

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1854

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

Short Reference and Effective Date	Title	For
AO-1248 7-20-01	Tentative 2001 County Office Work Measurement and Workload Training	State and County Offices
AS-2030 7-25-01	Accessibility of All Service Centers	State and County Offices
CMA-63 7-24-01	Startup of 2001 Crop Year Automated CMA Process	State and County Offices, Except AK, HI, and PR, and CMA's and LSA's
DAP-110 7-25-01	Closeout of Flood Compensation Program (FCP) Payments	State and County Offices
DAP-111 7-25-01	Closeout of Livestock Assistance Program (LAP) Payments	State and County Offices
FLP-214 7-17-01	Entering Voluntary Information from FSA-1980-25 and FSA-1980-28 into Management of Agricultural Credit (MAC) and the Guaranteed Loan System (GLS)	State and County Offices

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National Procedure Checklist No. 1854 (Continued)

**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
FLP-215 7-26-01	Additional Guidelines on Uniform Commercial Code (UCC) Revisions	State and County Offices
LD-513 7-25-01	Final Date for WAMLAP-I and WAMLAP-II Program Activity	State and County Offices
LD-514 7-25-01	Final Date for All Dairy Market Loss Assistance (DMLA) Program Activity	State and County Offices
LP-1805 7-20-01	Suspending 2000 Crop Honey Marketing Assistance Loans and Loan Deficiency Payments (LDP's)	State and County Offices
LP-1806 7-25-01	Final Date for 2001 Crop GRAZE-OUT Payments	State and County Offices
LP-1807 7-25-01	Arizona 2000 GRAZE-OUT Corrected County Average Yields for Wheat, Barley, and Oats	State and County Offices
PF-159 7-19-01	Closeout of FY 2000 Market Loss Assistance (MLA) Payments	State and County Offices
PF-160 7-25-01	Closeout of Oilseeds Program (OP) Payments	State and County Offices
PL-103 7-18-01	Updating Subsidiary Files Before 2002 Subsidiary File Rollover	State and County Offices
PS-407 7-24-01	Corrective Action Until Software Is Modified 2000 and 2001 Crop Year Oats Additional Discount for Sample Grade	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-CM (Rev. 2) Amend. 84 7-18-01	Common Management and Operating Provisions	All Offices
7-CN (Rev. 15) Amend. 4 7-15-01	Cotton Loans and Loan Deficiency Payments	KC Offices and Cotton State and County Offices
50-FI (Rev. 5) Amend. 7 7-24-01	Interest Rates	Field Offices, Tobacco, Peanut, and Cotton Associations, and Servicing Agent Banks
1-PN (Rev. 7) Amend. 5 7-9-01	Peanut Poundage Quota Program	Peanut State and County Offices
14-TB (Rev. 1) Amend. 2 7-19-01	Tobacco Receiving Station Marketing Procedures	Burley and Flue-Cured 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. 120	7-20-01	State and County Offices
PN Issue No. 121	7-25-01	State and County Offices

Obsolete Directives None

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code ^{1/}	Remarks
AD	700	04-01-82	Procurement Request	AD0700.DOC AD0700.PDF AD0700.WPD	BSC/WDC, RPL/PDF/ WP/DOC	Set/5, Sheet	All offices except counties	27-AS, 29-AS, 5-IRM, 9-IRM	PROC4	Microsoft Word fillable file corrected to allow more text to be entered in description field.
CCC	1028	08-01-01	Peanut Receiving and Warehouse Contract Identity Preserved Storage	nofile.htm	Peanut Assn.	MP/28	Peanut ASSN	3-PN, 6-PN, 7-PN	N/A	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 8-1-01.
CCC	1028 Attach. 1	08-01-01	Peanut Receiving and Warehouse Contract Identity Preserved Storage - Attachment 1 (printed as part of CCC-1028)	nofile.htm	Peanut Assn.	Sheet	Peanut ASSN	3-PN, 6-PN	N/A	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 8-1-01.
CCC	1028 Attach. 2	08-01-01	Peanut Receiving and Warehouse Contract Identity Preserved Storage - Attachment 2 (printed as part of CCC-1028) (Includes CCC-674, SF-LLL, SF-LLL-A)	nofile.htm	Peanut Assn.	MP/4	Peanut ASSN	3-PN, 6-PN	N/A	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 8-1-01.
CCC	1028 Suppl. 1	08-01-01	Peanut Receiving and Warehouse Contract Identity Preserved Storage - Supplement 1 (printed as part of CCC-1028)	nofile.htm	Peanut Assn.	MP/2	Peanut ASSN	3-PN, 6-PN	N/A	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 8-1-01.
CCC	1028 Suppl. 2	08-01-01	Peanut Receiving and Warehouse Contract Commingled Storage - Supplement 2 (printed as part of CCC-1028)	nofile.htm	Peanut Assn.	MP/3	Peanut ASSN	3-PN, 6-PN	N/A	CCC-1028A was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 8-1-01.
CCC	1028-A	08-01-01	Peanut Receiving and Warehouse Contract (Commingled Storage)	nofile.htm	Peanut Assn.	MP/30	Peanut ASSN	3-PN, 6-PN, 7-PN	N/A	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 8-1-01.

