

For: Burley Tobacco State and County Offices

Leasing and Transferring Burley Quota

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

10-TB SCOAP provides that no transfer of quota from a farm, by lease, shall be approved if the total pounds of quota being transferred exceed the effective marketing quota for that farm. Cross-county lease and transfer can complicate the lease process because the receiving farm data is not in the transferring farm's computer system. In the past there have been situations of double leasing which, in some instances, have resulted in more than 1 lease being approved for the same pounds, and in quota that exceeds the effective marketing quota being transferred from a farm, said quota having to be repaid over subsequent marketing years.

Further, because procedure allows a request for a reconstitution to be made at any time, there have been situations in which a reconstitution was requested at a time when reconstitutions were not to be initiated; and a subsequent lease and transfer was processed and updated for that farm before the completion of the previously requested reconstitution. These situations result in tobacco quota being leased from a farm that might no longer meet the definition of a farm.

Both of these situations threaten the integrity of the Burley Tobacco Program.

Cross-county leases and transfers are available in Ohio and Tennessee as a result of referenda.

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<p>Disposal Date</p> <p>November 1, 2000</p>	<p>Distribution</p> <p>Burley State Offices; State Offices relay to applicable County Offices</p>
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1 Overview (Continued)

B

Purpose

This notice provides instructions for:

- processing, updating, and correcting burley tobacco leases
 - flagging burley farms for which requests for reconstitutions have been made
 - Ohio and Tennessee for administration of an electronic database for posting information provided by producers who want to lease pounds.
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2 Software

A

Viewing Pending Leases for a Farm

Leases pending for a farm will be displayed during the “Process Application for Lease of Quota” activity after the transferring farm is selected, in the case of a cross-county lease and transfer, or after both the transferring and receiving farms have been selected, in the case of a within-county lease and transfer.

Note: If there are no leases pending for the farm, pending lease screens will not be displayed.

Step	Action	Result
1	On Screen FAX410-02, for either the transferring farm (out of county lease and transfer) or receiving farm (within county lease and transfer), PRESS “Enter.”	Screen MMAED201 will be displayed if there are leases pending for the transferring farm.
2	On Screen MMAED201: <ul style="list-style-type: none">• ENTER “V” to view a detail list of transfers pending for the farm• PRESS “Enter”.	Screen MMAEDK03 will be displayed.
3	On Screen MMAEDK03, ENTER either: <ul style="list-style-type: none">• “P” to print the detail list• “Y” to view a summary report.	The detail list will print or Screen MMAEDK05 will display the summary report. Note: The user may select to print the summary report on this screen.
4	On Screen MMAEDK05, PRESS: <ul style="list-style-type: none">• “Cmd3” to return to the lease and transfer process• “Cmd7” to end the session.	The user will return to the lease and transfer process or end the session.

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2 Software (Continued)

B

Correcting an Approved Lease

A “Lease and Transfer of Burley Tobacco Quota” is a contract between the lessor and the lessee of quota. If a lease has errors other than those involving either a FSN or lease pounds, the lease must be canceled and a new lease processed.

Note: Cross-county line leases may now be canceled.

However, a FSN or a change in the number of pounds may be corrected on an approved lease. Corrections to a lease must be initialed by all persons **in ink** who originally signed the lease after lining through the item to be changed and writing the correction **in ink**.

Note: The correction process will not cause FSA-375 to reprint.

Take the following steps to correct an approved lease.

Step	Action	Result
1	On Menu MMA000: <ul style="list-style-type: none"> • ENTER “3”, “Revisions and Adjustments of Quotas” • PRESS “Enter”. 	Menu MMAE04 will be displayed.
2	On Menu MMAE04: <ul style="list-style-type: none"> • ENTER “11”, “Corrections - Farm Crop File” • PRESS “Enter”. 	Menu MMAE11 will be displayed.
3	On Menu MMAE11: <ul style="list-style-type: none"> • ENTER “7”, “Correct Transfer of Quota by Lease” • PRESS “Enter”. 	Screen MMAX0102 will be displayed.
4	On Screen MMAX0102, for out of county transfers, enter: <ul style="list-style-type: none"> • the receiving farm county code • 1 of the optional (*) fields for both the transferring and the receiving farm. PRESS “Enter”.	Screen MMAX0102 will be redisplayed with the message, “Receiving Farm Out of County and Can Not Be Selected. Press ENTER to Select Transferring Farm”.
5	On Screen MMAX0102, PRESS “Enter”.	Screen FAX410-02 will be displayed.

