**UNITED STATES DEPARTMENT OF AGRICULTURE**
Farm Service Agency
Washington, DC 20250

**Notice TB-960**

**For:** Tobacco State and County Offices

**2000 Special Tobacco Combinations**

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

## 1 Overview

**A Background**

Notice TB-959 provides instructions for processing Special Tobacco Combinations using new automation software applications.

**B Purpose**

This notice provides instructions for processing 2000 Special Tobacco Combinations.

| Disposal Date | Distribution |
|---|---|
| September 1, 2000 | Tobacco State Offices; State Offices relay to applicable County Offices |

## 2 County Office Action

### A Initiating a Special Tobacco Combination

Before initiating a Special Tobacco Combination in the computer:

- review FSA-155 for completeness
- complete checklist in Exhibit 1.

During the option, "Initiate Special Tobacco Combination," the computer will automatically assign a document number to be used throughout the process.

| Step | Action | Result |
|---|---|---|
| 1 | On Menu MKAP00 (Flue-Cured), MMAP00 (Burley), and MRAP00 (Other Kinds of Tobacco), ENTER "3", "Special Tobacco Combinations", and PRESS "Enter". | Menu MKAP03 (Flue-Cured), MMAP03 (Burley), and MRAP03 (Other Kinds of Tobacco) will be displayed. |
| 2 | ENTER "1", "Initiate a Special Tobacco Combination", and PRESS "Enter". | Screen MKAX0202 (Flue-Cured), MMAX0202 (Burley), and MRAX0202 (Other Kinds of Tobacco) will be displayed. |
| 3 | Enter FSN for the "parent farm" and FSN for the "designated farm of record". PRESS "Enter". | Screen FAX410-02 for parent farm will be displayed. |
| 4 | Screen MKAX0203 (Flue-Cured), MMAX0203 (Burley), and MRAX0203 (Other Kinds of Tobacco) will be displayed. PRESS "Enter". | Screen FAX410-02 for the designated farm of record will be displayed. |
| 5 | Screen MKAEPG03 (Flue-Cured), MMAEPG03 (Burley), and MRAEPG03 (Other Kinds of Tobacco) 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 requestor withdraws request for combination or COC disapproves FSA-155.

| Step | Action | Result |
|---|---|---|
| 1 | On Menu MKAP00 (Flue-Cured), MMAP00 (Burley), and MRAP00 (Other Kinds of Tobacco), ENTER "3", "Special Tobacco Combinations", and PRESS "Enter". | Menu MKAP03 (Flue-Cured), MMAP03 (Burley), and MRAP03 (Other Kinds of Tobacco) will be displayed. |
| 2 | ENTER "2", "Delete a Pending Tobacco Combination", and PRESS "Enter". | Screen MKAEP201 (Flue-Cured), MMAEP201 (Burley), and MRAEP201 (Other Kinds of Tobacco) will be displayed. |
| 3 | Enter document number to be deleted. PRESS "Enter".<br><br>**Note:** Document number can be found on report generated during the initiate process. | Screen MKAEP202 (Flue-Cured), MMAEP202 (Burley), and MRAEP202 (Other Kinds of Tobacco) will be displayed. |
| 4 | Verify that the data displayed is correct. ENTER "Y" to complete the deletion or "N" to return to Screen MKAEP201 (Flue-Cured), MMAEP201 (Burley), and MRAEP201 (Other Kinds of Tobacco). | If "Y" is selected, system will display message, "Special Tobacco Combination Has Been Deleted." PRESS "Enter". |

### C Updating a Special Tobacco Combination

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

- FSA-155
- FSA-156EZ
- COC report printed during the initiate process
- additional documentation necessary to support the Special Tobacco Combination, including the checklist in Exhibit 1.