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

National Procedure Checklist No. 1854 (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	1028-A Attach. 1	08-01-01	Peanut Receiving and Warehouse Contract (Commingled Storage) - Attachment 1 (printed as part of CCC-1028-A)	nofile.htm	Peanut Assn.	Sheet	Peanut Assn.	3-PN, 6-PN	N/A	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 8-1-01.
CCC	1028-A Attach. 2	08-01-01	Peanut Receiving and Warehouse Contract (Commingled Storage) - Attachment 2 (printed as part of CCC-1028-A) (Includes CCC-674, SF-LLL, SF-LLL-A)	nofile.htm	Peanut Assn.	MP/4	Peanut Assn.	3-PN, 6-PN	N/A	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 8-1-01.
CCC	1028-A Suppl. 1	08-01-01	Peanut Receiving and Warehouse Contract (Commingled Storage) - Supplement 1 (printed as part of CCC-1028-A)	nofile.htm	Peanut Assn.	MP/2	Peanut Assn.	3-PN, 6-PN	N/A	This form was revised. Destroy old stock. A distribution was made. Tentative delivery date is 8-1-01.
CCC	1028-A Suppl. 2	08-01-01	Peanut Receiving and Warehouse Contract (Commingled Storage) - Supplement 2 (printed as part of CCC-1028-A)	nofile.htm	Peanut Assn.	MP/3	Peanut Assn.	3-PN, 6-PN	N/A	This form was revised. Destroy old stock. A distribution was made. Tentative delivery date is 8-1-01.
CCC	2651	07-09-01	Request for Special Apple Loan Program Assistance	eCCC2651.FML CCC2651.PDF	Electronic Form	MP/2 Head to Head	State and County Offices	6-FLP, FMI 07-10-01, Referenced in FSA PN No. 119, dated 07-10-01.	N/A	The PDF-Audio is now available electronically.
CCC	Cotton G-4	07-13-01	Cotton Reconciliation Agreement	eCCCOTTON-0000-G4.FML	Electronic Form	MP/3 Head to Head	COOP	21-CN, 1-CMA	N/A	This form was revised and is available electronically. Destroy old stock. The PDF-Audio will be forthcoming.
FCIC	586	07-01	RMA Security Access Authorization Form	nofile.htm	RPL/PDF/WP	MP/2 Head to Head	RMA Catalog	Notice PM-2121	N/A	Revised Form.

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FSA	669	05-31-01	OFFICIAL BALLOT for FSA Committee Elections	nofile.htm	KC	Selfmailer	County Offices	15-AO	N/A	This form was revised to improve carbon transfer. Destroy old stock. A distribution has been made to States and KC Whse. Tentative delivery date is 8-01-01.
FSA	990	04-23-01	CCC CORE Document Form	FSA0990.XLS	RPL/XLS	Sheet (3)	KCFO, WDC-FMD, WDC-BUD	N/A	N/A	Form redesigned using Microsoft Excel due to calculations that Word could not accommodate. Destroy any previous editions.
FSA	1956-21	07-16-01	List of Currently Not Collectible (CNC) Debts Eligible to Be Referred to Treasury for Cross-Servicing	eFSA1956-0021.FML	Electronic Form	Sheet	State Offices	Notice FLP-213	N/A	This form is new and available electronically.
FSA	1956-22	07-16-01	Update to TOP and Cross-Servicing Information	eFSA1956-0022.FML	Electronic Form	Sheet	State Offices	Notice FLP-213	N/A	This form is new and available electronically.
FSA	1980-25	07-20-01	Application for Guarantee	eFSA1980-0025.FML 1980-25.PDF	Electronic Form	MP/5 Head to Head	County Offices	Notice FLP-214 FSA PN No.120	Position 3	This form was revised and is available electronically. Destroy old stock and FMI dated 8-6-99.
FSA	1980-28	07-20-01	Preferred Lender Application for Guarantee	eFSA1980-0028.FML 1980-28.PDF	Electronic form	MP/2 Head to Head	County Offices	Notice FLP-214 FSA PN No.120	Position 3	This form was revised and is available electronically. Destroy old stock and FMI dated 4-15-99.
KC	OTQ	09-02-99	Request for TQSA Audit	KC0000TQ.DOC KC0000TQ.WPD	RPL/WP/DOC	Sheet	D&DOD, EOD, WLED	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	8-A	03-23-95	Rejected Shipments	KC0008-A.DOC KC0008-A.WPD	RPL/WP/DOC	Sheet	BCD	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
KC	12	06-16-83	Employee Supplemental Questionnaire for Merit Placement and Promotion	KC0012.DOC KC0012.WPD	RPL/WP/DOC	MP/3 Head to Head	PD-EB, All Employees	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	16	10-26-00	Security Table Access Request	KC0016.DOC KC0016.WPD	RPL/WP/DOC	Sheet	All Divisions	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	23	02-14-94	Time and Attendance Worksheet	KC0023.DOC KC0023.WPD	RPL/WP/DOC	Sheet	T&A Clerks	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	23-B	06-15-96	Designation of Tour of Duty - Variable Week Schedule	KC0023-B.DOC KC0023-B.WPD	RPL/WP/DOC	Sheet	All Employees	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	26	06-15-95	Warehouse Contract Recap	KC0026.DOC KC0026.WPD	RPL/WP/DOC	Sheet	D&DOD-MPWB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	27	07-17-01	Input Data - Bid Analysis	KC0027.DOC	RPL/DOC	Sheet	EOD	N/A	N/A	Form updated and made fillable in Microsoft Word. Destroy previous editions.
KC	33	04-10-78	Tonnage Substitution Statement	KC0033.DOC KC0033.WPD	RPL/WP/DOC	Sheet	EOD-TMB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	50	11-17-80	Lunch Break Record	KC0050.DOC KC0050.WPD	RPL/WP/DOC	Card	All Divisions	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	58-A	03-17-99	Confirmation of Sale Worksheet	KC0058-A.DOC	RPL/DOC	MP/2 Head to Head	BCD-MB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.

