

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Farm, Tract, and Crop Data  
3-CM (Revision 4)**

**Amendment 12**

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**Approved by:** Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 21 E has been amended to add that a current operator must be notified.

Subparagraph 21 F has been amended to indicate that a farm operator change shall not be made unless an owner has verified the change or a lease has been submitted containing the operator and owners' signatures.

Subparagraph 22 E has been added to indicate that each prior and current owner on a farm shall be notified of any ownership change.

Subparagraph 52 B has been amended to add a note to indicate that a combination may not be permitted on farms with base acreage of 10.0 acres or less unless a change of ownership has occurred since May 22, 2008.

Subparagraph 53 A has been amended to indicate it does not apply to TTPP contracts.

Subparagraph 63 B has been added to allow the cancellation of a transfer between counties.

Subparagraph 65 C has been added to include that TTPP contracts shall not be transferred.

Subparagraph 112 A has been amended to add a note to indicate that every County Office employee with an eAuthentication ID has update capability.

Subparagraph 170 C has been amended to update subparagraph references.

Subparagraph 243 B has been amended to update the example of the Report Selection Screen.

Subparagraph 243 C has been amended to add Base Acreage and Yield Adjustment Report.

**Amendment Transmittal (Continued)**

**A Reasons for Amendment (Continued)**

Subparagraph 244 A has been amended to indicate that:

- the 10 percent variation on base acres no longer applies
- CCC-517 is to be used to redistribute base acres on resulting farms within 30 calendar days of notification of base acres if the default method was used for the division of the parent farm.

Exhibit 4, page 1 has been amended to:

- indicate that the example letter is to be used to notify owners on a farm of an operator change
- include the proper wording relating to equal opportunity.

Exhibit 4, pages 2 and 3 have been amended to include the proper wording relating to equal opportunity.

<b>Page Control Chart</b>		
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**Part 2 Adding or Changing Farm Records****21 Adding or Changing Operator****A Definition of Operator**

[7 CFR 718.2] An operator is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

**B Determining Farm Operator**

When the operator of a farm is initially added or later changed, CED shall determine whether the operator, as defined in subparagraph A, will be in general control of the farming operations on the farm.

**C Questionable Cases**

COC shall review all questionable cases. COC may:

- use personal knowledge or request additional information to obtain sufficient facts to determine whether an operator change is a scheme or device to defeat program purposes
- consider the following items in making a determination:
  - rental agreement between owner and operator
  - producer's prior activities.

**D Federally Owned Land**

Producers on Federally owned land shall provide a copy of a lease, permit, or other right of possession before:

- change of operation is approved
- participating in any program FSA administers with regard to the Federally owned land.

**Note:** The operator of Federally owned land must meet the definition of operator for the entire farm included under the FSN.

**E Notification**

\*--Notify each owner on the farm and prior and current operator of the farm of any operator--\* change by letter. See Exhibit 4 for examples of notification letters.

## 21 Adding or Changing Operator (Continued)

### F Entering Operators Into Application

The farm operator may be entered in the application at the time the request is made, except for the following reasons:

- \*--an owner has not verified the operator addition or change, nor has a lease agreement been submitted containing the operator and owners' signatures--\*
- operator change is questionable and COC determination is needed
- operator change is not effective until the next FY.

## 22 Adding or Changing Owner

### A Definition of Owner

[7 CFR 718.2] An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed
  - Note:** OGC, Regional Attorney shall review contracts that are questionable before changing FSA ownership records.
- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
  - the redemption period has not passed
  - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

COC shall require specific proof of ownership when land ownership is transferred.

**Examples:** Proof of ownership may include the following:

- copy of the deed, if recorded
- unrecorded deed, if specific program does not require a recorded deed
- land contract
- FSA employee's check of the record at the county land records office
- proof of gift tax
- real estate tax assessment or bill.



**22 Adding or Changing Owner (Continued)****B Ownership Dispute**

If there is a dispute over ownership, follow:

- 1-DCP for handling DCP
- 1-CRP for handling CRP
- \*--other applicable handbooks as applicable to specific programs.--\*

**C Restrictive Easements**

When verifying proof of ownership and at every other opportunity, check for restrictive easements that prohibit the production of an agricultural commodity. If there is a restrictive easement, see:

- 1-DCP
- 2-CM
- 2-CP.