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2 Software (Continued)

**B
Correcting an
Approved Lease
(Continued)**

Step	Action	Result
6	On Screen MMAX0102: <ul style="list-style-type: none"> • for within county transfers, enter 1 of the optional (*) fields for both the transferring and receiving farm • PRESS "Enter". 	Screen FAX410-02 will be displayed for the transferring farm.
7	On Screen FAX410-02, PRESS "Enter".	Screen MIMAX0103 will be displayed.
8	On Screen MIMAX0103, PRESS "Enter".	Screen FAX410-02 for the receiving farm will be displayed.
9	On Screen FAX410-02, PRESS "Enter".	Screen MMAEEI002 will prompt the user to enter up to 7 letters of the last name of the employee correcting the records.
10	On Screen MMAEEI002: <ul style="list-style-type: none"> • enter the requested information • PRESS "Field Exit" • PRESS "Enter". 	Screen MMAEI005 will prompt the user to enter the date that COC approved the lease.
11	On Screen MMAEI005: <ul style="list-style-type: none"> • enter the requested information in the format of (mm/dd/yy) • PRESS "Enter". 	Screen MMAEI009 will display approved lease information before corrections.

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2 Software (Continued)

B
Correcting an
Approved Lease
(Continued)

Step	Action	Result
12	On Screen MMAEI009: <ul style="list-style-type: none"> • enter the correction or corrections • PRESS "Field Exit" • PRESS "Enter". 	Screen MMAEI008 will display the following reasons for making the correction and prompt the user to enter a reason code: <ul style="list-style-type: none"> • County Office Error • Producer Change - Pounds Leased • Producer Change - FSN • Producer Change - Lease Limitation.
13	On Screen MMAEI008: <ul style="list-style-type: none"> • enter the reason code • PRESS "Enter". 	Screen MMAEI004 will be displayed with the message that the update has been completed.

Note: No correction is to be made to the receiving farm information in the case of a cross-county lease. No correction other than to FSN or lease pounds is to be made to a lease. Changes or corrections to a lease, by any means, other than the above, are not captured in the lease and transfer file, and result in erroneous data and reports that will not reconcile.

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3 Requests for Reconstitutions

A

Requested Reconstitution Flag

The system will build a file of FSN's for which a reconstitution has been requested on FSA-155 and display a warning during the "Process Application for Lease of Quota" activity, should a lease be processed for a farm before completion of the requested reconstitution. The program technician responsible for processing reconstitutions shall provide a copy of each reconstitution request involving a burley tobacco farm to the program technician responsible for the burley tobacco program. The tobacco program technician shall then enter FSN of each farm on which a reconstitution has been requested, or for each FSN on which a reconstitution request has been withdrawn.

Take the following steps to load or withdraw requested reconstitution flags for farms with burley tobacco.

Step	Action	Result
1	On Burley Tobacco Application Menu MMA000: <ul style="list-style-type: none"> • ENTER "14", "Request For A Reconstitution" • PRESS "Enter". 	Menu MMA000NP, PD.BRTOB will be displayed with the following 3 options: <ul style="list-style-type: none"> • Flag Records As Recon Request • Remove Flag From Recon Request Farms • Print Report of Recon Request Farms.
2	On Menu MMA000NP, PD.BRTOB: <ul style="list-style-type: none"> • ENTER "1", "Flag Records As Recon Request" • PRESS "Enter". 	Screen MMAEI101 will be displayed.
3	On Screen MMAEI101: <ul style="list-style-type: none"> • enter FSN of the farm for which a reconstitution request has been filed • PRESS "Field Exit" <p style="margin-left: 40px;">Note: Up to 30 FSN's may be entered before pressing "Enter".</p> <ul style="list-style-type: none"> • PRESS "Enter". 	Screen MMAEI101 will be redisplayed.
4	On Screen MMAEI101, PRESS "Cmd7" after all FSN's for which reconstitutions have been requested, have been entered.	Menu MMA000 will be displayed.

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3 Requests for Reconstitutions (Continued)

A
Requested
Reconstitution
Flag (Continued)

Step	Action	Result
5	On Menu MMA000NP, PD.BRTOB: <ul style="list-style-type: none"> • ENTER "2", "Remove Flag From Recon Request Farms" • PRESS "Enter". 	Screen MMAEI102 will be displayed.
6	On Screen MMAEI102: <ul style="list-style-type: none"> • enter FSN of the farm for which a reconstitution request has been withdrawn • PRESS "Field Exit" <p>Note: Up to 30 FSN's may be entered before pressing "Enter".</p> <ul style="list-style-type: none"> • PRESS "Enter". 	Screen MMAEI102 will be redisplayed.
7	On Screen MMAEI102, PRESS "Cmd7" when all FSN's for which reconstitution requests have been withdrawn have been entered.	Menu MMA000 will be displayed.
8	On Menu MMA000NP, PD.BRTOB: <ul style="list-style-type: none"> • ENTER "3", "Print Report of Recon Request Farms" • PRESS "Enter". 	The system will request a printer ID.
9	Enter printer ID and PRESS "Enter".	Screen MMAEI301 will be displayed with the following messages: "Report of Farms Designated As Reconstitution Request Farms. Report Is Complete. Press Enter To End".

