

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 1903

---

### Field Office Distribution

Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://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](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
AS-2046 6-27-02	Submitting End of FY 2002 Purchase Requests and FY 2003 Renewal Requests	FFAS Offices
BU-624 7-2-02	Cumulative State and County Office Disbursements Report (BU-541R)	State and County Offices
CMA-69 7-1-02	Processing Commodity Certificate Exchanges for Cotton With Negative Repayment Values	Cotton State and County Offices, CMA's, and LSA's
CONOP-14 6-27-02	Streamlining Conservation Programs in the Farm Security and Rural Investment Act of 2002	State and County Offices
CRP-404 6-27-02	2002 Emergency Haying of Conservation Reserve Program (CRP) Acreage	State and County Offices
DCP-7 6-24-02	2002 Crop Year Fruit and Vegetable (FAV) and Wild Rice Exception	State Offices and Service Centers
DCP-8 6-27-02	Changes to Acreage History Software	State and County Offices

---

Continued on the next page

**National Procedure Checklist No. 1903 (Continued)**

---

**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
DCP-9 6-27-02	Double-Cropping and Other Provisions	State and County Offices
DCP-10 7-3-02	Determining Yields for Green Peanuts	State and County Offices
DCP-11 7-3-02	Historic Peanut Producer Notification Letters	Peanut State and County Offices
FI-2526 7-1-02	Handling Assignments of Payment Under the Farm Security and Rural Investment Act of 2002	State and County Offices
FI-2527 7-1-02	July 2002 CCC and Farm Storage Facility Loan (FSFL) Program Interest Rates	State and County Offices
FI-2528 7-2-02	Corrected CCC-1099-A's Reported to Producers and IRS	State and County Offices and KC-ITSTO
FI-2529 7-2-02	Reminders on Handling Invoices and Reviewing Administrative Payment Reports	State and County Offices
FI-2530 7-2-02	Announcing July to December 2002 Late Payment and Prompt Payment Act Interest Rate	FSA Offices
FLP-255 7-1-02	Farm Loan Programs Funds	State and County Offices
FLP-256 7-2-02	Implementing Farm Bill Provisions That Affect Direct Loan Making	State and County Offices
FLP-257 7-2-02	Implementing Farm Bill Provisions That Affect Direct Loan Servicing (DLS)	State and County Offices
LP-1849 6-27-02	Reminder to Calculate the CCC-Determined Value for Marketing Assistance Loan Repayments	State and County Offices
LP-1850 6-27-02	Clarifying Beneficial Interest Provisions for 2001 Crop Year LDP's	State and County Offices

---

Continued on the next page

**National Procedure Checklist No. 1903 (Continued)**

---

**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
LP-1851 6-27-02	Clarifying 2002 Through 2007 Crop Years GRAZE-OUT Payment Program	State and County Offices
LP-1852 6-27-02	Clarifying 2002 Through 2007 Crop Years GRAZE-OUT Payment Program	State and County Offices
LP-1853 6-28-02	2002 and Subsequent Crop Year Marketing Assistance Loan and LDP Provisions	State and County Offices
PL-107 6-28-02	The Farm Security and Rural Investment Act of 2002 (the Act) Payment Eligibility and Limitation Provisions	State and County Offices
PM-2311 7-1-02	Summer Open Enrollment Announcement for FFAS Pilot Leave Bank (LB) Program for National Office and Overseas Employees	FFAS National Office and FAS Overseas Employees
PM-2312 7-1-02	FSA Administrator's Awards for Service to Agriculture (AASA)	FSA Offices
PN-656 6-24-02	Automation Software for Issuing and Correcting Additional Peanut Marketing Assistance Program (PMAP) Payments	Peanut State and County Offices
PS-433 6-27-02	Automated Price Support System (APSS) Instructions for Processing 2001 Loan Deficiency Payments (LDP's) Authorized by the Farm Security and Rural Investment Act of 2002	State and County Offices