**D Entering Owners Into Application**

Owners may be entered into the application when specific proof of ownership has been provided. Owners shall be entered into the application according to Part 9.

**\*--E Notification**

Notify each prior and current owner of the farm of any ownership change by letter.--\*

**23 Adding or Changing Other Producers****A Definition of Other Producers**

Other producers are producers who are:

- associated with a farm
- **not** owners or operators.

**B Entering Other Producers Into Application**

Other producers shall be entered into the application according to Part 8.

24 Farms and Tracts

**A Definition of Farm**

A farm is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

**Note:** Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

**B Definition of Tract**

[7 CFR 718.2] A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

**C Tract Determinations**

After applying the definition in subparagraph B, determine tracts according to this table.

<b>IF the land is...</b>	<b>THEN classify as...</b>
part of a field that extends into the adjoining county, and the county boundary is not clearly defined	1 tract.
entirely in another county or bisected by a clearly defined county line	separate tracts.
bisected by community or township lines, roads, streams, or other boundary	1 tract, unless circumstances justify separate tracts.

**Note:** Tracts may be combined. See 2-CM.

## 52 Changing a Farm's Administrative County (Continued)

### B Changing With a Farm Combination

A change in administrative County Office may be permitted if both of the following apply:

- all owners agree with the transfer
- the transferred farm will be combined with another farm in the receiving office.

**Note:** A combination may not be permitted if the transferred farm or farm in the receiving office has a base acreage of 10.0 acres or less and an ownership change has not occurred after May 22, 2008. See 2-CM, paragraph 88.

If a County Office determines that the farm transfer and combination are being requested to evade program rules, the farm transfer and farm combination shall **not** be approved.

**Note:** Administrative county changes shall only be made to counties that are contiguous to the county where the farm is physically located. If there are no offices in the contiguous counties, the producer may select a noncontiguous office that is **significantly** more convenient.

In and out transfers shall be:

- requested on FSA-179
- signed by the farm operator and **all** owners
- between contiguous counties when possible.

Approving the request will change the administrative County Office originally designated by FSA for all purposes. See paragraph 65 for the timing of the transfer.

## 53 County Office Closures

### A Background

County Office closures may create a significant disadvantage for some producers in obtaining reasonable availability and accessibility to services.

Producers (owners and operators) on farms that were transferred to an administrative County Office because of County Office closure may request a new administrative County Office if the producer documents that a new administrative County Office is significantly more convenient.

**\*--Note:** This does **not** apply to TTPP contracts.--\*

### B Timeframe for Request

Producers on farms in County Offices that close shall have 60 calendar days from the date of the letter sent according to subparagraph 53 D to select a new administrative County Office.

53 County Office Closures (Continued)

**C Requesting a New Administrative County**

Producers who select a new administrative County Office shall request an in or out transfer to accomplish the change. Process these requests according to Section 2.

**\*--Example:** County Offices A, B, C, D, E, and F are closing. There are County Offices in counties N, O, P, Q, R, T, V, X, Y, Z, AA, BB and CC.

N COF		O COF		P COF		Q COF	
R COF	S No COF		T COF	U No COF		V COF	
A-Closing	B-Closing	C-Closing	D-Closing	E-Closing		F-Closing	
G No COF	H No COF	Y COF		Z COF		I No COF	
X COF						J No COF	
		W No COF		K No COF	L No COF	M No COF	
AA COF		BB COF		CC COF			

Producers that have a farm that is physically located in:

- county A may transfer their records to county R
- county B may transfer their records to county R or Y
- county C may transfer their records to county T or Y
- county D may transfer their records to county T, Y, or Z
- county E may transfer their records to county V, Y, or Z
- county F may transfer their records to county V or Z.--\*

**D Producer Letters**

When a County Office closes, FSA designates a new administrative County Office. The new administrative County Office designated by FSA shall provide a letter within 60 calendar days of being notified of the closure to all producers whose records were originally serviced by the closed County Office. The letter shall allow producers 60 calendar days from the date of the letter to select a different administrative County Office. See Exhibit 7 for an example of the letter.

