

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1999**

**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-1305 5-17-04	Guidance for Shared Management Offices and Combined Offices and the COC Election Process	State and County Offices
CN-964 5-17-04	Creating Receivables for All Producer Collection Invoices in "Awaiting Payment" Status	Cotton State and County Offices
CN-965 5-19-04	Creating Receivables for All Producer Collection Invoices in "Awaiting Payment" Status	Cotton State and County Offices
DCP-110 5-13-04	Completing Production Evidence Reviews	State and County Offices
FI-2637 5-11-04	Debt Collection Improvement Act (DCIA) Debt Certification	State Offices and Service Centers
FI-2638 5-17-04	Introduction to FSA Financial Services	FSA Offices
NAP-74 5-18-04	Downloading and Transmitting 2005 Rollover Records	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>
1-SP Amend. 2 5-18-04	Special Programs	State and County Offices

### Procedure Notices

None

### Obsolete Directives

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

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
CN-964	5-19-04	CN-965
FI-2636	5-11-04	FI-2637

### 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 June are listed in this table.

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
6-3-04	AD-1153 Summary Expenses Report (CEP-70R)	GRP-3
6-3-04	CCC-920 Summary Expenses Report (CEP-71R)	GRP-3
6-4-04	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
6-4-04	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
6-4-04	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
6-4-04	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
6-10-04	Late Voucher Report (NAP-1R)	2-NAP
6-10-04	LA Interest Payment Report (NAP-2R)	2-NAP
6-10-04	Shared Management Operations and Combination County Report (BU-546R)	BU Notice
6-28-04	Soybean Promotion and Research Request for Referendum	AO-1304