

For: Burley Tobacco State and County Offices and KCAO

**2003 Burley Tobacco Quotas**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

The Secretary has determined and announced the national marketing quota and national reserve for the 2003 crop of burley tobacco as follows:

- marketing quota is 287.8 million pounds
- reserve for:
  - new farms is 24,300 pounds
  - correcting and adjusting inequities is 100,000 pounds.

**B**

**Purpose**

This notice provides:

- 2003 national factors and reserve quota for burley tobacco
- instructions for completing annual calculations.

**Note:** See reporting date change in subparagraph 3 E.

<p><b>Disposal Date</b></p> <p>July 1, 2003</p>	<p><b>Distribution</b></p> <p>Burley Tobacco State Offices and KCAO; State Offices relay to applicable County Offices</p>
---	---

**Notice TB-1071**

**2 2003 Burley Tobacco Quota Information**

---

**A  
Reserve Quota  
Prorated to  
States**

Reserve quota for adjusting inequities in old farms is prorated to States in pounds as follows.

<b>State</b>	<b>Pounds</b>
Georgia	10
Indiana	2,670
Kansas	10
Kentucky	68,740
Missouri	980
North Carolina	2,950
Ohio	3,120
Tennessee	17,160
Virginia	3,730
West Virginia	630

---

**B  
2003 National  
Factors**

The 2003 national factors are as follows:

- quota is 0.8890
  - current year equivalent is 0.8890.
- 

**C  
Transmitting  
National Factors**

KCAO shall transmit the 2003 national factors to burley tobacco County Offices on April 3, 2003.

---

**Notice TB-1071**

**3 County Office Action**

---

**A**

**Action Before Establishing 2003 Quotas**            Before establishing 2003 quotas, County Offices shall take the following action.

Step	Action
1	Complete reconciliation of producer marketings according to 10-TB SCOAP, Parts 9 and 23. Producer marketings will be downloaded electronically.
2	Complete the 2002 crop year FSA-578 summarization for burley tobacco.
3	Review farms with CRP reductions for burley tobacco. See 10-TB SCOAP, Part 11, Section 5 for instructions on CRP reductions.
4	On Statistical Reports Menu MMAJ00: <ul style="list-style-type: none"><li>• ENTER "3" to generate Size Groups of Tobacco Farms Report (PSL-23R)</li><li>• PRESS "Enter".</li></ul> Transmit PSL-23R by April 2, 2003.
5	On Statistical Reports Menu MMAJ00: <ul style="list-style-type: none"><li>• ENTER "4" to generate the semiannual Lease and Transfer of Quotas Report (PSL-31R)</li><li>• PRESS "Enter".</li></ul> Transmit PSL-31R by April 2, 2003.
6	Run farm and tract crop file verification from the Maintenance of Quotas Menu, according to 10-TB SCOAP, paragraph 356.

**B**

**File Backup**            Immediately before establishing 2003 quotas, County Offices shall back up all files with normal weekly backup procedure before performing annual calculations. Retain backup offsite for 180 calendar days.

---

Continued on the next page

**Notice TB-1071**

**3 County Office Action (Continued)**

---

**C  
Performing  
Annual  
Calculations**

Establish 2003 crop year burley tobacco quotas according to 10-TB SCOAP, Part 5.

**Note:** Accessing a farm through option 11, "PFC/DCP/Compliance", while establishing new crop year quota, will interrupt the annual calculations process. Farms may be accessed after Annual Quota Calculations Menu Option 1 has been completed.

After completing the annual calculations process, release the system for normal processing and update multiple-year leases and transfers according to 10-TB SCOAP, paragraph 611.

**Note:** Re-combine farms that were divided for DCP purposes only and enter 2002 producer sales data according to Notice TB-1064.

Reinstate quota for CRP-1's that expired or were terminated in 2002.

---

**D  
Generating and  
Mailing MQ-24's**

County Offices shall take the following action to generate and mail MQ-24's.

<b>Step</b>	<b>Action</b>
1	Generate MQ-24's as follows: <ul style="list-style-type: none"><li>• indicate that 2003 is <b>not</b> a referendum year, for marketing quota purposes, when generating MQ-24's</li><li>• date MQ-24's (FSA-708's) April 18, 2003.</li></ul>
2	Mail MQ-24's by April 18, 2003.

---

**E  
Report of  
Producer  
Marketings  
(PSL-14R)**

County Offices **shall** generate and transmit PSL-14R, Report of Producer Marketings, on April 21, 2003.

**Note:** Do **not** transmit on March 15 according to 10-TB-SCOAP.

---

**Notice TB-1071**

**4 State Office Action**

---

**A  
Allocating  
Reserves**

State Offices shall take the following action to allocate reserve pounds.

<b>Step</b>	<b>Action</b>
1	Allocate all reserve pounds to County Offices by April 7, 2003.
2	Prorate the reserve quota based on basic quota established for each individual county.  <b>Note:</b> No reserve pounds shall be maintained in the State Office.
3	Instruct County Offices to enter reserve pounds in the 2003 burley crop table record.
4	Require County Offices to adjust inequities within 30 calendar days after reserve pounds are allocated.

---

**B  
Transmissions**

State Office shall transmit reports received from County Offices to KCAO not later than April 25, 2003.

---