UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State Offices

RMA Insurability Report of 2017 Pilot or Permanent Status

Approved by: Acting Deputy Administrator, Farm Programs

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1   Overview

A   Background

Crops available for NAP do not include crops for which individual crop insurance, excluding pilot crop insurance, is available in the county. Beginning with the 2017 crop year, RMA will identify the pilot or permanent status of all Federal crop insurance policies in the Actuarial Data Master (ADM). The pilot/permanent designations will be used by FSA to determine NAP availability. It is important to note that a program designated as a pilot does not mean that NAP will be available for a specific crop. If Federal crop insurance exists for that crop or crop/type under another permanent plan of insurance, NAP would not be available.

B   Purpose

This notice:

- provides instructions on how to obtain the reports to determine ineligibility for 2017 NAP coverage

- identifies the RMA Plan Codes and Plan Code Names (Exhibit 1)

- identifies the RMA Commodity Codes and Commodity Names (Exhibit 2)

- provides instructions to download the RMA Actuarial Data Master Files (Exhibit 3)

- provides instructions to open the file in Excel (Exhibit 4)

- provides instructions to open the file in Access (Exhibit 5).

Disposal Date	Distribution
September 1, 2017	State Offices

2   Action

A   State Office Action

The State Office NAP specialist shall:

- annually determine insurable crops in the state by:

  - obtaining insurable crop information from the RMA Regional Office

  - on a semi-annual basis, downloading the reports from the ADM to identify the insurable crops by following the steps according to Exhibit 4 for Excel or Exhibit 5 for Access

- immediately notify County Offices of the insured crops where NAP coverage should not be offered.

  Notes: Suggested options for notifying County Offices include posting the data, by county, to a SharePoint site for the State or sending individual reports to the applicable County Offices.

  Depending on when the report is run, the reports may or may not include all crops for which insurance coverage will be available for the crop year. The reports are subject to update by RMA until the latest sales closing date of all crops.

Listing of RMA Plan Codes and Commodity Codes

Plan Code	RMA Plan Code Name
1	Yield Protection
2	Revenue Protection
3	Revenue Protection with Harvest Price Exclusion
4	Area Yield Protection
5	Area Revenue Protection
6	Area Revenue Protection – Harvest Price Exclusion
13	Rainfall Index
16	Margin Protection
31	Supplemental Coverage Option – Yield Protection
32	Supplemental Coverage Option – Revenue Protection
33	Supplemental Coverage Option – Revenue Protection with Harvest Price Exclusion
40	Tree Based Dollar Amount of Insurance
47	Actual Revenue History
50	Dollar Amount of Insurance
81	Livestock Risk Protection
82	Livestock Gross Margin
90	APH – Actual Production History

RMA Commodity Codes and Commodity Names

RMA Commodity Code	Commodity Name	RMA Commodity Code	Commodity Name
11	Wheat	55	Cultivated Wild Rice
12	Blueberries	57	Cherries
13	Onions	58	Cranberries
15	Canola	59	Silage Sorghum
16	Oats	60	Figs
17	Millet	62	Hybrid Corn Seed
18	Rice	64	Green Peas
19	Avocados	67	Dry Peas
20	Pecans	69	Mustard
21	Cotton	72	Cabbage
22	Cotton Ex Long Staple	73	Nursery (FG&C)
23	Macadamia Nuts	74	Mint
28	Almonds	75	Peanuts
29	Walnuts	78	Sunflowers
31	Flax	79	Clary Sage
32	Forage Seeding	80	Hybrid Seed Rice
33	Forage Production	81	Soybeans
34	Peaches	83	Peppers
36	Prunes	84	Potatoes
37	Raisins	86	Fresh Market Tomatoes
38	Sugarcane	87	Tomatoes
39	Sugar Beets	88	Pasture,Rangeland,Forage
41	Corn	89	Pears
42	Sweet Corn	91	Barley
43	Popcorn	92	Plums
44	Fresh Market Sweet Corn	93	Hybrid Sweet Corn Seed
45	Chile Peppers	94	Rye
46	Processing Beans	102	Grass Seed
47	Dry Beans	105	Fresh Market Beans
49	Safflower	107	Alfalfa Seed
50	Hybrid Sorghum Seed	114	Buckwheat
51	Grain Sorghum	115	Oysters
52	Table Grapes	116	Clams
53	Grapes	132	Cucumbers
54	Apples	147	Pumpkins