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3 Requests for Reconstitutions (Continued)

B

Warning Message

If there is a reconstitution request pending for a farm on which a lease and transfer is being processed or updated, the system will display: "WARNING - Transferring (receiving) farm has been designated as a reconstitution request farm." The message will be displayed after either:

- the transferring farm is selected, in the case of a cross-county lease and transfer
- both the transferring and receiving farms have been selected, in the case of a within-county lease and transfer.

The user may either:

- PRESS "Enter" to continue processing the lease
 - PRESS "Cmd7" to end the session.
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4 Cross-County Lease and Transfer

A

Processing Cross-County Leases

Cross-county leasing is to be done according to the Cross-County Leasing Flow Chart (Exhibit 1). COC's are encouraged to delegate authority to approve cross-county leases according to 10-TB SCOAP, paragraph 604.

B

Internet Database

An electronic tobacco database has been established for burley tobacco producers in Ohio and Tennessee. Producers who have pounds available to lease away will be displayed. A producer who wants to have this information posted to the database must complete and sign MQ-60 (Exhibit 2).

Ohio and Tennessee shall each select 2 State Office representatives to assist County Offices in establishing access to the database and with problems that arise. The representatives may call 816-823-1231 or 1-800-255-2434 to add users, to reset user ID's, or for any other assistance needed.

Note: MQ-60 will be available on the FSA-BBS and FSA Forms Online website at <http://www.fsa.usda.gov/dam/forms/fsaforms.asp> when it has been approved for release.

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5 Burley Tobacco Database Access

A

Intranet Access

The burley tobacco database may be accessed on the intranet at <http://intranet.fsa.usda.gov/fsa/>.

- From this home page, right click “State and County Intranet”, found in the column at the left side of the page. The State may be selected from this page by right-clicking either on the State:
 - name from the list at either side of the screen
 - where it appears on the map.
 - To access the information on the “Burley Tobacco Lease and Transfer Database”, right-click that line on the right side of the intranet page for the selected State.
 - Information is loaded to the database through the “Database Maintenance Menu” option found on the selected State page and may be accessed by FSA personnel. Access requires both a user name and a password. County Offices are to contact the State representative designated for this information.
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B

Internet Access

The burley tobacco database may be accessed on the internet at <http://www.fsa.usda.gov/pas/default.asp>.

