

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1979**

**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>
AO-1294 12-24-03	2003 COC Election Web-Based Report Procedures	State and County Offices
CN-963 12-29-03	Modifications to Automated Price Support System (APSS) That Will Generate Automated Checks When Re-Entering Corrected Cotton Loans and LDP's	Cotton State and County Offices
DCP-105 12-29-03	2004 Peanut Quota Buyout Program (QBOP) Payment Reminder	State and County Offices
DCP-106 12-29-03	FAV and Wild Rice Queries	State and County Offices
FI-2617 12-29-03	Transmission Schedule for Yearend Reporting	State and County Offices; KC-ITSD
FI-2618 12-30-03	Reporting CCC-1099-A's to Producers and IRS	State and County Offices and KC-ITSD
NAP-69 12-29-03	Loading Applications for Coverage in the Automated System	State Offices and Service Centers
NAP-70 12-31-03	Processing NAP Payments and Overpayments for Crop Years 1998 Through 2001	State and County Offices

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### Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
PL-123 12-31-03	New 2004 Tree Assistance Program (TAP) Payment Limitation Allocation	State and County Offices
PS-489 12-29-03	Modifications to Automated Price Support System (APSS) That Will Automatically Generate Checks When Re-entering a Corrected Loan or LDP	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
10-SU (Rev. 3) Amend. 14 12-29-03	Sugar Loans	Sugar State and County Offices

### 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).

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### State Office Reports Calendar

The reports due in January are listed in this table.

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
1-5-04	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
1-5-04	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
1-5-04	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
1-5-04	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
1-9-04	Late Voucher Report (NAP-1R)	2-NAP
1-9-04	LA Interest Payment Report (NAP-2R)	2-NAP
1-9-04	Crop Compliance Data Report (PA-118R)	2-CP
1-15-04	Contracts for Advisory and Assistance Services (MS-585R)	27-AS