

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1826**

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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-1237 12-12-00	New Online Forms Service for FSA, NRCS, and RD Customer Forms	All FSA Offices
BU-592 12-11-00	January 2001 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
BU-593 12-13-00	Shared Management Operations and Combination Counties Report (BU-546R)	State Offices
CMA-57 12-8-00	Importance of County Offices Performing End-of-Day (EOD) Processing Each Business Day	FSA Offices
EQ-105 12-11-00	Federal Archaeological Activities Report (CEP-66R)	State Offices
IRM-315 12-12-00	Maintenance Agreement for FAX Machines	FSA; FAS, except Overseas Offices; and RMA, except Compliance Field Offices and Regional Offices
FI-2462 12-6-00	Calculating Relocation Income Tax Allowance (RITA) When Year 2 Is Calendar Year 2000	State Offices

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**Temporary Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
FI-2463 12-8-00	Transmission Schedule for Yearend Reporting	State and County Offices
FI-2464 12-8-00	2000 Calendar Yearend Processing Reminder Concerning Farm Loan Program (FLP) Payment Activity	KCFO and State and County Offices
FI-2465 12-8-00	Processing Apple Loans Using System 36 Accounting Software	State and County Offices
FI-2466 12-12-00	Reporting CCC-1099-A's to Producers and IRS	State and County Offices and KC-ITSTO
FLP-177 12-8-00	Acceptable Scores for Credit and Financial Analysis (CFAT) and Farm Loan Program (FLP) Training	State and County Offices
FLP-178 12-8-00	Farm Loan Program (FLP) Orientation and Credit and Financial Analysis Training (CFAT)	State and County Offices
FLP-179 12-12-00	Reduction of Amortized Shared Appreciation Agreement (SAA) Recapture Interest Rate	State and County Offices
LP-1768 12-8-00	Additional 1999 Crop Loan Deficiency Payment (LDP) Eligibility for Rice With Special Grade Designations	Rice State and County Offices
PM-2223 12-7-00	2001 CO Pay Adjustments	State and County Offices
PM-2224 12-6-00	Extending Federal Employees Health Benefit (FEHB) Open Season Deadline	State and County Offices and APFO Employees
PM-2225 12-8-00	Guidance on Appointments During Transition Period	FFAS Employees

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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>
1-CM (Rev. 2) Amend. 80 12-11-00	Common Management and Operating Provisions	All Offices
1-CMA Amend. 7 12-7-00	CMA and LSA Loan and LDP Procedures	State and County Offices, KCMO, CMA's, and LSA's
1-DAP Amend. 38 12-6-00	Disaster Assistance Programs	State and County Offices
3-FI (Rev. 8) Amend. 2 12-8-00	State and County Receipts and Deposits	State and County Offices
1-FSFL Amend. 5 12-12-00	Farm Storage Facility Loan Program	State and County Offices
3-LD (Rev. 6) Amend. 11 12-6-00	Dairy Indemnity Payment Program	State and County Offices
8-LP Amend. 10 12-7-00	Marketing Assistance Loans and Loan Deficiency Payments for 1999 and Subsequent Crop Years	State and County Offices

**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. 106	12-7-00	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>
FLP-132	12-8-00	FLP-177
LP-1765	12-8-00	LP-1768

## National Procedure Checklist No. 1826 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <sup>1/</sup>	Remarks
CCC	740	12-08-00	Livestock Assistance Program (LAP) Application	CC0740.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/3 Head to head	Y	Counties	1-DAP	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	1024	09-05-00	Farmers Stock Peanut Activity Report	CCC1024.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	PEANUT ASSN	20-AS, 6-PN	N/A	This form was revised and is available electronically. Destroy old stock. A distribution has been made to the Peanut Associations by TPD. This form should be printed on legal-sized paper.
CCC	1025	09-05-00	Certification of Export of Contract Additional Peanuts, Crop Year ____	CCC1025.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	PEANUT ASSN	6-PN, 1-PN, 2-PN, 7-PN	N/A	This form was revised and is available electronically. Destroy old stock. A distribution has been made to the Peanut Associations by TPD.
CCC	1057	09-05-00	Application for Approval of Facilities for Peanut Shelling, Cold Storage, Crushing or Other Services	CCC1057.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	PEANUT ASSN	3-PN, 6-PN, 7-PN	N/A	This form was revised and is available electronically. Destroy old stock. A distribution has been made to the Peanut Associations by TPD.

