

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1751**

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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>                                  |
|---|---|---|
| AO-1194<br>6-16-99                        | Web Page Development and Maintenance Guidelines                             | FSA Employees                               |
| AO-1195<br>6-17-99                        | Civil Rights Training for Field Office Employees                            | SED's and Directors of KCMO, KCCO, and APFO |
| BU-555<br>6-16-99                         | FY 1999 County Office Allotments for Superior Accomplishment Awards Program | State Offices                               |
| DAP-39<br>6-18-99                         | Late-Filed CLDAP Applications   | State and County Offices                    |
| FLP-56<br>6-17-99                         | Debt Collection by Administrative Offset                                    | State and County Offices                    |
| FLP-57<br>6-21-99                         | Preparing for FLP Application Software Development                          | State Offices and Service Centers           |
| FI-2370<br>6-16-99                        | Transfer of CO Employee Personnel and Payroll Functions to NFC              | AL, GA, and TN CO Employees                 |

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**National Procedure Checklist No. 1751 (Continued)**

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**Temporary Directives (Continued)**

| <b>Short Reference and Effective Date</b> | <b>Title</b>  | <b>For</b>               |
|---|---|--------------------------|
| FI-2371<br>6-9-99                         | Establishing LDP's in the Assignment and Joint Payment System                             | State and County Offices |
| FI-2372<br>6-21-99                        | Information Required for Transfer of County Office Personnel and Payroll Functions to NFC | State and County Offices |
| NAP-28<br>6-16-99                         | Publicizing Production Reports for NAP  | State and County Offices |
| NAP-29<br>6-22-99                         | NAP Information Collection  | State and County Offices |

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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>               |
|---|--|--------------------------|
| 1-CM (Rev. 2)<br>Amend. 69<br>6-17-99     | Common Management and Operating Provisions                       | All Offices              |
| 27-PM<br>Amend. 18<br>6-15-99             | County Office Classification, Employment, and Pay Administration | 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> |
|------------------------|-----------------------------|-------------------------|
| AO-1182                | 6-16-99                     | AO-1194                 |

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| Prefix | Form No          | Edition Date | Form Title   | Filename PDF | Filename WPD | Stock By       | Unit of Issue     | Fillable | Used By  | WDC Directives    | File Code | Remarks  |
|--------|------------------|--------------|--|--------------|--------------|----------------|-------------------|----------|--|-------------------|-----------|--|
| CCC    | 605              | 01-29-97     | Designation of Agent-Cotton                                  | CCC0605.PDF  | nofile.htm   | KC and RPL/PDF | MP/2 Head to Head | Y        | Counties   | 1-CM, 7-CN, 22-CN | LP10-6    | This form has been reissued to fix the PDF format from 3 pages to 2 pages, which was in error. It is not necessary to reprint. This version is for on-line completion ONLY. This form was uploaded to BBS on 06-23-99. |
| FFAS   | 0013             | 12-17-98     | Metropolitan Transit Promotion Program MetroChek Application | FFAS0013.PDF | nofile.htm   | RPL/PDF        | MP/2 Head to Foot | Y        | FSA, RMA in WDC  | Notice AS-1985    | N/A       | This form has been converted to PDF format. This form will be uploaded to the BBS on 06-23-99.   |
| FSA    | Unnumbered 36    | N/A          | Request for County Office Personnel/ Payroll User ID         | COUSERID.PDF | nofile.htm   | RPL/PDF        | Sheet             | Y        | States, Counties                                       | Notice FI-2372    | N/A       | This form is new. This form was uploaded to the BBS on 06-21-99.   |
| MISC   | Program Aid 1642 |              | "If You Disagree" Brochure                                   | nofile.htm   | nofile.htm   | KC             | Brochure          | N        | County Office will make the distribution to Producers. |                   |           | This Pogram Aid is new. A distribution will be made to the State Offices.  |

**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.

**NOTE:** NOFILE.HTM indicates that there is no electronic files available.

| Prefix | Form No | Edition Date | Form Title | Filename PDF | Filename WPD | Stock By | Unit of Issue | Fillable | Used By | WDC Directives | File Code | Remarks |
|--------|---------|--------------|------------|--------------|--------------|----------|---------------|----------|---------|----------------|-----------|---------|
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\* The following forms are used by Kansas City. For additional Information contact Orvilea Ott-Laube, (816) 926-6100.

|      |                  |          |  |              |              |                   |          |   |                    |  |  |   |
|------|------------------|----------|--|--------------|--------------|-------------------|----------|---|--------------------|--|--|---|
| KC   | 269              | 06-14-99 | Notice to Deliver and Vendor or Processor Invoice                        | nofile.htm   | nofile.htm   | CG                | Cont./4  | N | D&DOD              |  |  | Laser printed on Xerox 4090 in Kansas City; destroy all previous editions.                    |
| KC   | 269-A            | 06-14-99 | Forwarding Notice and Report of Cargo Over, Short and/or Damaged         | nofile.htm   | nofile.htm   | CG                | Cont./4  | N | D&DOD              |  |  | Laser printed on Xerox 4090 in Kansas City; destroy all previous editions.                    |
| KC   | 269-A Attachment | 06-14-99 | Privacy Act, Public Burden and Nondiscrimination Statements for KC-269-A | KC0269-A.PDF | KC0269-A.WPD | RPL/PDF<br>RPL/WP | Sheet    | N | D&DOD              |  |  | New form. Forms does not require fill-in. PDF file is available for view/print.               |
| KC   | 362              | 05-13-99 | Standard Abbreviations Shown on Information Releases                     | KC0362.PDF   | KC0362.WPD   | RPL/PDF<br>RPL/WP | MP/2     | N | BGD, EOD           |  |  | Form does not require fill-in; PDF file now available for view/print.                         |
| KC   | 390              | 06-16-98 | Request for Disbursements Web Site Access                                | nofile.htm   | KC0390.WPD   | RPL/WP            | Sheet    | N | KCCO,<br>KCMO, CMD |  |  | New form. Cash Management Division (CMD) is formerly CFOD-KCMO.                               |
| MISC | Program Aid 1642 |          | "If You Disagree" Brochure   | nofile.htm   | nofile.htm   | KC                | Brochure | N |                    |  |  | Received shipping worksheet that KCMO Warehouse is to expect a quantity of this new brochure. |

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