

**For:** Burley Tobacco State and County Offices and KCAO

**Completing PHASE II of 2004 Annual Calculations**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice TB-1098 provided 2004 national basic quota factors and instructions for completing the 2004 annual calculations. Factors included in Notice TB-1098 only addressed calculations processed through PHASE I.

For the 2004 marketing year, an undermarketing factor is necessary to complete PHASE II. The undermarketing factor was announced on April 9, 2004.

Farms will be allowed to carry forward undermarketings equal to 53.59 percent of the farm's prior year undermarketings.

**B Purpose**

This notice provides:

- the 2004 undermarketing factor for burley tobacco is 0.5359
- instructions for completing annual calculations.

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

## Notice TB-1101

### 2 County Office Action

#### A Performing PHASE II of 2004 Annual Calculations

County Offices shall take the following action.

Step	Action
1	<p><b>Phase II:</b> Complete Phase II after receiving download factors from KCAO (refer to Burley Tobacco Bulletin No. 512, dated April 12, 2004) for effective undermarketings.</p> <p>Menu MMAC00, options 2 through 7, must be taken in order:</p> <ul style="list-style-type: none"><li>• option 2, "Preparation of Annual Notices", which will apply factor to effective undermarketings</li><li>• option 3, "Preparation of Display List"</li><li>• option 5, "Detail List of Farm Crop Records"</li><li>• option 6, "Detail List of Tract Crop Records"</li><li>• option 7, "Release System for Normal Processing".</li></ul> <p><b>Note:</b> 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"><li>• release the system for normal processing</li><li>• update multiple-year leases and transfers according to 10-TB SCOAP, paragraph 611.</li></ul>
5	Reinstate quota for CRP-1's that expired or were terminated in 2003.

**Notice TB-1101**

**2 County Office Action (Continued)**

**B 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 2004 is <b>not</b> a referendum year when generating MQ-24's</li><li>• date MQ-24's (FSA-708's) April 16, 2004</li><li>• continuous designation will be implemented for 2004 marketing year for any farm that designated only 1 market location during 2003 marketing year.</li></ul>
2	Mail MQ-24's by April 16, 2004.

**3 State Office Action**

**A Mailing Deadline**

The State Office shall ensure MQ-24's are mailed by April 16, 2004.