Section 2 In and Out Transfers

62 Initiating Transfer

A Who Initiates Transfer

A farm transfer may be initiated by:

- either the receiving or the transferring COC
- the operator or owner.

B Completing FSA-179

Complete FSA-179, according to Exhibit 10, to initiate the transfer. Prepare:

- 3 copies for within-State transfers
- 4 copies for out-of-State transfers.

**Note:** All owners and operator **must** sign FSA-179.

63 Transfers Between Counties

A Approving Transfers Between Counties

\*--A transfer between counties shall **not** be approved unless either of the following applies:--\*

- land is combined in the receiving county and meets criteria for being a farm according to 2-CM

**Notes:** See subparagraph 52 B for additional information.

Farms being transferred according to paragraph 52, where all the land on the farm is physically located in 1 county but the County Office where the farm is physically located has been closed and the timeframe to request a change of administrative county has not yet passed, do **not** need to be combined with any other farm in the receiving county.

- any of the situations in subparagraph 52 A or paragraph 53 or 54 are met.

\*--B Canceling Transfers Between Counties

A transfer between counties can be canceled if all of the following apply:

- the transfer has **not** been completed
- the request to cancel the transfer is in writing and signed by all owners and the operator
- COC approving the transfer request approves of the cancellation.--\*

C Authority

COC may delegate to CED the authority to approve in and out transfers of land between counties.

D DAFP Approval

Any requests for in- and out-transfers that do not meet the criteria in subparagraph A can be submitted to DAFP for approval.

## 65 Timing for Transfer

### A Basic Rule

Records **cannot** be transferred, until the next FY, if DCP payments have been issued for the farm. Payment history is tied to the farm number, crop, and producer that received the DCP payment.

**Note:** If **all** DCP payments on the farm are voluntarily refunded, the farm may be transferred.

The transfer of records is effective for the next program, crop, or FY, as applicable, for the program.

- The new administrative County Office selected by the producer will handle all new activity for the next program year or FY.
- The current administrative County Office will continue to handle:
  - any prior or current FY DCP payments or overpayments
  - crop loan and LDP requests and servicing for current and prior crop years
  - pending appeals for current or prior years.

### B Implications for Records

County Offices must use good judgment when transferring records. It may be necessary to delay the deletion of farm records from the transferring County Office to permit continued:

- price support activity for current and prior crop year loans and LDP's
- CRP contract payment activity for current program year records shall not be transferred or deleted if a DCP payment has been issued and has not been refunded.

### \*--C TTPP

The current administrative County Office will continue to handle TTPP for the entire contract period. TTPP contracts are **not** linked to the farm or production of tobacco after contract approval.

**Note:** TTPP contracts shall **not** be transferred.--\*

66 **Records to Transfer**

**A Overview**

If an in and out transfer is approved according to paragraph 63, follow this paragraph to determine which records are to be transferred.

**B Conservation Files**

Send FSA-179, all of the following farm records, and only copies of the producer records, if the producer still has other interests in the transferring county.

For annual program, completed practices, send:

- all conservation files including:
  - AD-1026
  - FSA-211
  - NRCS-CPA-026
  - NRCS-CPA-027
- lifespan records
- correspondence.

For annual program, incomplete practices, send photocopies of:

- AD-245 and AD-862
- other related documentation.

**Note:** Original AD-245 and AD-862 will remain in the transferring County Office until final performance and payment have been completed. These forms shall then be transferred to the receiving County Office. Receiving County Office will update lifespan records.



Section 2 Action

112 Update

A Overview

To make changes to existing farm or tract data, the user must select “Update” on the Farm Selection Screen. Update capability is only available in a user’s home County Office.

\*--**Note:** Every County Office employee with an eAuthentication ID has update capability.--\*

B Single County Office Users

Users in single County Offices will only have update capability in the county to which the logged in user is assigned.

C Combined County Office Users

Users in a combined County Office will have update capability in all counties in the combination. Refer to each part in this handbook for specific information relevant to combined County Offices.

