

For: State and County Offices

**Entering 2012 Compliance Review and Spot Check Results
in the National Compliance Review Database**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

According to 2-CP, paragraphs 360 and 361, County Offices are to access the National Compliance Review Database and enter compliance review results. In Notice CP-684, County Offices were advised that modifications were being made to the National Compliance Review Database and that County Offices should maintain written documentation of 2012 compliance review and spot check findings until the database was ready for deployment.

Modifications to the National Compliance Review Database have been completed and County Offices shall begin loading 2012 compliance review and spot check results.

B Purpose

This notice:

- advises State and County Offices that the National Compliance Review Database is available for data entry
- provides the Web address to access a listing of 2012 survey codes for producers selected for compliance review and spot check
- provides the Web address to access the National Compliance Review Database.

Disposal Date	Distribution
October 1, 2013 3-29-13	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact Information

For any problems or concerns with the National Compliance Review Database or this notice:

- County Offices shall contact their State Office compliance specialist
- State Office specialists shall contact Melonie Sullivan by either of the following:
 - e-mail at melonie.sullivan@wdc.usda.gov
 - telephone at 202-690-1003.

2 2012 Survey Codes

A Accessing Survey Codes for Selected Producers

Each producer selected for spot check and review has been assigned a unique survey code. County Offices must enter the assigned survey code for the producer to enter 2012 compliance review and spot check results.

A list of survey codes for producers selected for spot check and review has been posted on the Common Provisions Branch web page on the intranet at <http://fsaintranet.sc.gov.usda.gov/ffas/farmbill/ccc/default.htm>.

B Survey Codes for Multi-State/County Producers

Producers have a different survey code for each State and/or county in which they have farming interests. County Offices shall ensure that they use the survey code listed by the applicable State or county for which the spot check was conducted.

Example: Any Producer was selected for 2012 compliance review and spot check. Any Producer farmed in County 1 and County 2. Compliance reviews and spot checks were conducted in both counties. County Office employees in County 1 shall use the survey code listed for Any Producer in County 1. Likewise, County Office employees in County 2 shall use the survey code listed for Any Producer in County 2 to enter spot check results for that county.

2012 Producer Survey Codes			
State Code	County Code	Producer Name	Survey Code
01	001	Any Producer	01-480000011-ABC123
01	003	Any Producer	01-480000012-DEF456

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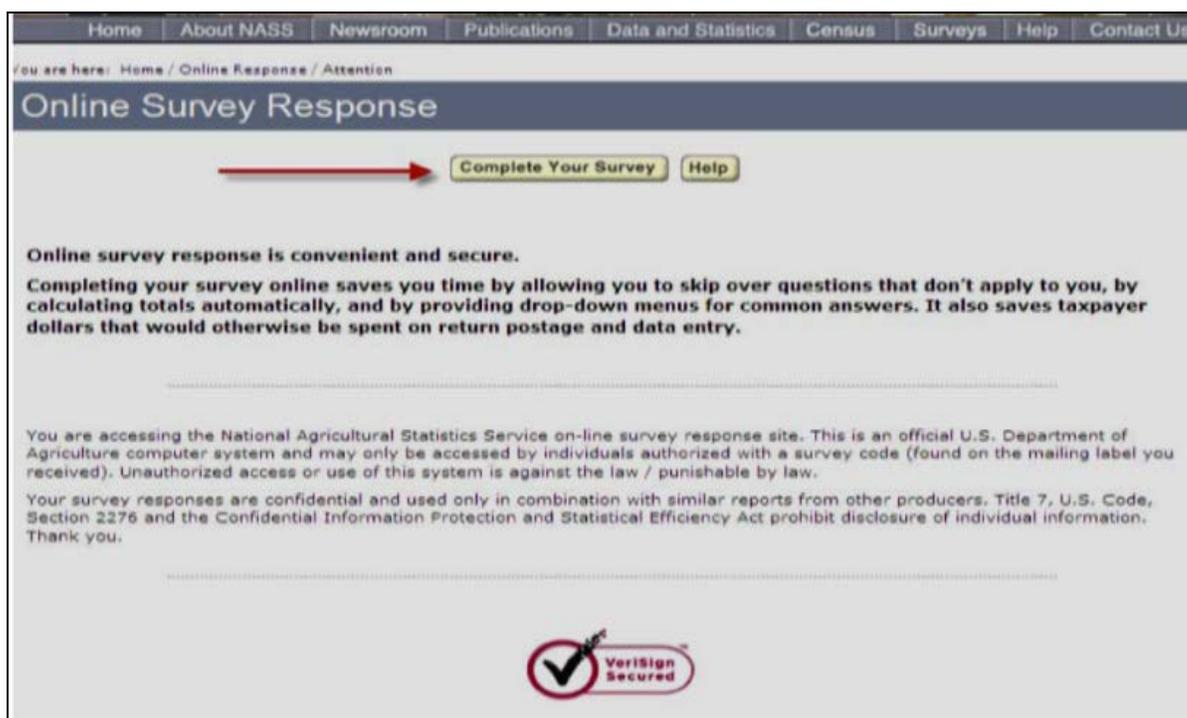
3 Accessing the National Compliance Review Database

A Web Address

County Offices can access the National Compliance Review Database on the NASS Survey Site at <http://www.agcounts.usda.gov>.

