

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 2331

### Field Office Distribution

Notices are available on the Internet at <http://www.fsa.usda.gov/notices>. