

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1785**

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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/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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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>
CM-410 2-18-00	Rekeying of Global Positioning System (GPS) Units	State and County Offices
DAP-67 2-18-00	RMA Data Clarification	State and County Offices
FI-2416 2-18-00	Information on Wage and Tax Statements for CO Employees and IRS-1099-MISC	State and County Offices
FI-2417 2-23-00	CO Employee Personnel and Payroll Function Operations and Relocation Travel Training	State Offices
FLP-115 2-22-00	Class Action Settlement Agreement Training	State Offices
LP-1724 2-18-00	Commodity Certificate Exchange Questions and Answers	State and County Offices
PM-2161 2-16-00	Designation of Deputy Administrator, Management	All FFAS Offices

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**Temporary Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PM-2162 2-23-00	Establishing Performance Plans	FSA, RMA, and FAS Employees, Except Foreign Service Employees
TB-956 2-16-00	Tobacco Referendum Supplies for Dark Air-Cured and Fire-Cured Tobacco	VA, KY, and TN State and County Offices and KCMO

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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-CP (Rev. 15) Amend. 20 2-15-00	Acreage Compliance Determinations	State and County Offices

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**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>
PN Issue No. 88	2-17-00	State and County Offices
PN Issue No. 89	2-23-00	State and County Offices

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**Obsolete Directives**

None

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
AD	354	09-93	Request for Information	AD0354.PDF	nofile.htm	RPL/PDF	Sheet	Y	All offices except counties	FSA SUPPL. TO ATR, 90-FI, Notice FI-2416	N/A	This form has been reissued to remove the "USDA-FSA-KCMO" address information from the "Mail Reply To" area on the form. This form has not been revised. It was uploaded to the BBS on 2-22-00.
FAS	633	04-88	Export Product Review Application for Label Clearance	nofile.htm	nofile.htm	Orig. Div.	MP/2 Head to Head	N	Public	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	819	10-89	Notice of FAS Publication Mailing	nofile.htm	nofile.htm	Orig. Div.	Pad	N	INFO	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	913	10-93	Receipt of Furniture, Equipment and Supplies	nofile.htm	nofile.htm	Orig. Div.	Set/4	N	PS&SS & FAS/F	N/A	N/A	This form is obsolete. Destroy all stock.
FSA	92	04-15-92	Mailing List Verification Response Card	nofile.htm	nofile.htm	WDC	Card Head to Head	N	MSD-WDC	N/A	N/A	This form is obsolete. Destroy all stock.
MISC PUB	MP34	10-99	Inspecting Grain (Practical Procedures for Grain Handlers) Grain Inspection, Packers and Stockyards Administration (FGIS)	nofile.htm	nofile.htm	KC	Booklet	N	Grain Handlers	N/A	N/A	Destroy Revision 1 stock dated 5-10-93. Order from KC Warehouse; refer to Miscellaneous Publication 34 (MP-34) when submitting request.

**Notes:** 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.

Filing codes pertain only to State and County Offices.

NOFILE.HTM indicates that there is no electronic file available.

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
RD	1924-01	01-00	Development Plan	1924-01.PDF	nofile.htm	RPL/PDF	Sheet	Y	FSA, RD	FMI 02-23-00, RD Instruction 1924-A, FSA Instruction 1965-A and FSA PN No. 89.	Position 6	This form and FMI were revised and uploaded to the FSA BBS Forms and FMI Libraries on 2-24-00. Destroy old stock and entire FMI.
RD	1924-19	01-00	Builders Warranty	1924-19.PDF	nofile.htm	RPL/PDF	MP/2 Head to Foot	Y	FSA, RD	FMI 02-23-00, RD Instruction 1924-A and FSA PN No. 89.	Position 7	This form and FMI were revised and uploaded to the FSA BBS Forms and FMI Libraries on 2-24-00. Destroy old stock and entire FMI.
RD	1940-20	06-99	Request for Environmental Information	1940-20.PDF	nofile.htm	RPL/PDF	MP/6 Head to Head	Y	FSA, RD	FMI 02-23-00, RD Instruction 1940-G and FSA PN No. 89.	N/A	This form and FMI were revised and uploaded to the FSA BBS Forms and FMI Libraries on 2-24-00. Destroy old stock and entire FMI.

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

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
3-7-00	Pre-Complaint Counseling (EEO) (EEO-11P)	19-PM
3-7-00	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
3-7-00	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
3-7-00	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
3-7-00	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
3-7-00	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
3-7-00	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
3-7-00	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
3-7-00	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
3-7-00	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
3-10-00	Crop Compliance Data Report (PA-118R)	2-CP
3-10-00	Late Voucher Report (NAP-1R)	2-NAP
3-10-00	LA Interest Payment Report (NAP-2R)	2-NAP
3-14-00	Livestock Feed Program, EFP and EFAP Program (FSA-646) (EIP-54R)	8-DF
3-14-00	RCWP Status Report (CEP-28R)	1-RCWP
3-14-00	Food, Feed, and Seed Facility Listings (EIP-45R) (FSA-249 and FSA-249-1)	1-DP
3-14-00	Fertilizer Facility Listings (EIP-47R) (FSA-250 and FSA-251)	1-DP
3-21-00	Reconciliation of Peanut Basic and Effective Quota (PA-126 R)	1-PN
3-30-00	Peanut Smart Marketing Card Inventory (PA-123R)	1-PN

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