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## 2 County Office Action (Continued)

### C Updating a Special Tobacco Combination (Continued)

Update Special Tobacco Combination according to the following table.

| Step | Action | Result |
|---|---|---|
| 1 | On Menu MKAP00 (Flue-Cured), MMAP00 (Burley), and MRAP00 (Other Kinds of Tobacco), ENTER "3", "Special Farm Combinations", and PRESS "Enter". | Menu MKAP03 (Flue-Cured), MMAP03 (Burley), and MRAP03 (Other Kinds of Tobacco) will be displayed. |
| 2 | ENTER "3", "Update a Special Tobacco Combination", and PRESS "Enter". | Screen MKAEP401 (Flue-Cured), MMAEP401 (Burley), and MRAEP401 (Other Kinds of Tobacco) will be displayed. |
| 3 | Enter the document number to be updated. PRESS "Enter".<br><br>**Note:** Document number can be found on report generated during the initiate process. | Screen MKAEEL02 (Flue-Cured) MMAEEL02 (Burley), and MRAEEL02 (Other Kinds of Tobacco) will be displayed. |
| 4 | Enter the COC approval date (MMDDCCYY). PRESS "Enter". | Screen MKAEPG01 (Flue-Cured) MMAEPG01 (Burley), and MRAEPG01 (Other Kinds of Tobacco) will be displayed. |
| 5 | Verify that the data displayed is correct. PRESS "Enter" to update. | Special Tobacco Combination has been updated.<br><br>Screen MKAPRT01 (Flue-Cured only) will be displayed. |
| 6 | Enter the printer ID to be used to print FSA-807 for flue-cured only. | FSA-807 will be printed. |

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## 2 County Office Action (Continued)

### D Voiding a Special Tobacco Combination

Failure to comply with the agreement to limit PFC crop acreage will render the Special Tobacco Combination VOID as of the date of approval.

**Note:** This action may result in tobacco in excess of the allotment/quota, and marketing quota penalties may apply.

Void Special Tobacco Combination according to the following table.

| Step | Action | Result |
|---|---|---|
| 1 | On Menu MKAP00 (Flue-Cured), MMAP00 (Burley), and MRAP00 (Other Kinds of Tobacco), ENTER "3", "Special Tobacco Combinations", and PRESS "Enter". | Menu MKAP03 (Flue-Cured), MMAP03 (Burley), and MRAP03 (Other Kinds of Tobacco) will be displayed. |
| 2 | ENTER "4", "Void a Special Tobacco Combination", and PRESS "Enter". | Screen MKAEP203 (Flue-Cured), MMAEP203 (Burley), and MRAEP203 (Other Kinds of Tobacco) will be displayed. |
| 3 | Enter the document number to be voided. PRESS "Enter".<br><br>**Note:** Document number can be found on report generated during the initiate process. | Screen MKAEP204 (Flue-Cured), MMAEP204 (Burley), and MRAEP204 (Other Kinds of Tobacco) 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, system will display message "Special Tobacco Combination Has Been Voided." PRESS "Enter". |

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## 2 County Office Action (Continued)

**E**
**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 designated farm of record 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.

If COC approves the Special Tobacco Combination:

- notify farm operator of approval using the example letter in the applicable tobacco handbook
- print MQ-24 in next start-of-day
- mail to farm operator.

**Note:** Notice 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 designation (flue-cured), or similar action would be delayed if COC action is not obtained in a timely manner.

If COC redelegates to CED:

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

When reviewing proposed Special Tobacco Combination, COC shall:

- ensure that the Special Tobacco Combination requirements are met
- check items submitted necessary to support the combination
- sign the COC report indicating approval or disapproval of the combination
- follow subparagraph 2 E to notify farm operators and owners.

**Special Tobacco Combination Checklist**

| Questions | Yes | No |
|---|---|---|
| 1. Has FSA-155 been completed properly and all signatures obtained? | | |
| 2. Has FSA-155-2 been completed for farm, address changes, or additions? | | |
| 3. Has FSA-156EZ been reviewed to determine whether information is correct on the farms to be combined? | | |
| 4. Is the tract cropland correct on the farms to be combined? | | |
| 5. Is there an outstanding pending reconstitution on either farm to be combined? If yes, update reconstitution before initiating Special Tobacco Combination. | | |
| 6. Has COC approved the Special Tobacco Combination?<br>• If approved, has Special Tobacco Combination been updated?<br>• If disapproved, has the pending Special Tobacco Combination been deleted? | | |
| 7. Have revised MQ-24's and letter been mailed to the farm operators? | | |