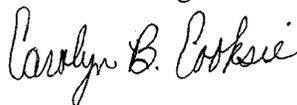


For: State and County Offices

Standard for Using Farm Loan Program (FLP) Mail Codes

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Both FLP and other programs administered by the Service Center agencies are building a number of web applications that require combining data across automated systems. Currently FLP automated systems, such as the Program Loan Accounting System (PLAS) and the Management of Agricultural Credit (MAC), do not apply mail codes based on a standard definition; and therefore, differences exist between systems. This adversely affects FLP's ability to interface data with both FLP and legacy FSA automated systems, the Office Information Profile (OIP), and the Master Reference Table (MRT).

B Purpose

This notice sets the standard for FLP mail codes.

C Contact

State Offices shall direct questions about this notice to Kathleen Miller, LMD at 202-720-1643.

Disposal Date October 1, 2005	Distribution State Offices; State Offices relay to County Offices
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Notice FLP-365

2 Standards

A Mail Codes

- Only Type 1 offices (as described in 16-AO, paragraph 286) where an FLM, FLO, or CED with loan approval authority is headquartered will have mail codes.
- Type 1 offices will be the designated Headquarters Servicing Offices.

B Reports

When reports have a drill down feature, the breakdown will be as follows:

- National Office
- State Office – State Code - State Name
- District Office – District Code – District Name
- Headquarters Servicing Office – Mail Code – Servicing Office Name
- Counties serviced (those counties serviced by the FLM/FLO/CED with loan approval authority residing in the Headquarters Servicing Office) – County Code – County Name
- Applicant/Borrower – Social Security Number/Tax Identification Number.

Note: Not all reports will have all of the mentioned data levels. For example, a district office report would not include information at the State and National levels.

C SED Action

SED's will ensure that:

- the mail code standard in subparagraph B is followed
- all FLP codes for States, servicing offices, and counties in automated systems match PLAS codes
- that a listing of each State's Type 1 Offices with mail code (Headquarters Servicing Office) and the counties serviced (indicate ones that have Type 2 or Type 3 offices) be e-mailed to Kathleen Miller at **Kathleen.Miller@wdc.usda.gov** or FAXed to 202-720-6797, Attn: Kathleen Miller, by October 30, 2004.