

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1974

Field Office Distribution

Notices are available on Internet at <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 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. Handbooks are also 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
BU-656 11-20-03	December 2003 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CM-487 11-21-03	Redistribution of Tract Level Double-Cropped Acres After 2004 Farm Records Rollover	State and County Offices
CRP-458 11-19-03	Managing Soils Information and Geographic Information Systems (GIS) Tool Use Preparations for Signup 29	State and County Offices
CRP-459 11-25-03	Preparing for CRP General Signup 29	State and County Offices
CRP-460 11-26-03	Reporting Managed and Emergency Haying and Grazing	State Offices and Service Centers
CRP-461 11-26-03	Conservation Reserve Enhancement Program (CREP) Annual Performance Report	State and County Offices
DAP-189 11-19-03	Crop Disaster Program (CDP) Signup Deadline	State and County Offices
DCP-104 11-21-03	2004 Advance Direct Payments	State Offices and Service Centers

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Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
EQ-118 11-19-03	2004 Training for State Environmental Coordinators (SEC's)	State and County Offices
FI-2610 11-24-03	2003 Calendar Year-End Critical Information About FLP Payment Activity	KCFO and State and County Offices
IRM-344 11-18-03	Cellular Communications Authority	State Offices
PM-2394 11-20-03	Flexible Spending Account Program (FSAP) Open Season for 2004 Plan Year	FFAS Employees
PM-2395 11-21-03	58 th Secretary's Honor Awards Program	All FSA, RMA, and FAS Employees
PS-484 11-24-03	Instructions for Estimating Peanut Repayment of Warehouse-Stored Peanut Loans	State and County Offices
SP-12 11-26-03	Clarifying Trade Adjustment Assistance (TAA) Policies and Procedures	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
2-CM (Rev. 5) Amend. 5 11-25-03	Farm Reconstitutions	State and County Offices
5-DAP Amend. 8 11-21-03	2001 and 2002 Crop Disaster Program	State and County Offices
1-DCP Amend. 22 11-20-03	Direct and Counter-Cyclical Program	State and County Offices
2-FLP Amend. 15 11-7-03	Guaranteed Loan Making and Servicing	State and County Offices
2-FLP Amend. 16 11-17-03	Guaranteed Loan Making and Servicing	State and County Offices

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Permanent Directives (Continued)

Short Reference and Effective Date	Title	For
3-FLP Amend. 5 11-17-03	Direct Loan Making	State and County Offices
1-FSFL Amend. 21 11-21-03	Farm Storage Facility Loan Program	State and County Offices

Procedure Notices

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

PN Issue No.	Date	For
PN Issue No. 177	11-7-03	State and County Offices
PN Issue No. 178	11-17-03	State and County Offices
PN Issue No. 179	10-28-03	State and County Offices
PN Issue No. 180	11-7-03	State and County Offices
PN Issue No. 181	11-12-03	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
IRM-342	11-18-03	IRM-344
PM-2387	11-20-03	PM-2394

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.

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State Office Reports Calendar

The reports due in December are listed in this table.

Due Date	Title	Directive Requiring Report
12-2-03	Preliminary Quota Report (PSL-19R)	10-TB
12-6-03	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
12-6-03	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
12-6-03	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
12-6-03	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
12-10-03	Late Voucher Report (NAP-1R)	2-NAP
12-10-03	LA Interest Payment Report (NAP-2R)	2-NAP
12-31-03	Election Information and Media Outreach Report (AO-157R)	15-AO