

For: Burley Tobacco State and County Offices and KCAO

2004 Burley Tobacco Quotas and Referendum

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Secretary has proclaimed:

- national marketing quotas for the 2004 through 2006 crops of burley tobacco (type 31) and called for a referendum by mail ballot during the period February 23 through February 27, 2004, to determine whether marketing quotas will be in effect for this kind of tobacco
- the 2004 national marketing quota for burley tobacco (type 31) is 302.1 million pounds
- reserve for:
 - new farms is 75,000 pounds
 - correcting and adjusting inequities is 350,000 pounds.

B Purpose

This notice provides:

- 2004 national factors and reserve quota for burley tobacco
- instructions for completing annual calculations and conducting a referendum.

Disposal Date	Distribution
July 1, 2004	Burley Tobacco State Offices and KCAO; State Offices relay to applicable County Offices

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2 Reserve Quota and National Factors

A Reserve Quota Prorated to States

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

State	Pounds
Georgia	35
Indiana	9,345
Kansas	35
Kentucky	240,800
Missouri	3,430
North Carolina	10,325
Ohio	10,920
Tennessee	59,920
Virginia	13,020
West Virginia	2,170

B 2004 National Factors

The 2004 national factors are as follows:

- quota is 1.050
- current year equivalent is 1.050.

C KCAO Action

KCAO shall transmit the 2004 national factors to burley tobacco County Offices **by March 8, 2004.**

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3 County Office Action

A Conducting Referendum

To conduct the referendum, County Offices shall take the following action.

Step	Action
1	Inventory referendum supplies. Ensure that supplies are adequate.
2	Follow 10-TB SCOAP, Part 13 to build the eligibility file and generate MQ-4. Note: This must be done after the FSA-578 summarization and before annual calculations.
3	Mail ballots by February 17, 2004.
4	Conduct referendum according to 1-PA.
5	Call referendum results into the State Office after completing tabulation on March 3, 2004.
6	Submit MQ-7 to the State Office by March 8, 2004.

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3 County Office Action (Continued)

B Action Before Establishing 2004 Quotas

Before establishing 2004 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, the week of March 1, 2004.
2	Complete the 2003 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	Generate, according to 10-TB SCOAP, subparagraph 284 C, and transmit the Size Groups of Tobacco Farms Report (PSL-23R) by March 12, 2004.
5	Generate, according to 10-TB SCOAP, subparagraph 284 D, and transmit the Lease and Transfer Semi-Annual Report (PSL-31R) by March 12, 2004.
6	Run farm and tract crop file verification from the Maintenance of Quotas Menu, according to 10-TB SCOAP, paragraph 356.

C File Backup

Immediately before establishing 2004 quotas, County Offices shall back up all files with normal weekly backup procedure before performing annual calculations. Retain backup until further notice.

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3 County Office Action (Continued)

D Performing Annual Calculations

County Offices shall take the following action.

Step	Action
1	<p>Establish 2004 crop year burley tobacco quotas according to 10-TB SCOAP, Part 5. Burley rollover will be performed in 2 stages at 2 separate times.</p> <p>Note: Accessing a farm through option 11, “PFC/Compliance”, while establishing new crop year quotas, will interrupt the annual calculations process. Farms may be accessed after option 1 of the Annual Quota Calculations Menu has been completed.</p>
2	<p>Phase I: Menu MMAC00, option 1, “Establish New Crop Year Quotas”. Option 1 includes a transmission file for PSL-20R, but no paper report. PSL-20R will not print until Phase II of Annual Calculations is executed. Complete Phase I no later than March 10, 2004.</p>
3	<p>Phase II: Complete Phase II after receiving download factors from KCAO for effective undermarketings.</p> <p>Menu MMAC00, options 2 through 7, must be taken in order:</p> <ul style="list-style-type: none"> • option 2, “Preparation of Annual Notices”, which will apply factor to effective undermarketings • option 3, “Preparation of Display List” • option 5, “Detail List of Farm Crop Records” • option 6, “Detail List of Tract Crop Records” • option 7, “Release System for Normal Processing”. <p>Note: After Phase II has been completed, reconstitutions involving a burley tobacco farm will be allowed to be processed in the system.</p>
4	<p>After completing the annual calculations process:</p> <ul style="list-style-type: none"> • release the system for normal processing • update multiple-year leases and transfers according to 10-TB SCOAP, paragraph 611.
5	<p>Reinstate quota for CRP-1’s that expired or were terminated in 2003.</p>

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3 County Office Action (Continued)

E Generating and Mailing MQ-24's

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

Step	Action
1	Generate MQ-24's as follows: <ul style="list-style-type: none">• indicate that 2004 is not a referendum year when generating MQ-24's <p style="text-align: center;">Note: MQ-24's will not be generated or mailed before the referendum period.</p> <ul style="list-style-type: none">• date MQ-24's (FSA-708's) March 19, 2004• continuous designation will be implemented for 2004 marketing year for any farm who designated only 1 market location during 2003 marketing year.
2	Mail MQ-24's by March 19, 2004.

4 State Office Action

A Allocating Reserves

State Offices shall take the following action.

Step	Action
1	Allocate all reserve pounds to County Offices by April 16, 2004.
2	Prorate the reserve quota based on basic quota established for each individual county. Note: No reserve pounds shall be maintained in the State Office.
3	Instruct County Offices to enter reserve pounds in the 2004 burley crop table record.
4	Require County Offices to adjust inequities within 30 calendar days after reserve pounds are allocated.

B Transmitting Files

State Offices shall transmit reports received from County Offices to KCAO by **March 24, 2004.**

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4 State Office Action (Continued)

C Referendum Results

State Offices shall:

- on March 3, 2004, telephone the preliminary referendum results to TD at 202-720-0200 by 4 p.m.
- by March 10, 2004, submit final referendum results on MQ-8.

D Transmitting PSL-20R to KCAO

State Offices shall transmit PSL-20R for each County Office to KCAO by March 12, 2004.

Note: Phase II of rollover **will not** be initiated until all States have successfully transmitted PSL-20R for every burley tobacco County Office. Any delay in monitoring or transmission will delay MQ-24's from being issued to farm operators.