

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

<b>Common Management and Operating Provisions 1-CM (Revision 3)</b>	<b>Amendment 74</b>
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**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reason for Amendment**

Subparagraph 1021 C has been amended to provide the correct e-mail address for sending requests and remove the reference to the fax number.

**Note:** This information was included on the transmittal for Amendment 73 but the page was not included in the amendment.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	35-1	



## Part 35 Using Unauthorized Forms and Documents

### 1021 Unauthorized Forms and Documents Policy

#### A Background

Using obsolete forms or State or County Office developed forms, worksheets, applications, and other documents is strictly prohibited. Only those issued and/or cleared by the National Office are authorized for use.

#### B Privacy Act and Information Collection Procedures

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act and information collection procedures, including clearance of these documents by the following offices:

- National Office program area
- \*--MSD, Directives, Forms, and Records Management Branch--\*
- OMB.

\* \* \*

#### C State or County Office Developed Forms

All forms, worksheets, and documents developed by State and County Offices that are used to obtain information **must** be submitted to the National Office for review and clearance **before** use.

Requests for using State or County Office developed forms:

- \*--must be emailed to **RA.FSA.DCWA2.ppb@wdc.usda.gov**, according to the format in 1-NAP (Rev. 2), subparagraph 11 C, using "FORM" as the type of request--\*

**Note:** For FLP-related forms, see paragraph 3 of the related FLP handbook for additional guidance on numbering State-developed forms and obtaining National Office approval.

- will be directed to the applicable approving authority.

