

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1996

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-666 4-23-04	Revised FY 2004 Non-Federal County Office Allotments	State Offices
FI-2634 4-27-04	Quarterly Screening Process for FLP Treasury Offset Program (TOP)	State and County Offices
IRM-351 4-22-04	Office of Chief Information Officer (OCIO) Firewall Reconfiguration Project	FSA Offices
IRM-352 4-23-04	Information Technology (IT) and LAN/WAN/Voice (LWV) Related Acquisitions and Repairs	State and County Offices
LP-1960 4-28-04	National Price Support Training	State and County Offices
PM-2414 4-23-04	Office of Workers' Compensation Chargeback Codes	RMA Offices in Kansas City and All FSA Offices
PM-2415 4-23-04	Office of Workers' Compensation Programs (OWCP) Leave Buy Back (LBB) and Wage Loss Policy and Procedures	RMA Offices in Kansas City and All FSA Offices
PM-2416 4-23-04	FY 2004 Mid-Year Reviews	FFAS Employees Except Foreign Service Employees

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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-CMA (Rev. 1) Amend. 1 4-19-04	CMA, DMA, and LSA Common Loan and LDP Procedures	State and County Offices, CMA's, DMA's, and LSA's
7-CN (Rev. 15) Amend. 18 4-22-04	Cotton Loans and Loan Deficiency Payments	All FSA Offices
1-DCP Amend. 26 4-28-04	Direct and Counter-Cyclical Program	State and County Offices
2-DCP Amend. 7 4-28-04	Direct and Counter-Cyclical Payments	State and County Offices
1-FLP Amend. 19 4-20-04	General Program Administration	State and County Offices
2-LP Grains and Oilseeds (Rev. 1) Amend. 8 4-22-04	Commodity Data Specific to Wheat, Feed Grains, and Oilseeds	State and County Offices
2-LP Grains and Oilseeds (Rev. 1) Amend. 9 4-29-04	Commodity Data Specific to Wheat, Feed Grains, and Oilseeds	State and County Offices
27-PM (Rev. 1) Amend. 11 4-27-04	County Office Classification, Employment, and Pay Administration	State and County Offices

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Procedure Notices

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

PN Issue No.	Date	For
PN Issue No. 197	4-20-04	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.

State Office Reports Calendar

The reports due in May are listed in this table.

Due Date	Title	Directive Requiring Report
5-3-04	AD-1153 Summary Expenses Report (CEP-70R)	GRP-3
5-3-04	CCC-920 Summary Expenses Report (CEP-71R)	GRP-3
5-5-04	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
5-5-04	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
5-5-04	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
5-5-04	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
5-10-04	Late Voucher Report (NAP-1R)	2-NAP
5-10-04	LA Interest Payment Report (NAP-2R)	2-NAP