## 112 Update (Continued)

**D State Office Users**

State Office users may obtain update access to FRS according to the following:

- provide the State Office program specialist in charge of farm records all State Office employees who are to have access, and include the following:
  - State Office name
  - employee's legal first and last name
  - employee's job title
  - employee's USDA eAuthentication user ID
- the State Office program specialist in charge of farm records shall do 1 of the following:
  - disapprove and return the request to the State Officer user
  - approve and send the information to SLR
- SLR shall do 1 of the following:
  - disapprove and return the request to the State Office program specialist in charge of farm records
  - approve and FAX information to 202-720-0051, Attn: Neeru Gulati

**Note:** Include on the FAX that “the request is for Farm Record Management System access”.

- \*--contact PECD, Common Provisions Branch at 202-720-3464 with any questions or--\* concerns.

**Note:** Additional employees can be added any time by requesting access according to this subparagraph.

170 Crop Base Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Crop Base Data Screen.

Field/Button	Description	Action
<b>Farm Crop Level</b>		
Base Acres	Farm level base acres for the crop.	
Direct Yield	Farm level direct yield for the crop.	See paragraph 173 for information on when the farm level direct yield may be adjusted.
CC Yield	Farm level counter-cyclical yield for the crop.	See paragraph 173 for information on when the farm level counter-cyclical yield may be adjusted.
<b>Tract Crop Level</b>		
Tract	Each tract number associated with the farm.	
Base Acres	Crop base acres for each tract.	County Offices shall follow 1-DCP to adjust base acres.
Adjustment Reason	The reason that the base acres are being adjusted. See *--subparagraph E.--*	Selection of an adjustment reason is required when a change is made to base acres.
Dir Yield	Crop direct yield for each tract.	County Offices shall follow 1-DCP to adjust direct yield.
Adjustment Reason	The reason that the direct yield is being adjusted. See *--subparagraph F.--*	Selection of an adjustment reason is required when a change is made to the direct yield.
CC Yield	Crop counter-cyclical yield for each tract.	County Offices shall follow 1-DCP to adjust counter-cyclical yield.
Adjustment Reason	The reason that the counter-cyclical yield is being adjusted. See *--subparagraph F.--*	Selection of an adjustment reason is required when a change is made to the counter-cyclical yield.
Submit	Saves changes made to any of the information on the Crop Base Data Screen.	Users must CLICK “Submit” if any changes are made to the information on the Crop Base Data Screen.

D Messages

One of the following messages will be displayed on the Crop Base Data Screen.

- “Total Base Acres under Eff DCP Cropland plus Double-Crop Avg by (number of acres)”
- “Total Base Acres over Eff DCP Cropland plus Double-Crop Avg by (number of acres)”
- “Total Base Acres equal to Eff DCP Cropland plus Double-Crop Avg”.

## 170 Crop Base Data Screen (Continued)

**E Base Adjustment Reason Codes**

Following are the base adjustment reason codes and when each shall be used.

Reason	Use When
CCC-505 Perm Red	<p>Base acres are permanently reduced using CCC-505.</p> <p><b>Notes:</b> This reason code shall <b>not</b> be used if CCC-505 is used to enroll in CRP. Use “CCC-505 CRP Red” reason code.</p> <p>This reason code shall <b>not</b> be used if CCC-505 is completed by COC to correct an out-of-balance tract. Use “COC Reduction” reason code.</p>
CCC-517	Base acres are redistributed using CCC-517.
Appeal	Base acres are corrected because of an appeal.
In-Transfer	Base acres are added because of an in-transfer.
Relief Given	Base acres are corrected because of relief being authorized by DAFP.
Peanuts	Peanut base acres are added.
CCC-505 CRP Red	<p>Base acres are reduced using CCC-505 when a farm enrolls into a CRP-1.</p> <p><b>Note:</b> This code shall <b>not</b> be used if CCC-505 is used for anything other than enrolling in CRP. Use “CCC-505 Perm Red” or “COC Reduction” reason code.</p>
CRP Expired/Term	Base acres are increased according to CCC-505 completed when the farm enrolled in CRP. See 1-DCP for additional information.
CLU Certification	Base acres are increased according to CCC-505 completed before CLU certification. See paragraph 172 for further information on when base acres reduced on CCC-505 can be restored when CLU is certified.
COC Reduction	Base acres are reduced by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC reductions because of an out-of-balance tract.
COC Redistribution	Base acres are redistributed by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC redistribution because of an out-of-balance tract.

