

For: Tobacco State and County Offices

1999 Special Tobacco Combinations

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The Special Tobacco Combination software used for the 1998 crop year was released on a tight schedule to meet regulatory provisions available to all kinds of tobacco.

As a result of this timing, many functions could not be automated.

B

Purpose

This notice provides instructions for processing 1999 Special Tobacco Combinations using new automation software applications.

Special Tobacco Combinations, including nonquota farms, must now be processed and updated in System 36.

<p>Disposal Date</p> <p>September 1, 1999</p>	<p>Distribution</p> <p>Tobacco State Offices; State Offices relay to applicable County Offices</p>
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Notice TB-939

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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Notice TB-939

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". 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". Note: Document number can be found on report generated during the initiate process.	Screen MKAEEEL02 (Flue-Cured) MMAEEEL02 (Burley), and MRAEEEL02 (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. 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 as follows:

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". 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.
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If COC approves the Special Tobacco Combination:

- notify farm operator of approval using the example letter in the applicable tobacco handbook
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- 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.
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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? <ul style="list-style-type: none"> • If approved, has special tobacco combination been updated? • If disapproved, has the pending special tobacco combination been deleted? 		
7. Have revised MQ-24's and letter been mailed to the farm operators?		
