

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1759**

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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-1197 8-12-99	1999 County Office Work Measurement and Workload Training	State and County Offices
AO-1198 8-19-99	Civil Rights Training for National Office Employees	FSA Deputy Administrators and Division Directors
AO-1199 8-20-99	STC and SED Conference	State Offices, KCCO, KCMO, and APFO
AS-1995 8-11-99	Closure of Bond Warehouse Operations	FSA State and County Offices and RMA Offices
BU-557 8-11-99	September 1999 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CN-899 8-17-99	Cotton PC Modifications Included in Cotton Release-11	Cotton State and County Offices

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**National Procedure Checklist No. 1759 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
CN-900 8-19-99	Cotton Duplicated Bales	CMA's, LSA's, Cotton State and County Offices
CP-519 8-19-99	Review of Crop Reporting Dates for 2000 and Subsequent Crop Years	State Offices
DAP-47 8-19-99	Extending TAP Phase 2 (Fire Blight) Signup	State and County Offices
EQ-101 8-12-99	1999 Training for State Environmental Coordinators	State Offices
FI-2383 8-20-99	Screening Process for FLP Treasury Offset Program (TOP) Calendar Year 1999	State and County Offices
FLP-69 8-11-99	Using Operating Loan (OL) Funds for Real Estate Repairs and Improvements	State and County Offices
FLP-70 8-11-99	Continuing the State FSA Civil Rights Independent Review Groups for the Review of Pending Acceleration and Foreclosure Cases	State and County Offices
FLP-71 8-13-99	Additional Emergency Loan Funds in FY 1999	State and County Offices
FLP-72 8-11-99	PC-PRCH and Digital Signature Systems in State Offices	State and County Offices
FLP-73 8-19-99	Farming Experience and Managerial Ability	State and County Offices
FLP-74 8-19-99	Creditworthiness Determinations	State and County Offices
FLP-75 8-19-99	Loans for Production of Ratites	State and County Offices
LP-1693 8-12-99	Clarifying Notice LP-1691	State and County Offices

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**National Procedure Checklist No. 1759 (Continued)**

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**Temporary Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
LP-1694 8-19-99	Administrative Refund for 1998 Honey Recourse Loans	State and County Offices
PF-112 8-18-99	1999 Total Farm Acreage Report (PF-3R)	State and County Offices
PM-2126 8-17-99	New EEO/CR Performance Element and Standard for Managers	FSA National Office, State Offices, and KCMO
PS-322 8-13-99	APSS Modifications Included in County Release No. 414	State and County Offices
TB-946 8-19-99	Display Tract Calculated Basic Allotment/Quota for Prior Years	Flue-Cured and Burley Tobacco State and County Offices
TB-947 8-19-99	Detail List of Farm Crop Data for History Purposes	Flue-Cured and Burley Tobacco 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. 16) Amend. 1 8-20-99	County Office Work Measurement and Fund Allocation System for FY 2000	All Offices Except APFO, KCCO, AK, HI, and PR
25-AS (Rev. 3) Amend. 8 8-13-99	State and County Office Records Operations	State and County Offices and KCMO
1-COR (Rev. 3) Amend. 11 8-11-99	County Operations Review Program	State and County Offices and COR's
1-DAP Amend. 25 8-18-99	Disaster Assistance Programs	State and County Offices

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**National Procedure Checklist No. 1759 (Continued)**

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**Permanent Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
1-ECP (Rev. 2) Amend. 8 8-12-99	Emergency Conservation Program	State and County Offices
8-LP Amend. 1 8-17-99	Marketing Assistance Loans and Loan Deficiency Payments for 1999 and Subsequent Crop Years	State and County Offices
1-NAP Amend. 11 8-13-99	Noninsured Crop Disaster Assistance Program	State and County Offices
1-PN (Rev. 7) Amend. 3 8-18-99	Peanut Poundage Quota Program	Peanut State and County Offices
3-PN (Rev. 5) Amend. 1 8-2-99	Warehouse Handbook for Farmers Stock Peanuts	TPD and Peanut Associations

**Procedure Notices**

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

<b>PN Issue No.</b>	<b>Date</b>	<b>For</b>
FSA Issue No. 74	8-18-99	State and County Offices

