

For: Tobacco State and County Offices

2004 Special Tobacco Combinations

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Special Tobacco Combinations apply to all kinds of tobacco currently under the acreage allotment and/or marketing quota program and are in effect for the 2004 marketing year.

Farms involved in a Special Tobacco Combination shall meet the requirements for a farm combination according to 2-CM, except for the signature requirement. The owner and operator of the farm being combined with the “Designated Farm of Record (DFR)” and the operator of DFR must sign FSA-155.

All requests must be filed by COB, June 1, 2004. There shall be no manual Special Tobacco Combinations. All requests must be processed through the automated system, including nonquota farms. Process a regular reconstitution, if applicable, before processing requests for a Special Tobacco Combination. DFR cannot become a parent farm on a subsequent Special Tobacco Combination.

B Purpose

This notice provides instructions for processing 2004 Special Tobacco Combinations.

Disposal Date	Distribution
September 1, 2004	Tobacco State Offices; State Offices relay to applicable County Offices

Notice TB-1099

2 County Office Action

A Initiating a Special Tobacco Combination

Before initiating a Special Tobacco Combination in the automated system:

- review FSA-155 for completeness
- complete FSA-155 according to Exhibit 1.

When the “Initiate Special Tobacco Combination” option is selected, the computer will automatically assign a document number to be used throughout the process.

Note: Tobaccos are abbreviated as follows throughout the instructions:

- Flue-Cured Tobacco (FC)
- Burley Tobacco (BU)
- Other Kinds of Tobacco (OTH).

Step	Action	Result
1	On Menu MKAP00 (FC), MMAP00 (BU), or MRAP00 (OTH), ENTER “3”, “Special Tobacco Combinations,” and PRESS “Enter”.	Menu MKAP03 (FC), MMAP03 (BU), or MRAP03 (OTH) will be displayed.
2	ENTER “1”, “Initiate a Special Tobacco Combination,” and PRESS “Enter”.	Screen MKAX0202 (FC), MMAX0202 (BU), or MRAX0202 (OTH) will be displayed.
3	ENTER farm serial number for both of the following: <ul style="list-style-type: none">• parent farm• DFR PRESS “Enter”.	Screen FAX410-02 will be displayed for the parent farm.
4	Screen MKAX0203 (FC), MMAX0203 (BU), and MRAX0203 (OTH) will be displayed. PRESS “Enter”.	Screen FAX410-02 for the DFR will be displayed.
5	Screen MKAEPG03 (FC), MMAEPG03 (BU), and MRAEPG03 (OTH) will be displayed. Verify that the data displayed is correct. PRESS “Enter”.	County Committee Report for Special Tobacco Combination will be automatically printed.

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2 County Office Action (Continued)

B Deleting a Special Tobacco Combination

A pending Special Tobacco Combination must be deleted if the requestor withdraws the request for combination, or COC disapproves FSA-155.

Step	Action	Result
1	On Menu MKAP00 (FC), MMAP00 (BU) or MRAP00 (OTH), ENTER "3", "Special Tobacco Combinations," and PRESS "Enter".	Menu MKAP03 (FC), MMAP03 (BU), or MRAP03 (OTH) will be displayed.
2	ENTER "2", "Delete a Pending Tobacco Combination," and PRESS "Enter".	Screen MKAEP201 (FC), MMAEP201 (BU), or MRAEP201 (OTH) will be displayed.
3	Enter document number to be deleted, and PRESS "Enter". Note: The document number can be found on the report generated during the initiate process.	Screen MKAEP202 (FC), MMAEP202 (BU), or MRAEP202 (OTH) will be displayed.
4	Verify that the data displayed is correct. ENTER "Y" to complete the deletion or "N" to return to Screen MKAEP201 (FC), MMAEP201 (BU), or MRAEP201 (OTH).	If "Y" is selected, the message, "Special Tobacco Combination Has Been Deleted", will be displayed. PRESS "Enter".

C Updating a Special Tobacco Combination

County Offices shall submit the following to COC for each Special Tobacco Combination:

- FSA-155
- FSA-156-EZ
- COC report printed during the initiate process
- additional documentation necessary to support the Special Tobacco Combination.

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2 County Office Action (Continued)

C Updating a Special Tobacco Combination (Continued)

Update Special Tobacco Combination according to this table.

Step	Action	Result
1	On Menu MKAP00 (FC), MMAP00 (BU), or MRAP00 (OTH), ENTER “3”, “Special Farm Combinations”, and PRESS “Enter”.	Menu MKAP03 (FC), MMAP03 (BU), or MRAP03 (OTH) will be displayed.
2	ENTER “3”, “Update a Special Tobacco Combination”, and PRESS “Enter”.	Screen MKAEP401 (FC), MMAEP401 (BU), or MRAEP401 (OTH) will be displayed.
3	Enter the document number to be updated, and PRESS “Enter”. Note: The document number can be found on the report generated during the initiate process.	Screen MKAEEL02 (FC), MMAEEL02 (BU), or MRAEEL02 (OTH) will be displayed.
4	Enter the COC approval date (MMDDCCYY), and PRESS “Enter”.	Screen MKAEPG01 (FC), MMAEPG01 (BU), or MRAEPG01 (OTH) will be displayed.
5	Verify that the data displayed is correct. PRESS “Enter” to update.	Special Tobacco Combination has been updated.
6	Enter the printer ID to be used to print FSA-807 (FC) or FSA-808 (BU).	FSA-807 (FC) or FSA-808 (BU) will be printed. Note: If a warehouse/receiving station/dealer designation is on file, undesignate the tobacco before updating the Special Tobacco Combination.

