

For: Burley State and County Offices Except North Carolina

2002 Burley Tobacco Designation Data

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The Grower Designation Program requires farm operators to designate the market location and pounds that will be sold at each market location:

- as a condition of price support eligibility
- to receive a valid marketing card for the current year.

County Offices began accepting FSA-808's immediately following the 2002 crop year rollover through August 1, 2002. Data collected through this program is provided to AMS, warehouse operators, receiving station buying companies, and dealers to ensure the orderly marketing of the current crop.

A number of problems have arisen with the 2002 data in both State and County Offices which has compromised the integrity of this data at the National level. A corrective action plan is necessary to provide accurate information. Failure to correct these problems could result in a disorderly marketing season.

B

Purpose

This notice provides instructions for:

- reporting 2001 designation data resident on State and County Office systems
- correcting 2002 data in State and County Offices systems
- all State and County Offices, except North Carolina.

<p>Disposal Date</p> <p>December 1, 2002</p>	<p>Distribution</p> <p>Burley State Offices; State Offices relay to applicable County Offices</p>
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Notice TB-1054

2 Action

A County Office Action

County Offices that did not follow instructions in Burley Tobacco Bulletin No. 495, to delete the prior year designation file, resulted in 2001 data being transmitted to the State Office. Counties that failed to install Transmittal Release No. 490, before transmitting designation data, bypassed the State Office and went directly to Kansas City resulting in counties being listed on the missing county report at the State Office.

The report, "Print All Farms on Designation File", should have been printed before transmitting data on August 2, 2002. This report lists each farm on file with its crop year for the current designation. Any farm with a 2001 crop year would indicate to the County Office that the prior year file was not deleted.

County Offices shall:

- ensure that County Transmittal Release No. 490 dated July 17, 2002, has been installed
- select Option 6 on Menu MMAN00, then Option 1 on Menu MMAN06 to print report, "Print All Farms on Designated File"
- FAX the report in Exhibit 1 to the State Office not later than **noon on August 15, 2002**

Note: If a combined County Office, both counties shall be noted on Exhibit 1.

- re-enter and transmit all 2002 FSA-808's on file after receiving special download from Kansas City not later than **August 23, 2002**.

Note: County Offices with a **negative** report on Exhibit 1 will **not** be required to re-enter FSA-808's, however State Offices may request that current files be transmitted to the State Office.

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2 Action (Continued)

B

State Office Action

State Offices shall:

- ensure that Transmittal No. 401, dated July 19, 2002, has been installed
- transmit all designation data on the State Office system to Kansas City without any further reconciliation not later than **noon on August 15, 2002**

Note: This action will purge the system in order to receive 2002 data from County Offices that has been rejected by the State Office system because of a 2001 record on file.

- print and maintain the following reports as of August 15, 2002, for future reconciliation
 - MMFJ29-R001
 - MMFK12-R001
- FAX report in Exhibit 2 to TPD at 202-720-0549 not later than **4 p.m. on August 15, 2002**
- instruct County Offices with a **negative** report on Exhibit 1 and listed on State Office report MMFK12-R001 with crop year 2001 to retransmit files beginning **August 16, 2002**

Note: These counties were rejected by the State Office system because a prior 2001 record was on file for the county.

- ensure that County Offices listed on Exhibit 2 receive the special download from Kansas City, re-enter FSA-808's, and transmit to State Offices not later than **August 23, 2002**
- transmit all designation data received after August 15, 2002, to Kansas City not later than **noon on August 27, 2002**
- contact Misty Jones at 202-720-0200 immediately with any questions concerning this notice.

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2 Action (Continued)

C

**Kansas City
Action**

Kansas City shall:

- monitor transmissions received from State Offices and report all States missing to TPD not later than **4 p.m. on August 15, 2002**
- delete any records received from County Offices that indicate records for 2001 crop year
- download corrective software to County Offices listed on Exhibit 2 on **August 16, 2002.**

Note: The corrective software will be downloaded county specific.

2002 Burley Designation Report

County Office: _____ State/County Code*: _____

Circle the correct response and FAX to State Office not later than noon on August 15, 2002.

Does report "Print All Farms on Designated File"
list any farms with a 2001 crop year?

YES

NO

*List combined County Office codes.

County Executive Director

Date

2002 Burley Designation State Office Report

State: _____

State Code: _____

List all County Offices with "YES" circled on Exhibit 1 and FAX to TPD at 202-720-0549 not later than 4 p.m. on August 15, 2002. Combined County Offices with "YES" in either county shall both be listed on this report.

County Office Name

County Code

Telephone Number

State Executive Director

Date