

## **FSA NAP/TAP Loss Adjuster (LA) Job Description**

An FSA NAP/TAP LA is required to have some knowledge of field crops and specialty crops. This position requires physical activity while in the field. Crop inspection is a hands-on process that requires walking through a field or vegetable plot and bending to physically inspect plants and/or roots. Heavy lifting may be required depending on the crop being inspected. Fundamental math skills are required for measuring and weighing the crops being appraised. LA's must have reliable means of transportation and the ability to travel within the assigned area. LA's may be assigned work in several counties and may travel statewide.

A LA is self-employed, and therefore does not receive health insurance or retirement benefits. The LA will receive an IRS Form 1099 and is responsible for paying all taxes on earned income. The LA is also responsible for obtaining equipment necessary to perform the required duties. Some equipment, such as GPS measuring devices, may be available through the FSA county office.

Two phases of NAP/TAP LA training must be completed before becoming a certified loss adjuster.

- Phase 1 is a minimum of 24-120 hours of classroom training. Phase 1 covers general policy provisions in effect for appraisals, completing loss adjustment forms, and review of crop handbooks, as applicable. The LA must also verify use of acreage and production to count.
- Phase II is a minimum of 24 hours of classroom and field training for loss situations, including ineligible causes of loss and controversial cases.
- A LA is not fully certified until two different crops are appraised without error. Every LA must receive a minimum of 6 to 8 hours of annual update training to remain certified.

### LA Responsibilities

- Perform LA services as assigned by State or county office personnel
- Explain basic program information to producers, including payment calculation and filing procedures
- Schedule work to ensure timely service, returning producer folders to the county office within 10 calendar days
- Promote a good working relationship between the producer and FSA
- Bring controversial claims and other unusual claim situations to the attention of the official who assigned the work
- Notify the county office if contacted about legal hearings or controversial matters, and avoid conferring with producers about legal matters
- Accurately complete and timely submit all claim documents and LA pay vouchers
- Maintain work-related records for three years

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### LA Ethics and Conflicts of Interests

LA's must follow all applicable federal laws and ensure there is no appearance or occurrence of conflict of interest. LA's cannot:

- Solicit or accept money, gifts, or favors from any party designed to influence or give the appearance of influencing any loss adjustment findings or decisions
- Use position to gain favor, influence, or financial advantage
- Work in a county where he/she is the spouse of an FSA county executive director or county committee member
- Engage in the sale or administration of any MPCCI policy
- Adjust losses for:
  - any family member (including but not limited to parents, brothers, sisters, children, spouse, in-laws, grandchildren, aunts, uncles, cousins, and grandparents; relationship by adoption or similar extent is included)
  - the family of an employee of the LA
  - any party with whom the LA has a material or financial interest.
- Discriminate against any producer because of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

### Eligibility

LA's cannot be:

- A permanent, part-time, or intermittent FSA employee (A field reporter who performs only technical field services may be an LA; however, work cannot be performed for both positions on the same day.)
- An FSA State committee or county committee member
- A candidate for any elected or appointed public office
- An elected or appointed public officer.



Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Description (duties, skills, equipment used, etc.): \_\_\_\_\_

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Description (duties, skills, equipment used, etc.): \_\_\_\_\_

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**Agricultural Experience**

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**Education**

**High school diploma or GED required.**

High School: \_\_\_\_\_ Attended From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate?      Yes      No  
     

Did you receive a GED?      Yes      No      *\*only required if "No" selected on previous question*  
     



College/University: \_\_\_\_\_ Attended From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate?      Yes      No      Degree: \_\_\_\_\_  
     



College/University: \_\_\_\_\_ Attended From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate?      Yes      No      Degree: \_\_\_\_\_  
     

**References**

Name & Title	Company & Address	Phone Number

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to execution of a service agreement, I understand that I am subject to fingerprinting and a favorable background check, and that any false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_

Please send your completed application to [Emily.Cole@usda.gov](mailto:Emily.Cole@usda.gov) or submit it in person to your local county FSA office.