



## National Association of FSA County Office Employees

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April 21, 2015

To: Mike Schmidt  
Deputy Administrator for Farm Programs

From: Richard Csutoras  
Programs Chair, NASCOE

Re: Request for a list of reports needed by the field

During the recent NASCOE negotiations visit, the desire for more reports in the field was identified as a key need. At your request, NASCOE reached out to our membership to identify those reports that are most sought after and which we do not currently have. We specifically excluded reports that are currently available but which may be cumbersome to run or potentially formatted disagreeably.

The response we received was overwhelming and confirmed the demand for reports is strong. We received nearly 350 responses for more than 40 different reports. I have attached the list of the top ten requested reports from these responses. Your help to deliver these reports to the field is greatly appreciated. Additionally, we would value any support you can provide to implementing robust analytics going forward.

Thank you for the opportunity to present these submissions for expedited action. Additionally, we are thankful for your support of the programs committee in general. It has been a very positive collaboration. In the near future I will be submitting the remaining report suggestions to the appropriate specialist for consideration.

On behalf of the NASCOE Executive Board,

Richard F. Csutoras  
NASCOE Programs Chair

cc: Brad Karmen  
Mark Vanhooose  
Wes Daniels

**#1 (Requested by 30+ employees)**

Program of Concern	MIDAS/FARM RECORDS/BUSINESS PARTNER
What the proposed report will produce	Data that is sortable by an searchable field. IE Owner/operator/Other tenant.
What data sets will the report query from	MIDAS Business Partner
What was the name of the legacy system report (if applicable)	
Other comments (why do we need it, what is it used for)	<p>This would enable the employees to target specific producers above the canned lists that we have now. If we could take all the data fields which are in MIDAS and make them exportable to excel, the County offices would be able to sort information into a much more concentrated group. Right now, we can export certain information to Excel from MIDAS. This is a wonderful feature and with some enhancements this could be a spectacular feature that will save County Offices time and money. In example, with the ARC/PLC election process. If we could have searched the entire CO database for farms with base acres equal to or greater than 0.1 We would have been able to notify current landowners, operators, and other tenants of what they needed to do for the election. This could be done for anyone who has Conservation acres, Fruits and Vegetables, or any other program that may come down the line.</p> <p>We could also use this in disaster situations where a creek floods we could Identify all TAP eligible participant's in an area for LIP eligibility for wind damage through a certain area. Possibilities are endless once we can export to excel. CURRENTLY we can only highlight farms then manually gather the information in excel. If we could highlight an area of farms and click export we would have a list of all farms, owners, operators, and acres. This would allow for fast reporting to congress during a disaster. This would also allow to contact the producers as soon after the disaster happens to gauge the level of response needed or to notify all landowners in the affected area of any benefits that may be available to them.</p>

**#2 (Requested by 25+ employees)**

Program of Concern	Compliance/Acreage Reporting
What the proposed report will produce	Reported/Certified Crop Acreage
What data sets will the report query from	Report should include the following information and capability to be filtered or sorted by: FSN, Tract, operator, specific crop, crop type, and intended use, acreage
What was the name of the legacy system report (if applicable)	Query from System 36
Other comments (why do we need it, what is it used for)	Track reported/certified acres by COF various uses, which include workload tracking and as a contact source for producers for the following year certification

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**# 3 (Requested by 25+ employees)**

Program of Concern	CRP
What the proposed report will produce	Cost Share Status of pending, approved practices by installation due dates /Landowner name
What data sets will the report query from	Conservation Cost Share web based
What was the name of the legacy system report (if applicable)	System 36/ AD-245
Other comments (why do we need it, what is it used for)	To effectively monitor practice completion dates by FY of all practices. (currently available through the STO only)

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**# 4 (Requested by 20+ employees)**

Program of Concern	CRP
What the proposed report will produce	Searchable and exportable reports utilizing multiple data sets for CRP contracts and producers
What data sets will the report query from	CRP alphabetical producer listing including addresses, contract #, shares, producer type (OW, OP, OT), farm, tract, field, practice type and acres, signup #, offer type, contract approval date, contract period effective date and expiration date
What was the name of the legacy system report (if applicable)	Similar to the old report EPCE66-R001
Other comments (why do we need it, what is it used for)	Would assist COF's with heavy CRP when needing to send reminders, do reports and manage various aspects of office workload.

