

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1812**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCAO 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>
AO-1227 9-1-00	Moving to Electronic Delivery of FSA Programs	All FSA Offices
AS-2015 8-30-00	Price Support's Start-of-Day Tape Backup Process	State and County Offices
CRP-372 8-30-00	CP15B, Establishment of Permanent Vegetative Cover (Contour Grass Strips), On Terraces	State and County Offices
DAP-83 9-5-00	CDP Spot Check Deadline	State and County Offices
DAP-84 9-5-00	Monitoring American Indian Livestock Feed Program (AILFP) Payments	State and County Offices
FI-2447 9-1-00	September 2000 CCC and Farm Storage Facility Loan (FSFL) Program Interest Rates	State and County Offices
FLP-154 8-31-00	FY 2001 FLP Credit Reports	State and County Offices
FSFL-11 8-30-00	FSFL Enhancement and Modifications	State and County Offices

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**Temporary Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
SU-61 8-24-00	2000 Sugar Payment-In-Kind (PIK) Program Clarifications	Sugar Beet Processors and Sugar State Offices and Service Centers
SU-62 8-31-00	Updated Polarity Premium and Discount Schedule	Sugar State and County Offices
TB-973 8-30-00	Tobacco Disaster Assistance Program (TDAP) Payments	NC State Office
TB-974 9-6-00	Tobacco Referendum Supplies for Burley Tobacco Cross County Lease and Transfer	IN, KY, OH, and TN State and County Offices and KCAO

**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-FI (Rev. 13) Amend. 5 8-31-00	Processing Payments Initiated Through the System 36	State and County Offices
19-PM (Rev. 6) Amend. 5 8-25-00	Equal Employment Opportunity Program	All 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>
AO-1201	9-1-00	Disposal Date
AS-2004	9-1-00	Disposal Date
BU-577	9-1-00	Disposal Date
CP-522	9-1-00	Disposal Date
CRP-348	9-1-00	Disposal Date
DAP-65	9-1-00	Disposal Date
DAP-67	9-1-00	Disposal Date
DAP-70	9-1-00	Disposal Date
DAP-76	9-1-00	Disposal Date
DAP-77	9-1-00	Disposal Date
DAP-79	9-1-00	Disposal Date
DAP-80	9-1-00	Disposal Date
FI-2431	9-1-00	Disposal Date
FLP-72	9-1-00	Disposal Date
FLP-78	8-31-00	FLP-154
FLP-83	9-1-00	Disposal Date
PM-2175	9-1-00	Disposal Date
PM-2176	9-1-00	Disposal Date
PM-2179	9-1-00	Disposal Date
PM-2180	9-1-00	Disposal Date
PM-2184	9-1-00	Disposal Date
PM-2187	9-1-00	Disposal Date

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**Obsolete  
Directives  
(Continued)**

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
PS-322	9-1-00	Disposal Date
PS-323	9-1-00	Disposal Date
PS-325	9-1-00	Disposal Date
PS-331	9-1-00	Disposal Date
PS-348	9-1-00	Disposal Date
PS-349	9-1-00	Disposal Date
PS-350	9-1-00	Disposal Date
PS-354	9-1-00	Disposal Date
TB-959	9-1-00	Disposal Date
TB-960	9-1-00	Disposal Date
TB-961	9-1-00	Disposal Date
TB-963	9-1-00	Disposal Date

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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	726	08-25-00	Cotton Block Warehouse Receipt	CC0726.PDF	nofile.htm	RPL/PDF	Sheet	Y	COOP	21-CN	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	736 (Addendum)	08-25-00	Privacy Act, Public Burden, and Penalty Statement for CMA and LSA Loan and Loan Deficiency Payment (LDP) Forms	CC0736AD.PDF	nofile.htm	RPL/PDF	Sheet	Y	ASSN	1-CMA	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	846	08-25-00	Application for Approval of Cooperative Marketing Association for Loan and Loan Deficiency Payments (LDP)	CC0846.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	COOP	Notice CMA-22	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	846-1	08-25-00	Loan and Loan Deficiency Payment (LDP) Recertification for Approved Cooperative Marketing Associations (CMAs)	CC08461.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	COOP	2-AS, 1-CMA	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	Cotton G	08-25-00	Cotton Cooperative Loan Agreement	CCCOTTG.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	Y	COOP	7-CN, 14-CN, 21-CN, 15-FI	N/A	This form was revised and is available electronically. Destroy old 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.

