

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1869

**Field Office
Distribution**

Notices are available on Internet at www.fsa.usda.gov/dam/forms/notices.asp. Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at http://165.221.16.90/dam/handbooks/eds_index.htm for EDS locations 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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Notices are available on Internet. Handbooks are printed and distributed to the National Office. Some handbooks are available in portable document format (PDF) on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>.

**Temporary
Directives**

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

Short Reference and Effective Date	Title	For
BU-610 11-1-01	FY 2002 Operations After October 31, 2001	FSA Offices
CN-928 11-5-01	New Cotton Warehouse Receipt Process (CWRP) Software	Cotton State and County Offices
CONOP-12 11-5-01	Handling FY 2001 CCC and LHHS Funds After September 30, 2001	State and County Offices
DAP-120 11-1-01	QLP and QLP-AP Payment Calculation Problem	State and County Offices
DAP-121 11-6-01	Signup Deadline for the 2000 Crop Disaster Program (CDP) and the Quality Loss Program (QLP)	State and County Offices
FI-2504 11-1-01	November 2001 CCC and Farm Storage Facility Loan (FSFL) Program Interest Rates	State and County Offices
FI-2505 11-2-01	New Procedures for Transferring Debt in County Release No. 472 and State Release No. 386	State and County Offices

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Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
FLP-231 11-2-01	Farm Loan Program (FLP) Training	State Offices
IRM-326 11-1-01	New TelTrak Confirmation Website	FSA Offices and RMA
LP-1825 11-2-01	Clarifying Procedures for Immediate Sales of Warehouse-Stored Forfeitures	State and County Offices
LP-1826 11-5-01	Loan Deficiency Payment (LDP) Rates on the Internet	State and County Offices
PS-415 11-5-01	Automated Price Support System (APSS) User Review Guide (URG)	State and County Offices
PS-416 11-5-01	APSS Processing of Warehouse Forfeiture Immediate Local Sales	State and County Offices
TB-1022 11-6-01	Burley Designation Correction Opportunity	Burley Tobacco State and County Offices

Permanent Directives

None

Procedure Notices

None

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Obsolete Directives Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
BU-604	11-1-01	Disposal Date
BU-606	11-1-01	Disposal Date
BU-607	11-1-01	Disposal Date
EQ-105	11-1-01	Disposal Date
EQ-106	11-1-01	Disposal Date
FLP-175	11-1-01	Disposal Date
FLP-195	11-1-01	Disposal Date
LP-1792	11-1-01	Disposal Date
LP-1802	11-1-01	Disposal Date
PF-156	11-1-01	Disposal Date
PL-99	11-1-01	Disposal Date
PM-2247	11-1-01	Disposal Date
PM-2248	11-1-01	Disposal Date
PM-2249	11-1-01	Disposal Date
PM-2252	11-1-01	Disposal Date
TB-1003	11-1-01	Disposal Date

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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
CCC	21	12-23-96	Supplement to Uniform Storage Agreements - Highly Erodible Land and Wetland Conservation - Declaration of Eligibility to Receive Storage Payments Under a CCC Storage Agreement	CCC0021.PDF CCC0021.WPD CCC0021.DOC	Electronic Form	MP/2 Head to head	KCCO	1-IM, 12-AO		Now available in Microsoft Word fillable format; no changes made to content of form.
CCC	56	09-24-01	Honey Storage Agreement (HSA)	CCC0056.PDF eCCC0056.FML	Electronic Form	MP/10 Head to Head	KCCO	1-IM, 2-IM, 7-LP	N/A	The PDF-Audio form is now available electronically.
CCC	576	10-22-01	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program	CCC0576.PDF eCCC0576.FML	Electronic Form	MP/2 Head to Head	County Offices	1-NAP, 1-PN	N/A	This form was revised and is available electronically. Destroy old stock.
FFAS	1043	10-12-01	FFAS Leave Bank Program - Donor Application	FFAS1043.PDF eFFAS1043.FML	Electronic Form	Sheet	FAS, FSA, and RMA National Office employees; and FAS Overseas employees	Notice PM-2278	N/A	This form is new and available electronically. PDF-Audio version will be forthcoming.
FFAS	1046	10-15-01	FFAS Leave Bank Program - Recipient Application	FFAS1046.PDF eFFAS1046.FML	Electronic Form	Sheet	FAS, FSA, and RMA National Office employees; and FAS Overseas employees	Notice PM-2278	N/A	This form is new and available electronically. PDF-Audio version will be forthcoming.
FMHA	1951-7	11-88	Request for Change in Application	1951-07.PDF	Electronic Form	Sheet	FSA, RD	FMI 5-3-89, 1951-A	Position 2	This form was reissued in the fillable PDF-Audio 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. 1869 (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	1980-25	07-20-01	Application for Guarantee	eFSA1980-0025.FML	Electronic Form	MP/5 Head to Head	County Offices	Referenced in 2-FLP, Notice FLP-214 and FSA PN No. 120.	Position 3	This form is reissued in Omniform format to fix fillable cells. No changes were made to the contents of the form. PDF-Audio version will be forthcoming.
FSA	1980-28	07-20-01	Preferred Lender Application for Guarantee	eFSA1980-0028.FML	Electronic Form	MP/2 Head to Head	County Offices	Referenced in FSA PN No. 120, 2-FLP, 2-FLP Lender and Notice FLP-214	Position 3	This form is reissued in Omniform format to fix fillable cells. No changes were made to the contents of the form. PDF-Audio version will be forthcoming.
FSA	2103	10-26-01	Direct Loan Making File Review Questionnaire	eFSA2103.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
FSA	2104	10-26-01	Guaranteed Loan Making File Review Questionnaire	eFSA2104.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
FSA	2105	10-26-01	Direct Loan Servicing File Review Questionnaire	eFSA2105.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.

