

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1905

**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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**Temporary
Directives**

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

Short Reference and Effective Date	Title	For
AO-1262 7-5-02	Special Emphasis Program (SEP) for FSA	FSA Employees
CONSV-81 7-16-02	Conservation Automation Training	State Offices
CP-544 7-12-02	Required Acreage Reports	State and County Offices
CP-545 7-17-02	Compressed Ortho Mosaic Imagery	State and County Offices
CP-546 7-17-02	Required Acreage Reports	State and County Offices
CRP-406 7-11-02	2002 Special Emergency Haying and Grazing of CRP Acreage	State and County Offices
CRP-407 7-12-02	2002 Special Emergency Haying and Grazing of CRP Acreage	State and County Offices
DAP-135 7-15-02	2001 Idaho Oust Program (Oust Program)	Idaho State and County Offices

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Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
DCP-13 7-15-02	Printing and Mailing Producer Notification Letters	State and County Offices
DCP-14 7-16-02	Printing and Mailing Producer Notification Letters	State and County Offices
DCP-15 7-16-02	Cropland Information	State and County Offices
FI-2531 7-12-02	Short Distance Rule for Relocations	FSA Offices
PL-109 7-12-02	Updating Subsidiary Files Before 2003 Subsidiary File Rollover	State and County Offices

Permanent Directives

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

Short Reference and Effective Date	Title	For
12-AO (Rev. 18) Amend. 4 7-12-02	County Office Work Measurement and Fund Allocation System for FY 2002	All Offices Except APFO, KCCO, AK, and HI
1-CM (Rev. 3) Amend. 4 7-5-02	Common Management and Operating Provisions	All FSA Offices
58-FI (Rev. 7) Amend. 1 7-8-02	Managing FSA and CCC Claims	State and County Offices
1-FLP Amend. 12 7-10-02	General Program Administration	State and County Offices
2-FLP Amend. 10 7-11-02	Guaranteed Loan Making and Servicing	State and County Offices

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Permanent Directives (Continued)

Short Reference and Effective Date	Title	For
3-PM (Rev. 3) Amend. 6 7-15-02	Personnel Operations	FAS Including Overseas, FSA Except CO Employees, and RMA
17-PM (Rev. 2) Amend. 4 7-11-02	Leave Administration	FAS, FSA, and RMA Offices
27-PM (Rev. 1) Amend. 5 7-10-02	County Office Classification, Employment, and Pay Administration	State and County Offices
10-TB SCOAP Amend. 42 7-12-02	Burley Tobacco Quota Program	Automated Burley State and County Offices, and KCMO
3-WA (Rev. 1) Amend. 2 7-8-02	Grain Examiners Handbook	Warehouse Examiners and Supervisors

Procedure Notices

Procedure notices issued since the last weekly checklist are listed on this table.

PN Issue No.	Date	For
FSA PN Issue No. 145	7-17-02	State and County Offices

Obsolete Directives

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

Short Reference	Date of Obsolescence	Made Obsolete By
CP-544	7-17-02	CP-546
CRP-406	7-12-02	CRP-407
DCP-13	7-16-02	DCP-14
58-FI (Rev. 6)	7-8-02	58-FI (Rev. 7) Amend. 1

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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	1026	06-10-02	Appendix to Form for Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Assembled as a component with AD-1026 Appendix)	AD1026.pdf	Electronic Form	MP/3	State and County Offices	1-CM, 7-PA, 25-AS, 9-TB (SCOAP), 10-TB (SCOAP), 12-AO, 6-CP, 1-CRP, 3-CM, 3-CM (SCOAP), 10-SU, 8-DF, 3-LD, 2-CRP, 1-LP, 1-PL, 1-ACP, 1-SIP, 2-CP, 61-FI, 1-CMA, 2-RM, 2-PF, 1-PF	HELC/W C3	This form was revised and is available electronically. Destroy old stock.
CCC	297	05-25-00	Severance Agreement	CCC0297.pdf	Electronic Form	MP/2	County Offices	1-FSFL	N/A	This form is available electronically in the PDF-Audio format.
CCC	298	02-23-01	Farm Storage Facility Loan Program Assumption Agreement	CCC0298.pdf	Electronic Form	MP/2	State and County Offices	1-FSFL	N/A	This form is available electronically in the PDF-Audio format.
CCC	299	05-25-00	Title Opinion - Farm Storage Facility Loan Program	CCC0299.pdf	Electronic Form	MP/2	County Offices	1-FSFL	N/A	This form is available electronically in the PDF-Audio format.
CCC	501-A	12-14-99	Members Information	CCC0501A.pdf	Electronic Form	MP/2	County Offices	1-PL, 12-AO, 1-CM, 25-AS, 1-CM, 1-COR	PL4	This form is available electronically in the PDF-Audio format.
CCC	501-B	12-14-99	Designation of "Permitted Entities"	CCC0501B.pdf	Electronic Form	MP/2	County Offices	7-CP, 1-PL, 12-AO, 25-AS, 1-COR	PL4	This form is available electronically in the PDF-Audio format.
CCC	559	07-08-02	2001 Idaho Oust Program Application	CCC0559.pdf	Electronic Form	Sheet	Idaho State and County Offices	Notice DAP-135		This form was revised and is available electronically. Destroy old stock dated 06-05-02.
CCC	679	08-02-96	Lien Waiver	CCC0679.pdf	Electronic Form	Sheet	County Offices	7-CN, 14-CN, 22-CN, 10-SU, 2-LP(RICE), 2-LP(PEANUTS), 5-LP, 8-LP	TBD	This form is available electronically in the PDF-Audio format.
CCC	809	01-03-01	Cooperating Ginner's Bagging and Bale Ties Certification and Agreement	CCC0810.pdf	Electronic Form	Sheet	County Offices in Cotton States Only	25-AS, 7-CN	LP10-5	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.