B NASS Survey Screens

The following NASS Online Survey Response Screen will be displayed. CLICK “**Complete Your Survey**”.



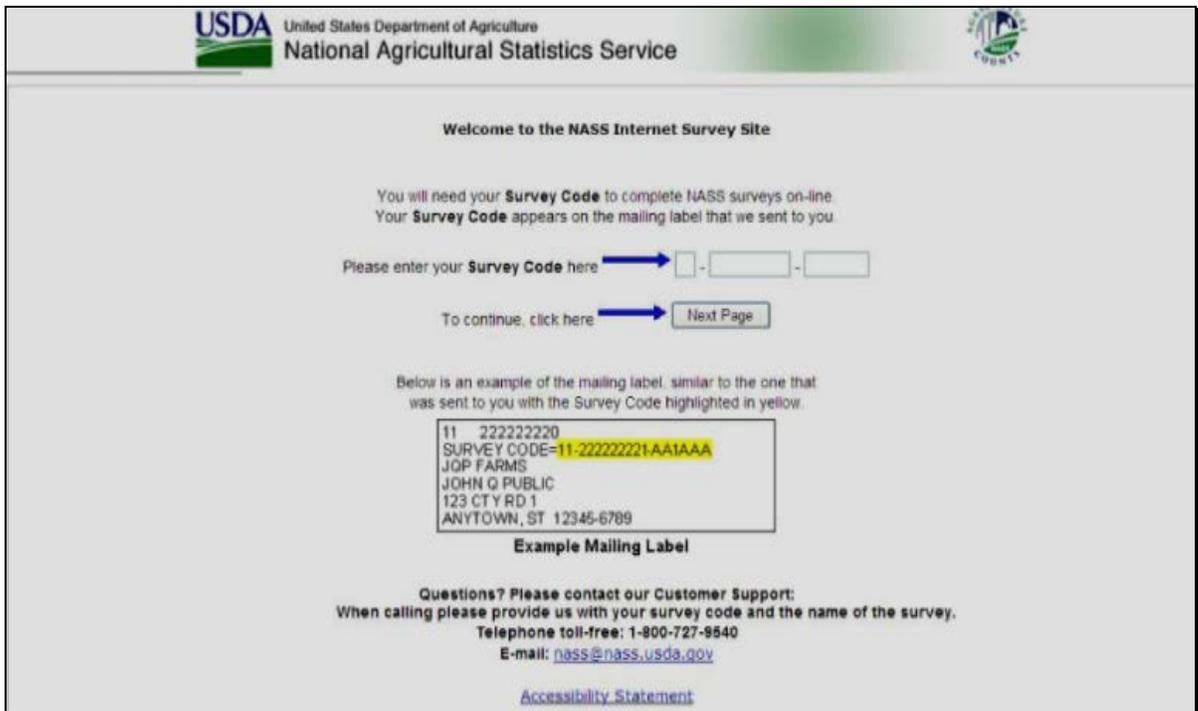
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3 Accessing the National Compliance Review Database (Continued)

B NASS Survey Screens (Continued)

The following Welcome to the NASS Internet Survey Site Screen will be displayed. Enter applicable survey code and **CLICK** “Next Page”. A list of available surveys will be displayed.

County Offices shall follow instructions in 2-CP, paragraphs 360 and 361 for navigating through the surveys and entering data.



The screenshot shows the NASS Internet Survey Site Welcome screen. At the top, there is a header with the USDA logo, the text "United States Department of Agriculture National Agricultural Statistics Service", and a circular logo on the right. Below the header, the text reads "Welcome to the NASS Internet Survey Site".

The main content area contains the following text and form elements:

- "You will need your **Survey Code** to complete NASS surveys on-line. Your **Survey Code** appears on the mailing label that we sent to you."
- "Please enter your **Survey Code** here" followed by a form field with a blue arrow pointing to it. The form field is a three-part input box with hyphens: - -
- "To continue, click here" followed by a blue arrow pointing to a "Next Page" button.
- "Below is an example of the mailing label, similar to the one that was sent to you with the Survey Code highlighted in yellow."
- An example mailing label box containing the following text:

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11 222222220
SURVEY CODE=11-222222221-AA1AAA
JQP FARMS
JOHN Q PUBLIC
123 CTY RD 1
ANYTOWN, ST 12345-6789
```
- "Example Mailing Label" centered below the box.
- "Questions? Please contact our Customer Support: When calling please provide us with your survey code and the name of the survey. Telephone toll-free: 1-800-727-9540 E-mail: nass@nass.usda.gov"
- [Accessibility Statement](#)