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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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
FSA	2106	10-26-01	Guaranteed Loan Servicing File Review Questionnaire	eFSA2106.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
FSA	2107	10-26-01	Collection and Resolution of Direct FLP Debts File Review Questionnaire	eFSA2107.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
FSA	2108	10-26-01	Guaranteed Loan Loss Claim File Review Questionnaire	eFSA2108.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
FSA	2109	10-26-01	Farm Inventory Property File Review Questionnaire	eFSA2109.FML	Electronic Form	MP/2 Head to Head	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
FSA	2113	10-26-01	Service Center FLP Management File Review Questionnaire Guaranteed Loans	eFSA2113.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
FSA	2118	10-26-01	LO-DOC Direct Loan Making File Review Questionnaire	eFSA2118.FML	Electronic Form	Sheet	Sate and County Offices	1-FLP	N/A	This form is new and available electronically. PDF-Audio version will be forthcoming.

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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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
FSA	2119	10-26-01	Delinquent Borrower (1951-S) File Review Questionnaire	eFSA2119.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form is new and available electronically. The PDF-Audio version will be forthcoming.
FSA	2120	10-26-01	Disaster Set-Aside (1951-T) File Review Questionnaire	eFSA2120.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form is new and available electronically. The PDF-Audio version will be forthcoming.
FSA	2121	10-26-01	Guaranteed Loan Restructuring File Review Questionnaire	eFSA2121.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form is new and available electronically. The PDF-Audio version will be forthcoming.
FSA	Unnumbered 51	Undated	SED National Conference Registration	SEDREG.PDF eSEDREGISTRATION.fml	Electronic Form	Sheet	State Offices	Notice AO-1254	N/A	The PDF-Audio form is now available electronically.
KC	1TQ	04-26-99	Total Quality Systems Audit - Audit Summary	KC0001TQ.WPD KC0001TQ.DOC	RPL/WP/DOC	MP/2 Head to head	WLED, TQSA Auditors			Now available in Microsoft Word fillable format; no other changes made to content of form.
KC	3TQ	04-09-99	Total Quality Systems Audit - Corrective Action Request (Car)	KC0003TQ.WPD KC0003TQ.DOC	Electronic Form	MP/2 Head to head	WLED, TQSA Auditors			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	362	11-05-01	Standard Abbreviations Shown on Information Releases	KC0362.PDF KC0362.FML	Electronic Form	MP/2 Head to head	BCD, EOD			Revised form; destroy previous editions.

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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
MISC	Coding Manual	Undated	Financial Accounting System Coding Manual FY 2002	nofile.htm	FAS	Booklet	FAS	N/A	N/A	This Manual was revised for FY 2002. Destroy old stock. A distribution has been made. The printed manuals will be available in Room 6083-S, on or about 11-13-01.
MQ	79-2	10-18-01	Tobacco Dealer Identification Card (GREEN)	nofile.htm	KC Warehouse	Card	Tobacco States	12-TB, 13-TB, 9-TB (SCOAP), 10-TB (SCOAP)		This form was revised. Destroy old stock. Order from "Stocked By" location. Tentative delivery date is 11-26-01.
MQ	79-2W	10-18-01	Tobacco Warehouse Dealer Identification Card (BLUE)	nofile.htm	KC	Card	Tobacco States	9-TB (SCOAP), 10-TB (SCOAP), 12-TB	N/A	This form was revised. Destroy old stock. Order from "Stocked By" location. Tentative delivery date is 11-26-01.
RD	1951-62	01-97	Explanation of Problem Case	1951-62.PDF	Electronic Form	Sheet	FSA, RD	FMI 3-26-97, 1951-A		This form was reissued in the fillable PDF-Audio format.

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