RMA Commodity Codes and Commodity Names (Continued)

RMA Commodity Code	Commodity Name
154	Strawberries
156	Sweet Potatoes
193	Tangerine Trees
201	Grapefruit
202	Lemons
203	Tangelos
213	Carambola Trees
214	Mango Trees
218	Fresh Apricots
219	Processing Apricots
220	Fresh Nectarines
221	Processing Cling Peaches
222	Processing Freestone
223	Fresh Freestone Peaches
224	Early & Midseason Oranges
225	Late Oranges
226	All Other Grapefruit
227	Oranges
228	Ruby Red Grapefruit
238	Rio Red & Star Ruby
255	Banana
256	Coffee
257	Papaya
309	Mandarins/Tangerines
332	Annual Forage
333	Camelina
396	Sesame
470	Pistachios
501	Olives
1191	Apiculture
1302	Tangors
9936	Limes

Downloading the RMA Actuarial Data Master Files

Instructions to download the RMA Actuarial Data Master Files

Step	Action
1	Access the RMA site at: **http://www.rma.usda.gov/ftp/References/actuarial_data_master/**
2	CLICK current year (e.g. 2017/)
3	Download the current year ADM_YTD file (e.g. 2017_ADM_YTD.zip) **Note:** Allow several minutes for the file to download.
4	Two files will need to be copied from the zip file. User cannot work directly with these files because they are compressed. Double click on the zip file and copy the necessary files into another folder of user's choice. The files necessary are: • The current year A00030_InsuranceOffer_YTD file (e.g. 2017_A00030_InsuranceOffer_YTD) • The current year A01060_OptionRate_YTD (e.g. 2017_A01060_OptionRate_YTD The column containing the information as to whether the program is a Pilot is the Program Type Code. If the cell contains a "P" it is a Pilot. If the cell contains an "R" it is a Permanent/Regulatory program.
5	User can open all these files in Excel or Access.

Instructions to Open File in Excel

> **VERY IMPORTANT:** If user is working with a large file, it might have too many rows for Excel. Data may be missing or a complete dataset may not be accessible. If this happens, go to Exhibit 5 for the instructions for importing to Access for large files.

1. Open a blank Excel workbook

2. Go to Data tab, CLICK "**From Text**". This should be on the left:

   Note: Double check so that the cursor is positioned in the first block (1 A) before proceeding.
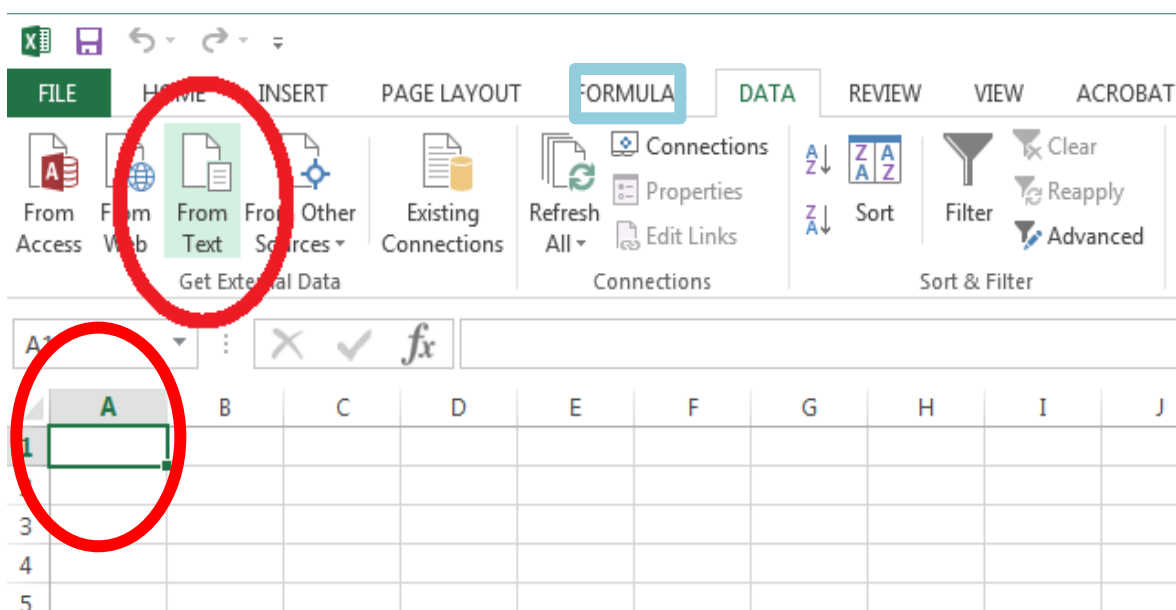
3. A box pops up when user selects the text file they want to work with. Find the current year A00030_InsuranceOffer_YTD file (e.g. 2017_A00030_InsuranceOffer_YTD) and select it. CLICK "**Import**"
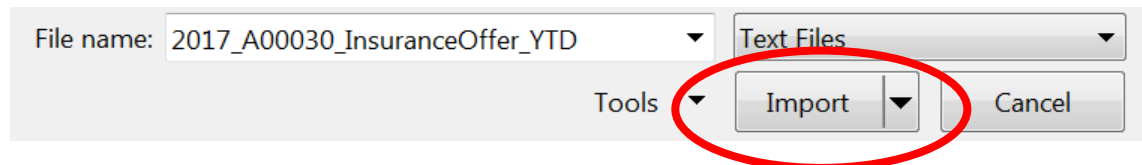
Instructions to Open File in Excel (Continued)

