

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1734**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/msd/notices/fsa.htm](http://www.fsa.usda.gov/dam/msd/notices/fsa.htm).  
**Note:** FAS and RMA employees replace "fsa" in the Internet address to access notices for their agency.

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

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
CN-895 2-12-99	Delivery of Cotton PC's to County Offices	Cotton State and County Offices
FLP-25 2-11-99	Loan Processing When a Civil Rights Complaint Has Been Filed	State and County Offices
LD-479 2-12-99	Spotcheck Procedure for Small Hog Operation Payment (SHOP) Program	State and County Offices
PS-298 2-16-98	Additional Information About Entering and Uploading SHOP Program Application Data	State and County Offices

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Continued on the next page

**National Procedure Checklist No. 1734 (Continued)**

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**Permanent Directives**                      Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
2-FLP Amend. 1 2-12-99	Guaranteed Loan Making and Servicing	State and County Offices

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**Procedure Notices**                      None

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

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
FC-174	2-11-99	FLP-25
FmHA Instruction 1980-A FSA Instruction 1980-B	2-12-99	2-FLP Amend. 1

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Continued on the next page

**National Procedure Checklist No. 1734 (Continued)**

**USDA/FSA**

Prefix	Form No	Edition Date	Form Title	Filename	Unit of Issue	Stocked By	Fillable	Used By	WDC Directives	File Code
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\* The following form has been converted to Word Perfect. This form is available on the U:Wpforms directory.

SF	0182	12-79	Request, Authorization, Agreement and Certification for Training	SF182FSA.WPD	Sheet	RPL/WP	Y	FSA Headquarters Only	18-A0, 27-AS, 3-PM, 6-PM, 90-FI	NA
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\* The following forms are new. These forms were uploaded to the FSA BBS on 2-12-99. These forms are referenced in HRD Directives on Pass/Fail procedures at the following Website: <http://dc.ffasintranet.usda.gov/hrd/pmmain.htm>. There are no form numbers assigned to these forms, but the electronic file names are as follows:

		01-28-99	Performance Work Plan	4140.PDF	MP/4 Head to Head	RPL/PDF	Y	FSA, RD, NRCS	NA	NA
		01-28-99	Opportunity to Improve	4140A.PDF	MP/4 Head to Head	RPL/PDF	Y	FSA, RD, NRCS	NA	NA

NOTE: Files saved in PDF Format must be opened in Adobe Acrobat reader 3.0 (or greater) to print. The freely available Acrobat reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.  
2-17-99

**National Procedure Checklist No. 1734 (Continued)**

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

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
03-08-99	Pre-Complaint Counseling (EEO-11P)	19-PM
03-08-99	Cost-Share Requests Status Report (CEP-50)	1-CONSV
03-08-99	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
03-08-99	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
03-08-99	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
03-08-99	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
03-08-99	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
03-08-99	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
03-08-99	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
03-08-99	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
03-10-99	Crop Compliance Data Report (PA-118R)	2-CP
03-15-99	Livestock Feed Program, EFP and EFAP Program (FSA-646) (EIP-54R)	8-DF
03-15-99	RCWP Status Report (CEP-28R)	1-RCWP
03-15-99	Food, Feed and Seed Facility Listing	1-DP
03-15-99	Fertilizer Facility Listings (EIP-47R) (FSA-250 and FSA-251)	1-DP
03-22-99	Reconciliation of Peanut Basic and Effective Quota Report (PA-126R)	1-PN
03-30-99	Peanut Smart Marketing Card Inventory	1- PN

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