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**# 5 (Requested by 10+ employees)**

Program of Concern	FSFL
What the proposed report will produce	Status of active FSFL loans, including loans initiated, obligated, expiring approvals, payments due in 45 days, and outstanding loans.
What data sets will the report query from	DLS, FWADM
What was the name of the legacy system report (if applicable)	
Other comments (why do we need it, what is it used for)	FSFL loans can have long periods between approval and disbursement. Having reports to aid in tracking these would be helpful in monitoring the various statuses. Additionally, it is important to be able to have reports to aid in loan servicing (issuing reminder letters, demand letters, etc).

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**# 6 (Requested by 10+ employees)**

Program of Concern	Farm Records
What the proposed report will produce	Searchable and exportable reports of recons from MIDAS and SYS36
What data sets will the report query from	Farm and Tract recons
What was the name of the legacy system report (if applicable)	Web Farm Records Reconstitution History of a Farm, Reconstitution of a Tract and Reconstitution Status Report
Other comments (why do we need it, what is it used for)	Assist COF when implementing programs for previous years. As well as being able to document reconstitutions for COC minute purposes.

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**# 7 (Requested by 5+ employees)**

Program of Concern	Conservation Reserve Program
What the proposed report will produce	Uncertified CRP acreage
What data sets will the report query from	Interface data from CARS and CCMS
What was the name of the legacy system report (if applicable)	All Farms with CRP reported by not certified
Other comments (why do we need it, what is it used for)	Ensure compliance and timely reporting of CRP contract acreage

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**#8 (Requested by 5+ employees)**

Program of Concern	All – compliance
What the proposed report will produce	Report of required reconstitutions
What data sets will the report query from	MIDAS
What was the name of the legacy system report (if applicable)	Farm Records, S/36
Other comments (why do we need it, what is it used for)	The Farm constitution was a great tool for the COC to ensure that farms were properly Constituted. Waving the requirement for the COC to annually review was great. However it is still one of the best means for County Offices to review and identify reconstitutions that are necessary. Having this report available would alleviate the need to print and review the producer information report for each individual producer.

**# 9 (Requested by 5+ employees)**

<b>Question 8</b>	<b>Response</b>
Program of Concern	Administrative
What the proposed report will produce	A label file for CO use
What data sets will the report query from	Business Partner, Web Farm
What was the name of the legacy system report (if applicable)	Label file 2000PLUS
Other comments (why do we need it, what is it used for)	Currently they are a number of ways that COs go about their any producer folder of farm folders. This has only been made worse by new programs coming along as well as 25-AS becoming obsolete. With the records hold here at FSA, as well as the lack of continuity in file procedure, we would like the National Office to create a naming convention for all file folders and publish in an exhibit. Once the policy is set if there could be a Standard Label File (similar to the one once on the 36) for county Offices to print off and maintain. This standardized approach and one naming convention will make all files easy to send and pull from the Federal Archives. The label files will save a lot of time in the County Offices who would need to make or update the file annually.

**#10 (Requested by 5+ employees)**

Program of Concern	Financial Applications
What the proposed report will produce	List of producers currently ineligible for payments.
What data sets will the report query from	FSA applications/business file
What was the name of the legacy system report (if applicable)	Prepayment reports
Other comments (why do we need it, what is it used for)	We can currently run prepayment reports for some, but not all programs. If we could run this or a similar report that would list all of the payments that will not run it will allow County Office Users to be proactive in Payment processing. This will ensure all payments are processed as fast as possible. It may also reduce the improper payments associated with payments by checking payments flags prior to payment being issued.