

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1754**

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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>
DAP-45 7-8-99	CLDAP Overpayment Processing and Prompt Payment Interest Provisions	State and County Offices
FI-2377 7-12-99	Notification Letters for Referring Delinquent Debts to the Treasury Offset Program (TOP)	All FSA Offices and KCMO
FI-2378 7-12-99	Corrected CCC-1099-A's Reported to Producers and IRS	State and County Offices and KCMO
FI-2379 7-12-99	Accounting Classification Codes Used in PC-Tare for CO Employees	State and County Offices, Except AL, GA, and TN
FI-2380 7-14-99	County Office Employees Acquisition of a Government Provided Charge Card and Automated Teller Machine (ATM) Cash Advances for Travel Expenses	FSA State and County Office Employees
FLP-60 7-8-99	A/36 Farm and Home Plan (FHP) Training	State Offices
FLP-61 7-9-99	FY 1999 Program Loan Cost Expense (PLCE) National Reserve Funds	State and County Offices

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
FLP-62 7-12-99	Processing Accelerations and Other Actions Before Liquidation of Loans to Native Americans	State and County Offices
FLP-63 7-12-99	Assignment of Native American Loans to a Tribe or the Secretary of the Interior	State and County Offices
FLP-64 7-13-99	Communications with <i>Pigford</i> Class Members	State and County Offices
PF-108 7-9-99	1999 Contract Enrollment Data Report (PF-2R)	State and County Offices
PF-109 7-12-99	Submitting Requests for Authorization Codes for PFC Payments	State and County Offices
PM-2119 7-6-99	Notification of Potential FY 2000 Reductions and Planned Mitigating Actions	FSA Employees
PM-2120 7-7-99	FY 2000 Graduate School, USDA Congressional Fellowship Program	FAS and FSA National Office Employees
PS-317 7-13-99	Processing Settlement Local Sales in APSS Using Multiple Contract Sales Numbers	State and County Offices
PS-318 7-13-99	APSS Modifications Included in County Release No. 411	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>
12-AO (Rev. 15) Amend. 5 7-13-99	County Office Work Measurement and Fund Allocation System for FY 1999	All Offices Except APFO, KCCO, AK, HI, and PR
7-CN (Rev. 14) Amend. 43 7-9-99	Cotton Loans and Loan Deficiency Payments	KCCO, KCMO, and Cotton State and County Offices

**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>
FLP-18	7-12-99	FLP-62

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
CCC	633EW	06-22-99	Loan and LDP Eligibility Worksheet Commodities Harvested As Other Than Grain Determining Maximum Eligible Quantity	CC0633EW.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties	LP-1689	N/A	This form is new; it was uploaded to the BBS on 7-14-99.
CCC	709	08-09-96	Direct Loan Deficiency Payment Agreement	CC0709.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	Counties	6-LP, 12-AO, 7-CP, 2-LP(RICE)	LP15-1	This form is now PDF fillable for online completion; it was uploaded to the BBS on 07-13-99.
CCC	809-1	07-09-99	Notice to Cotton Ginners (Form Letter)	CC0809-1.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties in Cotton States Only	7-CN	N/A	This form was revised and uploaded to the BBS on 7-13-99. Destroy old stock.
FCIC Prov.	97-CAT	N/A	Catastrophic Risk Protection Endorsement	97-CAT.PDF	nofile.htm	KC and RPL/PDF	MP/4	N	Insurance Providers and Producers	N/A	N/A	This provision was obsoleted 7-1-99. Destroy all stock. Replaced by 0099-CAT.
FCIC Prov.	99-CAT	N/A	Catastrophic Risk Protection Endorsement (Includes Summary of Changes)	99-CAT.PDF	nofile.htm	RPL/PDF	MP/5 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new, and replaces 0097-CAT as of 7-1-99. It was uploaded to the BBS 7-14-99.
FSA	348	07-08-91	Desert Shield/Desert Storm Reservist Leave Bank Leave Recipient Application	nofile.htm	nofile.htm	RPL	Sheet	N	Counties	N/A	N/A	This form is obsolete. Destroy all stock.
FSA	349	07-08-91	Desert Shield/Desert Storm Reservist Leave Bank (Leave Donor Request)	nofile.htm	nofile.htm	RPL	Sheet	N	Counties	N/A	N/A	This form is obsolete. Destroy all stock.
FSA	350	06-20-91	Desert Shield/Desert Storm Reservist Leave Bank Donor Report	nofile.htm	nofile.htm	RPL	Sheet	N	States, Counties	N/A	N/A	This form is obsolete. Destroy all stock.

**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 Issue	Fillable	Used By	WDC Directive	File Code	Remarks
FSA	351	06-20-91	Desert Shield/Desert Storm Reservist Leave Bank Leave Donor Request	nofile.htm	nofile.htm	RPL	Sheet	N	States, Counties	N/A	N/A	This form is obsolete. Destroy all stock.
FSA	675	07-02-99	Application for FSA County Employment	FSA0675.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	Y	Counties	25-AS, 22-PM	PM6	This form was revised; it will be uploaded to the BBS on 07-15-99. Destroy old stock.
FSA	Unnumbered 39	N/A	FY 2000 Graduate School, USDA Congressional Fellowship Program Nomination Form	NOMCONFL.PDF	nofile.htm	RPL/PDF	Sheet	Y	FSA, FAS	PM-2120	N/A	This form is new; it was uploaded to the BBS on 07-12-99.
MQ	76 Burley	07-09-99	Burley Tobacco Marketing Card	nofile.htm	nofile.htm	KC	Card	N	KC, States, Counties	12-AO, 13-TB, 10-TB(SCOAP), 12-TB, 1-COR	N/A	This form was revised. Use old stock. Order from "Stocked By" location. Tentative delivery date is 09-30-99.
RD	1905-12	12-98	Monthly Expirations	nofile.htm	nofile.htm	KC	Card	N	FSA, RD	FMI 2-17-99 and RD Instruction 1905-A. Referenced in FSA PN No. 54 .	N/A	This form was reprinted to replenish stock in the warehouse. Order only if needed. Back orders will be filled automatically. Tentative delivery date is 08-13-99.

**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.

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