

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1800

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.

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

Directives on Internet Notices are available on Internet at www.fsa.usda.gov/dam/forms/notices.asp.

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

Short Reference and Effective Date	Title	For
CN-912 6-6-00	Cottonseed Payment Program Questions and Answers	State and County Offices
CP-524 6-5-00	Numonic Machine Inventory	State and County Offices
CRP-368 6-1-00	2000 Emergency Grazing of CRP Acreage	State and County Offices
DF-327 6-1-00	Pasture Recovery Program (PRP) Contract Period Change	State and County Offices
EQ-103 5-31-00	Environmental Risk Management in Real Estate Transactions	State and County Offices
FLP-135 6-5-00	Priority Consideration and Inventory Property	State and County Offices
FSFL-6 6-6-00	Issuing Farm Storage Facility Loan (FSFL) Disbursements Before APSS Software Is Available	State and County Offices
PM-2185 6-1-00	Extending the Union Contract on Awards	FSA and RMA National Offices
PM-2186 6-6-00	Extension of Acting Status	All FFAS Offices

Continued on the next page

National Procedure Checklist No. 1800 (Continued)

Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
PM-2187 6-6-00	Extending Nomination Period for 2001 Executive Leadership Program (ELP) for Mid-Level Employees	FAS National Office Employees and FSA Federal Employees
TB-966 5-31-00	Tobacco Disaster Assistance Program (TDAP)	NC State and County Offices

Permanent Directives

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

Short Reference and Effective Date	Title	For
1-CM (Rev. 2) Amend. 75 6-1-00	Common Management and Operating Provisions	All Offices
63-FI (Rev. 2) Amend. 1 5-10-00	Assignment and Joint Payment System	State and County Offices
2-LP Rice (Rev. 8) Amend. 22 5-31-00	Loans and Loan Deficiency Payments for Rice	State and County Offices
1-PF Amend. 27 6-7-00	Agricultural Market Transition Program	State and County Offices

Procedure Notices

None

Obsolete Directives

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

Short Reference	Date of Obsolescence	Made Obsolete By
63-FI (Rev. 1)	5-10-00	63-FI (Rev. 2) Amend. 1

Continued on the next page

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	186	06-06-00	Promissory Note and Security Agreement	CC0186.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	Counties	1-FSFL	N/A	This form was revised and is available electronically. Destroy old stock. Handbook 1-FSFL will be forthcoming. This form is available on the BBS ONLY; it is NOT AVAILABLE on the Internet at this time.
CCC	Cotton A-6	06-01-00	Cottonseed Payment Application and Certification	nofile.htm	nofile.htm	PSD	MP/2 Head to Head	N	PSD	Notice CN-912	N/A	This form is new. A distribution has been made by PSD.
FSA	830	07-09-92	Checklist for the Review of Accessibility Requirements for Disabled Persons	FSA0830.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	Y	Distr. Dirs.	18-AO	CR3	This form has been converted to PDF format for on-line completion. No revision was made to the content of the form dated 07-09-92.
FSA	850	05-31-00	Environmental Evaluation Checklist	FSA0850.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	Y	Counties	1-FSFL	N/A	This form is new and available electronically. Handbook 1-FSFL will be forthcoming. This form is available on the BBS and FSA Internet for employees use.

Reminder: Printed stock of forms that have been converted to electronic format and released via the FSA Bulletin Board System or Internet can be recycled or discarded. A few forms are provided both electronically and stocked at the KC warehouse, for example FSA-159, CRP-1, AD-1026. The KC Warehouse will continue stocking these forms for offices to order when large volumes are needed at one time. State and County Offices will continue to keep 2 printed copies of forms on hand for local reproduction in the event the BBS or Internet is not accessible.

The FFAS Forms Catalog and Weekly National Procedure Checklist indicate in the "Stocked By" column if a form is in electronic format (PDF/WP) to be reproduced locally (RPL). Use the catalog and National Procedure Checklist to identify the printed stock to destroy.

To generate the most current list of forms that have been converted to electronic format do the following:

1. Go to the FSA Forms Online Web site at: <http://www.fsa.usda.gov/dam/forms/fsaforms.asp>
2. Select a Form prefix and click the Submit button.
3. The list that results are all the forms available electronically for that prefix.
4. Print the list and use it as a guide for destroying printed stocks of forms.
5. Repeat steps 1 through 4 until all the Form Prefixes applicable to your office needs have been selected.

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.

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

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

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <u>1/</u>	Remarks
KC	1459	04-17-73	Employee I.D. Card Record	nofile.htm	nofile.htm	RPL/WP	Card	N	PD-Processing, ASD			Form obsoleted due to implementation of Pro Watch automated ID card system. WordPerfect file removed from BBS on 5-31-00. Destroy all stocks.
KC	1541	04-24-95	Non-Government Employee Identification Card	nofile.htm	nofile.htm	RPL/WP	Card	N	ASD			Form obsoleted due to implementation of Pro Watch automated ID card system. WordPerfect file removed from BBS on 5-31-00. Destroy all stocks.
MISC	Prog. Aid 1667-01	05-00	A Risk Management Agency Fact Sheet: Selecting a Broker for the Dairy Options Pilot Program	nofile.htm	nofile.htm	KC	MP/2 Head to Head	N	RMA	N/A	N/A	Paper stock of this publication is available from the KCMO Warehouse. Refer to Program Aid 1667-01 when ordering. Also, visit RMA's online publications page at: www.rma.usda.gov/pubs .

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.

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

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