

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1827

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
AO-1238 12-19-00	Pork Referendum - Procedures for Counting Ballots Previously Declared Invalid	State and County Offices, Except PR, AK, NH, NJ, NM, OR, VT, WV
AO-1239 12-20-00	Pork Referendum - Procedures for Counting Ballots Previously Declared Invalid	State and County Offices, Except PR, AK, NH, NJ, NM, VT, WV
CN-921 12-19-00	Cotton PC Modifications Included in Release "Cotton-13"	Cotton State and County Offices
DAP-87 12-14-00	Crop Disaster Program Training	State Offices
DAP-88 12-19-00	Crop Disaster Program Training Travel Information	State Offices
ECP-29 12-14-00	Emergency Conservation Program (ECP) Clarification	State and County Offices

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National Procedure Checklist No. 1827 (Continued)

**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
FLP-180 12-14-00	Delegating Loan Approval and Servicing Authorities to FSA Employees	State and County Offices
LD-498 12-19-00	Dairy Market Loss Assistance (DMLA-III) Program Supplemental Payment	State and County Offices
PL-98 12-19-00	Payment Limitation for the 2000 Crop Disaster Program (CDP) and the Florida Nursery Program (FLN)	State and County Offices
PM-2226 12-15-00	Pay Periods 25 and 26 Annual Leave Accruals	FFAS Offices
PM-2227 12-15-00	Preparing Pay Period 27 T&A's	FFAS Offices
PN-644 12-14-00	2001 Peanut Poundage Quotas	Peanut State and County Offices
PS-377 12-19-00	APSS Software for Processing "Batch" DMLA-III Payments for All DMLA-II Recipients	State and County Offices
SIP-32 12-15-00	Obligating Remaining SIP Funds	State and County Offices, State Foresters, and Service Foresters
TB-988 12-14-00	Tobacco Loss Assistance Program 2000 (TLAP00) Payment Options Locked Out	Tobacco State and County Offices
TB-989 12-15-00	Continuation of Tobacco-Related Records Retention	Tobacco State and County Offices
TB-990 12-19-00	2001 Flue-Cured Tobacco Allotment, Quota, Farm Yield, and Reserve Acreage, and Referendum	Flue-Cured Tobacco State and County Offices and KCAO

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National Procedure Checklist No. 1827 (Continued)

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

Short Reference and Effective Date	Title	For
1-COR (Rev. 3) Amend. 14 12-13-00	County Operations Review Program	State and County Offices and COR's
2-CP (Rev. 15) Amend. 23 12-21-00	Acreage Compliance Determinations	State and County Offices
3-PN (Rev. 5) Amend. 2 12-11-00	Warehouse Handbook for Farmers Stock Peanuts	TPD and Peanut Associations

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
AO-1238	12-20-00	AO-1239
FLP-131	12-14-00	FLP-180

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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 ^{1/}	Remarks
CCC	232-A	12-11-00	Confirmation of Deposit	CCC0232A.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	KC	43-FI, 36-FI, 20-FI, 21-CN	N/A	This form was revised and is available electronically. Destroy office/warehouse stock.
CCC	709	08-09-96	Direct Loan Deficiency Payment Agreement	CCC0709.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	Counties	6-LP, 12-AO, 7-CP, 2-LP (RICE), 8-LP	LP15-1	This form was reissued, but not revised. It is available electronically. The Public Burden and Non-Discriminatory Statements were updated. Destroy all previous stock.
CCC	846	08-25-00	Application for Approval of Cooperative Marketing Association for Loan and Loan Deficiency Payments (LDP)	CCC0846.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	COOP	Notice CMA-22	N/A	This form was reissued, but not revised. It is available electronically. The Public Burden and Non-Discriminatory Statements were updated. Destroy all previous stock.
CCC	846-1	08-25-00	Loan and Loan Deficiency Payment (LDP) Recertification for Approved Cooperative Marketing Associations (CMAs)	CCC08461.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	COOP	2-AS, 1-CMA	N/A	This form was reissued, but not revised. It is available electronically. The Public Burden and Non-Discriminatory Statements were updated. Destroy all previous stock.

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.

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
CCC	912	10-01-96	Agreement of Authorized Loan Servicing Agent	CCC0912.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/6 Head to Head	Y	LSA	7-CN, 21-CN, 22-CN	N/A	This form was reissued, but not revised. It is available electronically. The Public Burden and Non-Discriminatory Statements were updated. Destroy all previous stock.
CCC	1029	12-13-00	Application and Examination Report (Peanut Warehouses)	nofile.htm	nofile.htm	nofile.htm	Peanut Associations	MP/8 Pad Single Sheet	N	Peanut Associations	3-PN, 6-PN, 7-PN	N/A	This form was revised. Destroy old stock. A distribution has been made to the Peanut Associations. Tentative delivery date is 1-5-01.
CCC	1032	12-13-00	Farmers Stock Peanuts - Subsequent Examination Report	nofile.htm	nofile.htm	nofile.htm	Peanut Associations	MP/8 Pad Single Sheet	N	Peanut Associations	3-PN, 6-PN, 7-PN	N/A	This form was revised. Destroy old stock. A distribution has been made to the Peanut Associations. Tentative delivery date is 1-5-01.
FFAS	367	12-13-00	2001 Leave Record	FFAS0367.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	All offices	115-FI, 6-PM, 22-PM	N/A	This form was revised and is available electronically. Destroy old stock.
FSA	13-D	01-01-01	Field Office Data Security Access Authorization Form	nofile.htm	nofile.htm	fsa0013d.doc	RPL/DOC	MP/3 Head to Head	N	States, Counties	N/A	TBD	Revised form; destroy old stock dated 3-14-00. Microsoft Word fillable form uploaded to BBS-Forms Library 12-15-00.

