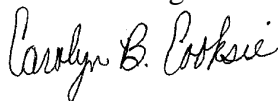


For: State and County Offices

**Transferring Guaranteed Loan Making and Servicing Activity From
Management of Agricultural Credit (MAC) Into the Guaranteed Loan System (GLS)**

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Recently, GLS screens were modified to capture application and review activities previously documented in MAC. Several guaranteed reports have been revised and/or new reports have been added to GLS to reflect the new activity data captured.

B Purpose

This notice:

- identifies new guaranteed review activities incorporated into GLS
- identifies guaranteed reports that have been revised and new reports that have been added to GLS
- provides Field Office responsibilities for recording the review activities in GLS
- provides notification of training made available to Field Offices.

C Contact Information

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact either of the following:
 - Pat Elzinga, LMD, at 202-690-1729 or e-mail at pat.elzinga@wdc.usda.gov
 - Courtney Dixon, LSPMD, at 202-720-1360 or e-mail at courtney.dixon@wdc.usda.gov.

Disposal Date

October 1, 2009
10-15-08

Distribution

State Offices; State Offices relay to County Offices

Notice FLP-517

2 New GLS Changes

A Guaranteed Review Activities and Screen Modifications Incorporated Into GLS

On April 21, 2008, the following guaranteed review activities were incorporated into GLS:

- Interest Assistance Review
- Guaranteed Lender File Review
- Real Estate Appraisal Review
- Chattel Appraisal Review.

On the GLS Farm Loan Application Package Screen, the:

- Application Package Letter/Review Information Section was modified to include new fields to enter the dates that:
 - incomplete application letters were sent
 - real estate and chattel reviews were completed
- Status/History Section was modified to replace the status drop-down list with radio buttons and a “Date” field to record eligibility determinations
- capability to correct a mismatched lender designation on the application was provided.

On September 24, 2008, the following remaining review activities previously recorded in MAC were incorporated into GLS:

- Annual Analysis
- Line of Credit Review
- Restructure Pre-Review
- Restructure Post-Review.

The new review activities can be accessed in GLS from the Loan List Screen by selecting “Add Multiple FSA Reviews” from the action drop-down list.

Note: The selected review activity can be added to all loans or selected loans. The FSA GLS Home Page has also been upgraded to display a FLP System Main Menu link. The link will allow the user to return to the FLP System Main Menu.

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2 New GLS Changes (Continued)

B New and Revised Guaranteed Reports

Several guaranteed reports were revised to reflect the newly captured review activity. The following existing reports have been modified:

- GLS2208 was modified to count processing time to first determination (Approved/Rejected/Withdrawn) even if disposition subsequently changes
- GLSAPP01, GLSAPP02, GLS2209, and GLS2209A were modified to provide validation of Report GLS2208.

Note: These reports were modified to use Lender Status at the time of application.

New guaranteed activity reports are used to provide a count of newly captured review activity within a given timeframe. The following reports can be found on the Report Screen by clicking “Activity Reports”:

- GLS4290 – Application Activity Summary
- GLS4291 – Application Activity Detail
- GLS4292 – Servicing Activity Summary
- GLS4293 – Servicing Activity Detail
- GLS4294 – Servicing Review Activity Needed.

Note: Report GLS4294 is used to monitor reviews that need to be completed.

3 Action

A Field Office Responsibilities and Training Materials

For FY 2009, Field Offices no longer need to enter the same review activity transactions in GLS and MAC. Review activities shall be entered into GLS. At this time, the National Office has **not** received information as to what will be queried for workload counts. State Offices will be notified by a forthcoming FLP notice when this information has been made available.

The National Office has prepared PowerPoint training materials for FSA employees. The training materials have been e-mailed to State Offices and posted on the Intranet at <https://indianocean.sc.egov.usda.gov/flp/IndexServlet>. CLICK “Manuals” and then select either of the following under the “Training Manuals” heading:

- “MAC to GLS Phase 1 Training Materials”
- “MAC to GLS Phase 2 Training Materials”.