**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.

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

**National Procedure Checklist No. 1826 (Continued)**

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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
CCC	2651	12-06-00	Request for Special Apple Loan Program Assistance	CCC2651.PDF	nofile.htm		RPL/PDF	MP/2 Head to Head	Y	State and County Offices	6-FLP and FSA PN No. 106	N/A	This form is new and available electronically. Referenced in FSA PN Issue No. 106
FMHA	455-1	02-87	Request for Legal Action	0455-01.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/4 Head to Head	N	FSA, RD	FMI 4-15-87, 1962-A. Referenced in FSA PN Issue No. 104.	Position 1	This form is available in PDF nonfillable format. Destroy office/Whse. stock. No revision was made to the content of the form dated 02-87. Referenced in FSA PN Issue No. 104.
FMHA	455-2	12-29-78	Evidence of Conversion	0455-02.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	FSA, RD	FMI 2-7-79, 1962-A. FSA PN Issue No. 104.	Position 2	This form is available in PDF nonfillable format. Destroy office/Whse stock. No revision was made to the content of the form dated 12-29-78. Referenced in FSA PN Issue No. 104.
FMHA	455-4	09-85	Agreement for Voluntary Liquidation of Chattel Security	0455-04.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	FSA, RD	FSA PN Issue No. 104.	Position 1	This form is available in PDF nonfillable format. Destroy office/Whse. stock. No revision was made to the content of the form dated 09-85. Referenced in FSA PN Issue No. 104.

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**National Procedure Checklist No. 1826 (Continued)**

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Prefix	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <sup>1/</sup>	Remarks
FSA	8	12-08-00	Request for Desktop Publishing and Graphic Design Services	nofile.htm	nofile.htm	fsa0008.doc	RPL/DOC	Sheet	N	All offices except counties	3-AS	N/A	Form revised. Destroy old stock dated 5-24-99. Microsoft Word fillable form uploaded to BBS-Forms Library 12-11-00.
KC	387	03-13-98	Budget Schedules 1-9	nofile.htm	KC0387.WPD	nofile.htm	RPL/WP	MP/10 single sheet	N	All KC Offices	N/A	N/A	Revised to update organizational titles; edition date not changed. File uploaded to the BBS-Forms Library 12-12-00.
MQ	5 (2001) Burley	12-11-00	Burley Tobacco Marketing Quota Referendum Ballot	nofile.htm	nofile.htm	nofile.htm	Burley Tobacco State Offices	Sheet, Pad/50	N	Counties	1-PA, Notice TB-892	N/A	This form was revised. Destroy old stock. A distribution has been made to the Burley Tobacco States. Tentative delivery date is 01-12-01.
MQ	5 (2001) MD	12-11-00	Maryland Tobacco Marketing Quota Referendum Ballot	nofile.htm	nofile.htm	nofile.htm	Maryland, Pennsylvania, Virginia States Offices	Sheet, Pad/50	N	Counties	1-PA, Notice TB-892	N/A	This form was revised. Destroy old stock. A distribution has been made to MD, PA, VA State Offices. Tentative delivery date is 01-12-01.

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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
MQ	5 (2001) Va. Sun	12-11-00	Virginia Sun-Cured Tobacco Marketing Quota Referendum Ballot	nofile.htm	nofile.htm	nofile.htm	Virginia State Office	Sheet, Pad/50	N	Counties	1-PA, Notice TB-892	N/A	This form was revised. Destroy old stock. A distribution has been made to the Virginia State Office. Tentative delivery date is 01-12-01.

**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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