USDA-RD
Form RD 1951-64
(4-91) **ON-LINE PAYMENT CERTIFICATION MONITORING LOG**

Employee Name

Location

Identification

Initial Certification Date

Page_____ of _____

TRAINING DATE:

TRAINING NAME:

DATE	SOURCE	RESULT	MONITORING VIOLATION			ACTION TAKEN	COMMENTS
			DATE	TYPE	OCCURENCE		

PROCEDURE FOR PREPARATION   : RD Instruction 1951-K

PREPARED BY   : State Office AMAS Coordinator

NUMBER OF COPIES   : One copy for each employee certified to enter payments on-line in AMAS

SIGNATURES REQUIRED   : None.

DISTRIBUTION COPIES   : Original retained in the State Office

INSTRUCTIONS FOR PREPARATION

Form RD 1951-64
"ON-LINE PAYMENT CERTIFICATION MONITORING LOG"
(State Office)

(1) Enter the name of the employee being monitored. A separate form should be prepared for each employee when it is determined that a certification will be issued and Guide Letter 1951-K is issued.

(2) Enter District office Number and Location. For a State Office employee, enter State Office, State Name and Location.

(3) Enter the Identification Number assigned by the Security Officer.

(4) Enter the date the State Director signs Guide Letter 1951-K-1.

(5) When multiple pages are needed, enter the page number and the total number of pages associated with this Identification Number.

(6) Enter the Initial training date associated with the initial certification. When following-up training is performed, enter the date(s) of the following-up training. Annotate the type of training.

> I - Initial training for certification
> R- Routine following-up training
> C- Corrective training in response to specific non-performance identified during monitoring

(7) Enter the first initial and last name of the trainer and initials of the trainers position.

(8) Enter the date of the monitoring transaction, such as:

> -Date Pending was accessed
> -Date Inquiry or History screens were accessed
> -Date of FOCUS Out-Of-Balance Detail Listing Report
> -Date of Report RC590-A Batch Detail Entry System Payment Exception Report
> -Date of Report RC590-B AMAS to CBRAMS Exception Report

(9) Enter the source of the monitoring transaction, such as report code, inquiry screen number, Pending, etc.

(10) Annotate that there was "No exception" or, if there was an exception, annotate the specific cause such as " Out-of-Balance 3 days" etc., until five days is reached and an exception is recorded, "Funds held more than 3 days", etc.

(11) Enter the specific date of the out-of-balance block, call date for payments held more than 3 days, etc.

(12) Enter this type of violation as follows

> BOB-Block Out-of BALANCE
> EXR- Exception Report Violation
> CBR- AMAS to CBRAMS Exception

(13) Enter whether this is the first, second, third or fourth occurrence of any type of transaction within a twelve month interval which could lead to withdrawal of certification.

(14) Enter the type of action taken, such as, letter to District Director, follow-up training, etc.

(15) Enter any appropriate comments, follow-up activity, etc. regarding this monitoring transaction. Include the initials of the person performing the monitoring transaction.