

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1883

**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.

**National Office
Distribution**

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
CM-425 2-6-02	Service Center Information Management System (SCIMS) Duplicate Resolution	State and County Offices
DAP-127 2-13-02	The 2000 Livestock Indemnity Program (LIP) National Payment Factor and Issuing Payments	State and County Offices
FLP-239 2-8-02	Using Farm Program (FP) Payments When Developing Current Year, Typical Year, and Long Range Plans	State and County Offices
FLP-240 2-11-02	Limited Resource Interest Rate Change in DALR\$ 2000	State and County Offices
PM-2292 2-8-02	Designation of Director, Information Technology Services Division (ITSD)	All FFAS Offices
TB-1033 2-6-02	Continuation of Tobacco-Related Records Retention	Tobacco State and County Offices

Continued on the next page

National Procedure Checklist No. 1883 (Continued)

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

Short Reference and Effective Date	Title	For
3-FLP Amend. 1 2-8-02	Direct Loan Making	State and County Offices
4-RM Amend. 6 1-30-02	FCIC Program Integrity	State and County FSA Offices, RMA Regional Compliance Offices, and Regional Offices

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
FLP-174	2-8-02	3-FLP, Amend. 1
FLP-191	2-8-02	3-FLP, Amend. 1
FLP-204	2-8-02	FLP-239
FLP-207	2-8-02	3-FLP, Amend. 1
FmHA Instruction 1945-D	2-8-02	3-FLP, Amend. 1

Continued on the next page

National Procedure Checklist No. 1883 (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	951	02-07-02	Tobacco Loss Assistance Program Payment Application TLAP01	CCC0951.PDF eCCC0951.FML	Electronic Form	MP/2 Head to Head	County Offices	Notice TB-1032	N/A	This form was revised and is available electronically. Destroy old stock.
FSA	303	07-31-96	Correspondence/File Charge-Out Card	nofile.htm	KC	Folder	All offices except counties	2-AS, 3-PM, 24-PM		This form was reprinted to replenish stock at the "Stocked By" location. Tentative delivery date is 03-12-02. Back orders will be filled automatically. Order only if needed.
FSA	426	01-29-02	MPCI/FCIC Information Request Worksheet	FSA0426.DOC	Electronic Form	Sheet	County Offices	12-AO, 2-CP	CI1	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
FSA	426-A	01-30-02	MPCI/FCIC Information Request	FSA0426A.DOC	Electronic Form	Sheet	State, County, and RMA Offices	4-RM	N/A	This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming.
FSA	774	04-17-97	Field Office ADP Security Plan (Report Control No. IRM-7P)	FSA0774.PDF FSA0774.DOC	Electronic Form	MP/6 Head to head	State and County Offices	26-DS, 6-IRM		Now available in Microsoft Word fillable format; minor editorial changes made to update organizational entities. Edition date remains unchanged.
FSA	2130	01-17-02	Farm Loan Programs Training Report (Report No. FLP-4R)	FSA2130.PDF eFSA2130.fml	Electronic Form	MP/2 Head to Head	State and County Offices	Notice FLP-238	N/A	This form is new and available electronically. The PDF-Audio file will be forthcoming.
KC	151	01-16-02	PCIMS - Commodity Pricing Worksheet	KC0151.DOC	RPL/DOC	Sheet	D&DOD-DP&IB			Revised form; destroy all previous editions.
KC	1233	01-14-91	Instruction Slip Concerning Signatures	nofile.htm		Sheet	BCD-SCB			No longer required; destroy all stocks/files.
KC	1288	01-22-02	Forms Chart (For State Use)	KC1288.DOC	RPL/DOC	MP/2 Card Head to head	HRD-KC-Processing			Revised form; destroy all previous editions.

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. 1883 (Continued)

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code _{1/}	Remarks
KC	1306-A	01-23-02	Recordation of Tobacco Sales	KC1306-A.DOC	RPL/DOC	Sheet	IMPD, FOD			Revised form; destroy all previous editions.
KC	1318	09-12-72	OEO Report - Punching Document	KC1318.WPD KC1318.DOC	RPL/WP/DOC	Sheet	FOD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1437	01-23-02	Tobacco Marketing Card Control	KC1437.DOC	RPL/DOC	Sheet	FOD-POB			Revised form; destroy all previous editions.
KC	1464	04-03-95	Confirmation of Rejection	KC1464.WPD KC1464.DOC	RPL/WP/DOC	Sheet	BCD, FOD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1480	01-28-02	Suspended Sales Document Log (Tobacco)	KC1480.DOC	RPL/DOC	Sheet	FOD-POB			Revised form; destroy all previous editions.
KC	1625-H	10-18-90	Work Status Reporting - IMPD Data Entry Status	nofile.htm		Sheet	IMPD			No longer used; destroy all files/stocks.
MISC	MP-80-1	02-28-01	Foreign Ownership of U.S. Agricultural Land Through February 28, 2001	nofile.htm	KC	Booklet	States, WDC, KCFO			New publication. Order from stocked by location

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.