

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1814

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.

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
AS-2017 9-13-00	FAXing Requests for Forms and Supplies to the Kansas City (KC) Warehouse Using FSA-159	FFAS Employees
AS-2018 9-15-00	Physical Inventories of Capitalized Personal Property	FFAS Offices
CN-915 9-18-00	2000 National Cotton Training	Cotton State and County Offices
CP-528 9-15-00	Correcting the Automated Farm Inspection Selection (AFIS) Register	State and County Offices
FI-2449 9-14-00	Maximum Per Diem Rates for Continental U.S. (CONUS)	FSA and FAS Offices, Except Overseas Offices
FI-2450 9-12-00	Closing FY 2000 Transactions	State and County Offices and KCFO
FI-2451 9-18-00	Preliminary Yearend Closing Instructions for Non-Payroll Transactions	All FSA Offices, except County Offices
FI-2452 9-20-00	Preparing Travel Documents for End of FY 2000 Beginning of FY 2001	FSA Offices

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Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
FLP-161 9-15-00	Administrative and Property Management Costs for DALR\$	State Offices
FSFL-12 9-19-00	Important End of FY Farm Storage Facility Loan (FSFL) Instructions and Information	State and County Offices
FSFL-13 9-19-00	Instructions for Processing Farm Storage Facility Loan (FSFL) Repayments Before Software is Available	State and County Offices
IRM-311 9-20-00	Electronic Transmission of State Software Releases	State Offices and KCFO
LP-1754 9-19-00	Policy Change Regarding Canceling CCC-697 on Transferred Loan Commodities	State and County Offices
PF-146 9-15-00	Issues About FY 2000 PFC and MLA Payments	State and County Offices
PM-2201 9-18-00	Federal Employees Health Benefits Premium Conversion (FEHB-PC)	FSA, RMA, and FAS Employees
PM-2202 9-19-00	Continuation of Pay (COP) Nurse Intervention	State Offices
PM-2203 9-19-00	2000 CED Classification and Pay Plan (C&PP)	State and County Offices
PS-367 9-13-00	Updated Software for Honey Loans and Certificate Exchanges APSS Modifications Included in County Release No. 442	State and County Offices
TB-976 9-15-00	Lease and Transfer of Burley Quota Across County Lines Referendum	IN, KY, OH, and TN State and County Offices

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National Procedure Checklist No. 1814 (Continued)

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

Short Reference and Effective Date	Title	For
3-CM (Rev. 2) Amend. 14 9-19-00	Farm, Tract, and Crop Data	State and County Offices
1-PF Amend. 29 9-15-00	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
FLP-159	9-15-00	FLP-161

Continued on the next page

Prefix	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <u>1/</u>	Remarks
AD	700	04-01-82	Procurement Request	AD0700.PDF	AD0700.WPD	AD0700.DOC	LW/ WDC, RPL/PDF WP/DOC	Set/5	N	All offices except counties	27-AS, 29-AS, 5-IRM, 9-IRM	PROC4	Microsoft Word fillable file uploaded to BBS-Forms Library 9-19-00. No changes made to content of form.
CCC	478-E	Undated	Production Flexibility Contract Payments Statement of Producer Earnings	nofile.htm	nofile.htm	nofile.htm	CG	Sheet	N	County Offices	1-PF, County Office Release No. 443	N/A	This form is new and has been issued in County Office Release No. 443.
FFAS	15	9-19-00	Fatality and Serious Incident Report	FFAS0015.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	All offices	Notice PM-2204	N/A	This form is new and available electronically.
FSA	1980-1	09-20-00	Lender's Processing Checklist	1980-01.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	FSA	2-FLP, Referenced in FSA PN No. 58	N/A	This form was revised and is available electronically. Destroy old stock. This form was originally uploaded to the BBS with an edition date of 9-13-00. Please destroy this stock. Use stock with edition date of 9-20-00.
FSA	1980-2	09-20-00	Guaranteed Loan Processing Checklist	1980-02.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	FSA	2-FLP, Referenced in FSA PN No. 58	N/A	This form was revised and is available electronically. Destroy old stock. This form was originally uploaded to the BBS with an edition date of 9-13-00. Please destroy this stock. Use stock with edition date of 9-20-00.

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.

NOTES: A new column titled "Other Files" was added to the Checklist to document electronic files other than PDF and WPD formats.

