

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1837**

---

**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](http://www.fsa.usda.gov/dam/forms/notices.asp).

---

**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>
BU-597 3-13-01	April 2001 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CMA-59 2-28-01	2001 National Cooperative Marketing Association/Loan Servicing Agent (CMA/LSA) Training Meeting	CMA's, LSA's, and State and County Offices, Except AK, HI, and PR
CONSV-75 3-12-01	Conservation Reporting and Evaluation System (CRES) Software for the 2001 Pasture Recovery Program (PRP)	State and County Offices
COR-94 2-28-01	New Laptops and SCORP Software	State Offices
DAP-94 3-7-01	Processing Additional Payments for 1999 California Citrus Crops	California State and County Offices
DAP-95 3-8-01	Transition of Funding Authority for American Indian Livestock Feed Program (AILFP)	State and County Offices
DF-331 3-12-01	Administering the 2001 Pasture Recovery Program (PRP)	State and County Offices
EQ-107 2-28-01	Mandatory Flood Insurance and Floodplain Development Permits	State and County Offices

---

Continued on the next page

**National Procedure Checklist No. 1837 (Continued)**

**Temporary Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
FI-2475 3-1-01	March 2001 CCC and Farm Storage Facility Loan (FSFL) Program Interest Rates	State and County Offices
LD-502 3-2-01	Special Instructions for Dairy Market Loss Assistance (DMLA-III) Program Current Signup	State and County Offices
LD-503 3-5-01	Authorization to Issue Year 2 Lamb Meat Adjustment Assistance Program (LMAAP) Payments	State and County Offices
LD-504 3-6-01	Signup for the Wool and Mohair Market Loss Assistance Program (WAMLAP II)	State and County Offices
LP-1771 3-6-01	Apple Market Loss Assistance Payment (AMLAP) Program	State and County Offices
LP-1772 3-7-01	Payment for Grazed 2001 Wheat, Barley, or Oats (GRAZE-OUT)	State and County Offices
LP-1773 3-6-01	Apple Market Loss Assistance Payment (AMLAP) Program	State and County Offices
PM-2237 3-8-01	Announcing the First Annual Swanee Hunt Awards	FAS Employees
PS-385 3-6-01	Processing 2000 Crop Nonrecourse Honey Loans and LDP's Using Software Provided in County Release No. 454	State and County Offices
SIP-33 2-26-01	Obligating Remaining SIP-ICE Funds	ME, NH, NY, and VT State and County Offices, State Foresters, and Service Foresters
TB-994 3-5-01	2001 Other Tobacco Quotas, Allotments, Factors, and Referendum	Other Kinds of Tobacco State and County Offices and KCAO
TB-995 3-12-01	Legislative Changes in Other Kinds of Tobacco Program	Other Kinds of Tobacco State and County Offices

Continued on the next page

**National Procedure Checklist No. 1837 (Continued)**

---

**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>
29-AS Amend. 9 3-2-01	Acquisition, Real Property, Personal Property, Meeting Planning, and Metropolitan Transit Promotion Program	FFAS National Offices
1-COR (Rev. 3) Amend. 15 3-6-01	County Operations Review Program	State and County Offices and COR's
1-FLP Amend. 6 3-2-01	General Program Administration	State and County Offices
2-FLP Amend. 7 2-28-01	Guaranteed Loan Making and Servicing	State and County Offices
1-FSFL Amend. 8 3-9-01	Farm Storage Facility Loan Program	State and County Offices
19-PM (Rev. 6) Amend. 7 2-27-01	Equal Employment Opportunity Program	All Offices
28-PM (Rev. 1) Amend. 1 2-26-01	County Office Personnel Operations	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. 111	3-2-01	State and County Offices

