



Natural Resources Conservation Service
State Office, 100 USDA, Suite 206 Stillwater, OK 74074-2655

May 21, 2003

OKLAHOMA BULLETIN NO. OK180-3-6

SUBJECT: CPA – 2003 Food Security Act Compliance Reviews

Purpose: To transmit additional instructions for 2003 Food Security Act compliance reviews and the database for reporting the reviews.

Expiration Date: September 30, 2003

ACTION REQUIRED BY OCTOBER 15, 2003

Initial guidance and assignments of Food Security Act compliance reviews was provided in Bulletin OK180-3-4. Training sessions on conducting the compliance reviews incorporated draft National Food Security Act Manual (NFSAM) policy. Since that time the national office has finalized and posted the policy. Part 518 of the NFSAM is being released hard copy under separate cover. This new policy will be used for all guidance and policy related to completing 2003 compliance reviews.

Significant changes to note between the draft policy and the final policy are as follows:
Part 518.01c, Notification to the USDA Participant – This notification will be made in writing. Verbal notification has been removed from the final policy. All notifications made after the date of this bulletin will be documented in writing.

Part 518.12b, Completing Form FSA-569 – NRCS shall request a form FSA-569 within seven (7) calendar days of making a compliance violation determination. Previous versions of the NFSAM and the draft policy set this at ten (10) days. Offices with compliance violations will adhere to the seven (7) day policy.

A Microsoft Access database will be used to report the results of all compliance reviews. Guidance on use of the database was provided at training sessions and will be incorporated in the NFSAM, Fourth Edition, Oklahoma Amendment 2, Page 518.C.20-1 through 518.C.20-10. With the conversion to the Windows XP operating system, the version of Microsoft Access on field office systems is being upgraded. Offices accessing the compliance database after XP conversion will need to convert the database. Instructions for completing this one time conversion are attached.

Questions on FSA compliance should be directed to the team contact for HEL or Suzanne Collier, Resource Conservationist, at 405.742.1234, or e-mail at Suzanne.Collier@ok.usda.gov

/s/

M. DARREL DOMINICK
State Conservationist

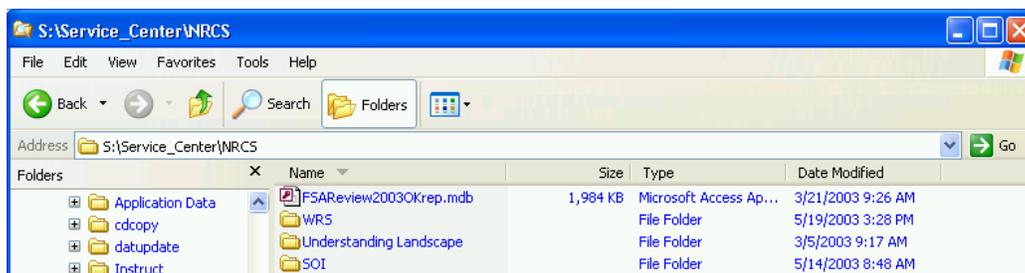
Attachment

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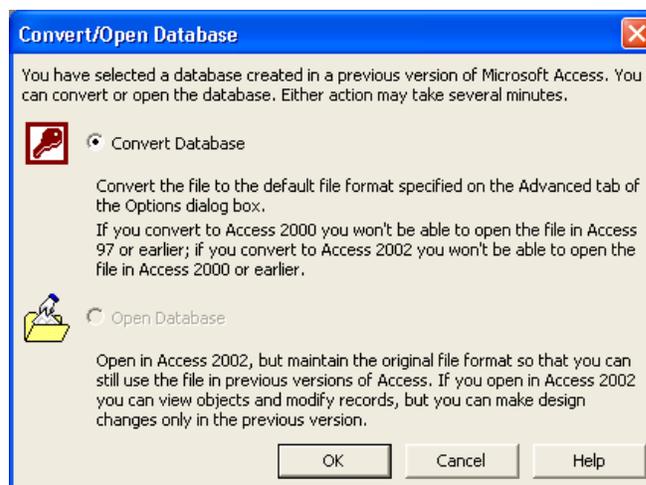
Instructions for Conversion of Compliance Review Database (FSARReview2003OKrep.mdb) After Windows XP Installation

The compliance review database will have to be converted to Microsoft Access 2000 format after each field office has been converted to Windows XP. This is done one time for the database, following the steps outlined below.