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

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

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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
FSA	13-A	03-14-00	Data Security Access Authorization Form	FSA0013A.PDF	FSA0013A.WPD	RPL/PDF/WP	MP/2 Head to Head	Y	KC, States, Counties	3-RM, Notice IRM-232	N/A	This form was revised and is available electronically. Destroy old stock.
FSA	13-B	03-14-00	National Finance Center Access Form	FSA0013B.PDF	FSA0013B.WPD	RPL/PDF/WP	MP/2 Head to Head	Y	All offices	N/A	N/A	This form was revised and is available electronically. Destroy old stock.
FSA	13-D	03-14-00	Field Office Data Security Access Authorization Form	FSA0013D.PDF	FSA0013D.WPD	RPL/PDF/WP	MP/3 Head to Head	Y	States, Counties	N/A	TBD	This form was revised and is available electronically. Destroy old stock.
FSA	73	07-06-84	FSA Ballot Envelope	nofile.htm	nofile.htm	KC	Envelope	N	States, Counties	15-AO, 5-AS, 1-PA, Notice PN-616	N/A	This envelope was reprinted to replenish stock at the KC Warehouse. For the Tobacco Referendum, a distribution has been made to the Indiana, Ohio, Kentucky and Tennessee State Offices by the print contractor. Order additional stock if needed. Tentative delivery date is 9-18-00.

**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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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	283	08-31-00	Buying Point I/O Box Trouble Reporting Form	nofile.htm	KC0283.WPD	RPL/WP	Sheet	N	Peanut Buying Points	2-PN	N/A	Revised to reflect current organizational entities; destroy old stock dated 2-27-96. WordPerfect file uploaded to the BBS Forms Library on 8-31-00.
KC	364	08-28-00	Building Security Card Access Request Form	nofile.htm	nofile.htm	RPL	Sheet	N	ASD, All Employees	N/A	N/A	Revised form; destroy old stocks dated 3-27-00. Fillable Microsoft Word file uploaded to the BBS on 9-1-00.
KC	373	08-30-00	Notice to Sign and Return Confirmation of Sale	nofile.htm	nofile.htm	RPL	Sheet	N	BCD-MB	N/A	N/A	Revised form; destroy old stocks dated 10-21-94. Microsoft Word file uploaded to the BBS on 9-1-00.
KC	382	11-01-94	Document Transmittal for Overcharge Freight Claims	nofile.htm	nofile.htm		NCR Pad/100	N	CRD-SSB	N/A	N/A	Form obsolete; destroy all paper stocks or electronic files.
KC	1317	06-15-95	Notice of Corrected Freight Bill	nofile.htm	nofile.htm		NCR Set/2	N	CRD-SSB	N/A	N/A	Obsolete form; destroy all paper stocks or electronic files.

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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
MQ	5LT (IND 2000)	08-30-00	Burley Tobacco Lease and Transfer of Quota Across County Lines Ballot	nofile.htm	nofile.htm	Indiana	Pad/50	N	Counties	Notice TB-974	N/A	This form was revised. A distribution has been made. Destroy old stock. The printed forms will be available in the Indiana State Office on or about 10-2-00.
MQ	5LT (KY 2000)	08-30-00	Burley Tobacco Lease and Transfer of Quota Across County Lines Ballot	nofile.htm	nofile.htm	Kentucky	Pad/50	N	Counties	Notice TB-974	N/A	This form was revised. A distribution has been made. Destroy old stock. The printed forms will be available in the Kentucky State Office on or about 10-2-00.
MQ	5LT (OH 2000)	08-30-00	Burley Tobacco Lease and Transfer of Quota Across County Lines Ballot	nofile.htm	nofile.htm	Ohio	Pad/50	N	Counties	Notice TB-974	N/A	This form is revised. A distribution has been made. Destroy old stock. The printed forms will be available in the Ohio State Office on or about 10-2-00.

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

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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
MQ	5LT (TN 2000)	08-30-00	Burley Tobacco Lease and Transfer of Quota Across County Lines Ballot	nofile.htm	nofile.htm	Tennessee	Pad/50	N	Counties	Notice TB-974	N/A	This form was revised. A distribution has been made. Destroy old stock. The printed forms will be available in the Tennessee State Office on or about 10-2-00.
MQ	7	05-17-85	County Summary of Marketing Quota Ballots	MQ0007.PDF	nofile.htm	KC RPL/PDF	Set/3 Sheet	Y	Counties	25-AS, 1-PA, Notice TB-974	PA8	This form was reissued as PDF fillable for on-line completion. No revision was made to the content of the form dated 5-17-85.

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