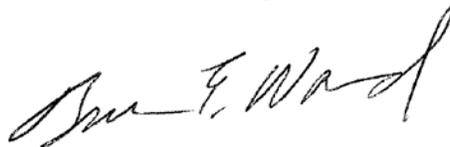


For: FSA Employees

Using “NOAUTH” Activity Codes in the Activity Reporting System

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

In 2011, several generic programs and activities were added to the Activity Reporting System 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.

B Purpose

This notice provides OBF’s approval and instructions to immediately use activity code:

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

C Contact Information

If there are any 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	Distribution
November 1, 2012	All FSA employees; State Offices relay to County Offices

2 Using Generic “NOAUTH” Activity Codes

A Women and Hispanic Farmer and Rancher Activity

Most of the Women and Hispanic activity will be reported using FLP Direct Loan Program program code, “FLPDL”; however, if another program code is applicable, that program code should be used. Employees are instructed to use the generic activity code, “NOAUTH-A1” accessed using the “Activity” drop-down list when reporting time spent on outreach and other Women and Hispanic Farmer and Rancher activities. The activities listed, **only if related to Women and Hispanic Farmers and Ranchers**, include but are **not** limited to:

- outreach
- preparing for and speaking or attending public meetings
- preparing mailings about available FSA programs
- running financial records, including payoffs and account balances
- copying files
- travel.

B Farm Bill Activity

A number of FSA employees are actively assisting with reviewing information about the upcoming Farm Bill. The time reported in the Farm Bill activity is for employees who are involved in Farm Bill activities, and **not** to be used by employees reading about or having general discussions about the Farm Bill. Some of the Farm Bill activity will be related to new programs and should be reported using the “Common Programs” program code. If an existing program is applicable, that program code should be used.

Employees are instructed to use the generic “NOAUTH-A2” activity code, accessed using the “Activity” drop-down list, when reporting time spent on Farm Bill activities. **Farm Bill** activities include, but are **not** limited to:

- reviewing proposed legislation
- identifying issues and drafting policy papers
- providing historical information
- conference calls.