

For: State and County Offices

FY 2004 Federal Archaeological Activities Report (CEP-66R)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Section 5(c) of the Archaeological and Historic Preservation Act of 1974 and Section 13 of the Archaeological Resources Protection Act of 1979, as amended, require that an annual report on Federal archaeological activities be:

- submitted by Federal agencies to the Department of the Interior
- prepared by the Secretary of the Interior
- submitted to Congress.

CEP-66R provides information about all Federal agency archaeological activities:

- to offer assistance with professional methods for archaeological preservation
- for administrating historic preservation programs.

B Purpose

This notice provides information to State Offices on how to access and complete the annual CEP-66R for FY 2004 (October 1, 2003, through September 30, 2004) online. This information received from State Offices will be compiled by the National Office and submitted to the Secretary of the Interior for inclusion in the government-wide *Report to Congress for Fiscal Year Activities*. **County Offices are not to submit their responses directly to the National Office. All County Office information must be submitted to the State Office for compiling a comprehensive State report.**

The questions in the electronic form apply to archaeological investigation, protection, management, recovery, and collection management activities carried out under Federal authority by FSA, its producers, its borrowers, and its contractors.

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

Notice EQ-120

2 CEP-66R Information

A Completing the Electronic CEP-66R

The annual CEP-66R should be filled out electronically. CEP-66R is available from the FSA Intranet site at:

<http://dc.ffasintranet.usda.gov/dafp/cepd/Reporting/04ArchaeologicalReport.htm>

Fill answers directly into the electronic form. Fill in each line of the electronic form with the numerical data requested, or if there is no data to report, answer each line with "ND." Round all dollar amounts using normal rules of rounding, to the nearest hundred.

Any questions requiring a narrative should be brief at 200 words or less. If a narrative question is not applicable, answer "NA."

Once all lines have been answered, scroll down to the bottom of the page and click "Submit."

Negative reports also must be submitted. If there is no report, click the "Negative Report" button.

B Submitting the Electronic CEP-66R

All responses must be received in the National Office by **COB, March 18, 2005**. A negative report is required.

C Contact

If there are any questions about this notice or completing the electronic CEP-66R, contact Kathleen Schamel by either of the following:

- telephone at 202-690-1164
- e-mail at **kathleen_schamel@wdc.usda.gov**.