



United States
Department of
Agriculture

Farmers
Home
Administration

Washington
D.C.
20250

Approved by FmHA All 46. 229 (1905-A) dated 2-6-93

FmHA AN No. 2741 (1905)
February 5, 1993

SUBJECT: Implementation of the Application Module of the Management Record System (MRS)

TO: State Directors, District Directors, and County Supervisors

ATTN: Farmer Programs Chiefs and Information Resource Managers

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to implement the application module of MRS to track Farmer Programs loan and loan guarantee applications. The MRS application information uploaded to the mainframe will provide Farmer Programs with the data to measure the States' accomplishments towards meeting their application processing timeliness goals.

The intended outcome is for all applications to be tracked closely so that all loan applications receive final action (loan approval or rejection) within the statutory timeframes, and States meet the Farmer Programs application timeliness goals.

COMPARISON WITH PREVIOUS AN:

This AN replaces FmHA AN No. 2720 (1905). This AN further defines the timeframes for entering application data into MRS. It also addresses the data entry problems encountered on MRS.

IMPLEMENTATION RESPONSIBILITIES:

Timely processing of loan applications is critical in order to meet statutory requirements and provide quality service to Farmer Programs applicants and borrowers. Farmer Programs Goal 1B, "Improve Timeliness of Processing Insured Loan Applications," and Farmer Programs Goal 3B, "Improve Timeliness of Processing ALP Guaranteed Loan Applications," address loan application timeliness performance.

EXPIRATION DATE: December 31, 1993

FILING INSTRUCTIONS:
Preceding FmHA
Instruction 1905-A



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The MRS application module provides the capability to automatically create information to track applications throughout the application process. For Farmer Programs applications only, MRS will replace Form FmHA 1905-4, "Application and Processing Card-Individual." Replacement of the Application and Processing Card must be phased in as MRS assumes the application tracking responsibility. County Offices will continue to manually track requests for subordination until they are included in a future MRS enhancement. Do not include requests for subordination in MRS at this time. FmHA Instruction 1905-A will be changed to provide for MRS application tracking.

Data entry of application information into MRS must be timely. MRS will compile the data to be transmitted on Thursday morning of each week and transmit the data on Thursday evening to the mainframe. Also, end of the month data will be compiled and transmitted to the mainframe. MRS will provide the County Offices with a weekly data report. The report will list that week's transmitted data.

Application data transmissions are scheduled to begin in January 1993 with data measured for goal accomplishments from January 1, 1993, through June 30, 1993, for the 1992-1993 Rating Year. Subsequent rating years will include application data from July 1 through June 30.

You must enter the data on applications received on or after January 1, 1993. Also, enter the data on applications whose completion date is on or after January 1, 1993, but were received before January 1, 1993. This data entry must be done immediately. Goal accomplishment will be measured based upon complete applications received on or after January 1, 1993.

All other application data from October 1, 1992, through December 31, 1992, must be entered as soon as possible with the following accommodation: At present, you cannot enter a final disposition date if the final disposition is more than 60 days from the date of complete application. This is because there is a date validation on the Date of Final Disposition field. This validation does not allow entry of the final disposition date if the date exceeds 60 days from the receipt of a complete application. Do not change the application completed date on applications so that the final disposition date can be entered. Instead, enter the final disposition date in the comment area until the validation is removed. When the validation is removed, you can then enter the final disposition date in the correct field. We will advise you when the validation is removed. Until the validation is removed and all the application data for Fiscal Year 1993 is entered, the Application and Processing Cards are to be maintained at all County Offices, but only for those applications received prior to January 1, 1993.

The Information Systems Management, Applications Management Division (AMD) has provided training on the application module to the Information Resource Managers (IRM). During the training session, AMD addressed the following points: During the testing, the Executive Information System (EIS) team identified problems with the data being received from South Carolina. MRS validates items such as State and County codes. However, it does not prohibit the County from entering a typographical error which is a valid State code. It will be accepted by the system. In addition, there appears to be duplicate records. AMD included specific information in the distribution of the software that would alleviate the problem. As an additional precaution, the County Offices will receive a report every week of that week's extracted data. Automation questions on MRS should be directed to the Automation Help Desk at commercial 1-800-HLP-FMHA.

In order to meet Farmer Programs Goal 1B, final action on an application must occur in 60 calendar days or less from receipt of a complete application. For Farmer Programs Goal 3B, final action on an application from an approved lender must be taken in 14 calendar days or less from the receipt of a complete application. The timeframes will be calculated from the MRS data uploaded to the mainframe. State and County goal accomplishment information will be available on the Executive Information System. Applicant specific information can be obtained from the new FOCUS file called APPL.

This AN may not be revised and reissued by State Directors without prior approval by the Assistant Administrator, Farmer Programs, unless modification is necessary to comply with State law.

State Office personnel with questions regarding this AN should contact Kathleen Miller, Farmer Programs Loan Making Division, at FTS (202) 720-1643.



SANDRA L. WEISMAN
Acting Administrator