Part 10 Reports

243 Accessing Reports

A Accessing Reports

Reports can be accessed from FRS Home Page. CLICK “**Reports**” to access the Report Selection Screen.

B Example of Report Selection Screen

Following is an example of the Report Selection Screen.

\*--

The screenshot displays the 'Farm Records Management System' interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The top right features the 'Farm Records Management System' title. A 'Links' sidebar on the left includes options like 'Farm Records Links', 'Home Page', 'Farm Data Management', 'Reconstitutions Farm', 'Tract', 'Manual Download', 'Log Out eAuth', and 'Exit Farm Records'. The main 'Report Selection' area contains a table with columns for STATE, COUNTY, YEAR, FARM, and TRACT. The current selection is MS, Coahoma, Not selected, Not selected, and Not selected. Below the table, reports are categorized into 'Reconstitution Reports' (including CDC Report, FSA-476DCP, Pending Reconstitutions Report, Specific Reconstitution Report, Reconstitution History of a Farm, Reconstitution History of a Tract, and Reconstitution Status Report) and 'Farm, Tract and Crop Reports' (including CCC-517 Tract Redistribution Form, DCP FSA-156EZ, CRP Cropland Out of Balance Report, CRP Pending Acres Out of Balance Report, CRP Reduction Acres Out of Balance Report, CRP Pending Report, Wetland Violation Report, Out of Balance Tracts Report, AD-1026A Report, Tract Data Summary Report, and Base Acreage & Yield Adjustment Report). A legend on the right explains the lightning bolt icon for 'Live data' and the folder icon for 'Reporting database; data last updated on 5/30/08 1:45 AM Central Time'.

--\*

243 Accessing Reports (Continued)

C Reports

The following table provides the available reports on the Reports Selection Screen.

\*--

Report	Description
<b>Reconstitution Reports</b>	
COC Report	See 2-CM for description.
FSA-476DCP	
Pending Reconstitutions Report	
Specific Reconstitution History of a Farm	
Reconstitution History of a Tract	
Reconstitution Status Report	
<b>Farm, Tract, and Crop Reports</b>	
CCC-517 Tract Redistribution Form	CCC-517 Tract Redistribution Form for the selected farm will be displayed. See paragraph 244 for additional information
DCP FSA-156EZ	DCP FSA-156EZ provides farm history data. It is intended as the main paper reference for: <ul style="list-style-type: none"> <li>• farm and tract data</li> <li>• crop data</li> <li>• conservation compliance status.</li> </ul> See paragraph 245 for additional information.
CRP Cropland Out-of-Balance Report	CRP Cropland Out-of-Balance Report identifies farms where the farm level CRP cropland acres do not equal the total tract level CRP cropland acres. See paragraph 153.
CRP Pending Acres Out-of-Balance Report	CRP Pending Acres Out-of-Balance Report identifies farms where the farm level CRP pending acres do not equal the total tract level CRP pending acres. See paragraph 192.
CRP Reduction Acres Out-of-Balance Report	CRP Reduction Acres Out-of-Balance Report identifies farms where the farm level CRP reduction acres do not equal the total tract level CRP reduction acres.
CRP Pending Report	CRP Pending Report identifies farms with CRP pending acres present. Producers have the option of enrolling the CRP pending acres into DCP by the specified deadlines in 1-DCP.
Wetland Violation Report	Wetland Violation Report identifies farms that have wetland violations checked on 1 or more tracts.
Out-of-Balance Tracts Report	Out-of-Balance Tracts Report identifies tracts with base acres in excess of the tracts effective DCP cropland plus double-cropped acres. See paragraph 171 for instructions on balancing tract data.
AD-1026A Report	AD-1026A Report provides tract HEL and wetland determinations on every farm with which the producer is associated.
Tract Data Summary Report	Tract Data Summary Report is a summary report of all tract data by farm in a county.
Base Acreage and Yield Adjustment Report	Base Acreage and Yield Adjustment Report identifies any farm number, tract number, crop, adjustment type, adjustment reason, date changed, and farm status that the base or yield has been changed. See 1-DCP for additional instructions.

