

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1885

**Field Office
Distribution**

Notices are available on Internet at www.fsa.usda.gov/dam/forms/notices.asp. Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at http://165.221.16.90/dam/handbooks/eds_index.htm for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

**National Office
Distribution**

Notices are available on Internet. Handbooks are printed and distributed to the National Office. Some handbooks are available in portable document format (PDF) on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>.

**Temporary
Directives**

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
CN-934 2-21-02	National Registry of Approved Cotton Buyer Representatives and Impressed Signatures	Cotton State and County Offices, LSA's, CMA's, and Cotton Clerks
DAP-128 2-20-02	Crop Disaster Program (CDP), Quality Loss Program (QLP), and QLP for Apples and Potatoes (QLP-AP) Lockout	State and County Offices
FLP-241 2-25-02	FY 2002 Farm Loan Programs (FLP) Allocations	State and County Offices
NAP-52 2-25-02	Noninsured Crop Disaster Assistance Program (NAP) and Systematic Tracking for Optimal Risk Management (STORM) Training	State Offices
PF-176 2-22-02	FY 2002 Agricultural Market Transition Act (AMTA) Notification Letters and Reminders	State and County Offices
PS-423 2-19-02	LDP Corrections Process Enhancements Software Provided in County Release No. 479	State and County Offices

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Permanent Directives

Short Reference and Effective Date	Title	For
5-AS (Rev. 6) Amend. 7 2-19-02	Mail Management	All FAS, FSA, and RMA Offices
1-CMA Amend. 11 2-21-02	CMA and LSA Loan and LDP Procedures	State and County Offices, KCMO, CMA's, and LSA's
1-CRP (Rev. 1) Amend. 46 2-22-02	Conservation Reserve Program	State and County Offices
8-LP Amend. 14 2-20-02	Marketing Assistance Loans and Loan Deficiency Payments for 1999 and Subsequent Crop Years	State and County Offices

Procedure Notices

Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
FSA PN Issue No. 136	2-13-02	State and County Offices
FSA PN Issue No. 137	2-25-02	State and County Offices

Obsolete Directives

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
8-LD	2-26-02	PSD
9-LD	2-26-02	PSD
2-PS SCOAP	2-26-02	PSD

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
AD	284-A Template	Undated	Certificate of Training (Template to assist you in overprinting data onto the actual AD-284-A, Certificate of Training)	AD0284ATem.doc	RPL	Sheet	All except Counties			The MS Word template is now available for AD-284-A to overprint data.
CRP	15	08-20-01	Agreement for Reduction of Bases, Allotments and Quotas	nofile.htm	Electronic Form	Sheet	County Offices	1-TB (SCOAP), 9-TB (SCOAP), 10-TB (SCOAP), 12-AO, 5-PA, 1-CRP, 2-CM, 25-AS, 3-CM, 2-CRP, 1-COR, 2-DAP, 1-PF	CRP4	This form has been obsoleted. Destroy all stock.
CRP	15-1	08-20-01	Allotments and Quotas Extension Agreement	nofile.htm	Electronic Form	Sheet	County Offices	2-CRP	CRP4	This form has been obsoleted. Destroy all stock.
FMHA	1945-29	04-86	FSA Verification of Farm Acreages, Production, and Benefits	nofile.htm	KC	Set/4	FSA	12-AO, 2-CP, 5-PA, FMI 4-23-86, 1945-D, 1980-B, 1-COR		This form is obsoleted according to FSA PN No. 135 dated 2-14-02. Destroy all stock. Remove FMI dated 4-23-86.
FSA	950	01-30-87	Personal Property Inventory Listing	FSA0950.PDF FSA0950.DOC	RPL/PDF/ DOC	MP/2 Head to head	All offices except counties	25-AS, 30-AS, 31-AS		Now available in Microsoft Word fillable format; no changes made to content of form. Five sheets have been provided for data entry purposes, as necessary.
FSA	951	02-22-02	Personal Property Transaction	FSA0951.DOC	RPL/DOC	MP/2 head to head	All offices except counties	29-AS, 30-AS, 31-AS, 28-FI, AS-1885	PLP3, PLP3-2	Now available in Microsoft Word fillable format; minor revisions made to update organizational designations. Destroy all previous stocks/files.
KC	408	02-13-02	Freight Rate Differential Mode or Origin/Destination Change	KC0408.DOC	RPL/DOC	Sheet	D&DOD, EOD		N/A	Revised form; destroy all previous stocks/files.