Continued on the next page

**National Procedure Checklist No. 1837 (Continued)**

**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>
AS-2022	3-1-01	Disposal Date
BU-595	3-1-01	Disposal Date
CN-913	3-1-01	Disposal Date
CONSV-72	3-1-01	Disposal Date
CP-528	3-1-01	Disposal Date
CRP-374	3-1-01	Disposal Date
CRP-378	3-1-01	Disposal Date
CRP-379	3-1-01	Disposal Date
DAP-84	3-8-01	DAP-95
DAP-89	3-1-01	Disposal Date
FI-2446	3-1-01	Disposal Date
FI-2448	3-1-01	Disposal Date
FI-2466	3-1-01	Disposal Date
FLP-116	3-1-01	Disposal Date
FLP-117	3-1-01	Disposal Date
FLP-180	3-2-01	1-FLP Amend. 6
2-FLP Lender	2-28-01	2-FLP Amend. 7
LP-1771	3-6-01	LP-1773
PF-149	3-1-01	Disposal Date
PF-151	3-1-01	Disposal Date
PM-2206	3-1-01	Disposal Date
PM-2212	3-1-01	Disposal Date
PM-2222	3-1-01	Disposal Date
28-PM	2-26-01	28-PM (Rev. 1) Amend. 1
PS-362	3-1-01	Disposal Date
PS-368	3-1-01	Disposal Date
RD Instruction 1901-A	3-2-01	1-FLP Amend. 6
TB-977	3-1-01	Disposal Date
TB-978	3-1-01	Disposal Date
TB-979	3-1-01	Disposal Date
TB-981	3-1-01	Disposal Date

Continued on the next page

**National Procedure Checklist No. 1837 (Continued)**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	891	03-07-01	Apple Market Loss Assistance Payment (AMLAP) Program Application	eCCC0891.FML	Electronic Form	Sheet	County Offices	Notice LP-1773	N/A	This form is new and available in OmniForm format.
CCC	1155	03-08-01	Wool and Mohair Market Loss Assistance Program Payment Application	eCCC1155.FML	Electronic Form	MP/2 Head to Head	County Offices	Notice LD-504	N/A	This form was revised and is available in the OmniForm format. Destroy old stock.
CCC	633 GRAZING	03-08-01	Grazing Payment Program Application	eCCC0633-0000-GR.FML	Electronic Form	MP/2 Head to Head	State and County Offices	Notice LP-1772	N/A	This form is new and available in OmniForm format.
FFAS	16	01-17-01	Employee Request for OPF Records	eFFAS0016.FML	Electronic Form	Sheet	County Offices	28-PM	N/A	This form is new and available in OmniForm format.
FSA	13-D	03-01-01	Field Office Data Security Access Authorization Form	FSA0013d.DOC	RPL/DOC	MP/3 Head to Head	State and County Offices		TBD	Revised form; destroy edition dated 1-10-01.
FSA	990	11-20-00	CCC CORE Document Form	FSAa0990.DOC	RPL/DOC	Sheet	KCFO, WDC-FMD, WDC-BUD			New form; replaces KC-181, 6-1-83, CCC-FMS Journal Voucher.
FSA	991	11-20-00	Federal Financial System - CORE Voucher Control Log	FSA0991.DOC	RPL/DOC	Sheet	KCFO, WDC-FMD, WDC-BUD			New form; replaces KC-259, 4-27-87, Financial Management System Journal Voucher Control Log.
FSA	1940-3	03-10-99	Request for Obligation of Funds Guaranteed Loans	eFSA1940-0003.FML FSA1940-03.PDF	Electronic Form	Sheet	FSA	2-FLP and FSA PN No. 58	N/A	This form is available in OmniForm format. No revision to the content of the form was made.
FSA	1940-18	03-31-99	Promissory Note for Softwood Timber Loans	eFSA1940-0018.FML FSA1940-18.PDF	Electronic Form	MP/3 Head to Foot	FSA	FMI 06-14-99. Referenced in FSA Transferred Instruction 1951-S, and FSA PN No. 67.	Position 2	This form is available in OmniForm format. No revision to the content of the form was made.

**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.

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

National Procedure Checklist No. 1837 (Continued)

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
FSA	1980-3	02-12-01	Annual File Review Checklist for SEL and CLP Lenders	eFSA1980-0003.FML	Electronic Form	MP/3 Head to Head	FSA	2-FLP	N/A	This form was revised and is available in the OmniForm format. Destroy old stock.
FSA	1980-4	02-12-01	Annual File Review Checklist for PLP Lenders	eFSA1980-0004.FML	Electronic Form	MP/2 Head to Head	FSA	2-FLP	N/A	This form was revised and is available in the OmniForm format. Destroy old stock.
FSA	1980-86	03-06-01	Notification of Transfer and Assumption of a Guaranteed Loan - Transaction Code 4037	eFSA1980-0086.FML	Electronic Form	MP/2 Head to Head	County Offices	2-FLP	N/A	This form is new and is available in Omniform format.
KC	181	06-01-83	CCC-FMS Journal Voucher - 8 1/2" x 11" only	nofile.htm		NCR Pad/100	SCFOD-DCB, DMD, FOD-DCAB, FMD-WDC			Obsolete form; destroy all stocks/files. Replaced by FSA-990, 11-20-00, CCC Core Document Form.
KC	259	04-27-87	Financial Management System Journal Voucher Control Log	nofile.htm		Sheet	DMD-DCAB, SCFOD-SCPOB, FAD, FOD, FMD-WDC, EDS Corp.			Obsolete form; destroy old stocks/files. Replaced by FSA0991, 11-20-00, Federal Financial System - Core Voucher Control Log.
KC	1485-A	02-6-01	Request for Training	KC1485-A.DOC	RPL/DOC	Sheet	KC/St. Louis FSA Offices		N/A	Data fill fields with numbers were changed to "regular text" type because if number is preceded by zero(s), Word drops the zeros. Edition date remains the same.
MISC	FEMA 81-93	10-98	Standard Flood Hazard Determination	FEMA8193.PDF	Electronic Form	MP/3 Head to Head	County Offices and Lending Institutions	Notice EQ-107	N/A	This form is available in PDF format.