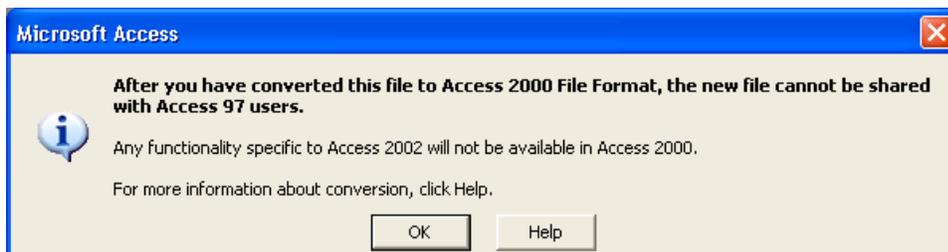
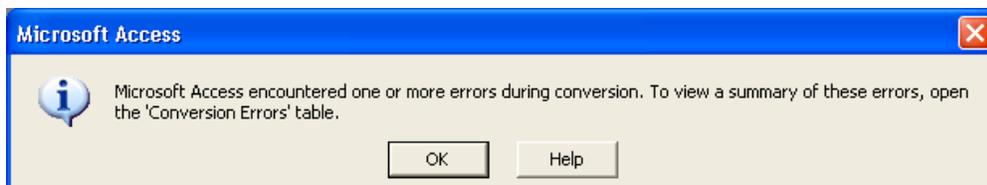
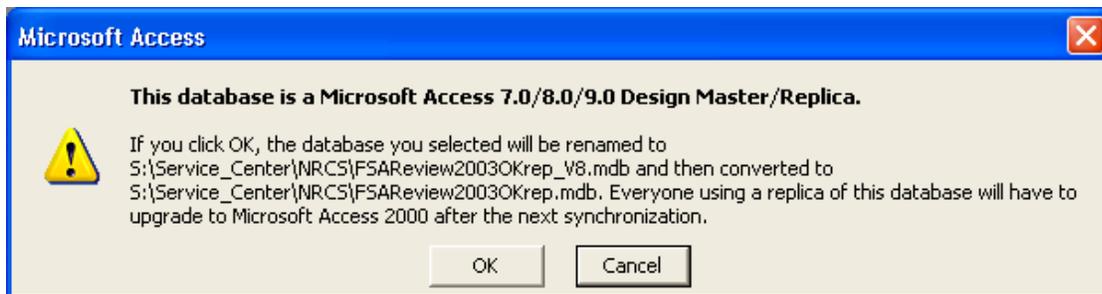
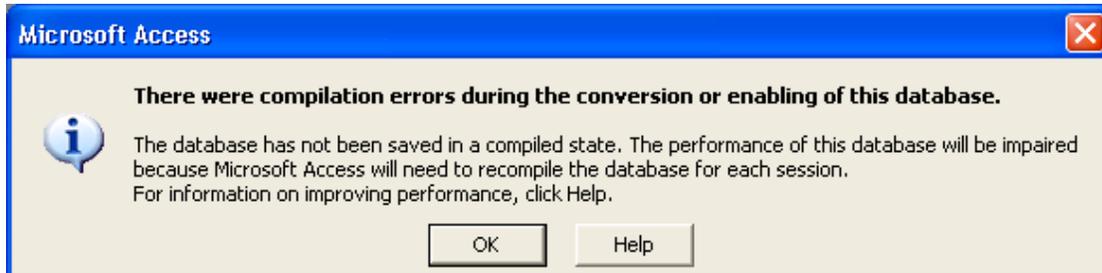
In Windows NT Explorer , navigate to the location the database file is stored. It was recommended that the file be stored in S:\Service_Center\NRCS. If the file is not on the local system it can be downloaded from the Oklahoma ECS web site.



Double click on the file name, FSARReview2003Okrep.mdb, to open the database. A window will appear, prompting you to convert the database.



A variety of windows and messages will appear. These messages should all be closed by clicking **OK**.



Continue clicking **OK**, until all messages and windows have been processed. Some machines and systems may get slightly different messages. Do not worry if some of the messages indicate errors during the conversion process.



After all messages have been displayed the database will open. Enter the compliance review results in the database and submit the completed database to the state office using the guidance provided in the *FSA Compliance Review System User Documentation*.