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1/ Filing codes pertain only to State and County Offices.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
KC	1476	06-14-88	Accountable Document Control Record	KC1476.XLS	RPL/XLS	Sheet	FAD			Now available in Microsoft Excel with calculated fields; no changes made to content of form.
KC	1485	01-17-92	Schedule of Training Courses	KC1485.WPD KC1485.DOC	RPL/WP/ DOC	Sheet	HRD-KC-EDB			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1489-A	08-10-93	Evaluation of Training	KC1489A.WPD KC1489-A.DOC	RPL/WP/ DOC	MP/2 Head to head	HRD-KC-EDB			Now available in Microsoft Word fillable format; no changes made to content of form.
RD	460-1 (State)	01-02	Partial Release (Generic Version) (http://rdinit.usda.gov/regs)	nofile.htm	Electronic Form	MP/2 Head to Head	FSA, RD	FMI 2-13-02, RD Instruction 1951-I; FSA Transferred Instruction 1965-A. Referenced in FSA PN No. 136.	Position 2	This form was revised. Destroy old stock. This form and FMI are available from: (http://rdinit.usda.gov/regs). Referenced in FSA PN No. 136. Insert FMI dated 2-13-02.
RD	460-4 (State)	01-02	Satisfaction of Lien (Generic Version) (http://rdinit.usda.gov/regs)	nofile.htm	Electronic Form	MP/2 Head to Head	FSA, RD	FMI 2-13-02, RD Instructions 1962-A and 1965-B. FSA Transferred Instructions 1941-B and 1965-A. Referenced in FSA PN No. 136.	Position 2	This form was revised. Destroy old stock. This form and FMI are available from: (http://rdinit.usda.gov/regs). Referenced in FSA PN No. 136. Insert FMI dated 2-13-02.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
RD	1927-8	01-02	Agreement with Prior Lienholder (http://rdinit.usda.gov/regs)	nofile.htm	Electronic Form	MP/2 Head to Head	FSA, RD	FMI 02-13-02. RD Instruction 1927-B and HB-2-3550. FSA Transferred Instructions 1941-A, 1943-A and 1943-B. Referenced in FSA PN No. 136.	Position 2	This form was revised. Destroy old stock. This form and FMI are available from: (http://rdinit.usda.gov/regs). Referenced in FSA PN No. 136. Insert FMI dated 2-13-02.
RD	1955-49	01-02	Quitclaim Deed (Generic Version) (http://rdinit.usda.gov/regs)	nofile.htm	Electronic Form	MP/2 Head to Foot	FSA, RD	FMI 2-13-02, RD Instructions 1951-E and 1962-A and FSA Transferred Instructions 1951-S and 1965-A. Referenced in FSA PN No. 136.	Position 5	This form was revised. Destroy old stock. This form and FMI are available from: (http://rdinit.usda.gov/regs). Referenced in FSA PN No. 136. Insert FMI dated 2-13-02.
RD	1965-8	01-02	Release from Personal Liability (http://rdinit.usda.gov/regs)	nofile.htm	Electronic Form	MP/3	FSA, RD	FMI 2-13-02, RD Instructions 1951-E and 1962-A and FSA Transferred Instructions 1951-S and 1965-A. Referenced in FSA PN No. 136.	Position 5	This form was revised. Destroy old stock. This form is available from (http://rdinit.usda.gov/regs). Referenced in FSA PN No. 136. Insert FMI dated 2-13-02

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
RD	1980-19	02-02	Guaranteed Loan Closing Report (http://rdinit.usda.gov/regs)	nofile.htm	Electronic Form	MP/4 Head to Head	FSA, RD	FMI 02-13-02, RD Instructions 1951-B, 1980-D, 1980-E and 4279-B; RUS Transferred Instruction 1980-A and FSA Handbook 2-FLP. Referenced in FSA PN No. 136.	Position 2	This form was revised. Destroy old stock. This form and FMI are available from: (http://rdinit.usda.gov/regs). Referenced in FSA PN No. 136. Insert FMI dated 2-13-02.

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State Office The reports due in March are listed in this table.
Reports
Calendar

Due Date	Title	Directive Requiring Report
3-7-02	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
3-7-02	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
3-7-02	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
3-7-02	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
3-7-02	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
3-7-02	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
3-7-02	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
3-7-02	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
3-7-02	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
3-7-02	Interim EQIP Progress Report (CEP-60R)	1-CONSV
3-7-02	Progress Report for EQIP (ACP-305) (CEP-60R)	1-CONSV
3-7-02	TAP Progress Report (AP-305) (CEP-62R)	1-CONSV
3-7-02	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
3-7-02	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
3-7-02	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
3-11-02	Crop Compliance Data Report (PA-118R)	2-CP
3-11-02	Late Voucher Report (NAP-1R)	2-NAP
3-11-02	LA Interest Payment Report (NAP-2R)	2-NAP
3-18-02	RCWP Status Report (CEP-28R)	1-RCWP
3-25-02	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN
3-29-02	Peanut Smart Marketing Card Inventory (PA-123R)	1-PN