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KC	66	05-10-96	Personnel Folder Transmittal	KC0066.DOC KC0066.WPD	RPL/WP/DOC	Sheet	PD-C&OB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	75	07-18-01	Request for Application Forms - For Use by State Job Service Offices	KC0075.DOC	RPL/DOC	Sheet	PD-EB	N/A	N/A	Updated and made fillable in Microsoft Word. Destroy any previous editions.
KC	76	01-28-80	Applicant Ranking Sheet	KC0076.DOC KC0076.WPD	RPL/WP/DOC	Sheet	PD-EB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	76-1	05-07-96	Applicant Ranking Sheet (For positions requiring mandatory KSAs, like Computer Specialists)	KC0076-1.DOC KC0076-1.WPD	RPL/WP/DOC	Sheet	PD-EB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	77	04-09-90	Applicant Rating Sheet	KC0077.DOC KC0077.WPD	RPL/WP/DOC	Sheet	PD-EU	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	81	07-23-01	Request for Freedom of Information and Control	KC0081.DOC	RPL/DOC	Sheet	APD, FAD-AEARB, DMD	N/A	N/A	Updated and made available in Microsoft Word fillable format; destroy previous editions.
KC	87	01-23-95	KSAP Definition Sheet	KC0087.DOC KC0087.WPD	RPL/WP/DOC	Sheet	PD-EB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	88	04-11-80	Employee Record of Downgrade	KC0088.DOC KC0088.WPD	RPL/WP/DOC	Card	PD-EB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	96	06-02-95	Stop Payment Pending Offset	KC0096.DOC KC0096.WPD	RPL/WP/DOC	Sheet	DMD-DCB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
KC	112	07-23-01	Reconsignment Order	KC0112.DOC	RPL/DOC	Sheet	D&DOD, EOD-TMB	N/A	N/A	Updated and made fillable in Microsoft Word; destroy previous editions.
KC	126	09-29-95	Request for Xerox Page Printer Output	KC0126.DOC KC0126.WPD	RPL/WP/DOC	Sheet	IMPD	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	144	02-06-96	Coast and Port Constraints (PBI-171)	KC0144.DOC KC0144.WPD	RPL/WP/DOC	Sheet	EOD	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	151	12-20-94	PCIMS - Commodity Pricing Worksheet	KC0151.DOC KC0151.WPD	RPL/WP/DOC	Sheet	D&DOD-DP&IB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
KC	159	06-04-96	Merit Promotion Case File Checklist	KC0159.DOC KC0159.WPD	RPL/WP/DOC	Sheet	PD-EB	N/A	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.
MISC	TSP-76	07-01	Thrift Savings Plan Financial Hardship In-Service Withdrawal Package	nofile.htm	KC	Set/11	All offices	N/A	N/A	Revised publication; previous editions obsolete.
RD	402-1	07-01	Deposit Agreement	eRD0402-0001.FML RD0402-1.PDF	Electronic Form	MP/2 Head to Foot	FSA, RD	FMI 10-29-97, 442.11, 1941-A, 1945-D	Position 2	The PDF-Audio is now available electronically. The FSA PN and FMI will be forthcoming.
SF	115	03-91	Request For Records Disposition Authority	SF0115.FML	Electronic Form	MP/2 Head to Head	WDC, KC, APFO	2-AS	N/A	This form was reissued in OmniForm format. No revision to the content of the form was made.
SF	1164	11-77	Claim for Reimbursement for Expenditures on Official Business	SF1164.DOC SF1164.PDF	RPL/PDF/ WP/DOC	MP/2 Head to Head	All except Counties	3-PM, 90-FI, 97-FI, FSA SUPPL. TO ATR, FI-2111	N/A	Now available in Microsoft Word fillable format; no changes made to content of form.

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