

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1907

**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-1263 7-24-02	Distributing FY 2002 BU-563R County Office Workload Reports	State and County Offices
BU-625 7-25-02	August 2002 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CM-440 7-26-02	Revised FSA-211, Power of Attorney	State and County Offices
FLP-260 7-25-02	Offset for Guaranteed Loans	State and County Offices
FLP-261 7-30-02	Offset for Guaranteed Loans	State and County Offices
PM-2314 7-26-02	Implementing USA Staffing	FSA, RMA, and FAS Employees
TB-1050 7-26-02	Flue-Cured Farm Producer Data Report	Flue-Cured Tobacco State and County Offices
TB-1051 7-26-02	2002 Crop Year FSA-578 Summarization Process	Tobacco State and County Offices

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Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
TB-1052 7-30-02	Burley Lease and Transfers Filed After July 1, 2002	Burley Tobacco State and County Offices
TB-1053 7-30-02	2002 Special Tobacco Combination Report	Tobacco 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
9-AO (Rev. 4) Amend. 5 7-24-02	Audits and Investigations	All FSA Offices
50-FI (Rev. 5) Amend. 9 7-24-02	Interest Rates	Field Offices, Tobacco, Peanut, and Cotton Associations, and Servicing Agent Banks
7-PM (Rev. 7) Amend. 1 7-30-02	Employee Recognition Program	All FAS, FSA, and RMA Offices
32-PM Amend. 6 7-25-02	Pay Administration	FAS Including Overseas, FSA except CO Employees, and RMA

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

PN Issue No.	Date	For
FSA PN Issue No. 146	7-24-02	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
FLP-260	7-30-02	FLP-261
7-PM (Rev. 6)	7-30-02	7-PM (Rev. 7) Amend. 1
3 FASR 45 3 FASR 53	7-30-02	7-PM (Rev. 7) Amend. 1
FCIC 4451 (M4-P2-C 451) FCIC 4531 (M4-P2-C 531-SC1)	7-30-02	7-PM (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 <u>1</u> /	Remarks
CCC	64	04-23-98	Surety Bond (Minor)	CCC0064.pdf	Electronic Form	Sheet	County Offices	14-CN, 1-CM		This form is available electronically in the PDF-Audio format.
CCC	186	06-20-01	Promissory Note and Security Agreement	CCC0186.pdf	Electronic Form	MP/2	County Offices	1-FSFL	N/A	This form is available electronically in the PDF-Audio format.
CCC	193	04-12-01	Real Estate Mortgage for Farm Storage Facility Loan Program	CCC0193.pdf	Electronic Form	MP/3	State and County Offices	1-FSFL	N/A	This form is available electronically in the PDF-Audio format.
CCC	694-2	04-27-00	Acknowledgment of Commodity Certificate Purchase	CCC0694-0002.pdf	Electronic Form	Sheet	County Offices	7-CN, 8-LP	N/A	This form is available electronically in the PDF-Audio format.
FmHA	440-2	09-94	County Committee Certification or Recommendation	nofile.htm	KC	MP/2	FSA	FMI 07-07-96, 1901-C, 1910-A, 1941-A, 1943-A, 1943-B, 1945-D, 1951J, 1955-A, 1962-A, 1965-A, 1980-B, 1-COR		This form is obsolete. Destroy all stock. Replaced by FSA-440-2.
FSA	155-A	02-28-95	Worksheet for Reconstituting Bases, Allotments, and Quotas (Attachment to FSA-155)	nofile.htm	RPL/PDF/WP	MP/2	Counties		CM12	This form is obsolete. Destroy all stock.
FSA	211	07-25-02	Power of Attorney	FSA0211.pdf	Electronic Form	Sheet	County Offices	12-AO, 25-AS, 1-PL, 5-CM, 2-CP, 7-CN, 14-CN, 8-DF, 6-CP, 1-CM, 3-CM, 22-CN, 2-CRP, 1-SIP, 1-TB(SCOAP), 2-PF, 1-PF, Notice CM-440.	CM4-1, RM99, WRP5	This form was revised and is available electronically. Destroy old stock. This form obsoletes FSA-211-1.