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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	Cotton G-4	07-13-01	Cotton Reconcentration Agreement	CCCCOTTONG4.pdf	Electronic Form	MP/3	COOP	21-CN, 1-CMA		This form is available electronically in the PDF-Audio format.
CRP	37	08-26-98	Request for Incidental Grazing or Use of Forest Refuse	CRP0037.pdf	Electronic Form	Sheet	County Offices	2-CRP	CRP4	This form is available electronically in the PDF-Audio format.
FSA	18	06-18-98	Applicant's Agreement to Complete an Uncompleted Practice	FSA0018.pdf	Electronic Form	Sheet	County Offices	1-ACP, 1-COR		This form is available electronically in the PDF-Audio format.
FSA	237	02-07-01	Facsimile Signature Authorization and Verification	FSA0237.pdf	Electronic Form	Sheet	USDA Service Center	1-CM	N/A	This form is available electronically in the PDF-Audio format.
FSA	1980-24	05-29-02	Request for Interest Assistance Payment	FSA1980-0024.pdf	Electronic Form	MP/2	County Offices	2-FLP, 2-FLP Lender, FSA PN No. 58	Position 2	This form was revised and is available electronically. Destroy old stock.
FSA	1980-89	10-25-01	Shared Appreciation Agreement for Guaranteed Loans	FSA1980-0089.pdf	Electronic Form	MP/2	FSA	FMI dated 10-24-01, Referenced in FSA PN No. 126, 2-FLP.	N/A	This form is available electronically in the PDF-Audio format.
FSA	2620	12-18-01	Indian Tribal Land Acquisition Program Loan Application	FSA2620.pdf	Electronic Form	MP/4	State and County Offices	6-FLP		This form is available electronically in the PDF-Audio format.
FSA	2621	12-18-01	Indian Tribal Land Acquisition Program Tribal Council Resolution and Certification	FSA2621.pdf	Electronic Form	MP/4	State and County Offices	6-FLP		This form is available electronically in the PDF-Audio format.
FSA	2622	12-18-01	Indian Tribal Land Acquisition Program Assignment of Tribal Income and Funds	FSA2622.pdf	Electronic Form	Sheet	State and County Offices	6-FLP		This form is available electronically in the PDF-Audio format.
FSA	2623	12-18-01	Indian Tribal Land Acquisition Program Subordination Agreement	FSA2623.pdf	Electronic Form	Sheet	State and County Offices	6-FLP		This form is available electronically in the PDF-Audio format.
KC	149	07-15-02	Ocean Rates (PBI-168)	KC0149.XLS	Electronic Form	Sheet	EOD			Revised and reformatted in Microsoft Excel due to table columnar limitation in Word. Intended, however, for manual preparation. 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.

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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	256	07-11-02	Final Clearance Report	KC0256.DOC	Electronic Form	Sheet	Kansas City FFAS Offices			Revised form; destroy all previous editions.
KC	334	07-17-97	Preliminary/Final Discharge/Delivery Survey Summary (bid form for CCC contracted surveys)	KC0334.DOC	Electronic Form	MP/2 Head to head	EOD			Now available in Microsoft Word.
KC	362	07-17-02	Standard Abbreviations Shown on Information Releases	KC0362.PDF KC0362.DOC	Electronic Form	MP/2 Head to head	BCD, EOD			Revised form; destroy all previous stocks/files.
SU	2	08-15-96	Application for Sugar Loan	SU0002.pdf	Electronic Form	Sheet	County Offices	10-SU, 12-AO		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.

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State Office The reports due in August are listed in this table.
Reports
Calendar

Due Date	Title	Directive Requiring Report
8-7-02	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
8-7-02	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
8-7-02	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
8-7-02	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
8-7-02	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
8-7-02	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
8-7-02	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
8-7-02	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
8-7-02	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
8-7-02	Interim EQIP Progress Report (CEP-60R)	1-CONSV
8-7-02	Progress Report for EQIP (ACP-305) (CEP-60R)	1-CONSV
8-7-02	TAP Progress Report (AP-305) (CEP-62R)	1-CONSV
8-7-02	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
8-7-02	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
8-7-02	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
8-9-02	Late Voucher Report (NAP-1R)	2-NAP
8-9-02	LA Interest Payment Report (NAP-2R)	2-NAP
8-16-02	RCWP Status Report (CEP-28R)	1-RCWP