- From this home page, right click on “Office Locator.” The State may be selected from this page by right-clicking either on the State:
 - name from the list at the bottom of the screen
 - where it appears on the map.
 - To access the information on the “Tobacco Database”, right-click on the line where it appears on the page for the selected State and then right-click on the State when it appears again.
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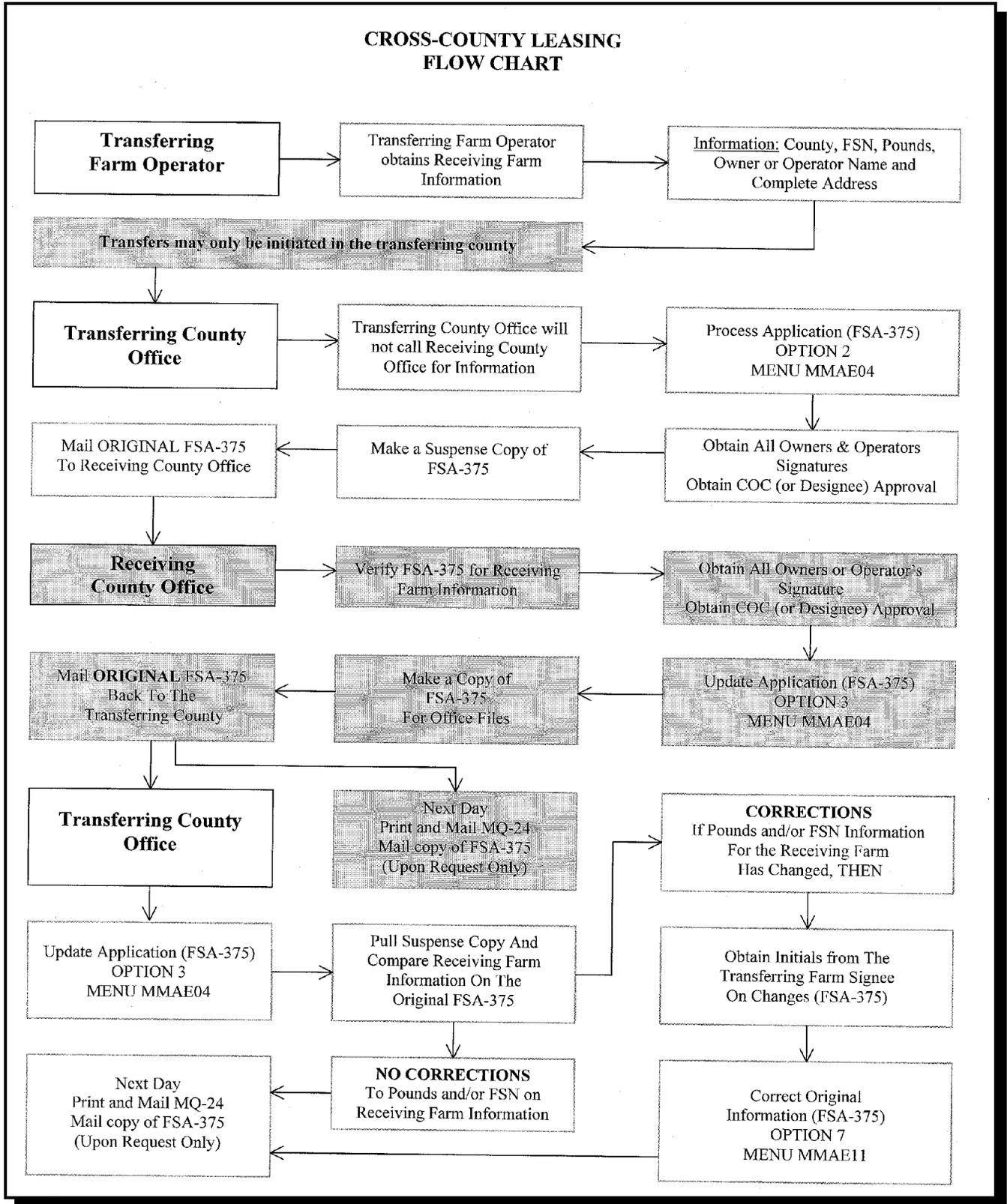
6 Action

C

Indiana and Kentucky State and County Office Action

State and County Offices shall publicize by all means possible that cross-county lease and transfer is not currently authorized.

Cross-County Leasing Flow Chart



MQ-60, Annual Waiver to Release Information Restricted by the Privacy Act

Reproduce Locally. Include form number and date on reproductions.

<p>MQ-60 U.S. DEPARTMENT OF AGRICULTURE (04-7-00) Farm Service Agency</p> <p>BURLEY TOBACCO LEASE AND TRANSFER DATABASE</p> <p>ANNUAL WAIVER TO RELEASE INFORMATION RESTRICTED BY THE PRIVACY ACT</p>	1. Producer's Name <i>(last, first, middle initial)</i> Please print	
	2. Telephone Number ()	
	3. Crop Year	4. Pounds Available for Lease
	5. State in which Quota will be Leased	
	6. Farm Serial Number	
<p>Note: Public Law 106-78 authorizes the collection of this information without prior approval from the Office of Management and Budget as mandated by the Paperwork Reduction Act of 1995.</p>		

Producer's Agreement and Certification

In order to facilitate the leasing of my quota in the State identified in item 5 above, I agree that the Farm Service Agency (FSA) may release my name, telephone number, and burley tobacco pounds available to lease to others, including those persons interested in leasing burley tobacco. Such release of information can include, but is not limited to, the publication, by hard copy or on an Internet Web Site, of a list of available quota. I acknowledge that this release of information is voluntary, a service to me, and that there shall be no liability to the USDA or its employees for errors that may occur in such release.

I also understand that I am responsible for notifying the county FSA office where my farm is administratively located when my burley tobacco has been leased, so that FSA may remove my farm's information from the burley tobacco lease and transfer database.

7A. Producer's Signature	7B. Date
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FOR FSA USE ONLY - Certification of Receipt of Waiver

8A. FSA Official's Signature	8B. Title	8C. Date Received
9A. FSA Address where Farm is Administratively located		9B. Telephone Number

10. Remarks

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