**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.

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

**National Procedure Checklist No. 1837 (Continued)**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
MISC	MP22	03-97	Preventing Workplace Violence - Guidance and Resources	nofile.htm		Each				Per instructions from Public Affairs Staff, publication removed from KC warehouse stock (outdated Glickman signature).
MISC	RI-76-12	05-00	Information for Civil Service Retirees About the Federal Employees Group Life Insurance Program	nofile.htm		MP/39 Booklet	All except Counties			Revised publication; previous editions not usable. PDF file available for downloading from www.opm.gov website (FEGLI publications).
MISC	RI-76-21	04-99	Description and Certification of Enrollment in the FEGLI Program Booklet	nofile.htm		MP/26 Booklet	All except Counties			Revised publication; previous editions not usable. PDF file available for downloading from www.opm.gov website (FEGLI publications).
MQ	8	03-13-01	State Summary of Marketing Quota Ballots	eMQ0008.FML	Electronic Form	Sheet	State Offices	1-PA 9-TB, 1-TB, 10-TB (SCOAP)		This form was revised and is available in OmniForm format. Destroy old stock.
MQ	79-2A	07-24-98	Tobacco Dealers Application and Agreement	MQ079-2A.PDF	Electronic Form	MP/4 Head to Head	Tobacco State and County Offices	12-TB, 13-TB, 9-TB(SCOAP), 10-TB(SCOAP)	PA6-14	This form was reissued in PDF non-fillable format. There were no changes made to the content of the form.
MQ	102	06-15-98	Report of Indicated Violations	eMQ0102.FML	Electronic Form	Sheet	State and County Offices	20-AS, 12-AO, 25-AS, 1-TB(SCOAP), 10-TB(SCOAP), 1-PN, 2-PN	PA7-8	This form is available in OmniForm format. There were no changes made to the content of the form.

**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.

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

National Procedure Checklist No. 1837 (Continued)

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
RD	1927-1 OK	06-99	Real Estate Mortgage for Oklahoma	nofile.htm	Oklahoma	MP/4 Head to Foot	Oklahoma State Office	RD Instruction 1927-B	Position 5	This form was reprinted. A distribution has been made. Tentative delivery date is 3-23-01.
RD	1927-1 SC	11-00	Real Estate Mortgage for South Carolina	nofile.htm	South Carolina	MP/4 Head to Foot	South Carolina State Office	N/A	Position 5	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date was 1-10-01. A FSA PN Notice is forthcoming.
RD	SC465-12	11-00	Quitclaim Deed	nofile.htm	South Carolina	MP/3 Head to Foot	South Carolina State Office	N/A	Position 5	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date was 1-10-01. A FSA PN Notice is forthcoming.
SF	182 (Sheet)	12-79	Request, Authorization, Agreement and Certification of Training	SF182FSA.WPD	Electronic Form	Sheet	FSA Headquarters only	18-AO, 27-AS, 3-PM, 6-PM, 90- FI	TBD	This form was reissued in WordPerfect format for FSA HQ to update Item 24, 8-Digit station symbol from 12-40-0001 to 12-06-0000.
SF	2817	06-00	Life Insurance Election	nofile.htm	GSA	Set/3	State and County Offices	22-PM, 28-PM, 115-FI, OPM Benefits #01- 206, 2-21-01		Revised publication; use up old stock dated 4-99. .PDF file available for downloading from <a href="http://www.opm.gov/insure/life">www.opm.gov/insure/life</a>

**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.

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