

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1978

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-658 12-24-03	January 2004 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
FI-2615 12-22-03	Increase in Privately Owned Vehicle (POV) Mileage Rates	All FSA and FAS Offices
FI-2616 12-24-03	National Office Travel Management Center (TMC) Transaction Fee Increase and Online Transportation Booking Information	National FSA Office
FLP-329 12-23-03	Accessing Farm Loan Programs (FLP) Training Modules	State and County Offices
PM-2399 12-22-03	Pay Period 25 Annual Leave Accruals Using PC-TARE	State and County Offices
PM-2400 12-22-03	Preparing Pay Periods 25 and 26 System for Time and Attendance Reporting (STAR) Web Time and Attendance (T&A's)	State and County Offices and APFO
PM-2401 12-22-03	Preparing Pay Period 26 Time and Attendance (T&A) Using PC-TARE	State and County Offices
SP-13 12-22-03	Additional Guidance About Trade Adjustment Assistance (TAA)	State and County Offices

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Permanent Directives

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

Short Reference and Effective Date	Title	For
21-CN (Rev. 3) Amend. 8 12-16-03	CCC Automated Cotton Loan Reporting to CMA's and LSA's	Approved Cooperative Marketing Associations and Authorized Loan Servicing Agents
64-FI Amend. 8 12-17-03	Establishing and Reporting Claims on the Automated Claims System	State and County Offices

Procedure Notices

None

Obsolete Directives

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

Short Reference	Date of Obsolescence	Made Obsolete By
15-FI (Rev. 8)	12-2-03	FMD Memo
90-FI (Rev. 3)	12-2-03	FMD Memo
92-FI (Rev. 5)	12-2-03	FMD Memo

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.