FORMS MANUAL INSERT

FORM RD 2021-6

USDA
FORM RD 2021-6
(Rev. 9-04)

STATE/AREA/LOCAL INFORMATION RECORD
------------------------------------PART A--For geographic county information-------------------------------------

Part A will be used for designating the various servicing offices for a particular county, as well as for making changes to geographic county information

1. Geographic County Code

PLAS Code ☐☐ – ☐☐☐

Enter the two digit state code, followed by the three digit geographic county code. Geographic counties are in the series 000 - 099.

2. FIPS Code

☐☐ – ☐☐☐

Enter the numeric Federal Information Processing Standards code (assigned by Washington to identify geographic counties).

3. Location Name

Enter the geographic county name.

4. Congressional District Code

☐☐ ☐☐ ☐☐ ☐☐

Enter up to four two-digit Congressional District codes.

5. SERVICING OFFICES FOR THE COUNTY. This section is used to indicate the mail codes of the offices that service borrowers in this geographic county. Enter all fields that require a change.

Local Office	Area Office	Community Program Servicing Office	Multiple Family Housing Servicing Office
PLAS Code ☐☐ – ☐☐☐	PLAS Code ☐☐ – ☐☐☐	☐☐ – ☐☐☐	☐☐ – ☐☐☐
DLOS Code ☐☐ – ☐☐☐	DLOS Code ☐☐ – ☐☐☐		

o Local Office -- Enter the five digit code of the Rural Development Local Office servicing borrowers in the geographic county indicated in box 1. For PLAS, the first two digits will be the state code, followed by the three digit code in the series 000-099. For DLOS, the first two digits will be the state code and the last three digits will be in the series 001-299.

o Area Office -- Enter the five digit code of the Rural Development Area Office with responsibility for this geographic county. The last three digits will be in the series 601-699 for both PLAS and DLOS.

o Community Program Servicing Office -- Enter the five digit "RDA" mail code of the office that services Community Program (formerly RDA) borrowers in this geographic county. The last three digits will be in the series 701-799.

o Multiple Family Housing Offices -- Enter the five digit mail code of the office servicing Multiple Family Housing borrowers in this geographic county. Any valid Rural Development office type can be indicated in the last three digits of this code.

Authorizing Signature _____ Date _____ Effective Date _____

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(see reverse)

PROCEDURE FOR PREPARATION   : RD Instruction 2021-A.

PREPARED BY   : State Office.

NUMBER OF COPIES   : Original and two copies.

SIGNATURES REQUIRED   : State Director, or his/her delegate.

DISTRIBUTION COPIES   : Original to the Office of the Deputy Chief Financial Officer at FC-351; signed copy retained in State Office, copy to field office.

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--------------------------------------PART B--To add, change or delete office information--------------------------------------
When adding a code, complete all boxes. When changing a code, complete box 1 and 6, then complete only the boxes with changed information.

1.   Mail Code (*circle one*)   add,   change, or   delete)

PLAS Code [ ][ ] – [ ][ ][ ]   DLOS Code [ ][ ] – [ ][ ][ ]

Circle the type of action you are requesting, then enter the mail code. For the PLAS Code, enter the two digit state code, followed by three digits as follows: Local Offices will be in the series 000-099; Area Offices 601-649; State Offices 000; specialized Local Offices 201-299; specialized Area Offices 650-699; Community Program Offices 701-749; and specialized Community Program Offices 750-799. For the DLOS Code, enter the two digit state code, followed by three digits as follows: Local Offices will be in the series 001-299; Area Offices 601-699; and State Offices 000. Specialized offices and Community Program Offices do not apply to DLOS.

2.   Location Name (20 positions)

Enter the county name for Local Offices, city name for Area Offices, or state name for State Offices where the office is located.

3.   Organizational Structure Code (12 positions)

[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Enter the code obtained from your Personnel Office.

4.   Servicing Area Code (5 positions)

PLAS Code [ ][ ] – [ ][ ][ ]   DLOS Code [ ][ ] – [ ][ ][ ]

This box only applies to local level codes. Enter the five-digit area code that has servicing responsibility for the office in box 1. For the PLAS Code, the first two digits will consist of the state code. The last three digits will be in the series 601-649 (regular area office) or 650-699 (specialized area office). For the DLOS Code, the first two digits will consist of the state code. The last three digits will be in the series 601-699. Specialized and community program codes do not apply to DLOS.

5.   Mailing Address

        City   State   Zip + 4

6.   Fedstrip Number (6 positions)   [1][2][ ][ ][ ][ ]

Enter the federal strip number (GSA site control number).

7.   Contact Person (25 positions)

8.   Telephone Number [ ][ ][ ] [ ][ ][ ] – [ ][ ][ ][ ]

        Fax Number   [ ][ ][ ] [ ][ ][ ] – [ ][ ][ ][ ]

9.   Classification (*circle one*: collocation,   consolidation,   or shared)
Specialized Service and Square Feet:

Please reference the RD Instruction 2021-A.

Authorizing Signature _____ Date _____ Effective Date _____