

For: FSA Employees

Adding New “NOAUTH” Program and Activity Codes in the Activity Reporting System (ARS)

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Notice AO-1576 provided guidance about using the following codes in ARS:

- **program** code “**NOAUTH-P1**” for new program “NRCS”
- **activity** code “**NOAUTH-A3**” for new activity "Administrative Services Project (ASP)".

Note: 21-AO, Exhibit 4 will be amended to include information for reporting this activity.

B Purpose

This notice:

- provides additional guidance about reporting leasing, litigation, LincPass, and MIDAS services provided to NRCS
- obsoletes Notice AO-1576 because additional activities have been included for services provided to NRCS.

C Contacts

For questions about this notice, contact either of the following by e-mail:

- Vicki Larson at vicki.larson@wdc.usda.gov
- Mitzi Lankford at mitzi.lankford@wdc.usda.gov.

Disposal Date November 1, 2013	Distribution All FSA employees; State Offices relay to County Offices
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Notice AO-1580

2 Using Generic “NOAUTH” Program and Activity Codes

A “NOAUTH-P1” Program Code for NRCS Support

A request has been made for FSA employees to begin tracking activities provided in support of NRCS programs and staff. Reporting support provided to NRCS should be completed at the National, State and County Office levels of the agency. To report this category, employees shall select "NOAUTH-P1" from the "Program" drop-down menu in WebTA/ARS; then select the activity that most reflects the task completed. The following activities are available for use with the “NOAUTH-P1” program code:

- **Admin** – clerical activities, which includes answering telephones, taking messages, obtaining signatures, and similar tasks
- **Appeals** - COC actions on Conservation Security Program, EQIP, Wildlife Habitat Incentive Program appeals
- **Budgeting** - primarily occurs only at National Office level

- **Civil Rights ***

Note: See 21-AO, Exhibit 4 for examples of applicable tasks for activities marked with an asterisk (*).

- **Emergency Preparedness** - provide copies of emergency or disaster reports; manage LincPass activity for NRCS employees
- **Environmental Compliance** - provide services or copies related to environmental issues
- **External Affairs** - include time for addition of NRCS articles in FSA Newsletters
- **Finance-Accounting ***
- **FOIA-PA ***
- **GIS ***
- **Integrity Compliance ***
- **IT Development ***
- **IT Operation-Maintenance ***
- **Litigation ***

Notice AO-1580

2 Using Generic “NOAUTH” Program and Activity Codes (Continued)

A “NOAUTH-P1” Program Code for NRCS Support (Continued)

- **Manage Property** - includes leasing activities

Note: When used together in ARS, the program “NOAUTH-P1” and activity “Leasing” create an invalid accounting combination that will **not** allow validation of the employee's T&A.

- **Measurement Service ***
- **MIDAS** - providing copies of the MIDAS FSA-156EZ, updating the Subsidiary File, and addressing any other MIDAS replication issues causing land and producer eligibility problems for NRCS Conservation Program signups.
- **Outreach ***
- **Program-Policy-Planning ***
- **Service & Maintenance ***
- **Signup & Eligibility** – In addition to other tasks listed in the FSA Activity Dictionary for Signup & Eligibility (completing AGI, eligibility determinations, power of attorney), also include any activities that would normally be recorded under program codes “COMMON - FARM RECORDS” or “ACREAGE REPORT AND DETERMINATION” in this activity if completed for NRCS. This includes:
 - reconstitutions
 - cropping history
 - mapping
 - delineation of land with addition of acreage, tract number, etc.
 - providing FSA-156EZ
 - verifying farm records including ownership and cropping history
 - reviewing and providing FSA-578
 - providing maps
 - SCIMS

Note: When used together in ARS, program “NOAUTH-P1” and activities “FARM RECORDS and ACREAGE REPORT & DETERMINATION” create an invalid accounting combination that will **not** allow validation of the employee's T&A.

- **Training ***
- **Travel. ***

Notice AO-1580

2 Using Generic “NOAUTH” Program and Activity Codes (Continued)

B ASP Activity

A number of FSA employees at the National and State Offices are actively assisting with implementation of ASP in FSA related projects. Employees shall use generic activity code “NOAUTH-A3” when working on ASP activities by accessing the "Activity" drop-down menu in WebTA/ARS. Activity related to employee participation in ASP projects or contributing to ASP activities includes the following.

- **Regional Servicing Office (RSO) Pilot** –consolidation of specific administrative functions from the State Office into RSO.
- **Real Property Leasing Center of Excellence (COE)** –consolidation of the leasing function into a COE that will service multiple agencies.
- **Loans Receivable Center of Excellence** –consolidation of the loans receivable function in St. Louis into a COE.
- Other ASP projects that are implemented in the future.

Any task that these FSA employees complete on a regular basis **not related** to ASP should be reported using the applicable program and activity related to the work being completed. For assistance see 21-AO:

- Exhibit 4 for activity selection
- Exhibit 6 for program selection.