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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 ^{1/}	Remarks
FSA	2661	12-06-00	Request for Emergency Loan for Seed Producers Program Assistance	FSA2661.PDF	nofile.htm	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 No. 106
Letterhead	10	12-00	Commodity Credit Corporation (CCC) Letterhead w/WDC Return Address	nofile.htm	nofile.htm	ccc-wdc.doc	RPL/DOC	Sheet	N	FSA-WDC			Microsoft Word format uploaded to BBS-Forms Library 12-15-00; (REMOVE any older files: CCCWDC.LTR, CCCLTRHD.WPD, CCCLTRHD.PDF)
Letterhead	11	12-00	Foreign Agricultural Service (FAS) Letterhead	nofile.htm	nofile.htm	fasltr.doc	RPL/DOC	Sheet	N	FAS			Microsoft Word format uploaded to BBS-Forms Library 12-15-00; (REMOVE any older files: FASFLDLT.WPD, FASFLDLT.PDF)
Letterhead	12	12-00	Farm Service Agency (FSA) Headquarters Letterhead w/WDC Return Address	nofile.htm	nofile.htm	fsahqltr.doc	RPL/DOC	Sheet	N	FSA-HQ			Microsoft Word format uploaded to BBS-Forms Library 12-15-00; (REMOVE any older files: FSAHQLTR.WPD, FSAHQLTR.PDF)
Letterhead	13	12-00	Farm Service Agency (FSA) Field (Generic) Letterhead	nofile.htm	nofile.htm	fsafldlt.doc	RPL/DOC	Sheet	N	States, Counties			Microsoft Word format uploaded to BBS-Forms Library 12-15-00; (REMOVE any older files: FSAFDLTR.WPD, FSAFDLTR.PDF)

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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 ^{1/}	Remarks
Letterhead	14	12-00	Federal Crop Insurance (FCIC) Letterhead w/WDC Return Address	nofile.htm	nofile.htm	rma-fcic.doc	RPL/DOC	Sheet	N	RMA-WDC			Microsoft Word format uploaded to BBS-Forms Library 12-15-00; (REMOVE older file: RMAFCILT.WPD)
Letterhead	15	12-00	Risk Management Agency (RMA) Regional and Compliance Office Letterhead	nofile.htm	nofile.htm	rmafildt.doc	RPL/DOC	Sheet	N	RMA Regional/Compliance Offices			Microsoft Word format uploaded to BBS-Forms Library 12-15-00; (REMOVE older file: RMAFLDLT.WPD)
Letterhead	16	12-00	Risk Management Agency (RMA) Letterhead w/Kansas City Return Address	nofile.htm	nofile.htm	rmakcltr.doc	RPL/DOC	Sheet	N	RMA-KC			Microsoft Word format uploaded to BBS-Forms Library 12-15-00; (REMOVE older file: RMAKCLTR.WPD)
Letterhead	17	12-00	Risk Management Agency (RMA) Headquarters Letterhead w/WDC Return Address	nofile.htm	nofile.htm	rmahqltr.doc	RPL/DOC	Sheet	N	RMA-WDC			Microsoft Word format uploaded to BBS-Forms Library 12-15-00; (REMOVE older file: RMAHQLTR.WPD)
Letterhead	18	12-00	Instructions to Word Users - Letter/Memohead Files	nofile.htm	nofile.htm	helpinst.doc	RPL/DOC	MP/2 Head to Head	N	All offices			New letter/memohead instruction file for Microsoft Word users; uploaded to BBS-Forms Library 12-15-00.

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MQ	5 (2001) CF-41	12-20-00	Cigar-Filler (Type 41) Tobacco Marketing Quota Referendum Ballot	nofile.htm	nofile.htm	nofile.htm	Connecticut, Massachusetts, Ohio, Pennsylvania	Pad/50	N	Counties	1-PA, Notice TB-892	N/A	This form was revised. Destroy old stock. A distribution was made to CT, MA, OH, PA. Tentative delivery date is 01-20-01.
MQ	5 (2001) CB-51 and 52	12-20-00	Cigar-Binder Tobacco (Type 51 and 52) Marketing Quota Referendum Ballot	nofile.htm	nofile.htm	nofile.htm	Connecticut, Massachusetts, Ohio	Pad/50	N	Counties	1-PA, Notice TB-892	N/A	This form was revised. Destroy old stock. A distribution was made to CT, MA, OH. Tentative delivery date is 01-20-01.

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National Procedure Checklist No. 1827 (Continued)

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

Due Date	Title	Directive Requiring Report
1-2-01	State Compliance Plan of Operation (PA-131R)	2-CP
1-2-01	County Office Work Measurement Report - 1 st Quarter (Work Measurement Counties)	12-AO
1-8-01	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
1-8-01	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
1-8-01	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
1-8-01	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
1-8-01	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
1-8-01	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
1-8-01	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
1-8-01	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
1-8-01	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
1-8-01	Interim EQIP Progress Report (CEP-60R)	1-CONSV
1-8-01	Progress Report for EQIP (ACP-305) (CEP-60R)	1-CONSV
1-8-01	TAP Progress Report (AP-305) (CEP-62R)	1-CONSV
1-8-01	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
1-8-01	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
1-8-01	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
1-10-01	Crop Compliance Data Report (PA-118R)	2-CP
1-16-01	Report on Creditor Agency Set-off Request (FM-592R)	58-FI
1-16-01	Contracts for Advisory and Assistance Service (MS-585R)	27-AS
1-16-01	RCWP Status Report (CEP-28R)	1-RCWP
1-23-01	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN