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2 County Office Action (Continued)

D Voiding a Special Tobacco Combination

Void Special Tobacco Combinations according to this table, if:

- requested by operator
- provisions in this notice are not followed.

Step	Action	Result
1	On Menu MKAP00 (FC), MMAP00 (BU), or MRAP00 (OTH), ENTER “3”, “Special Tobacco Combinations”, and PRESS “Enter”.	Menu MKAP03 (FC), MMAP03 (BU), or MRAP03 (OTH) will be displayed.
2	ENTER “4”, “Void a Special Tobacco Combination”, and PRESS “Enter”.	Screen MKAEP203 (FC), MMAEP203 (BU), or MRAEP203 (OTH) will be displayed.
3	Enter the document number to be voided, and PRESS “Enter”. Note: The document number can be found on the report generated during the initiate process.	Screen MKAEP204 (FC), MMAEP204 (BU), or MRAEP204 (OTH) will be displayed.
4	Verify that the data displayed is correct. ENTER “Y” to void or “N” to return to Special Tobacco Combination Menu.	If “Y” is selected, the message, “Special Tobacco Combination Has Been Voided”, will be displayed. PRESS “Enter”.

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2 County Office Action (Continued)

E Adding a Farm Crop and Tract Crop Record

Before initiating a Special Tobacco Combination involving a nonquota farm, establish a tobacco farm crop and tract crop record for the farm as follows.

Step	Action
1	On Menu MKA000 (FC), MMA000 (BU), or MRA000 (OTH), ENTER "3", "Revisions and Adjustments of Allotments/Quotas".
2	On Menu MKAE00 (FC), MMAE00 (BU), or MRAE00 (OTH), ENTER "11", "Corrections – Farm Crop File".
3	On Menu MKAE11 (FC), MMAE11 (BU), or MRAE11 (OTH), ENTER "12", "Add Farm/Tract Crop Set".
4	On Screen MKAX0601 (FC), MMAX0601 (BU), or MRAX0601 (OTH), enter the farm yield only using the county average (applicable) tobacco yield.
5	On Screen MKAWA001 (FC), MMAWA001 (BU), or MRAWA001 (OTH), ENTER "E" to end and save updates.
6	On Screen MKAEH800 (FC), MMAEH800 (BU), or MRAEH800 (OTH), ENTER "N" for no corrections.
7	Do not mail MQ-24. On MQ-24, write, "FOR SPECIAL TOBACCO COMBINATION ONLY – NON-QUOTA FARM".

Note: No entry required in the tract crop record.

F Planted Acres

Tobacco may be planted on either of the parent farms in the Special Tobacco Combination. However, the effective allotment and/or quota for DFR will be used for tobacco program purposes. All tobacco acreage planted must be reported on the farm where the tobacco is physically planted.

G Notifying Operators and Owners

If COC does **not** approve the proposed Special Tobacco Combination, send a letter to the parent farm to be combined and the DFR farm owners and operators. Include the following in the letter:

- the disapproval
- reasons the Special Tobacco Combination was **not** approved
- appeal rights according to 1-APP.

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2 County Office Action (Continued)

G Notifying Operators and Owners (Continued)

If COC approves the Special Tobacco Combination:

- notify farm operator of approval using the example letter in Exhibit 2
- print MQ-24 during next start-of-day
- mail to farm operator.

Note: Notification to the farm operator shall constitute notice to all persons who have an interest in the farm.

3 COC Action

A Approval or Disapproval

COC shall approve or disapprove each Special Tobacco Combination by signing the COC report.

COC may redelegate to CED the authority to approve or disapprove FSA-155 for Special Tobacco Combinations if another Special Tobacco Combination, warehouse, receiving station or dealer designation, or similar action would be delayed if COC action is not obtained in a timely manner.

If COC redelegates to CED:

- the re delegation shall be in writing
- each month, COC shall review CED decisions.

When reviewing proposed Special Tobacco Combinations, COC shall:

- ensure that Special Tobacco Combination requirements are met

Note: Each farm in a special tobacco combination must have the same operator for the entire 2004 crop year.

- check items submitted necessary to support the combination
- sign the COC report indicating approval or disapproval of the combination
- follow subparagraph 2 G to notify farm operators and owners.

Notification of Approved Special Tobacco Combination

Notify the farm operator of approval using this example letter.

Designated Farm of Record (DFR) – FSN _____

Dear Tobacco Farm Operator:

Your request for a Special Tobacco Combination of allotments and/or quotas has been approved with the designated farm serial number (FSN) shown above. All tobacco program activities will be conducted using the designated FSN. These activities include warehouse, receiving station and dealer designation, price support eligibility, acreage reporting, and producer marketings. Tobacco acreage may be planted on either of the farms involved in the Special Tobacco Combination. However, the acreage will be considered as planted on the DFR FSN.

Separate FSN's will be maintained for each farm involved in a Special Tobacco Combination. These FSN's will be used for all other program activities except tobacco for the current year.

The Special Tobacco Combination is effective for the (insert current crop year) crop year only. Tobacco allotments and/or quotas for the (insert next crop year) crop year will be established for each separate FSN in the Special Tobacco Combination. After next year's allotments and/or quotas are established for each FSN, regular reconstitutions, transfers by sale, and any other revisions and adjustments to a farm's allotment and/or quota can be made. However, Special Tobacco Combinations must be requested annually.

If you have any questions concerning the Special Tobacco Combination, please contact this office.

Sincerely,

/s/ John Smith

John Smith
County Executive Director