4.   Text Import Wizard (Step 1 of 3) appears. Near the top, there is an option for Delimited or Fixed Width. Make sure Delimited is selected (this is the default). In the middle of the box, select "My Data Has Headers". Then CLICK "**Next**".

Instructions to Open File in Excel (Continued)

5. On the left side of Step 2 of 3, define the Delimiter character as | (shift above the Enter Key) in the Other box. CLICK "**Next**".

    Note: This is called the pipe character, CLICK "**Shift**" and "\". On most keyboards, this is above the "Enter" key.
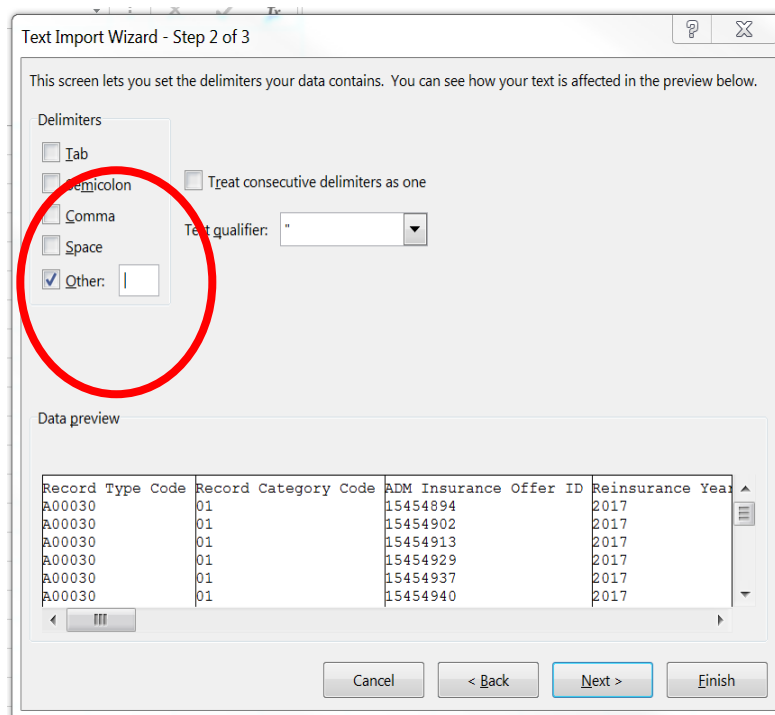
6. CLICK "**Finish**" in Step 3 of 3.
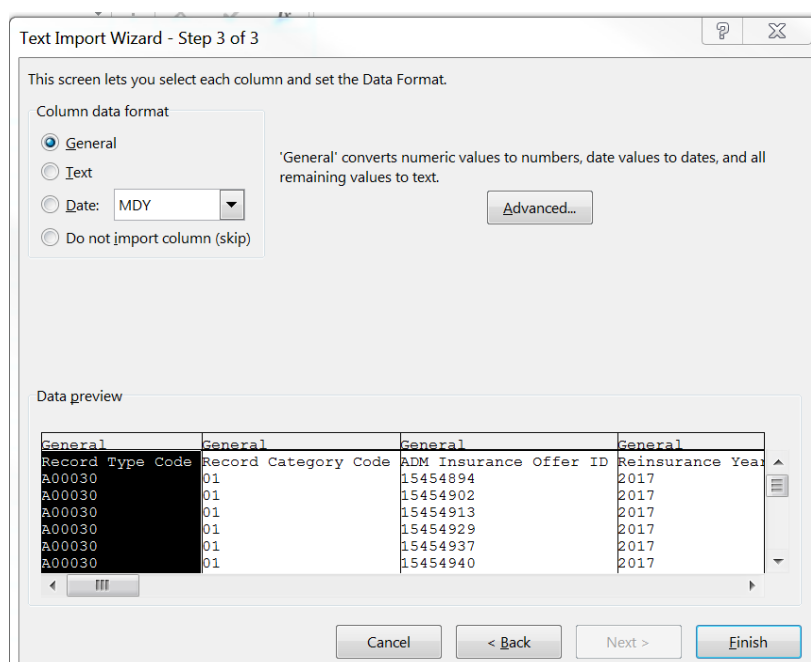
Instructions to Open File in Excel (Continued)

