

## Table of Contents

<i>Table of Contents.....</i>	<i>1</i>
<i>Welcome.....</i>	<i>2</i>
<i>Purpose of the FLP PT Guide.....</i>	<i>3</i>
<i>Organization of the FLP PT Guide.....</i>	<i>4</i>
<i>How to access this guide online.....</i>	<i>5</i>
<i>How to use this guide online.....</i>	<i>6</i>
<i>Conclusion.....</i>	<i>7</i>

## Introduction to the FSA National FLP PT Guide

### Welcome

Welcome to the FSA National FLP PT Guide AgLearn course!

The following is a message from Carolyn Cooksie, Deputy Administrator for Farm Loan Programs:

*"I am pleased to introduce the updated and redesigned National FLP PT Guide and this AgLearn course. This guide summarizes the PT duties associated with all aspects of FLP guaranteed and direct loan making and servicing. The AgLearn course was developed to provide you with an understanding of how the guide is designed and a general overview of its layout. "*

*FLP PTs play a critical role in the successful delivery of FLP loans. Many times you are the first contact a farmer or rancher has with FSA by phone or in person at the office counter. I hope you will find this guide helpful in responding to questions from farmers and ranchers interested in FLP. Also, this guide provides detailed references to assist and direct you when completing a loan closing, restructuring, or other FLP processing procedure.*

*If you have not done so already, I encourage each of you to complete the four FLP Streamlining courses available through AgLearn. They will familiarize you with the FLP Handbooks which the PT guide mirrors.*

*In closing I just want to personally welcome those of you who are new to FSA and FLP and wish you well in your new position. For those of you who have been with FSA, I want to thank you for your hard work and tell you how much I appreciate all that you do for FLP."*

### Purpose of the National FLP PT Guide

The National FLP PT Guide is a comprehensive collection of procedures, tools, and resources for new and experienced state and service center PTs who participate in implementing FSA farm loan programs. This guide was written in order to fulfill the following objectives:

**Purpose of the National FLP PT Guide (continued)**

- Explain key FLP concepts
- Provide an overview of the different types of loans FSA offers
- Outline the loan making and servicing process for each type of loan
- Explain the general functions PTs perform for each type of loan
- Provide a convenient way to access the necessary job aids (forms and other documents) needed by PTs to help them successfully perform their responsibilities.

If you are new to the FLP PT role, it is highly recommended that you work with your supervisor or assigned mentor to develop a training plan to ensure successful growth and performance in the position.

The processes and procedures presented in this guide are based on the regulations contained in the FLP Handbooks:

- 1-FLP, General Program Administration
- 2-FLP, Guaranteed Loan and Servicing
- 3-FLP, Direct Loan Making
- 4-FLP, Regular Direct Loan Servicing
- 5-FLP, Direct Loan Servicing-Special and Inventory Property Management
- 6-FLP, Specials Programs

Although the majority of instructions have been converted to handbooks, there have been a few that have not yet been converted. These include FmHA/RD Instructions:

- 1940-G, Environmental
- 1945-A, Disaster Assistance-General
- 1951-C, Offsets of Federal Payments to United States Department of Agriculture (USDA) Borrowers
- 1956-B, Debt Settlement

**Organization of the FLP PT Guide**

The FSA FLP National PT Guide focuses on presenting key and specific performance-based guidance in the form of tasks and steps for you to follow to successfully perform your job related responsibilities. Tools and resources are also identified to which you may refer for additional guidance.

The organization of the modules in this guide follows the

**Organization of the FLP PT Guide (continued)** numbering sequencing of the FLP Handbooks, with some variation when necessary (i.e., Module 1 generally covers those areas addressed in Handbook 1-FLP).

Each topic is divided into sections that address key information related to that topic. Subheadings within a section will help you locate specific issues related to the particular topic. The modules, sections, and subheadings appear in the Table of Contents in the front of the guide. Throughout the guide you will notice references such as Par.25-C. This reference always means that it is referring to the FLP handbook associated with the module you are viewing. For example, if you were in Module 1, you are referred to 1-FLP, Paragraph 25 subparagraph C.