**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>
12-AO (Rev. 14)	8-20-99	12-AO (Rev. 16)
FLP-6	8-11-99	FLP-70
3-PN (Rev. 4)	8-2-99	3-PN (Rev. 5)

Continued on the next page

**National Procedure Checklist No. 1759 (Continued)**

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
AD	1026	04-17-96	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Assembled as a component with AD-1026 Appendix)	nofile.htm	nofile.htm	KC	Set/4 Head to Head	N	States, Counties	1-CM, 7-PA, 25-AS, 9-TB(SCOAP), 10-TB(SCOAP), 12-AO, 1-PAD, 6-CP, 1-CRP, 3-CM, 3-CM(SCOAP), 10-SU, 1-TAP, 8-DF, 3-LD 8-LD, 2-CRP, 1-LP, 1-PL, PF-1, 1-ACP, 1-SIP, 2-CP, 6-CM, 61-FI, 1-CMA, RM-69, 2-RM	HELC/WC3	This form was reprinted to replenish stock in the KC warehouse. Order only if needed. Back orders will be filled automatically. Tentative delivery date 10-4-99.
AD	1106	08-19-99	Final FFAS Clearance Report	AD1106.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	WDC	3-PM	TBD	This form was revised and uploaded to the BBS on 8-25-99. Destroy old stock. This form is used in WDC Only by FSA,FAS, and RMA employees.
AD	1137	08-16-99	Portability Notice (Notification to Continue Option B Insurance Coverage)	AD1137.PDF	nofile.htm	RPL/PDF	Sheet	Y	All FFAS Offices	PM-2118	N/A	This form was revised and uploaded to the BBS on 8-17-99. Destroy old stock.
AD	1137A	08-16-99	Employee Certification of Ported FEGLI Coverage	AD1137A.PDF	nofile.htm	RPL/PDF	Sheet	Y	HQ HRD	N/A	N/A	This form is new; it was uploaded to the BBS on 8-17-99.

**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.

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

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

**National Procedure Checklist No. 1759 (Continued)**

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
CCC	661SP	06-24-99	Certificacion De Perdida De Ganado Para Calificar Como Siniestro	CCC661SP.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	Y	Counties	1-DAP	N/A	This form is new; it was uploaded to the BBS on 8-18-99.
CCC	677-1	07-25-94	Farm Storage Loan Worksheet	CC677-1.PDF	nofile.htm	RPL/PDF	MP/2 Head to Foot	Y	Counties	12-AO, 2-CP, 7-LP, 12-PS, 1-PAD, 2-LP(Peanuts), 2-LP(Grains and Oilseeds), 2-LP(Rice), 6-LP, 1-COR, 8-LP	N/A	This form has been converted to PDF format; it is now fillable for online completion. It was uploaded to the BBS on 8-18-99. Use old stock.
CCC	694-1	06-02-98	CCC-Determined Value Worksheet	CC6941.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties	12-AO, 3-LP, 8-LP	N/A	This form was revised and uploaded to the BBS on 8-20-99. Destroy old stock.
FCIC Prov.	99-019.A	N/A	Florida Avocado Pilot Crop Provisions (Pilot Program)	99019-A.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-032	N/A	Forage Seeding Crop Provisions	99032FOR.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-033	N/A	Forage Production Crop Provisions (Also contains 99-033A, Forage Production Winter Coverage Endorsement)	99033FPD.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.

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**National Procedure Checklist No. 1759 (Continued)**

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
FCIC Prov.	99-043	N/A	Popcorn Crop Provisions	99043POP.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-044	N/A	Fresh Market Sweet Corn Crop Provisions	99044FMC.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-052	06-98	Table Grape Crop Provisions	99052TGP.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-053	06-98	Grape Crop Provisions	99053GRP.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-054	06-98	Apple Crop Provisions	99054APL.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-055	N/A	Cultivated Wild Rice Pilot Crop Provisions (Pilot Program)	99055RIC.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-057	N/A	Cherry Pilot Crop Provisions (Pilot Program)	99057CHE.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-058	N/A	Cranberry Crop Provisions	99058CRA.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.

