

## Conservation Compliance Status Reviews Process Step Table

**PURPOSE:** Complete conservation compliance status review on HEL and wetland on tracts selected for review.

**SCOPE:** All NRCS Districts

<b>Step</b> Action – a verb sentence	<b>Responsibility</b> Any position that is accountable for the completion of this step.	<b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)	<b>Control</b> Practice Standard, Policy, Regulations, etc.	<b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.
1. Field office (FO) receives status review list from the National Office	<ul style="list-style-type: none"> <li>• District Conservationist (DC)</li> </ul>	<ul style="list-style-type: none"> <li>• Status review tract list from National Office</li> <li>• Internet access to National Status Review database</li> <li>• Food Security Act Conservation Compliance Status Review database  <a href="http://ias.sc.egov.usda.gov/auth/csr/Default.aspx">http://ias.sc.egov.usda.gov/auth/csr/Default.aspx</a> </li> </ul>	<ul style="list-style-type: none"> <li>• National Food Security Act Manual (NFSAM) 518.10(b)</li> </ul>	<ul style="list-style-type: none"> <li>• Initial list of tracts that require a status review for each county</li> </ul>
2. (A) Verify tracts are viable or process replacement tracts. (B) Add tracts to status review list based on: <ul style="list-style-type: none"> <li>• Farm Service Agency (FSA) - Farm Credit borrowers,</li> <li>• NRCS employees,</li> <li>• Complaints,</li> <li>• Agency requests,</li> <li>• Persons requesting reinstatement, or</li> <li>• Tracts granted a variance from previous year.</li> </ul>	<ul style="list-style-type: none"> <li>• DC</li> </ul>	<ul style="list-style-type: none"> <li>• Current year status review list</li> <li>• NRCS employee owned land listed (NRCS declaration of land ownership) and prior two (2) years status review lists</li> <li>• List of tracts with request for status review</li> <li>• Complaints received on Form FSA-569</li> <li>• Requests from producer for reinstatement from prior year non-compliance tracts</li> <li>• Prior year status review results summary</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM 518.12 (c, d, e)</li> <li>• Food Security Act Compliance Status Reviews (Version 2.1 Jan 2006)                      Website:  <a href="http://ias.sc.egov.usda.gov/help/CSR/docs/CSR.pdf">http://ias.sc.egov.usda.gov/help/CSR/docs/CSR.pdf</a> </li> </ul>	<ul style="list-style-type: none"> <li>• Status review list that includes all adjustments as required by NFSAM</li> </ul>
3. Review status review list and identify tracts that may represent personal conflict or potential conflict of interest.	<ul style="list-style-type: none"> <li>• DC</li> <li>• Soil Conservationist (SC)</li> </ul>	<ul style="list-style-type: none"> <li>• Status review tract list from county office</li> <li>• Personal knowledge of NRCS FO Staff potential conflicts of interest</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM 518.11a.</li> <li>• National Ethics Office direction.</li> </ul>	<ul style="list-style-type: none"> <li>• List of tracts with a potential conflict of interest is sent to Assistant State Conservationist for Field Operations (ASTC-FO)</li> </ul>
4. ASTC-FO assigns reviewer to tracts where conflict exists.	<ul style="list-style-type: none"> <li>• ASTC-FO</li> </ul>	<ul style="list-style-type: none"> <li>• List of conflict tracts from FO</li> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM 518.11(a)</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewer without personal conflicts assigned to tracts and notified</li> </ul>