--\*

243 Accessing Reports (Continued)

**D Adobe Acrobat Display Settings**

The following 2 options are available for displaying PDF reports and forms:

- each report/form will be displayed in separate browser windows
- all reports/forms will be displayed in 1 single Adobe Acrobat window.



Change display preferences according to this table.

Step	Action	
1	Access Adobe Acrobat from the Windows start menu.	
2	Select “Edit”, then “Preferences” from the Adobe Acrobat menu.	
3	Select “Internet” from the box on the left side of the Preferences pop-up window.	
4	<b>IF display PDF in browser is...</b>	<b>THEN...</b>
	checked	each report/form will be displayed in separate browser windows
	unchecked	all reports/forms will be displayed in 1 Adobe Acrobat window.

**E Report Database**

FRS now uses a reporting database to ease the burden on servers. The reporting database will update nightly with information from that day; therefore, reports using the reporting database will be 1 workday old.

The following table provides FRS Report Selection Screen legend information.

Legend	Explanation
	Informs users that the data provided in this report is in real time.
	Informs users that the data provided in this report has been obtained from the reporting database. The date of the last reporting database update is included.

**244 CCC-517, Tract Redistribution Form****A Background**

CCC-517 is intended to be used by owners to redistribute base acres:

- when a tract is out-of-balance (see paragraph 171)
- for any reason during the current FY as long as all owners on the farm agree to the redistribution.

\*--CCC-517 can be used to redistribute base acres between resulting farms of a farm division that was completed using the default method if both of the following apply:

- a subsequent transfer of ownership has **not** occurred
- all owners on the resulting farms agree to the redistribution within 30 calendar days of notification of base acres.

**Note:** This procedure replaces the 10 percent variation rule that no longer applies to base acres.--\*

All CCC-517's signed by the owners of a farm shall be maintained as a permanent file record in the County Office.

**Notes:** CCC-517 is only intended for redistribution of base acres in the current FY. County Offices shall not allow redistribution of base acres for a prior FY.

COC has authority to deny a redistribution of base acres if they determine that the redistribution is being requested to circumvent program regulations.



244 CCC-517, Tract Redistribution Form (Continued)

C Example of CCC-517

Following is an example of CCC-517.

This form is available electronically.

<b>CCC-517</b> (02-27-04)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. COUNTY FSA OFFICE NAME AND ADDRESS (Including Zip Code) Leflore County Farm Service Agency PO Box 944 Greenwood, MS 38935-0944 TELEPHONE NUMBER (Area Code): (666) 455-1199
<b>TRACT REDISTRIBUTION FORM</b>		2. STATE CODE 28
		3. COUNTY CODE 083
		4. FARM SERIAL NUMBER 100
		5. TRACT NUMBER 9

**NOTE:** The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995.

*The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is the Farm Security and Rural Investment Act of 2002, (Pub. L. 107-171). The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in denial of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.*

6. TRACT ACREAGE					
A. DCP CROPLAND		65.7			
B. EFFECTIVE DCP CROPLAND		65.7			
C. CURRENT DOUBLE CROPPED ACRES		0.0			
D. REQUESTED DOUBLE CROPPED ACRES					
E. CROP	F. CURRENT BASE	G. REQUESTED BASE	E. CROP	F. CURRENT BASE	G. REQUESTED BASE
Grain Sorghum	32.9				
Soybeans	32.8				

**7. OWNER'S CERTIFICATION**

*I understand that by signing this form I have made the tract redistribution decision shown in Item 6 for the farm serial number in Item 4.*

*I also understand that all owners on this farm must sign form CCC-517. In the event that one or more owners of this farm fail to sign form CCC-517, I understand that this form is null and void, that the tract redistribution decision shown in Item 6 is no longer applicable.*

