

**For:** State and County Offices

**Authorization for National Crop Table**

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



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**1 Overview**

**A  
Background**

For 2001 crop year, the national crop table is being developed for the intranet as a web-based application.

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**B  
Purpose**

This notice informs State Offices:

- to designate authorized users of the national crop table
  - to obtain and compile information needed to complete the Microsoft Excel spreadsheet in Exhibit 1
  - where to forward the Microsoft Excel spreadsheet.
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<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2002 10-18-01	State Offices; State Offices relay to County Offices

## Notice NAP-47

### 2 National Crop Table

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#### **A** **Uses for the National Crop Table**

The national crop table will be used to:

- administer NAP and future programs requiring crop data; i.e. prices, yields, payment factors, and planting dates, etc.
- submit annual crop data to DAFP
- maintain historical crop data
- data load, modify, delete, and query crop data.

**Note:** When the national crop table is released, State Offices shall use CCC-456 to request approval for crop data only when the web-based application is unavailable for a future crop year.

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#### **B** **Security Precautions**

Security precautions shall be enforced to ensure that users can only update records about their respective State or county.

Access to the national crop table shall be limited to no more than 2 employees per County Office as determined by the State Office.

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## Notice NAP-47

### 3 Action

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#### A

#### State Office Action

State Offices shall:

- evaluate the need for County Offices to access the national crop table
- if applicable, establish a deadline for County Offices to submit user information
- designate 2 State Office employees as authorized users of the national crop table at the State level
- complete the Microsoft Excel spreadsheet in Exhibit 1

**Note:** The spreadsheet will be electronically sent to State Office Disaster Specialists by **October 19, 2001**.

- submit the completed spreadsheet to **[nationalcroptable@wdc.usda.gov](mailto:nationalcroptable@wdc.usda.gov)** by COB October 26, 2001.

**Note:** Do **not** FAX or mail completed spreadsheets.

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#### B

#### County Office Action

Upon receiving this notice, County Offices shall:

- confirm State Office concurrence to designate the County Office as an authorized user at the County level
  - if applicable, submit user information requested in Exhibit 1 to the State Office.
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**Completing Microsoft Excel Spreadsheet for Authorization for National Crop Table**

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A

**Instructions for Completing Microsoft Excel Spreadsheet** Complete the Microsoft Excel Spreadsheet according to the following.

**Note:** Do **not** alter the format of the spreadsheet. Information is needed in the specified columns to meet automation requirements for KC-ITSDO to populate an active directory.

Column	Action
1	Enter State code.
2	If applicable, enter county code.
3	Enter employee social security number  <b>Note:</b> Do <b>not</b> enter dashes or spaces.
4	Enter employee name.  <b>Note:</b> First, middle initial, last.
5	The following are the 3 levels of authorization: <ul style="list-style-type: none"> <li>• National Level - Reserved for Washington DC employees</li> <li>• State Level - Access to crop data for all counties within the specified State code</li> <li>• County Level - Access to crop data within specified county code only.</li> </ul> Indicate level of authorization by placing an asterisk (*) in the State or County column under "Authorization Level". If an employee needs: <ul style="list-style-type: none"> <li>• State level authorization:                             <ul style="list-style-type: none"> <li>• enter the applicable State code or codes</li> <li>• ENTER "000" as the county code</li> <li>• put an asterisk (*) in the State column or columns</li> </ul> </li> <li>• county level authorization:                             <ul style="list-style-type: none"> <li>• enter the applicable State and county code or codes</li> <li>• put an asterisk (*) in the county column or columns.</li> </ul> </li> </ul>

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**Completing Microsoft Excel Spreadsheet for Authorization for National Crop Table (Continued)**

**B**

**Example of Microsoft Excel Spreadsheet**

The following is an example of a completed Microsoft Excel spreadsheet to request authorization for the national crop table.

State		County		Employees			Authorizaton Level		
FIPS Code	FIPS Code	SSN (9 digits)	Name (First, Middle, Last)				National	State	County
51	000	259678852	John M. Newcomer					*	
51	019	233541906	Terry L. Hill						*
09	000	264582189	Jeannette M. Sutphin					*	
44	000	264582189	Jeannette M. Sutphin					*	
54	003	005296314	Wanda G. Johnson						*
54	005	005296314	Wanda G. Johnson						*
54	007	005296314	Wanda G. Johnson						*

**Examples:** John M. Newcomer is a State Office employee requesting user authorization for State 51.

Terry L. Hill is a County Office employee requesting user authorization for county 019 only within State 51.

Jeannette M. Sutphin is a State Office employee requesting user authorization for State 09 and State 44. This exception shall only be used in those instances where there is 1 State NAP Specialist for multiple States or territories.

Wanda G. Johnson is County Office employee requesting user authorization for multiple counties 003, 005, and 007 within State 54. This exception may be used for shared management County Offices.