



Natural Resources Conservation Service Conservation Planning and Ecological Sciences
100 USDA, Suite 206 Stillwater, OK 74074-2655
Telephone 405.742.1240

January 28, 2004

OKLAHOMA BULLETIN NO. OK180-4-4

SUBJECT: CPA – 2004 Food Security Act Compliance Reviews

Purpose: To transmit initial tract lists for 2004 Food Security Act conservation compliance reviews.

Expiration Date: September 30, 2004

ACTION REQUIRED BY OCTOBER 15, 2004

The national office has posted the random tract list for 2004 compliance reviews and Oklahoma has made the selection of tracts on NRCS employees. A significant change from previous years is the number of random tracts in the national sample. Oklahoma has 618 tracts selected for review in comparison to approximately 300 in recent years. Attachment #1 shows the number of national random tracts assigned per county.

A new on-line reporting system will be used this year for recording the results of the compliance reviews. The list of national random tracts can be obtained by accessing the on-line system at <http://ias.sc.egov.usda.gov/auth/CSR/LocateTracts.aspx>. This web site can also be accessed from the accountability tab of the my.nrcs portal, under FSA compliance reviews. The on-line system includes on-line help and guidance which will continue to be updated as more things are added to the site. This guidance, in addition to NFSAM policy, should be used in recording tract information in the system. At the present time the site can be used for obtaining the list of assigned tracts, it can be used for recording the results of the status reviews, but reports can not yet be generated from the site. The on-line system is expected to be fully functional sometime in February.

All Level 2 planners will be given the authority to conduct 2004 compliance reviews. If additional training is needed to be able to complete the reviews, please contact, the team HEL contact, or the resource conservationist from the technical office.

The list of tract reviews on NRCS employees in Oklahoma has already been added to the national database and will not be added locally. Offices will add to the database the results of reviews on tracts requested for FSA county committee members and employees, whistleblowers, 569 requests, and other local requests. Refer to instructions on Attachment #2 on tracts to be added locally.

DIST: AO

(MORE)

Procedures for completing FSA status reviews are detailed in the National Food Security Act Manual (NFSAM) Fourth Edition, Part 518. These materials should be used to prepare for the field portions of the review. The same procedures used in 2003 will be used to determine if a field requires a field review or if the tract is subject to replacement based on criteria outlined in NFSAM Part 518. Note, in Oklahoma, you will only attempt to find replacement tracts up to three times for each assigned random tract, if an acceptable tract is not found after three additional tracts are looked up, then no further replacement search will be made and the results will be documented for the original tract and the three replacements. Attachment #2 provides guidance and step by step instruction on determining the field office's workload for FSA compliance.

This year the field office will be recording the results of the reviews directly into the on line database. This database is accessible by all levels of the agency at all times. Therefore, offices are encouraged to keep up with the status review workload; determining the correct timing for completion of the reviews, and if appropriate, recording the results of reviews on tracts for which a field visit is not required, and those on which a review has been completed, as those determinations are made. In many cases tracts could be documented and recorded in the database as the office works through the preliminary tract information, especially tracts and replacement tracts that meet the following criteria and will not have field reviews conducted:

- Tracts that have not received any program benefit in 2003.
- Tracts that are found to be non-HEL or not determined, with no potential wetland.
- Tracts with no potential wetland, that are HEL, but documentation in FSA records or NRCS case files indicates the fields are in permanent vegetation (crop fields converted to pasture, or HEL fields in CRP).

Time spent on FSA compliance reviews, including the preliminary office preparation and reconciliation of the tract data is to be charged to CTA-General, Quality Assurance and Evaluation.

Additional information and instruction for recording status review results in the on-line database will be provided after the site becomes fully functional. Questions on FSA compliance should be directed first to the team HEL contact, then to Suzanne Collier, Resource Conservationist, at 405.742.1234, or e-mail at Suzanne.Collier@ok.usda.gov.

/s/ Kevin Norton, acting for

M. DARREL DOMINICK
State Conservationist

Attachments

2004 FSA Compliance Reviews
Number of National Random Tracts per County

Field Office	Location FIPS	Location County	Number of National Random Tracts 2004
Stilwell	40001	Adair	4
Cherokee	40003	Alfalfa	17
Atoka	40005	Atoka	6
Beaver	40007	Beaver	11
Sayre	40009	Beckham	12
Watonga	40011	Blaine	14
Durant	40013	Bryan	9
Anadarko	40015	Caddo	25
El Reno	40017	Canadian	16
Ardmore	40019	Carter	3
Tahlequah	40021	Cherokee	0
Hugo	40023	Choctaw	0
Boise City	40025	Cimarron	9
Norman	40027	Cleveland	2
Coalgate	40029	Coal	9
Lawton	40031	Comanche	12
Walters	40033	Cotton	11
Vinita	40035	Craig	12
Bristow	40037	Creek	1
Clinton	40039	Custer	14
Jay	40041	Delaware	4
Taloga	40043	Dewey	9
Shattuck	40045	Ellis	9
Enid	40047	Garfield	20
Pauls Valley	40049	Garvin	7
Chickasha	40051	Grady	14
Medford	40053	Grant	16
Mangum	40055	Greer	11
Hollis	40057	Harmon	4
Buffalo	40059	Harper	11
Stigler	40061	Haskell	1
Holdenville	40063	Hughes	8
Altus	40065	Jackson	13
Waurika	40067	Jefferson	6
Tishomingo	40069	Johnston	5
Newkirk	40071	Kay	10
Kingfisher	40073	Kingfisher	13
Hobart	40075	Kiowa	17
Wilburton	40077	Latimer	1
Poteau	40079	Le Flore	4
Chandler	40081	Lincoln	7
Guthrie	40083	Logan	14
Marietta	40085	Love	1
Purcell	40087	McClain	8
Idabel	40089	McCurtain	3
Eufaula	40091	McIntosh	6

