

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1989

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 |
|---|--|--|
| AS-2073 3-4-04 | Arranging Conference Calls in the National Office | FFAS National Office Employees |
| BU-662 3-4-04 | Error in Civilian Workforce Report 113-G for October 2003 | State Offices |
| BU-663 3-3-04 | Administrative Guidelines for State Office FY 2004 Travel Allotments, Overtime Guidelines, and Outreach Funding | State Offices |
| FLP-332 3-4-04 | Distributing 2004 Uniform Standards of Professional Appraisal Practice (USPAP) | State Offices |
| FLP-333 3-4-04 | Deployment of FLOTRACK | State and County Offices |
| SP-19 3-5-04 | Trade Adjustment Assistance (TAA) Web-based Software Information and Instructions for Using TAA Application Process to Record FSA-229 Data | State and County Offices |
| SU-83 3-3-04 | KC-227, Raw Sugar Certification Report and KC-227-A, Refined Sugar Certification Report | State and County Offices |
| TB-1100 3-4-04 | 2004 Other Tobacco Quotas, Allotments, Factors, and Referendum | Other Kinds of Tobacco State and County Offices and KCAO |

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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 |
|---------------------------------------|-------------------------|--------------------------|
| 1-PL (Rev. 1) Amend. 43 2-26-04 | Payment Limitations | State and County Offices |
| 1-TAP (Rev. 2) Amend. 2 3-8-04 | Tree Assistance 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. 190 | 3-3-04 | State and County Offices |
| PN Issue No. 191 | 3-3-04 | 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 |
|-----------------|----------------------|------------------|
| SP-18 | 3-5-04 | SP-19 |

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.