that designated persons names be forwarded to the National Office. This notice was obsolete February 1, 2004. A copy may be printed or viewed at <http://www.fsa.usda.gov/dam/forms/notices.asp>. Change the status to "Obsolete".

The Crop Monitoring Report was submitted by e-mail to all POC'S by mGen Contractors. POC's may request a copy of their State's report from Frances G. Williams at 202-690-0700 or by e-mail to Frances.Williams@wdc.usda.gov.

- Notify all persons who do not have a passing grade, shown as a "P" on the progress report, that Phase II is available.

Notice CP-587

3 State Office Responsibilities (Continued)

B POC Responsibilities for the Training (Continued)

- Ensure that **all** designated persons complete Phase II.
- Ensure that **all** participants record Phase II into ICAMS.
- Forward the names of the persons completing Phase II to Frances G. Williams by e-mail to **Frances.Williams@wdc.usda.gov** or FAX to 202-720-4941 by **April 30, 2005**.

4 Recording the Course in ICAMS

A Course Documentation

Trainees who passed Phase II through the Internet shall record the training in ICAMS using the session number for the dates they actually completed the training, from the list that follows:

- Session 1 for October 20 – November 20, 2003
- Session 2 for November 3 – December 1, 2003
- Session 3 for November 17 – December 31, 2003.

Note: Notice CP-574, Exhibit 1, listed scheduled dates by State to access Phase II. This notice was obsolete April 1, 2004. A copy may be printed or viewed at <http://www.fsa.usda.gov/dam/forms/notices.asp>. Change the status to “Obsolete”.

Trainees shall document the **Intranet** training of Phase II into ICAMS under Session 4, course number 020130.

Note: Disregard the dates of December 5, 2003 – January 31, 2005.

B Questions About ICAMS

Trainees or State Training Coordinators shall direct questions about processing in ICAMS to 1 of the following:

- State Training Coordinator
- Bessy Plaza, Training and Development Branch, HRD, at 202-418-9050.

Certificate of Achievement

This is a sample of FSA-458.

| |
|--|
| <p style="text-align: center;"> FSA e-Learning <i>Certificate of Achievement</i></p> <hr/> <p>State _____ County Office _____ has successfully completed FSA Crop Monitoring Training Course 2/28/05 - 4/30/05 (Loss Adjustment Phase II)</p> <p>Completed on: _____</p> <p><small>FSA-458 (03-03-05) USDA-FSA</small></p> |
|--|