2004 FSA Compliance Reviews
Number of National Random Tracts per County

Field Office	Location FIPS	Location County	Number of National Random Tracts 2004
Fairview	40093	Major	9
Madill	40095	Marshall	5
Pryor	40097	Mayes	3
Sulphur	40099	Murray	3
Muskogee	40101	Muskogee	8
Perry	40103	Noble	14
Nowata	40105	Nowata	3
Okemah	40107	Okfuskee	10
OKC	40109	Oklahoma	1
Okmulgee	40111	Okmulgee	6
Pawhuska	40113	Osage	5
Miami	40115	Ottawa	7
Pawnee	40117	Pawnee	7
Stillwater	40119	Payne	7
McAlester	40121	Pittsburg	5
Ada	40123	Pontotoc	2
Shawnee	40125	Pottawatomie	7
Antlers	40127	Pushmataha	0
Cheyenne	40129	Roger Mills	8
Claremore	40131	Rogers	5
Wewoka	40133	Seminole	11
Sallisaw	40135	Sequoyah	1
Duncan	40137	Stephens	8
Guymon	40139	Texas	12
Frederick	40141	Tillman	9
Tulsa	40143	Tulsa	2
Wagoner	40145	Wagoner	3
Dewey	40147	Washington	3
Cordell	40149	Washita	16
Alva	40151	Woods	13
Woodward	40153	Woodward	16
		TOTALS	618

Guidelines for Food Security Act Compliance Reviews

Pre-requisites: Only NRCS Employees with Level 2 planning certification will conduct 2004 FSA compliance reviews in Oklahoma.

Preparatory Steps for all Food Security Act Compliance Reviews

1. Review national random tract list. Add tracts locally, as requested.

Locally field offices will only add tracts referred by other USDA agencies (i.e. 569 requests, and reinstatements), variance tracts from previous year if not shown on state office tract list. All other additional tracts will be added/pulled at the state office level (such as NRCS employees, FSA Farm credit loans, etc).

Ref. NFSAM 518.02

2. Review and reconcile tract list with the administering office of FSA.

Get tract information recorded on FSA maps for all fields. Get names and addresses of producers on record. When finding replacement tracts for the nationally selected random tracts, the user will continue looking for replacements for three tracts. If a replacement tract has not been found within three tracts, contact Suzanne Collier in the State Office.

Ref. NFSAM 518.03

3. Determine correct timing for review and schedule workload.

Ref. NFSAM 518.01(d)

4. Notify participant of scheduled review, 15 to 30 days prior to the review.

Ref. NFSAM 518.01(c)

5. Continue on to the conducting compliance reviews guidance (shown below) and the office portion of the review.

Ref. NFSAM 518.10(b)

Steps for Conducting the Compliance Reviews

Steps for HEL Compliance Reviews:

1. Review and check original determination using soils map and frozen HEL soil list in Section II of the FOTG.

If at any time during the review the original determination is found to be technically inaccurate then a corrected determination is to be completed on a new CPA-026, the producer will be notified of the new determination and any actions necessary to maintain compliance. The compliance review will be given a TA variance until the following year.

Ref. NFSAM 518.10(b) for office review. Ref, NFSAM 518.01(c) for field review.

Steps for HEL Compliance Reviews (continued)

A. HEL Soil Map Units.

If soil map units are HEL continue to field review for compliance determination.

B. PHEL Soil Map Units.

If soil map units are PHEL, check determination in field for obvious errors. If HEL continue to field review for compliance determination. If NHEL complete documentation in office for compliance review on the field.

C. NHEL Soil Map Units.

If soil map units are NHEL, complete documentation in office for compliance review on the field.

D. Unnumbered Areas and Fields without prior determination on the tract. Check soils to determine possibilities of HEL soil map units.

(1) If HEL soils exist, check activities in field to ensure no sod-busting has occurred.

(2) If no HEL soils exist, complete documentation for compliance review determination in the office.

Steps for Wetland Compliance Reviews:

1. Review soils map for hydric soils. Review NRCS wetland inventory mylar overlay map.

A. If no hydric soils are present on soil map and no wetlands are shown on wetland inventory map, complete documentation for compliance review determination in the office.

B. If hydric soils or wetlands exist on mylar, go to field to check the accuracy of the wetland inventory.

(1) If no wetlands are present or no manipulation of potential wetlands, then complete the compliance determination.

(2) If wetlands or potential wetlands exist and there has been manipulation of those areas since 12/1985, which would make the production of a commodity crop possible, then document the potential for non-compliance and request a 569 from FSA.