**Conservation Compliance Status Reviews Process Step Table**

<b>Step</b> Action – a verb sentence	<b>Responsibility</b> Any position that is accountable for the completion of this step.	<b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)	<b>Control</b> Practice Standard, Policy, Regulations, etc.	<b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.
5. Request current producer (benefit recipient) information from FSA for each tract.	<ul style="list-style-type: none"> <li>• DC</li> </ul>	<ul style="list-style-type: none"> <li>• FSA tract information including producer(s) name and addresses</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM 518.11b</li> </ul>	<ul style="list-style-type: none"> <li>• Current list of owners and operators associated with the tracts including addresses</li> </ul>
6. Review conservation plans/systems and wetland determination for technical adequacy, when available, prior to starting status review process for each tract.	<ul style="list-style-type: none"> <li>• DC</li> <li>• SC</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation plans for tracts on status review list</li> <li>• CPA-026E</li> <li>• Wetland Determination Process Step Flowchart</li> <li>• HEL Compliance Flowchart (attached)</li> <li>• Current list of owners and operators associated with the tracts including addresses</li> <li>• Area checklist</li> <li>• NRCS CPA-18 Status Review Documentation form</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM 518.13a</li> <li>• Electronic Field Office Technical Guide (eFOTG), Section III, Soil Loss criteria</li> <li>• National Planning Procedures Handbook (NPPH)</li> <li>• Corp of Engineers Wetland Determination Manual</li> </ul>	<ul style="list-style-type: none"> <li>• Written documentation on CPA-15 that working documents are technically adequate for field review --                             <ul style="list-style-type: none"> <li>• Plan</li> <li>• HEL Determination</li> <li>• Wetland Determination</li> </ul> </li> </ul>
7. Schedule field status review including inviting producer(s) to participate, notifying producer not more than 30 days and not less than 15 days prior to review.	<ul style="list-style-type: none"> <li>• DC</li> <li>• District Secretary</li> </ul>	Sample or form letter notifying producer(s) of status review	<ul style="list-style-type: none"> <li>• NFSAM 518.21a</li> <li>• Exhibit 528.83</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of status review letter in case file inviting owners and operators to participate</li> </ul>
8. Complete field review.	<ul style="list-style-type: none"> <li>• DC</li> <li>• SC</li> </ul>	<ul style="list-style-type: none"> <li>• Producer</li> <li>• Conservation Plan</li> <li>• Electronic Field Office Technical Guide (eFOTG)</li> <li>• Aerial photos</li> <li>• Residue measurement equipment</li> <li>• Digital camera</li> <li>• Hand level</li> <li>• Clinometer</li> <li>• Field forms: “Area Status Review Documentation” form</li> <li>• CPA-18</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM - 518.21</li> <li>• 518.23a</li> <li>• 518.12f, h, i</li> <li>• 520.12b</li> <li>• 520.26a, b</li> <li>• 520.27a-e</li> <li>• 520.28a, b</li> </ul>	<ul style="list-style-type: none"> <li>• Documented field review notes</li> </ul>

