

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1965**

**Field Office Distribution**

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**National Office Distribution**

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**Temporary Directives**

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

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
DAP-180 9-24-03	Crop Disaster Program (CDP) Crop Table Phase II Software Changes	State and County Offices
DCP-96 9-17-03	Final Counter-Cyclical Payment Calculations for Rice, Peanuts, and Upland Cotton	State and County Offices
FI-2602 9-22-03	Closing FY 2003 Transactions	State and County Offices and KCFO
FI-2603 9-22-03	Travel Management Center (TMC) Nationwide Contract Postponed	FSA State Offices, KC Complex, St. Louis Complex, and APFO
FI-2604 9-22-03	Additional Clarifications for Barring Federal Debtors	State and County Offices, CMA's, and LSA's
FI-2605 9-22-03	Preparing FSA Employees' Travel Documents for End of FY 2003 and Beginning of FY 2004	FSA Offices
GRP-3 9-25-03	CCC Software Modifications for Processing Grassland Reserve Program (GRP) Applications and Contracts	State and County Offices

**National Procedure Checklist No. 1965 (Continued)**

**Temporary Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PM-2373 9-25-03	Authorities for Voluntary Separation Incentive Payments (VSIP's) and Voluntary Early Retirements (VERA's)	All FSA Federal National Office, Kansas City, and St. Louis, MO Employees
PM-2374 9-25-03	STAR WEB T&A's and the End of FY Changeover	State Offices and APFO
PM-2375 9-25-03	PC-TARE T&A's and the End of FY Changeover	State Offices, County Offices With GS Employees, and APFO

**Permanent Directives**

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

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
3-PM (Rev. 3) Amend. 9 9-24-03	Personnel Operations	FAS Including Overseas, FSA Except CO Employees, and RMA
5-PM (Rev. 10) Amend. 2 9-24-03	Performance Management System	FAS, FSA, and RMA Offices (Except Foreign Service)

**Procedure Notices**

None

**Obsolete Directives**

None

**Forms**

Users can access the weekly checklist for forms at the FFAS Employee Forms site at <http://165.221.16.90/dam/ffasforms/Actionlist.asp>.

Forms actions are recorded daily in the Forms Management Database which controls the FFAS Employee Forms site. Changed or new data about forms is added to the database daily and may be viewed at the URL listed above, or users may view a weekly compilation of activity by viewing the most recent checklist. If you have problems using this site or accessing the information, contact Angela Coln, Section Head, Forms and Graphics Section by telephone at 202-690-3798 or email to [angela\\_coln@wdc.fsa.usda.gov](mailto:angela_coln@wdc.fsa.usda.gov).

**National Procedure Checklist No. 1965 (Continued)**

**State Office Reports Calendar**

The reports due in October are listed in this table.

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
10-3-03	County Office Work Measurement (4 <sup>th</sup> Quarter Report-Work Measurement Counties Only)	12-AO
10-8-03	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
10-8-03	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
10-8-03	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
10-8-03	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
10-8-03	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
10-8-03	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
10-8-03	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
10-8-03	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
10-8-03	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
10-8-03	Interim EQIP Progress Report (CEP-60R)	1-CONSV
10-8-03	TAP Progress Report (AP-305)(CEP-62R)	1-CONSV
10-8-03	Progress Report for EQIP (ACP-305) (CEP-61R)	1-CONSV
10-8-03	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
10-8-03	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
10-8-03	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
10-15-03	Late Voucher Report (NAP-1R)	2-NAP
10-15-03	LA Interest Payment Report (NAP-2R)	2-NAP
10-15-03	Appraisal Certification Program Semi-Annual Report (FLP-1)	1-FLP
10-30-03	Freedom of Information Requests (MS-271P)	2-INFO
10-31-03	Conversion of Federal Vacancies to Non-Federal Positions Report (PE 172-R)	27-PM