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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
FCIC Prov.	99-067	07-98	Dry Pea Crop Provisions	99067DPE.PDF	nofile.htm	RPL/PDF	MP/5 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-068	N/A	Crambe Pilot Crop Provisions (Pilot Program)	99068CBE.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-071	N/A	Guaranteed Tobacco Crop Provisions	99071GTB.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-083	N/A	Fresh Market Pepper Provisions	99083PEP.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-086	N/A	Fresh Market Tomato (Dollar Plan) Crop Provisions	99086TOM.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-089	N/A	Pear Crop Provisions	99089PR.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-092	06-98	Plum Crop Provisions	99092PLU.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.
FCIC Prov.	99-284	N/A	Central and Southern Potato Crop Provisions	99284POT.PDF	nofile.htm	RPL/PDF	MP/4 Head to Head	N	Insurance Providers and Producers	N/A	N/A	This provision is new; it was uploaded to the BBS on 8-16-99.

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**National Procedure Checklist No. 1759 (Continued)**

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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
FSA	154	08-05-99	County Operations Review Closing Report	FSA0154.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties	1-COR	N/A	This form was revised and uploaded to the BBS on 8-18-99. Destroy old stock.
FSA	916	08-20-99	Checklist for Review of Records Maintained by Peanut Handlers	FSA0916.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties	25-AS, 1-PN, 2-PN	PA7-20	This form was revised and uploaded to the BBS on 8-20-99. Destroy old stock.
FSA	1962-01	07-20-99	Agreement for the Use of Proceeds/Release of Chattel Security	1962-01.PDF	nofile.htm	RPL/PDF	MP/8 Head to Foot	Y	FSA	FMI 8-6-99. Referenced in FSA Transferred Instruction 1924-B and RD Instruction 1962-A, and FSA PN No. 73.	Position 1	This form has been reissued to make adjustments on fillable cells. It was uploaded to the BBS on 8-16-99. This is not a revision to the form. Copies do not require printing nor distribution.
FSA	Unnumbered 41	N/A	1999 National Conference Registration	NATCONF.PDF	NATCONF.WPD	RPL/PDF RPL/WP	Sheet	Y	State Offices, KCCO, KCMO, and APFO	Notice AO-1199	N/A	The registration form is now available on the BBS. This form was uploaded on 8-20-99.
KC	327-FMP	08-16-99	Offer Form - FMP1	nofile.htm	KC327FMP.WPD	RPL/WP	MP/3 Head to Head	N	D&DOD			New form; file uploaded to BBS 8-16-99.
KC	335	07-26-99	Private Voluntary Organization (PVO) Verification of Surveyor Attendance	nofile.htm	KC0335.WPD	RPL/WP	MP/2 Head to Head	N	EOD			New form; uploaded to BBS 8-16-99.

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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
KC	470	01-26-93	Request for New or Revised Forms	nofile.htm	KC0470.WPD	RPL/WP	NCR Pad/100	N	All Offices			Form obsolete; destroy old stock. Job ticket now prepared via Internet database application. WordPerfect file removed from BBS 8-13-99.
KC	470-A	03-07-95	Forms Profile Log	nofile.htm	KC0470-A.WPD	RPL/WP	Sheet	N	OMSD, TD			Form obsolete; destroy old stock. WordPerfect file removed from BBS 8-13-99.
RD	1924-25	07-99	Plan Certification	1924-25.PDF	nofile.htm	RPL/PDF	MP/2 Head to Foot	Y	FSA, RD	FMI 8-18-99. Referenced in RD Instruction 1924-A and FSA PN No. 74.	N/A	This form was revised and uploaded to the BBS on 8-17-99. Destroy old stock. Remove entire FMI.

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**National Procedure Checklist No. 1759 (Continued)**

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

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
09-08-99	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
09-08-99	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
09-08-99	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
09-08-99	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
09-08-99	Cost-Share Requests Status Report (CEP-50)	1-CONSV
09-08-99	Progress Report for ECPHS (ACP-305)(CEP-.52R)	1-CONSV
09-08-99	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
09-08-99	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
09-08-99	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
09-08-99	Late Voucher Report (NAP-1R)	2-NAP
09-08-99	LA Interest Payment Report (NAP-2R)	2-NAP
09-15-99	Livestock Feed Program, EFP and EFAP Program (FSA-646) (EIP-54R)	8-DF
09-15-99	RCWP Status Report (CEP-28R)	1-RCWP

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