**Conservation Compliance Status Reviews Process Step Table**

<p align="center"><b>Step</b> Action – a verb sentence</p>	<p align="center"><b>Responsibility</b> Any position that is accountable for the completion of this step.</p>	<p align="center"><b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)</p>	<p align="center"><b>Control</b> Practice Standard, Policy, Regulations, etc.</p>	<p align="center"><b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.</p>
<p>9. Make status review determination.</p>	<ul style="list-style-type: none"> <li>• DC</li> <li>• SC</li> </ul>	<ul style="list-style-type: none"> <li>• Field review findings</li> <li>• HEL Compliance Flowchart (attached)</li> <li>• RUSLE2 Area Resource Conservationist</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM – 518.25a 520.11a, b</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Determination</li> <li>• <i>If Actively Applying (UA or AA) go to <b>Step 10</b></i></li> <li>• <i>If Not Actively Applying (NA or PV) go to <b>Step 11</b></i></li> <li>• <i>If granting a variance (AC, AM, AH) go to <b>Step 13</b></i></li> </ul>
<p>10. Notify producer(s) and FSA within 30 days of status review determination results.</p>	<ul style="list-style-type: none"> <li>• DC</li> <li>• District Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Status review determination and letter template</li> <li>• Addresses</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM 518.30a</li> <li>• Exhibit(s) 526.84-526.91</li> </ul>	<ul style="list-style-type: none"> <li>• Letter in producer(s) case file and copy to FSA</li> <li>• Go to step 15</li> </ul>
<p>11. Notify producer(s) within 10 days of the preliminary (NA or PV) determination, and offer field visit and appeal rights in certified return receipt letter.</p> <p>Copies of the letter to FSA and conservation district.</p>	<ul style="list-style-type: none"> <li>• DC</li> <li>• District Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Field review findings</li> <li>• Letter template</li> <li>• Addresses</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM 518.30a</li> <li>• Exhibit(s) 526.84-526.91</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of letter with certified return receipt attached is in file</li> <li><i>If producer(s) requests field review, go to <b>Step 14</b></i></li> <li><i>If producer(s) requests appeal, go to process step table for appeal rights</i></li> <li><i>If producer(s) does not respond within 30 days, go to <b>Step 12</b></i></li> </ul>
<p>12. If Status review result is “not actively applying” (NA), notify producer(s) of status review result with appeal rights, within 10 days request FSA-569 from FSA, complete form, and return to FSA.</p>	<ul style="list-style-type: none"> <li>• DC</li> </ul>	<ul style="list-style-type: none"> <li>• Status review results, Form FSA-569</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM 518.31a and 521</li> <li>• Exhibit(s) 526.84-526.91</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of letter with certified return receipt attached</li> <li>• Completed FSA-569</li> <li>• Go to step 15</li> </ul>
<p>13. Notify producer(s) and FSA within 30 days whether variance was granted and provide appeal rights.</p>	<ul style="list-style-type: none"> <li>• DC</li> <li>• State Conservationist (AH variance)</li> </ul>	<ul style="list-style-type: none"> <li>• Status review determination</li> <li>• Letter template</li> <li>• Addresses</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM 518.31a and 521</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of letter with return receipt attached</li> <li>• Producer notification of variance</li> <li>• Go to step 15</li> </ul>

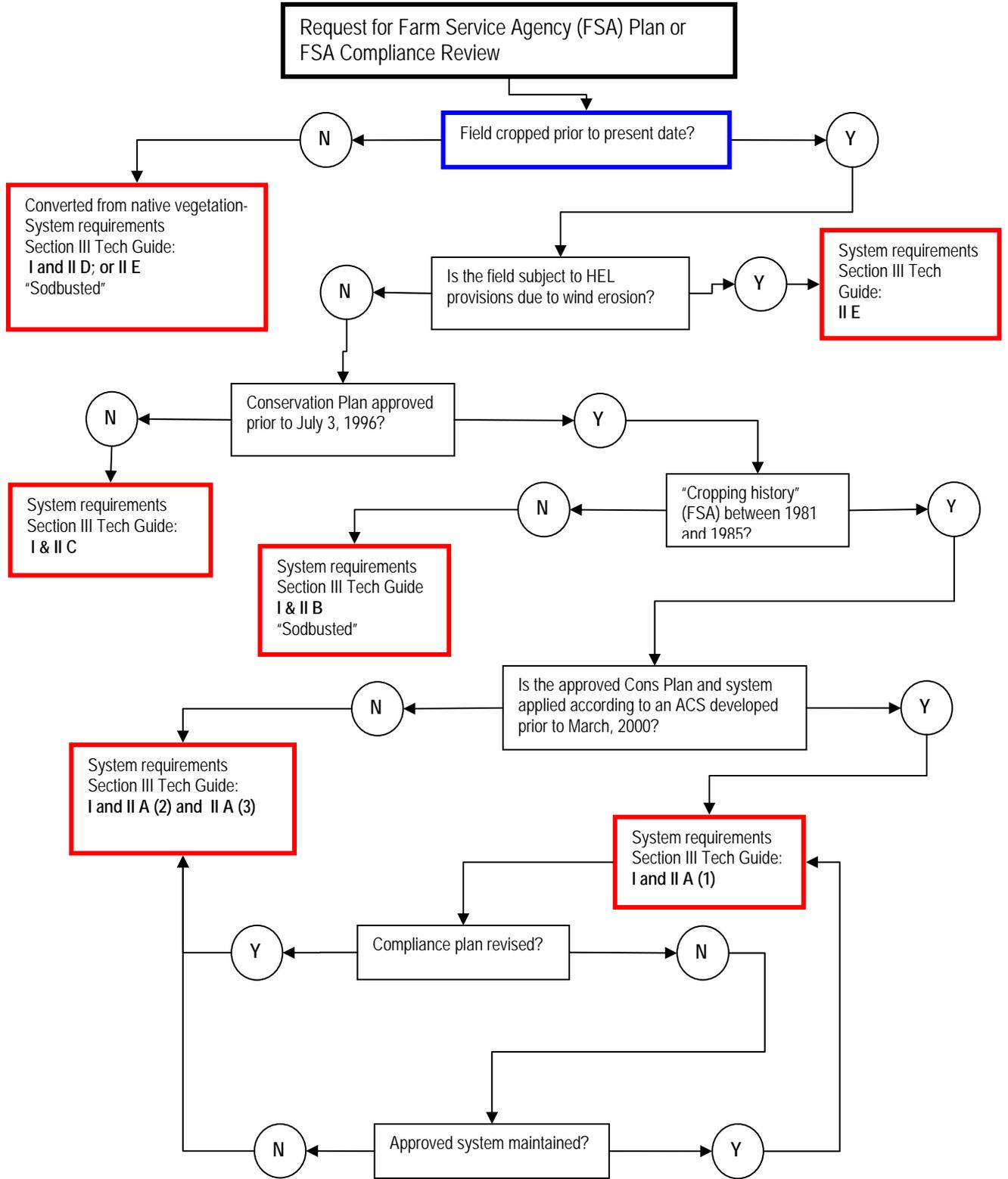
**Conservation Compliance Status Reviews Process Step Table**

