

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1830

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
CM-414 1-9-01	County Office Review Program Findings for Reconstitutions	State and County Offices
CONOP-11 1-9-01	Environmental Quality Incentives Program (EQIP) Contract Modifications Funding Procedure	State and County Offices
DAP-90 1-3-01	2000 Crop Disaster Program (CDP) Crop Table	State and County Offices
IRM-316 1-9-01	Maintenance Support for IBM AS/400 Processors	State and County Offices
PF-152 1-10-01	Uploading 2000 Oilseeds Program Applications	State and County Offices
PM-2228 1-4-01	2001 Interest Rates for Civilian and Military Service Credit Deposits	FFAS Employees
PM-2229 1-9-01	Disability Employment Program Manager (DEPM)	FFAS Employees
TB-991 1-9-01	Eligible Losses for Disaster Lease and Transfer	Burley Tobacco State and County Offices

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Permanent Directives

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

Short Reference and Effective Date	Title	For
1-FLP Amend. 4 1-4-01	General Program Administration	State and County Offices

Procedure Notices

Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
PN Issue No. 108	1-9-01	State and County Offices

Obsolete Directives

None

Prefex	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
AD	1143	Undated	Foundation Financial Information System (FFIS) and FFIS Data Warehouse User Registration/ Change Request	nofile.htm	nofile.htm	ad1143.doc	RPL/DOC	MP/3 Head to head	N	NFC, FSA, RMA	N/A	N/A	New; Microsoft fillable form uploaded to BBS Forms Library 1-8-01.
CCC	466	12-18-00	Crop Disaster Program District Director Review Worksheet	CCC0466.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	District Directors	2-DAP, 3-DAP	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	467	12-18-00	Crop Disaster Program Second Party Review Worksheet	CCC0467.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	N	County Offices	2-DAP, 3-DAP	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	557	12-18-00	2000 Crop Disaster Program Application	CCC0557.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	State and County Offices	3-DAP	N/A	This form is new and available electronically.
CCC	557A	12-18-00	2000 Crop Disaster Program Payment Calculation Worksheet (Yield Based Crops)	CCC557A.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	State and County Offices	3-DAP	N/A	This form is new and available electronically.

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.

Prefex	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	557B	12-18-00	2000 Crop Disaster Program Payment Calculation Worksheet (Value Loss Crops)	CCC557B.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	N	State and County Offices	3-DAP	N/A	This form is new and available electronically.
CCC	557M	12-28-00	2000 Crop Disaster Program For Multiple Crop - SAME Acreage Certification	CCC557M.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	N	State and County Offices	3-DAP	N/A	This form is new and available electronically.
CCC	558	12-21-00	Florida Nursery Program Application	CCC0558.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	County Offices	3-DAP	N/A	This form is new and available electronically.
CCC	561	12-18-00	Crop Insurance Agreement	CCC0561.PDF	nofile.htm	nofile.htm	RPL/PDF	Single Sheet	N	State and County Offices	3-DAP	N/A	This form is new and available electronically.
CCC	562	12-18-00	Disaster Assistance Gross Revenue Certification Statement	CCC0562.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Print Head to Head	N	State and County Offices	3-DAP	N/A	This form is new and available electronically.
CCC	760	12-20-00	Worksheet for Tobacco Disaster Payment Determinations By Farm	CCC0760.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	N	Counties Offices	1-DAP, 2-DAP, 3-DAP	N/A	This form was revised and is available electronically. Destroy old stock.

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Prefex	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Filleable	Used By	WDC Directives	File Code 1/	Remarks
FCIC	514	09-84	Request for Approval of Outside Employment or Activity	nofile.htm	nofile.htm	nofile.htm	N/A	Pad/100	N	N/A	N/A	N/A	Obsolete; destroy old paper stocks dated 9-84. Form replaced by FSA-322, 1-5-94, Request for Outside Employment or Activity.
FCIC	555	03-91	Final Salary Payment Release	nofile.htm	nofile.htm	nofile.htm	N/A	Pad/100	N	N/A	N/A	N/A	Obsolete; destroy any paper stocks dated 3-91. Form replaced by KC-256, 7-11-95, Final Salary Payment and Clearance Report.
FSA	13-D	01-04-01	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 1-1-01. Microsoft Word fillable form uploaded to BBS Forms Library 1-4-01.
CCC	2652	12-28-00	Special Apple Loan Program Promissory Note and Security Agreement	CCC2652.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	State and County Offices	FMI dated 12-27-00. 6-FLP, FSA PN Issue No. 107.	N/A	This form was revised and is available electronically. Destroy the form dated 12-27-00. This FMI replaces the version uploaded 12-27-00. Referenced in FSA PN Issue No. 107.