If the file is too large (as mentioned at the top of these Excel instructions), user will get a warning as shown below. This is when user needs to use Microsoft Access – go to Exhibit 5 for the Access instructions.
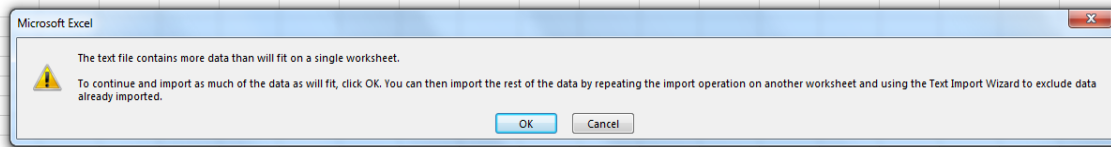
7. If user does not receive the above error, the data is now in Excel. On the Import Data screen, CLICK "**OK**".
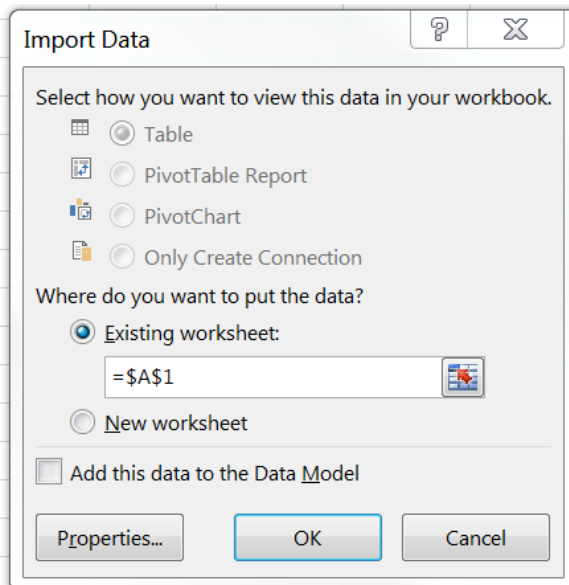
Instructions to Open File in Excel (Continued)

8. To search for a specific value, user can set up the first row as filters. Go to the Data tab and CLICK "**Filter**" (looks like a funnel):
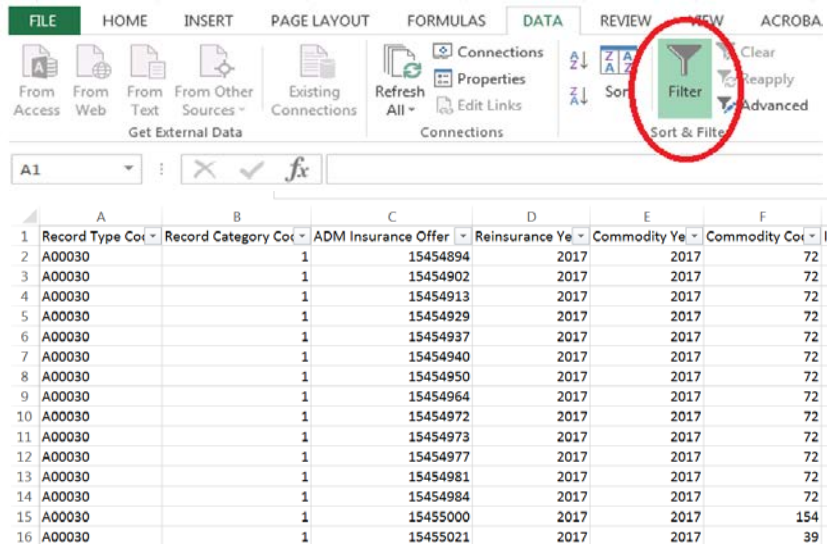
Instructions to Open File in Excel (Continued)

9.   The top row now has drop down menus. CLICK on the down arrow of the column the user would like to filter on. This will show all values in the column and the user may CLICK to select or deselect values.
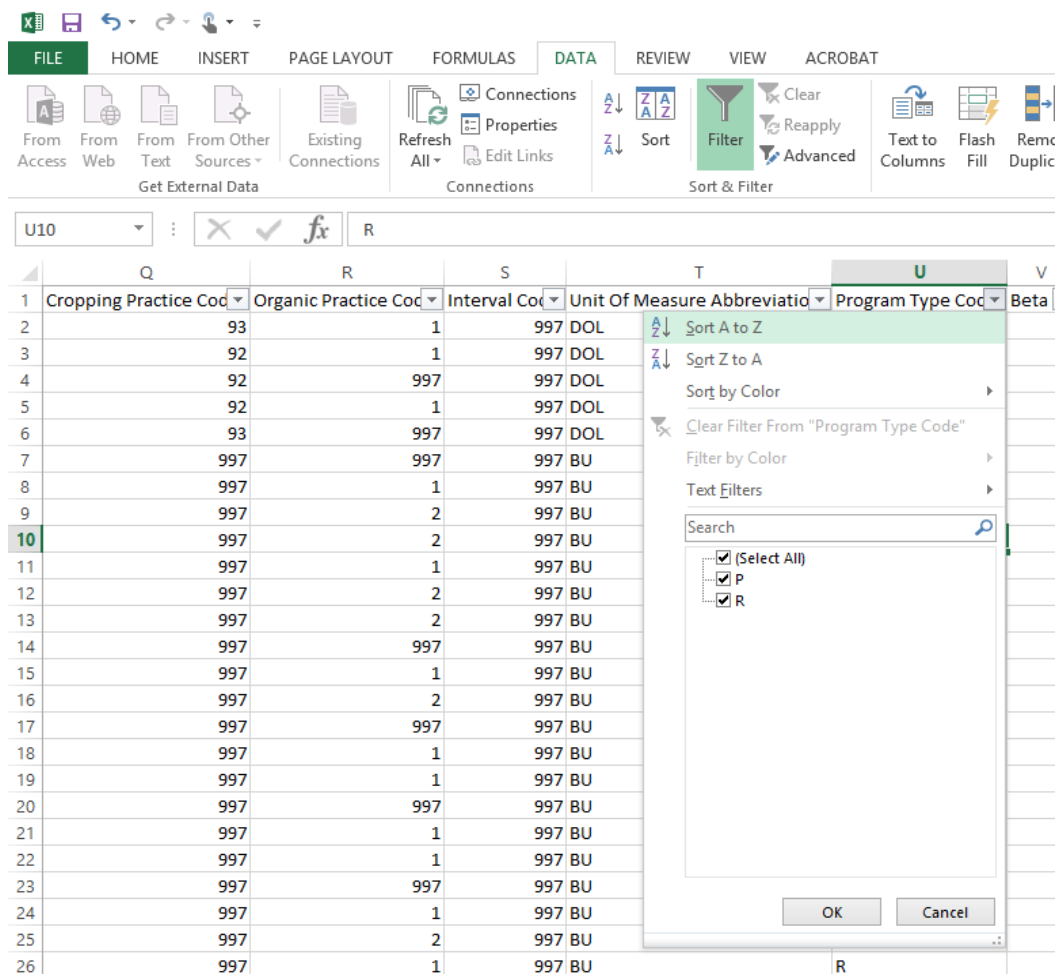
10. The column containing the information necessary to see if the program is pilot or permanent has the header "Program Type Code". If the cell contains a "P" it is a Pilot program, and if it contains an "R" it is a Permanent/Regulatory program.