**Permanent  
Directives**

---

None

---

**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>
FSA PN Issue No. 144	6-26-02	State and County Offices

---

Continued on the next page

**National Procedure Checklist No. 1903 (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>
APP-29	7-1-02	Disposal Date
CM-426	7-1-02	Disposal Date
CM-427	7-1-02	Disposal Date
CM-428	7-1-02	Disposal Date
CN-931	7-1-02	Disposal Date
CN-932	7-1-02	Disposal Date
CN-933	7-1-02	Disposal Date
CP-538	7-1-02	Disposal Date
CP-539	7-1-02	Disposal Date
CP-540	7-1-02	Disposal Date
DAP-131	7-1-02	Disposal Date
DCP-6	6-27-02	DCP-8
EQ-108	7-1-02	Disposal Date
FI-2499	7-1-02	Disposal Date
FI-2505	7-1-02	Disposal Date
FI-2507	7-1-02	Disposal Date
FI-2511	7-1-02	Disposal Date
FI-2519	7-1-02	Disposal Date
FLP-172	7-1-02	Disposal Date
FLP-189	7-1-02	Disposal Date
FLP-198	7-1-02	Disposal Date
FLP-205	7-1-02	Disposal Date
FLP-209	7-1-02	Disposal Date
FLP-215	7-1-02	Disposal Date

---

Continued on the next page

**National Procedure Checklist No. 1903 (Continued)**

---

**Obsolete  
Directives  
(Continued)**

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
LP-1819	7-1-02	Disposal Date
LP-1821	7-1-02	Disposal Date
LP-1824	7-1-02	Disposal Date
LP-1825	7-1-02	Disposal Date
LP-1829	7-1-02	Disposal Date
LP-1851	6-27-02	LP-1852
PM-2263	7-1-02	PM-2312
PM-2269	7-1-02	Disposal Date
PM-2278	7-1-02	PM-2311
PS-408	7-1-02	Disposal Date
PS-415	7-1-02	Disposal Date
PS-416	7-1-02	Disposal Date
TB-1030	7-1-02	Disposal Date
TB-1034	7-1-02	Disposal Date
TB-1042	7-1-02	Disposal Date
TB-1043	7-1-02	Disposal Date

---

Continued on the next page

## National Procedure Checklist No. 1903 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
ACP	153	06-01-02	Pooling Agreement	ACP0153.pdf	Electronic Form	MP/2	County Offices	25-AS, 12-AO, 1-ACP, 1-COR	ACP7, RCWP6	This form was revised and is available electronically. Destroy old stock.
ACP	256	06-30-02	Request for Consideration Under Low-Income Provision	ACP0256.pdf	Electronic Form	Sheet	County Offices	12-AO, 1-ACP, 3-ACP		This form was revised and is available electronically. Destroy old stock.
ACP	311	06-18-98	Long-Term Agreement (ACP)	nofile.htm	nofile.htm	MP/2	County Offices	12-AO, 1-CONSV, 25-AS, 1-ACP, 3-ACP	ACP6-4	This form is obsolete. Destroy paper stock and electronic files.
AD	893	08-20-01	Recommendation of Percent of Cropland to be Enrolled in CRP/WRP	AD0893.pdf	Electronic Form	Sheet	County Offices	2-CRP		This form is available electronically in PDF-Audio format.
AD	1026-B	05-15-02	Highly Erodible Land Conservation Exemption Request	AD1026B.pdf	Electronic Form	MP/2	State and County Offices	12-AO, 20-AS, 6-CP		This form was revised and is available electronically. Destroy old stock.
AD	1026-C	05-15-02	Landlord or Landowner Exemption Request	AD1026C.pdf	Electronic Form	MP/2	State and County Offices	12-AO, 6-CP		This form was revised and is available electronically. Destroy old stock.
CCC	36	04-19-01	Assignment of Payment	CCC0036.pdf	Electronic Form	MP/2	County Offices	12-AO, 1-FI, 58-FI, 1-ACP, 2-CRP, 5-PA, 63-FI, 1-SIP, 7-PA, 1-CONSV, 14-CN, 2-LP (RICE), 1-COR, 2-DAP, 2-PF	CRP4, FM17-1, WRP5	This form is available electronically in the PDF-Audio format.
CCC	194	03-13-01	Farm Storage Facility Loan Subordination Agreement (Lien on Real Property)	CCC0194.pdf	Electronic Form	Sheet	State and County Offices	1-FSFL	N/A	This form is available electronically in the 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. 1903 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	502-U	05-24-01	Update for CCC-502, Farm Operating Plan for Payment Eligibility Review	nofile.htm	nofile.htm	Sheet	County Offices	1-PL	HELC/WC3	This form is obsolete. Destroy paper stock and electronic versions of the form.
CCC	601	06-23-98	Commodity Credit Corporation Note and Security Agreement Terms and Conditions	CCC0601.pdf	Electronic Form	MP/5	County Offices	12-AO, 10-SU, 7-CN, 14-CN, 22-CN, 2-LP(RICE), 8-LP	N/A	This form is available electronically in the PDF-Audio format.
CCC	633 Grazing	06-28-02	Grazing Payment Program Application	CCC0633GR.pdf	Electronic Form	MP/2	State and County Offices	Notice LP-1852	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	664	06-12-02	Agreement to Permit Assumption of a Commodity Credit Corporation (CCC) Loan	CCC0664.pdf	Electronic Form	Sheet	County Offices			This form was revised and is available electronically. Destroy old stock.
CCC	665	04-13-98	Agreement on Grain Pledged as Collateral for CCC Price Support Loans	CCC0665.pdf	Electronic Form	Sheet	County Offices	8-LP		This form is available electronically in the PDF-Audio format.
CCC	666	04-13-98	Farm Stored Loan Quantity Certification	CCC0666.pdf	Electronic Form	MP/2	County Offices	6-LP, 8-LP, 2-LP(RICE), 12-PS, 12-AO, 2-LP(GRAIN and OILSEEDS), 2-LP(Peanuts), 1-COR	N/A	This form is available electronically in the PDF-Audio format.
CCC	685	04-13-98	Authorization to Release Warehouse Receipts	CCC0685.pdf	Electronic Form	Sheet	County Offices	12-AO, 2-LP(HONEY), 2-LP(RICE), 8-LP		This form is available electronically in PDF-Audio format.
CCC	1245	04-24-02	Practice Approval and Payment Application	CCC1245.pdf	Electronic Form	MP/2	County Offices	1-CONSV, 1-COR, County Release #364	EQIP-4	This form was revised and is available electronically. Destroy old stock.