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
FSA	211 Spanish	04-18-96	Poder	nofile.htm	Electronic Form	Sheet	County Offices	12-AO, 25-AS, 1-PL, 5-CM, 2-CP, 7-CN, 14-CN, 8-DF, 7-LP, 6-CP, 1-CM, 3-CM, 22-CN, 2-CRP, 1-SIP, 1-TAP, 1-TB(SCOAP)	CM4-1, WRP5, RM99, AO1099	All FSA-211 Spanish versions of the form have been removed from the FSA Intranet until the revised form FSA-211 dated 07-25-02 is converted to Spanish. The spanish version of the form will be forthcoming.
FSA	211-1	04-18-96	Power of Attorney for Husband and Wife	nofile.htm	Electronic Form	MP/4	County Offices	22-CN, 12-AO, 7-LD, 7-CN, 1-CM, 7-LP, 3-CM, 14-CN and Notice CM-440.	CM4-1, WRP5	This form is obsolete. Destroy all stock.
FSA	211-1 Spanish	04-18-96	Poder Para Esposo Y Esposa	nofile.htm	RPL/WP	Sheet	Counties	22-CN, 12-AO, 7-LD, 7-CN, 1-CM, 7-LP, 3-CM, 14-CN	CM4-1, WRP5	This form is obsolete. Destroy all stock.
FSA	269	07-26-02	Advance Acquisition Plan	FSA0269.DOC	Electronic Form	MP/2	WDC, APFO, KC	20-AS, 27-AS		This form was revised and is available electronically. Destroy old stock.
FSA	432-1	06-04-02	Farm Family Record Book (Consist of Forms FSA-431-2, pages 1-4 and FSA-432-1, pages 1-15)	FSA0432-0001.pdf	Electronic Form	MP/19	FSA	1924-B		This form was reissued to correct the form number.
FSA	440-2	06-10-02	Eligibility Certification or Recommendation	FSA0440-0002.pdf	Electronic Form	Sheet	FSA	FMI 07-24-02, FmHA Instructions 1910-A, 1941-A, 1943-A and 3 FLP. Referenced in FSA PN Issue No. 146.		This form is new and available electronically. This form replaces FmHA 440-2. Destroy all stock. Remove FMI dated 07-25-96. Referenced in FSA PN Issue No. 146, dated 07-24-02.

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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	1927-1 MN	03-05-02	Mortgage for Minnesota	eFSA1927-0001-MN.fml	Electronic Form	MP/6	Minnesota State Office	Notice FLP-234	5	This form is new and available electronically. Discontinue using RD 1927-1 MN. Read Notice FLP-234 for further information. PDF-Audio version will be forthcoming.
FSA	2101	07-15-02	DD FLP Oversight Report Guide	FSA2101.PDF	Electronic Form	MP/11	State and County Offices	1-FLP	N/A	The revised form dated 07-15-02 was released before the FSA PN, which will be forthcoming.
FSA	2102	07-15-02	Report and Summary Schedule for DD FLP Oversight Reviews	FSA2102.PDF	Electronic Form	MP/2	States and County Offices	1-FLP	N/A	The revised form dated 07-15-02 was released before the FSA PN, which will be forthcoming.
FSA	2670	07-10-02	Horse Breeder Loan Program Promissory Note	FSA2670.pdf	Electronic Form	MP/2	County Offices	FMI 07-24-02, 6-FLP. Referenced in FSA PN Issue No. 146.		This form is new and available electronically. Referenced in FSA PN Issue No. 146, dated 07-24-02.
KC	246	07-17-02	Lost, Stolen, Destroyed or Voided Checks Field Office Message	KC0246merge.DOC	Electronic Form	Sheet	FOD-COAB	N/A		Revised and formatted for use as a merge document; destroy all previous stocks/files. Data source file is available in Microsoft Excel.
MQ	79-2W	10-18-01	Tobacco Warehouse Dealer Identification Card (BLUE)	nofile.htm	KC Warehouse	Plastic Card	Tobacco States	9-TB(SCOAP), 10-TB(SCOAP), 12-TB	N/A	This form was reprinted to replenish stock at the K.C. Warehouse. Tentative Delivery date is 09-16-02. Back orders will be filled automatically. Order only if needed.

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