<b>Step</b> Action – a verb sentence	<b>Responsibility</b> Any position that is accountable for the completion of this step.	<b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)	<b>Control</b> Practice Standard, Policy, Regulations, etc.	<b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.
14. Conduct field review with Producer(s)	<ul style="list-style-type: none"> <li>• DC</li> </ul>	<ul style="list-style-type: none"> <li>• Field review findings</li> <li>• Additional information from producer(s)</li> </ul>	<ul style="list-style-type: none"> <li>• NFSAM Part 521</li> </ul>	<p><i>If no change in determination go to <b>Step 12</b></i>  <i>If determination is changed to actively applied (UA) go to <b>Step 10</b></i>  <i>If determination is changed to variance (AC, AM, AH) go to <b>Step 13</b></i></p>
15. Annually Input data in status review database by December 31.	<ul style="list-style-type: none"> <li>• DC</li> <li>• SC</li> </ul>	<ul style="list-style-type: none"> <li>• Field review data</li> <li>• Final determination</li> </ul>	<ul style="list-style-type: none"> <li>• Food Security Act Compliance Status Reviews (Version 2.1 Jan 2006)                      Website:  <a href="http://ias.sc.egov.usda.gov/help/CSR/docs/CSR.pdf">http://ias.sc.egov.usda.gov/help/CSR/docs/CSR.pdf</a> </li> </ul>	<ul style="list-style-type: none"> <li>• Completed status review in database</li> </ul>

NOTE: For definitions of AC, AH, go to HEL Compliance Review section of the website: <http://ias.sc.egov.usda.gov/help/CSR/docs/CSR.pdf>

Field Checked: September 13, 2006  
 Approved: /s/Richard Van Klaveren  
 Richard Van Klaveren, State Conservationist  
 Date Approved: October 17, 2006

**Conservation Compliance Status Reviews Process Step Table  
HEL Compliance Flow Chart**



Field Checked: 9/13/06  
 Approved: /s/Richard Van Klaveren  
 Richard Van Klaveren, State Conservationist  
 Date Approved: 10/17/06