**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. 1903 (Continued)**
**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CRP	1-G Addendum	04-15-02	CRP-1 Modification to Allow Early Land Preparation	CRP0001G ADDENDUM.pdf	Electronic Form	Sheet	County Offices	2-CRP	CRP4	This form was revised and is available electronically. Destroy old stock.
FFAS	1043	06-28-02	FFAS Leave Bank Program - Membership Application	FFAS1043.PDF eFFAS1043.FML	Electronic Form	Sheet	FAS, FSA, and RMA National Office employees; and FAS Overseas employees	Notice PM-2311	N/A	This form was revised and is available electronically. Destroy old stock.
FSA	432-1	06-04-02	Farm Family Record Book	FSA0432-0001.pdf	Electronic Form	MP/19	FSA	1924-B		This form was revised and is available electronically. Destroy old stock.
FSA	440-32	06-03-02	Verification of Debts and Assets	FSA0440-0032.pdf	Electronic Form	MP/2	FSA	2-FLP. Referenced in FSA PN No. 55 dated 2-17-99.		This form was revised and is available electronically. Destroy old stock.
FSA	470	03-17-98	Tractor Feed Post Card for Metered Postage	nofile.htm	KC	Card	County Offices	2-PN, 5-AS	N/A	This card was reprinted to replenish stock at the Stocked by Location. Tentative delivery date is 08-02-02. Back orders will be filled automatically. Order only if needed.
FSA	1924-27	04-24-97	Request for Waiver of Borrower Training Requirements	FSA1924-0027.pdf	Electronic Form	MP/2	County Offices	FMI 06-25-97, 1924-B, FC-28, FSA Transferred Instruction, 1-COR	Position 3	This form is available electronically in PDF-Audio format.
FSA	1940-51	06-06-02	Crop-Share-Cash Farm Lease	FSA1940-0051.pdf	Electronic Form	MP/7	FSA	FMI 12-5-79, 1941-A, 1945-B	Position 1	This form was revised and is available electronically. Destroy old stock.
FSA	1960-12	05-07-02	Financial and Production Farm Analysis Summary	FSA1960-0012.pdf	Electronic Form	MP/2	FSA	FMI 9-12-90, 1924-B, 1-COR	Position 3	This form was revised and is available electronically. Destroy old stock.

**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. 1903 (Continued)**
**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
FSA	1980-22	03-20-01	Lender Certification	FSA1980-0022.pdf	Electronic Form	Sheet	FSA	2-FLP	N/A	This form is available electronically in PDF-Audio format.
FSA	1980-64	06-04-02	Interest Assistance Agreement	FSA1980-0064.pdf	Electronic Form	MP/2	FSA	FMI 02-02-00, 2-FLP. FSA PN 86.	TBD	This form was revised and is available electronically. Destroy old stock.
MQ	126-1	07-02-02	Burley Tobacco Adhesive Label for MQ-126	nofile.htm	KC	Label	County Offices	10-TB(SCOAP), 11-TB, 13-TB	N/A	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 7-29-02.

**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.