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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	2662	12-28-00	Emergency Loans for Seed Producers Promissory Note and Security Agreement	FSA2662.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	State and County Offices	FMI dated 12-27-00. 6-FLP, FSA PN Issue No. 107.	N/A	This form was revised and is available electronically. Destroy the form dated 12-27-00. This FMI replaces the version uploaded 12-27-00. Referenced in FSA PN Issue No. 107.
FSA	2663	12-27-00	Subordination Agreement in Favor of the Government Emergency Loans for Seed Producers	FSA2663.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	State and County Offices	FMI dated 12-27-00. 6-FLP, FSA PN Issue No. 107.	N/A	This form and FMI are new and available electronically. Referenced in FSA PN Issue No. 107.
FSA	2664	12-27-00	Emergency Loans for Seed Producers Program Notice of Claim Assignment	FSA2664.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	N	State and County Offices	FMI dated 12-27-00. 6-FLP, FSA PN Issue No. 107.	N/A	This form and FMI are new and available electronically. Referenced in FSA PN Issue No. 107.
KC	35	11-06-00	Numerical Control Sheet (Nos. 1-10,000)	nofile.htm	nofile.htm	kc0035.doc	RPL/DOC	MP/15 Single sheet	N	PD-EDB, PD-EB	N/A	N/A	Revised form; destroy old stocks dated 4-23-93. Microsoft Word file uploaded to BBS Forms Library 1-3-01.

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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 1/	Remarks
KC	Unnumbered 0001	03-96	Blanket Purchase Arrangement (BPA) Log	nofile.htm	nofile.htm	nofile.htm	RPL/WP	Sheet	N	ASD and All Offices	N/A	N/A	Obsolete; automated via AD-700/Invoice Tracking System. Delete all files/hardcopies (BPALOG.FRM).
KC	Unnumbered 0002	Undated	Shipping Requirements	nofile.htm	nofile.htm	nofile.htm	RPL/WP	Sheet	N	KCCO-D&DOD	N/A	N/A	Obsolete; destroy old files (EXPSHIP.SCH). No longer used due to delivery-based contacts.
KC	Unnumbered 0003	01-04-01	Pickup/Delivery Action - Federal Records Center (From Individual to FRC)	nofile.htm	nofile.htm	frcpick.doc	RPL/DOC	Sheet	N	KC Offices	N/A	N/A	Revised form; destroy old file (FRCPICK.WPD) dated 5-96. Microsoft Word fillable form uploaded to BBS Forms Library 1-5-01.
KC	Unnumbered 0004	01-04-01	Records Receipt Log (From FRC to Individual)	nofile.htm	nofile.htm	FRCDELIV.doc	RPL/DOC	Sheet	N	KC Offices	N/A	N/A	Revised form; destroy old stocks/files (FRCDELIV.WPD) dated either 8-19-96 or 2-26-98. Microsoft Word fillable format uploaded to BBS Forms Library 1-8-01.
KC	Unnumbered 0005	01-04-01	Request for Records Transfer to Interim Storage	nofile.htm	nofile.htm	interim.doc	RPL/DOC	Sheet	N	KC Offices	N/A	N/A	Revised form; destroy old stocks/files (INTERIM.WPD) dated 8-19-96. Microsoft Word fillable format uploaded to BBS Forms Library 1-8-01.

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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 ^{1/}	Remarks
KC	Unnumbered 0009	Undated	KCCO Official Public Release Letterhead	nofile.htm	nofile.htm	nofile.htm	RPL/WP	Sheet	N	KCCO-BCD	N/A	N/A	Electronic file no longer necessary; division prepares their own correspondence after an award. Destroy old files (PUBREL.LTR).
KC	Unnumbered 0020	01-04-01	Record of Telephone Call	nofile.htm	nofile.htm	phonerec.doc	RPL/DOC	Sheet	N	All KC-FSA Offices	N/A	N/A	Form now available in Microsoft Word fillable format; uploaded to BBS Forms Library 1-4-01. Destroy old WordPerfect files (PHONE.REC).
KC	Unnumbered 0021		FSA State and County Name and Address Listing	nofile.htm	nofile.htm	nofile.htm	N/A	Sheets	N	KC offices	N/A	N/A	No longer used; addresses generated via various automated systems for labels or other purposes. Destroy any files (ST&CNTN.SEC).

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