

For: State and County Offices

Fillable Format for Form Letters, Guide Letters, and Exhibits

Approved by: Acting Deputy Administrator, Farm Loan Programs

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1 Overview

A

Background

Several form letters, guide letters, and exhibits to FmHA and RD Instructions were available on the FSA Intranet. The electronic version available on the Intranet was not always updated when subsequent revisions were issued in a Procedure Notice (PN). As a result, incorrect versions of documents have been mailed to FLP applicants or borrowers.

B

Purpose

This notice provides:

- guidance about the use of electronic FLP documents obtained from the FSA Intranet
- information about the new method for making FLP documents available electronically.

C

Contact

Direct questions about this notice to Bill Cobb at 202-720-1059.

Disposal Date	Distribution
January 1, 2004	State Offices; State Offices relay to County Offices

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2 Electronic FLP Documents

A

Location of FLP Electronic Files

FLP electronic documents were available on BBS under the “agcredit” and “FLP” libraries. The same documents were transferred to the “agcredit” and “FLP” directories on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa>. Many of the electronic documents were contained in an “agcredit.zip” file that was available on the BBS “agcredit” library and in the “FLP/FLPLETRS” directory on the FSA Intranet.

B

National Office Action

The National Office:

- removed all FLP documents from the “agcredit” and “FLP” directories

Notes: The “agcredit” directory on the FSA Intranet is no longer available.

The National Office will continue posting information-only materials to the “FLP” directory on the FSA Intranet. State and County Offices will be notified, as applicable, when materials are posted.

The “FLP” directory may be accessed by clicking on the “Common File Share on the Intranet” button under the “In the Spotlight” tab.

- is in the process of releasing FLP form letters, guide letters, and exhibits to FmHA and RD Instructions in a fillable format on the FFAS Employee Forms Online Website located at <http://165.221.16.90/dam/ffasforms/forms.html>.

Note: Documents made available in a fillable format on the FFAS Employee Forms Online Website will be updated when revisions are announced in a PN.

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2 Electronic FLP Documents (Continued)

C

State and County Office Action

State and County Offices shall:

- compare the text of any electronic document obtained from the “agcredit” or “FLP” directories with the hard copy issued by PN to ensure accuracy before use

Note: Outdated documents must be removed from State and County Office systems.

- use form letters, guide letters, and exhibits to FmHA or RD Instructions from the FFAS Employee Forms Online Website as they become available in place of the documents obtained from the “agcredit” or “FLP” directories.

Notes: Documents made available in electronic format will be listed on the Weekly Checklist that is available on the FSA Intranet by selecting the “Weekly Checklist” button under the “Directories” tab.

Documents available in electronic format will only be announced in a PN when the text of the document is revised.
