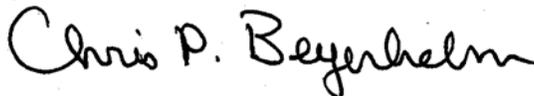


For: State and County Offices

New Procedures for Updating the FLP County Information File (CIF)

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

This notice introduces the Rural Development National Financial and Accounting Operations Center (NFAOC) contacts and informs Farm Loan Program (FLP) State and County Offices that beginning with the next annual review the NFAOC, Program Reports Branch (PRB) will be responsible for updating State and county information in CIF. PRB is familiar with the CIF update process because it makes CIF changes for Rural Development offices.

B Purpose

This notice provides:

- information on new NFAOC contacts
- guidance on the new CIF update process
- guidance on the annual review of CIF.

C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact NFAOC, PRB by e-mail to **NFAOC.PRB@stl.usda.gov**.

Disposal Date	Distribution
June 1, 2016	State Offices; State Offices relay to County Offices
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2 New Process for Updating CIF

A Updates to CIF

The update process will change slightly. Users will be provided with a link to the NFAOC SharePoint site to access an Excel spreadsheet “FSA CIF” which contains all of the current pertinent information required from CIF to make any necessary changes. The spreadsheet can be filtered to show only your State’s information and includes the address information, contacts, telephone and fax numbers and the geographic counties associated with your county and district offices. Therefore, users no longer need to run the report in the Hyperion Data Warehouse. This file will be updated on a monthly basis on the SharePoint site to provide users with the most current information to make changes anytime during the year. The required changes will need to be completed according 1-FLP, subparagraph 46 D by completing FSA-2125 and sending it by e-mail to PRB at **NFAOC.PRB@stl.usda.gov**.

B Annual Review of CIF

Additional information and the link to the SharePoint site will be sent with the annual review notice to only the staff designated as the CIF contact.