

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 2007

### 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.

Short Reference and Effective Date	Title	For
AO-1310 7-22-04	Budget and Performance Management System (BPMS) Internal Communications Plan	State and County Offices
AO-1311 7-16-04	Cancellation of County Office Work Measurement (COWM) Committee Meeting	State Offices (Except AK, HI, and PR) and Work Measurement County Offices
CRP-473 7-27-04	CRP Joint Statement	State and County Offices
CRP-474 7-29-04	Managing Soils Information and Geographic Information Systems (GIS) Tool Use Preparations for Signup 29	State and County Offices
DCP-113 7-21-04	2003 Final Counter-Cyclical Payment Calculations for Wheat, Barley, and Oats	State and County Offices
FI-2646 7-19-04	Replacement of the Type 60 Purchase Order System	State and County Offices
FI-2647 7-21-04	Foundation Financial Information System (FFIS) Training Schedule	State Offices
FI-2648 7-28-04	Entering Time Field on CCC-36 or CCC-37	State and County Offices
PAS-6 7-23-04	2004 Crop Year Uniform Reduction Percentage and Proportionate Share	Louisiana State and County Offices
PF-204 7-22-04	Cleanup for 2002 PFC/DCP Transition Overpayments	State Offices and Service Centers

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**Temporary Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PM-2424 7-21-04	New Process for Exit Interviews	All FAS, RMA, and FSA Employees
PM-2425 7-27-04	2004 Agriculture Learning (AgLearn) Implementation	All FSA Employees
SP-27 7-29-04	Producer Eligibility Requirements for Trade Adjustment Assistance (TAA)	State and County Offices
SU-84 7-21-04	Processing and Reporting Forfeited CCC Sugar Loans	State and County Offices

**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>
25-AS (Rev. 3) Amend. 17 7-20-04	State and County Office Records Operations	For State and County Offices and KCMO
7-CN (Rev. 15) Amend. 19 7-28-04	Cotton Loans and Loan Deficiency Payments	Cotton Loans and Loan Deficiency Payments
2-CP (Rev. 15) Amend. 38 7-20-04	Acreage and Compliance Determinations	State and County Offices
50-FI (Rev. 6) Amend. 3 7-21-04	Interest Rates	For Field Offices, Tobacco and Cotton Associations, and Servicing Agent Banks
55-FI (Rev. 4) Amend. 1 7-20-04	Managing FSA and CCC Debt	All FSA Offices Except State and County Offices
97-FI (Rev. 7) Amend. 1 7-20-04	Processing Employee Reimbursements	For All FSA Offices, Except County Offices, and All FAS National Offices
31-PM Amend. 3 7-26-04	Reasonable Accommodation	For All FAS (including Overseas), FSA, and RMA Offices

## National Procedure Checklist No. 2007 (Continued)

### 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. 207	7-21-04	State and County Offices
PN Issue No. 208	7-26-04	State and County Offices

### 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>
FI-2645	7-21-04	FI-2647
55-FI (Rev. 3)	7-20-04	55-FI (Rev. 4)
97-FI (Rev. 6)	7-20-04	97-FI (Rev. 7)

### 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 e-mail to [angela\\_coln@wdc.fsa.usda.gov](mailto:angela_coln@wdc.fsa.usda.gov).