A. OWNER'S NAME AND ADDRESS (Including Zip Code) Stan Farmer 22200 County Road 5490 Anywhere, MS 38944-0001	B. OWNER'S IDENTIFICATION NUMBER 4100
C. SIGNATURE OF OWNER	D. DATE (MM-DD-YYYY)

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Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CLU	common land unit	28, 64, 170, 172
CW	converted wetland	131, 154
EWP	Environmental Watershed Protection Program	25, 26
FAV	fruits and vegetables	28, 66, 130, 152, Ex. 18
FRS	Farm Records Management System	2, 69, 70, 91, 92, 112, 243
FSFL	farm storage facility loan	66
GRP	Grassland Reserve Program	26, 152
HEL	highly erodible land	1, 25, 131, 152, 154, 243, 246
LAA	local administrative area	51
LTA	long-term agreement	67, 68
MPL	marginal pastureland	2, 130, 152, 153, Ex. 18
PCW	planted converted wetland	131, 154
SCIMS	Service Center Information Management System	1, 70, 92, 102, 105, 130, 155, 211, 226, 246
SLR	Security Liaison Representative	112
TTPP	Tobacco Transition Payment Program	53, 65
WC	wetland conservation	1, 25

Redelegations of Authority

This table lists the redelegations of authority for this handbook.


Redelegations	Reference
COC may redelegate to CED the authority to approve in and out transfers of land between counties.	63, 68, Ex. 10



Farm \* \* \* Operator Change Notification

\*--A Example of Notification Letter About Farm Operator Change

This is an example of the letter notifying owners when farm operator changes.

 <b>United States Department of Agriculture</b>  Farm and Foreign Agricultural Services  Farm Service Agency  Any County FSA Office P O Box 111 Anytown, ST 12345-1234	<p>March 3, 2008</p> <p>Joe Owner 123 Farm Road Rural, ST 10001-0001</p> <p>Dear Mr. Owner:</p> <p>This office has recently updated farm <u>3280</u> to show <u>Mr. John Smith</u> as farm operator in general control of the farming operations on the farm.</p> <p>The prior operator, <u>Mr. Bob Anderson</u>, has been removed and the new operator, <u>Mr. John Smith</u> has been added. Enclosed with this letter is an FSA-156 indicating the operator change.</p> <p>This office will be providing a copy of this notification of change of farm record to the prior and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.</p> <p>If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.</p> <p>Sincerely,</p> <p>Shirley Jones County Executive Director</p>
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Farm \* \* \* Operator Change Notification (Continued)

**B Example of Notification Letter About Controlling Operator Change**

This is an example of the notification letter informing operators added as general control operators.

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<b>United States Department of Agriculture</b>	March 3, 2008
Farm and Foreign Agricultural Services	Dale Operator 23 Farm Road Rural, ST 10001-0011
Farm Service Agency	
Any County FSA Office P O Box 111 Anytown, ST 12345-1234	Dear Mr. Operator:
	This office has recently updated farm <u>3280</u> to show you as farm operator in general control of the farming operations on the farm.
	The prior operator has been removed and you have been added. Enclosed with this letter is an FSA-156 indicating the update.
	This office will be providing a copy of this notification of change of farm record to the prior and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.
	If you have any questions regarding this letter if you believe this notification is incorrect, please do not hesitate to contact this office.
	Sincerely,
	 Shirley Jones County Executive Director
	 
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Farm \* \* \* Operator Change Notification (Continued)

C Example of Notification Letter About the Removal of Prior Operator

This is an example of the notification letter informing prior operators of their removal from the farming operation.

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<b>United States Department of Agriculture</b>	March 3, 2008
Farm and Foreign Agricultural Services	Don Operator
Farm Service Agency	345 Farm Road Rural, ST 10001-0021
Any County FSA Office P O Box 111 Anytown, ST 12345-1234	Dear Mr. Operator:
	This office has recently updated farm <u>3280</u> to remove you as farm operator in general control of the farming operations on the farm.
	You have been removed and the new operator has been added.
	This office will be providing a copy of this notification of change of farm record to the prior and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.
	If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.
	Sincerely,
	 Shirley Jones County Executive Director

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