

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1915

**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
CONSV-85 9-19-02	FY 2002 Conservation Program Rollover and Reconciliation	State and County Offices
DAP-139 9-19-02	2002 Livestock Compensation Program (LCP)	State and County Offices
DCP-31 9-23-02	Loading Assigned Direct Yields in the Automated System	State Offices and Service Centers
FI-2543 9-18-02	County Office OnLine Travel System Implementation Pilot Program	State and County Offices
FI-2544 9-19-02	Revised CCC-36 and CCC-37 and Software Modifications to the Assignment and Joint Payment System in County Release No. 494	State and County Offices
FI-2545 9-24-02	Final Instructions for 1995 Deficiency Overpayments	State and County Offices
FI-2546 9-20-02	County Office Originating Office Numbers (OON's)	State and County Offices
FI-2547 9-20-02	State Office Administrative Officer (AO) Travel Management Information	State Offices
FLP-270 9-24-02	FY 2003 FLP Credit Reports	State and County Offices

Continued on the next page

National Procedure Checklist No. 1915 (Continued)

Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
LP-1864 9-20-02	Beneficial Interest Provisions for Peanuts	State and County Offices
LP-1865 9-20-02	Apple Market Loss Assistance Payment (AMLAP-III) Program	State and County Offices
PM-2321 9-18-02	FY 2003 Seminars of the Management Development Centers	All FSA Employees
PM-2322 9-19-02	Exigency of Public Business Declared for Leave Year (LY) 2002	State and County Offices
PM-2323 9-23-02	2002 Government Employees Insurance Company (GEICO) Public Service Awards	FAS, RMA, and FSA Employees
PM-2324 9-24-02	2003 New Leader Program (NLP)	FAS National Office Employees and All FSA Federal Employees and County Employees

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. 6 9-19-02	County Office Work Measurement and Fund Allocation System for FY 2002	All Offices Except APFO, KCCO, AK, and HI
22-PM (Rev. 1) Amend. 90 9-18-02	County Office Personnel Management	State and County Offices

Procedure Notices

None

Obsolete Directives

None

Continued on the next page

National Procedure Checklist No. 1915 (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	81	11-23-98	Technical Evaluation Award Factors (State Office)	CCC0081.PDF	Electronic Form	Sheet	State Offices	30-AS, 31-AS	N/A	This form is available electronically in PDF-Audio format.
CCC	81-1	11-23-98	Technical Evaluation Award Factors (County Office)	CCC0081-0001.PDF	Electronic Form	Sheet	County Offices	30-AS, 31-AS	N/A	This form is available electronically in PDF-Audio format.
CCC	517	09-12-02	Direct and Counter-Cyclical Program (DCP) Tract Redistribution Form	nofile.htm	System 36	Sheet	County Offices	1-DCP		This is a new computer generated System 36 form. It will be issued in County Office Release Number 495.
CCC	709	08-20-02	Direct Loan Deficiency Payment Agreement	CCC0709.pdf	Electronic Form	MP/2	County Offices	12-AO, 7-CP, 2-LP(RICE), 8-LP, 7-CN, 22-CN	LP15-1	This form was revised and is available electronically. Destroy old stock.
CCC	891-3	09-18-02	Apple Market Loss Assistance Payment (AMLAP) Program Application	CCC0891-0003.pdf	Electronic Form	Sheet	State and County Offices	Notice LP-1865		This form is new and available electronically.
FAS	1200	01-17-02	FAS International Flexiplace Work Agreement	FAS1200.PDF	Electronic Form	Sheet	All FAS Employees	Notice PM-2291	N/A	This form is available electronically in PDF-Audio format.
FSA	8	09-25-02	Request for Desktop Publishing and Graphic Design Services	FSA0008.DOC	Electronic Form	Sheet	All offices except Counties	3-AS		Form revised; destroy all previous editions.
FSA	1039	09-13-02	2003 Management Development Centers Nomination Form	FSA1039.pdf	Electronic Form	Sheet	All FSA Federal and County Office Employees	Notice PM-2321	N/A	This form was revised and is available electronically. Destroy old stock.
KC	18	09-23-02	Space and Facilities Request Form	KC0018.DOC	Electronic Form	Sheet	All Offices			New form.
KC	350 Grain	03-13-98	Warehouse Operators Supplemental Certificate	KC0350-G.WPD KC0350-G.DOC	KC, Electronic Form	MP/2 Head to Head	BCD-IMB, EOD-TMB, FOD			Now available in Microsoft Word fillable format. Egov forms availability to be decided.
KC	350 Oilseed	03-13-98	Warehouse Operators Supplemental Certificate	KC0350-O.WPD KC0350-O.DOC	KC, Electronic Form	MP/2 Head to Head	BCD-IMB, EOD-TMB, FOD, WLED			Now available in Microsoft Word fillable format; Egov forms availability to be decided.
KC	371	11-23-98	Guide for Completing Processed Commodities Storage Agreement Document	KC0371.DOC	Electronic Form	MP/3 Head to Head	D&DOD-MPWB			Now available in Microsoft Word fillable format; OMB clearance approval has been received.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 5.0 (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. 1915 (Continued)

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
KC	371-S	05-08-00	Guide for Completing Processed Commodities Storage Agreement Documents (Revised for Sugar)	KC0371-S.DOC	Electronic Form	MP/3 Head to Head	BCD-SCB, Sugar Processors			Now available in Microsoft Word fillable format; OMB clearance approval has been received.
KC	385 Cotton	05-12-98	Letter of Understanding Concerning Merger of Locations Under a Single CCC Code Number	KC0385-C.DOC	Electronic Form	MP/2 Head to Head	BCD-SCB			Now available in Microsoft Word fillable format; OMB clearance approval has been received.
KC	385 Grain	05-12-98	Letter of Understanding Concerning Merger of Locations Under a Single CCC Code Number	KC0385-G.DOC	Electronic Form	MP/2 Head to Head	BCD-SCB			Now available in Microsoft Word fillable format; OMB clearance approval has been received.
KC	385 Terminal	05-12-98	Letter of Understanding Concerning Merger of Locations Under a Single CCC Code Number	KC0385-T.DOC	Electronic Form	MP/2 Head to Head	BCD-SCB			Now available in Microsoft Word fillable format; OMB clearance approval has been received.
MISC	OF-612	09-94	Optional Application for Federal Employment	OF0612.DOC OF0612.PDF	Electronic Form	MP/3 Head to Head	All	N/A	N/A	Problem with MM/YY date format. Therefore, fields have been reformatted to text fields until Microsoft can correct problem in a future upgrade.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 5.0 (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.