

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FLP-892

1-FLP

For: State and County Offices

**Conversion of Credit Quality Reviews (CQRs) to the Internal Review and Documentation
Tracking System (IRDTS)**

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

FSA's IRDTS is a centralized electronic internal control tracking system that allows FSA management to complete and track internal program reviews. The compliance system objectives are to improve and enhance program oversight capabilities for State and National program managers, and formally document review results for program analysis.

B Purpose

This notice announces the conversion of CQR to IRDTS and describes training plans for the new process.

C Contact

If there are question about this notice:

- County Offices will contact State Office
- State Office will contact Robert White, Deputy Director, Loan Making Division, by e-mail to robert.white3@usda.gov.

Disposal Date	Distribution
June 1, 2024	State Offices; State Offices relay to County Offices, CQR Reviewers, and IRDTS Owners
6-21-23	

2 Completion of CQRs on the IRDTS system

A Location of the IRDTS System

Farm Loan Chiefs and those State owners and State reviewers who Farm Loan Chiefs have identified may access the IRDTS system at <https://usdafpacbc.servicenowservices.com/irdts>

B Completion of New FY 2023 CQRs

Effective July 10, 2023, all new CQRs must be completed in the IRDTS system.

C Loading Completed CQRs into IRDTS

Prior to the availability of IRDTS, CQR reviewers were instructed to complete and retain FY 2023 CQRs as a PDF version of FSA-2103, with the stated intent that completed CQRs would be loaded into IRDTS upon availability of the IRDTS system. By September 30, 2023, States are required to load into IRDTS all FY 2023 CQRs which were not initially completed in IRDTS. States are asked to confirm the completion of these entries into IRDTS by email to robert.white3@usda.gov, paul.peterson@usda.gov, and adriana.aguilar@usda.gov.

All information from FY 2023 CQRs completed prior to IRDTS deployment must be entered into the IRDTS CQR platform, with the exception of the full remarks section. States may add, as an attachment, to the IRDTS CQR the PDF of the initial CQR and reference the attachment in the remarks section or complete the remarks section within IRDTS with the remarks of the initial CQR.

IRDTS will record the employee who enters the CQR into IRDTS as the reviewer. National Office is not requiring that the actual reviewer be the employee who entered the completed FY 2023 CQR into IRDTS. However, States should be advised that having a different employee load FY 2023 CQRs into the IRDTS platform will affect certain reviewer-specific statistics.

D Resource Article

IRDTS User Guides (referred to as “Resource Articles”) are available at the IRDTS Main Menu under “Resource Articles.”

E Training

The National Office will provide a training and a demonstration of the IRDTS CQR platform to all Farm Loan Chiefs, State reviewers, and State owners at 2 p.m. e.t. on July 5, 2023. A Teams invite will be sent to all Farm Loan Chiefs. Farm Loan Chiefs are asked to forward the invite to all State owners and State reviewers. The training will be recorded and posted to the Farm Loan Programs Training Site for future reference.