Reminder: A program designated as a pilot does not mean that NAP will be available for a specific crop. If Federal crop insurance exists for that crop or crop/type under another plan of insurance, NAP would not be available.

Instructions to Open File in Access

1. Microsoft Access has an interface similar to Excel for importing data. This program is located in the Microsoft Office folder on the Start Menu. When the user opens Access, first create a blank desktop database by clicking the icon shown below or by Clicking File Menu > New:
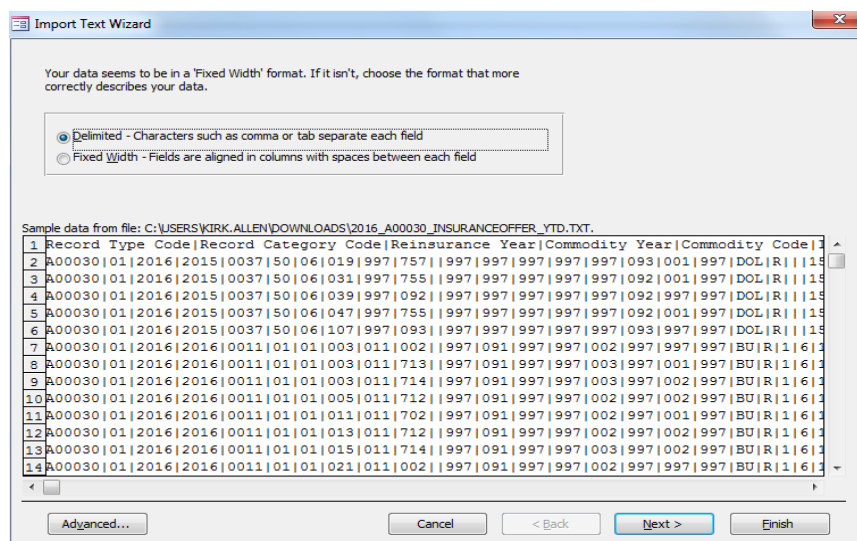

2. On the "External Data" tab, select "Text File":
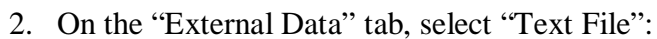
Instructions to Open File in Access (Continued)

3. CLICK "**Browse**" to find the file, and CLICK "**OK**":
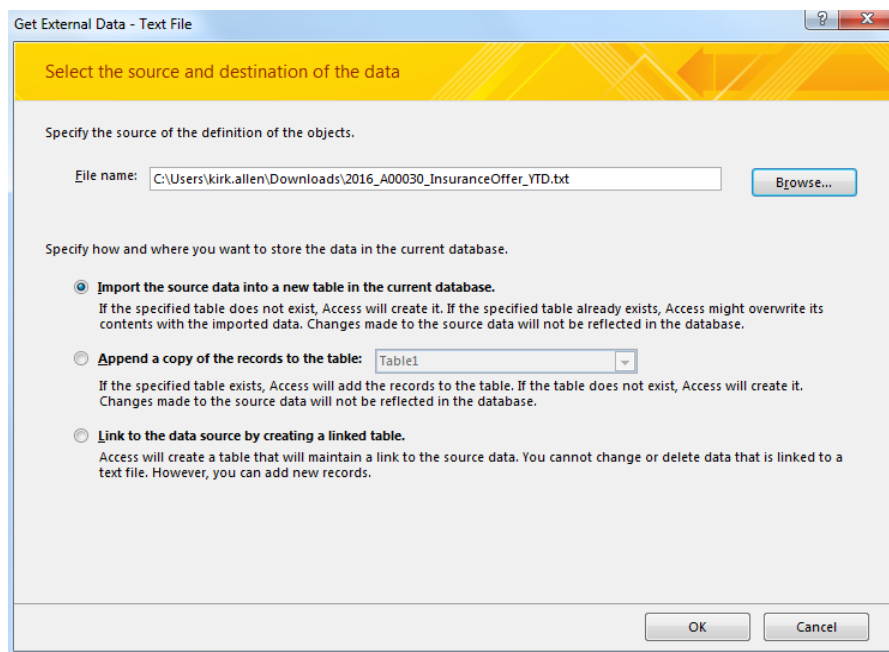
4. The Import Wizard is similar to Excel. On the first screen, select "Delimited". CLICK "**Next**".