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

Prefix	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code ^{1/}	Remarks
KC	255-A	09-18-00	Clearance and Approval Sheet	nofile.htm	nofile.htm	KC0255-A.DOC	RPL/DOC	Sheet	N	All KC Offices	N/A	N/A	Revised form; destroy old stocks dated 10-21-97. Microsoft Word fillable form uploaded to the BBS-Forms Library 9-19-00.
Letter head	1	06-00	CCC Letterhead - Kansas City Commodity Office Return Address	nofile.htm	nofile.htm	CCCKCCO.DOC	RPL/DOC	Sheet	N	KCCO	N/A	N/A	New Microsoft Word letterhead file. Uploaded to the BBS on 6-14-00.
Letter head	2	06-00	CCC Letterhead - Kansas City Finance Office Return Address	nofile.htm	nofile.htm	CCCKCFO.DOC	RPL/DOC	Sheet	N	KCFO	N/A	N/A	New Microsoft Word letterhead file. Uploaded to the BBS on 6-14-00.
Letter head	3	06-00	Kansas City Administrative Office Letterhead	nofile.htm	nofile.htm	KCAOLTR.DOC	RPL/DOC	Sheet	N	KCAO	N/A	N/A	New Microsoft Word letterhead file. Uploaded to the BBS on 6-14-00.
Letter head	4	06-00	Kansas City Commodity Office Letterhead	nofile.htm	nofile.htm	KCCOLTR.DOC	RPL/DOC	Sheet	N	KCCO	N/A	N/A	New Microsoft Word letterhead file. Uploaded to the BBS on 6-14-00.
Letter head	5	06-00	Kansas City Finance Office Letterhead	nofile.htm	nofile.htm	KCFOLTR.DOC	RPL/DOC	Sheet	N	KCFO	N/A	N/A	New Microsoft Word letterhead file. Uploaded to the BBS on 6-14-00.
Letter head	6	06-00	Kansas City Finance Office-St. Louis P.O. Box	nofile.htm	nofile.htm	STLPOLTR.DOC	RPL/DOC	Sheet	N	KCFO-St. Louis (LOD & LAD)	N/A	N/A	New Microsoft Word letterhead file. Uploaded to the BBS on 6-14-00.
Letter head	7	06-00	Kansas City Finance Office-St. Louis Street Address	nofile.htm	nofile.htm	STLSTLTR.DOC	RPL/DOC	Sheet	N	KCFO-St. Louis (FCAD)	N/A	N/A	New Microsoft Word letterhead file. Uploaded to the BBS on 6-14-00.

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

Prefix	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <u>1/</u>	Remarks
Letter head	8	06-00	Kansas City Information Technology Systems Development Office	nofile.htm	nofile.htm	ITSOLTR.DOC	RPL/DOC	Sheet	N	KCITSDO	N/A	N/A	New Microsoft Word letterhead file. Uploaded to the BBS on 6-14-00.
Letter head	9	06-00	Kansas City Information Technology Systems Technical Office	nofile.htm	nofile.htm	ITSTOLTR.DOC	RPL/DOC	Sheet	N	KCITSTO	N/A	N/A	New Microsoft Word letterhead file. Uploaded to the BBS on 6-14-00.
MISC	Un numbered 04	N/A	Federal Employees Health Benefits Program (FEHB) Premium Conversion Waiver/ Election Form	FEHB.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	FSA, RMA, AND FAS Employees	Notice PM-2201	N/A	This form is new and available electronically. Referenced in Notice PM-2201 dated 9-18-00.
RD	1980-19	06-00	Guaranteed Loan Closing Report	1980-19.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/4 Head to Head	Y	FSA, RD	FMI 08-16-00, RD Instructions 1951-B, 1980-D, 1980-E and 4279-B; RUS Transferred Instruction 1980-A and FSA Handbook 2-FLP. Referenced in FSA PN No. 97.	Position 2	The PDF version of this form was reissued to correct minor errors in the form. The date of the form was unchanged. Destroy prior version uploaded on 8-16-00.

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.

NOTES: A new column titled "Other Files" was added to the Checklist to document electronic files other than PDF and WPD formats.

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

National Procedure Checklist No. 1814 (Continued)

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

Due Date	Title	Directive Requiring Report
10-04-00	County Office Work Measurement (4th Quarter Report- Work Measurement Countries Only)	12-AO
10-06-00	Recognition Report (PE-171 R)	PM
10-06-00	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
10-06-00	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
10-06-00	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
10-06-00	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
10-06-00	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
10-06-00	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
10-06-00	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
10-06-00	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
10-06-00	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
10-06-00	Interim EQIP Progress Report (CEP-60R)	1-CONSV
10-06-00	Progress Report for EQIP (ACP-305) (CEP-60R)	1-CONSV
10-06-00	TAP Progress Report (AP-305) (CEP-62R)	1-CONSV
10-06-00	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
10-06-00	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
10-06-00	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
10-16-00	Late Voucher Report (NAP-1R)	2-NAP
10-16-00	LA Interest Payment Report (NAP-2R)	2-NAP
10-16-00	Report on Creditor Agency Set-off Request (FM-592R)	58-FI
10-16-00	RCWP Status Report (CEP-28R)	1-RCWP
10-23-00	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN
10-30-00	Freedom of Information Requests (MS-271P)	2-INFO