The following lists the module topics covered in this guide as well as a brief description of each.

**Module 1: General Program Administration.** This module presents the different types of FLP loans, PT tasks (where applicable), and standard office procedures.

**Module 2: Guaranteed Loan Making and Servicing.** This module provides general information on FLP guaranteed loans, types of lenders, and PT responsibilities in processing and servicing guaranteed loans.

**Module 3: Direct Loan Making.** This module describes the major FLP direct loan programs and the PT responsibilities in implementing the direct loan making process.

**Module 4: Direct Loan Servicing-Regular.** This module provides information on the PT duties in implementing regulations and other aspects in direct loan regular or routine servicing.

**Module 5: Direct Loan Servicing-Special and Inventory Property Management.** This module addresses inventory property management as well as the PTs responsibilities in servicing financially distressed and delinquent borrowers.

**Module 6: Special Programs.** This module describes special loan programs implemented under DAFLP and the PTs responsibilities for processing and servicing loans under these programs.

This guide contains appendices at the end to help you easily

**Organization of  
the FLP PT Guide  
(continued)**

locate key terms, documents, job aids, and web-sites. The following appendices are provided:

- Appendix A: Glossary of Acronyms
- Appendix B: Glossary of Terms
- Appendix C: Index
- Appendix D: Tools:
  - Job Aids (e.g., summarizes critical content, provides tips, or provides step-by-step instructions)
  - Overview of key Web resources and/or tools.

NOTE: Throughout the guide forms, handbooks, user guides, and other websites are hyperlinked for easy access. When you click any blue underlined text, you go directly to the named item.

**How to Access  
This Guide  
Online**

This PT Guide can be accessed online via the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>

Step 1: Click **FSA Applications** on the left navigation bar under LINKS.

Step 2: Click **Farm Loan Programs Systems** on the FSA Applications page.

Step 3: Click **Logon** on the left menu of the Farm Loan Programs Systems home page.

Step 4: Click **Continue** on the USDA eAuthentication page to log in.

Step 5: Log in using your eAuth login ID and password.

Step 6: Click on **Manuals** under Informational Links from the left menu of the FSA-Farm Loan Programs Systems Main Menu Page.

It is a good idea to add this page to your list of Favorites so that you can access the page more quickly in the future.

To do this, click the Favorites icon on the tool bar, and then click ADD when the Favorites Menu appears on the left of the screen.

**How to Access  
This Guide  
Online**

You may also make this link a short cut to your desktop. To do this:

- Right click the link in your Favorites Menu
- Select Send To
- Select Desktop.
- The National FLP PT Guide is listed under the GUIDES heading at the top of the screen.
- Click on the title National FLP PT Guide link to open it. *Note: The National FLP PT Guide is not listed in the screen capture below but will be present when you go to this screen.*

The bulleted hyperlink to the Guide will open the Guide in Adobe Acrobat.

**How to Use This  
Guide Online**

The Guide will open in Adobe Acrobat like the FLP handbooks. The handbooks open to a cover page, followed by the Table of contents. Bookmarks are shown on the left.

The module opens in Adobe Acrobat.

Within the text of the document, references to handbooks, guides, and forms are hyperlinked. Hyperlinked words or phrases appear as underlined blue text, which, when clicked, provides additional information.

Many job aids and documents are linked directly on the page where they are most relevant. You are encouraged to open and print them for later use.

To search for something specific, type the word or phrase into the Find box in the upper right and press Enter.

Select Find Next in Current PDF to find the next appearance of your searched for item in the guide, or click Open Full Reader Search for more search options.

If you select Find Next in Current PDF, page icons will appear next to the search box allowing you to easily move to the next or previous occurrence of the searched for item.

**How to Use This Guide Online**

Selecting Open Full Reader Search will open the Search window shown below. Note: Depending on your computer settings, the window may cover the Bookmarks. Simply click the "x" button in the upper right of the Search box if you want to close it.

**Conclusion**

We hope you have found this introduction to the revised National FLP PT Guide to be helpful. Best of luck in using the guide and thank you for the excellent job you do for FSA and for farmers across the nation.