Instructions to Open File in Access (Continued)

5. On the next screen, first define the delimiter character as | (Shift key above Enter) in the "Other" box. Then, check First Row Contains Field Names:


Notes: If user checks "First Row Contains Field Names" first, this might confuse Access, so make sure to define the delimiter first. CLICK "**Finish**".
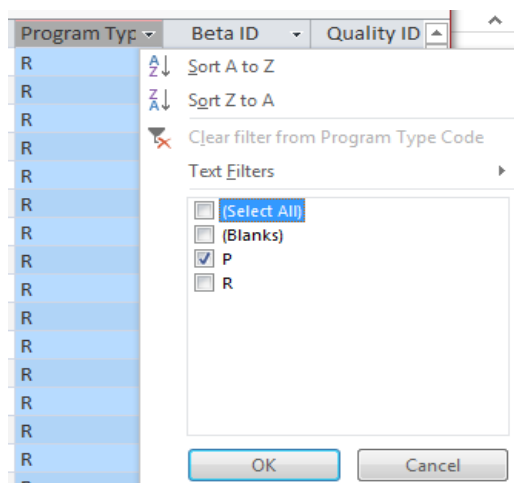
It can take a couple minutes to import. When it finishes, a pop up box will ask if user wants to save the import steps. Close that box without action.

Instructions to Open File in Access (Continued)

6. In the Tables box (on the left side of the screen) the imported data will be listed. Click on it, it resembles an Excel workbook.
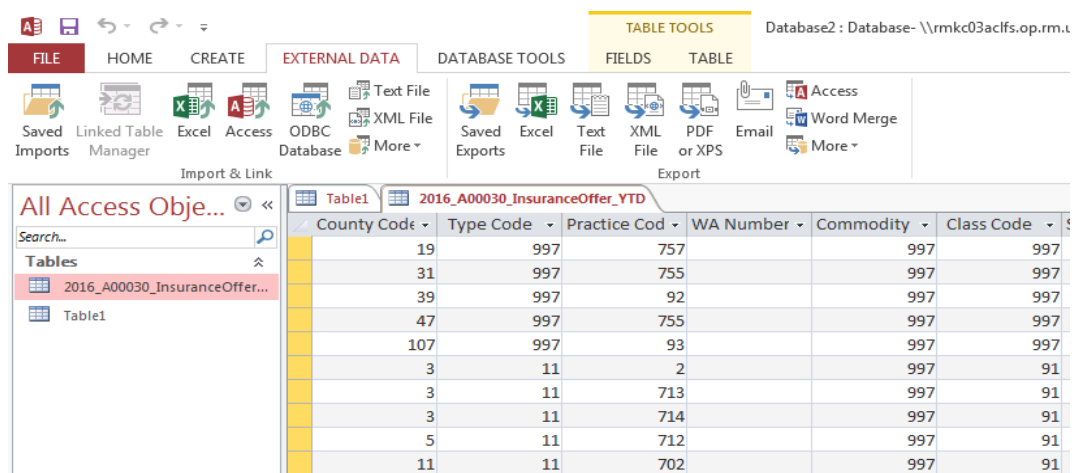
7. There are two ways to filter the columns. The easy way is the same as using filter columns in Excel. This happens automatically (user does not need to set up the first row as a filter like in Excel). CLICK on the down arrow for the column. A box pops up that lets the user select which values they want to display.

8. The column containing the information necessary to see if the program is pilot or permanent has the header "Program Type Code". If the cell contains a "P" it is a Pilot program, and if it contains an "R" it is a Permanent program.

Reminder: A program designated as a pilot does not mean that NAP will be available for a specific crop. If Federal crop insurance exists for that crop or crop/type under another plan of insurance, NAP would not be available.