

March 3, 2004

WEST VIRGINIA BULLETIN NO: WV360-4-11

SUBJECT: PER-ProTracts Training and Implementation

Purpose: To request status reports regarding completion of ProTracts training and use of the ProTracts production web site.

Expiration Date: September 30, 2004

FO to AO Responses Requested by March 10 and March 29, 2004

AO to SO Responses Requested by March 12 and March 31, 2004

It has been over a month since field office employees were trained in the use of ProTracts for contract development. During the training, employees were instructed to access the ProTracts training site and to enter a minimum of five (5) applications and five (5) contracts to become familiar with the software program before they would be authorized to access the ProTracts production site. Employees were advised that all EQIP, WHIP and AMA unfunded applications needed to be entered into ProTracts this winter, and that all FY2004 contracts would be developed using ProTracts.

As of March 3, 2004, the following employees have taken the time to complete the on-line ProTracts training site exercises and now have access to the ProTracts production site:

East Area	South Area	West Area
Larry Casseday	Susan Davis	Valerie Hannon
Jessica Fisher	Jeremy Bennett	Scott Hoover
Tim Canfield	Norris Long	Jeff Griffith
Richard Gray	Jared Nestor	Jason Crislip
Dan Lynch	Katy McBride	Rex Gardner
Mike Mullenex	Cherry Dawson	Barbara Victor
Cecil Springer	Larry Greynolds	Delmas Carr
Nancy Nestor	Ben Collier	Marvin Kerr
Robert Schnably	Debbie Dorsey	Rex Rexrode
Becky Lewis		Corine Broomall
Christi Ross		Roger Powell
		Larry Sturm
		Luke Hunter
		Richard Patterson
		Jamey Darlington

The following offices do not appear to have any employees who have entered any applications into the ProTracts practice site: Keyser, Martinsburg, and Spencer. (Some employees have been working in the ProTracts training site and have entered applications and/or contracts, but may not have completed the training and are not listed above as being on the production site yet.) The ASTC(FO)'s will check with the District Conservationists in these offices to determine why they have not started the on-line ProTracts training site exercises.

It is important that all employees who are involved in EQIP, WHIP, AMA, and GRP contract development, approval, or implementation complete the training and get registered on the ProTracts production site. All active unfunded EQIP, WHIP, and AMA applications need to be entered into ProTracts no later than March 30, 2004. This is necessary because our program funding is affected by the number of applications that we have on hand on April 1, due to the "Regional Equity" portion of the 2002 Farm Bill. Also, the national office has advised State Conservationists that program funding will be evaluated on May 3, 2004, and that funds may be withdrawn and reallocated if states are not in a position to obligate their funds. The national office will be able to monitor our applications and contracts through ProTracts.

The ASTC(FO)'s are requested to send a report to Jim Piper by March 12, 2004, assuring that all necessary employees will complete the ProTracts training and will be registered on the ProTracts production site no later than March 26, 2004. Also assure that all active unfunded EQIP, WHIP, and AMA applications are entered in the ProTracts production site by March 30, 2004. A follow up report is requested on March 31 that this has been accomplished. District Conservationists are requested to report the status of ProTracts training and implementation in their office to the ASTC(FO)'s by March 10 and March 29.

If you have any questions please contact Jim Piper, ASTC-Operations, at (304) 284-7543 or Herbert Andrick, Resource Conservationist at (304) 284-7560.

/s/ James L. Piper, Acting for

LILLIAN V. WOODS
State Conservationist

Dist: F, A
Jim Piper, ASTC-O, Morgantown
Herb Andrick, RC, Morgantown