

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 1992

### 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](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.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
AO-1303 3-26-04	2003 County Election Web-Based Election Committee Reports	State and County Offices
AS-2074 3-30-04	State Office Federal Equipment Allotments for FY 2004	State Offices
AS-2075 3-29-04	Purchase Requests for End of FY 2004 and Renewals for FY 2005	FAS, FSA, and RMA Offices
CRP-467 3-25-04	Haying and Grazing Policy Reminder	State Offices and Service Centers
FLP-342 3-29-04	Debt Collection by Internal Administrative Offset	State and County Office
FLP-343 3-29-04	90-Day Past Due Determination on Report Code 540	FSA Offices
GRP-6 3-26-04	Issuing Payments Through Check Writing for Grassland Reserve Program (GRP) Appraisals	State and County Offices
NAP-72 3-26-04	Populating the 2004 National Crop Table (NCT) With the 2004 Insurability File	FSA Offices
TAP-28 3-26-04	Payment Factor for TAP - Michigan Fire Blight	State and County Offices

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### 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>
7-CP (Rev. 2) Amend. 2 3-26-04	Finality Rule and Equitable Relief	State and County Offices
1-FLP Amend. 18 3-29-04	General Program Administration	State and County Offices
2-LP Grains and Oilseeds (Rev. 1) Amend. 7 3-22-04	Commodity Data Specific to Wheat, Feed Grains, and Oilseeds	State and County Offices
2-LP Rice (Rev. 9) Amend. 3 3-29-04	Loans and Loan Deficiency Payments for Rice	State and County Offices

### Procedure Notices

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

<b>PN Issue No.</b>	<b>Date</b>	<b>For</b>
PN Issue No. 195	3-29-04	State and County Offices

### 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 April are listed in this table.

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
4-1-04	AD-1153 Summary Expenses Report (CEP-70R)	GRP-3
4-1-04	CCC-920 Summary Expenses Report (CEP-71R)	GRP-3
4-5-04	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
4-5-04	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
4-5-04	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
4-5-04	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
4-9-04	Late Voucher Report (NAP-1R)	2-NAP
4-9-04	LA Interest Payment Report (NAP-2R)	2-NAP
4-15-04	Appraisal Certification Program Report (FLP-1R)	1-FLP
4-14-04	NIR Mid-Year Progress Report (FLP-2)	1-FLP
4-30-04	National Security Emergency Records Checklist Report (EIP-59R)	1-DP