

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**

In 2011 several generic programs and activities were added to ARS to aid in reporting ad hoc programs or activities. Employees were instructed, at that time, that the generic programs and activities were **only** to be used as directed by OBF. To date the following generic activities are in use:

- “NOAUTH-A1” for Women and Hispanic Farmer and Rancher activity
- “NOAUTH-A2” for Farm Bill activity.

See 21-AO, Exhibit 4 for additional information about reporting for these 2 generic activities.

**B Purpose**

This notice provides OBF’s approval and instructions for immediate use of:

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

**C Contacts**

If there are questions about this notice, contact either of the following by e-mail:

- Vicki Larson at [vicki.larson@wdc.usda.gov](mailto:vicki.larson@wdc.usda.gov)
- Mitzi Lankford at [mitzi.lankford@wdc.usda.gov](mailto:mitzi.lankford@wdc.usda.gov).

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2013	All FSA employees; State Offices relay to County Offices

## Notice AO-1576

### 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 NRCS support should be completed at the National, State, and County Office levels of the agency. To report for this category, employees will first select "NOAUTH-P1" from the Program drop-down menu in WebTA/ARS. The employee should then select the activity that most reflects the task completed. The following activities will be available for use with the "NOAUTH-P1" program code:

- **Admin** – clerical activities, that is, answer telephones, take messages, obtain signatures, and similar tasks
- **Appeals** – COC action on Conservation Security Program, EQIP, Wildlife Habitat Incentive Program appeals
- **Budgeting** - primarily occurs at National Office level only
- **Civil Rights** \*
- **Emergency Preparedness** – provide copies of emergency or disaster reports
- **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** \*
- **Manage Property** \*
- **Measurement Service** \*
- **Outreach** \*

## Notice AO-1576

### 2 Using Generic "NOAUTH" Program and Activity Codes (Continued)

#### A "NOAUTH-P1" Program Code for NRCS Support (Continued)

- **Program-Policy-Planning \***
- **Service & Maintenance \***
- **Signup & Eligibility** – In addition to other tasks listed in the FSA Activity Dictionary for Signup & Eligibility, that is completing AGI, eligibility determinations, power of attorney, if completed for NRCS, also include any activities that would normally be recorded under "COMMON - FARM RECORDS" or "ACREAGE REPORT AND DETERMINATION" in this activity. 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, Report of Acreage
  - providing maps
  - SCIMS

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

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

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

## Notice AO-1576

### 2 Using Generic "NOAUTH" Program and Activity Codes (Continued)

#### B ASP Activity

A number of FSA employees at National and State Offices are actively assisting with implementing ASP in FSA-related projects. Employees are instructed to 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:

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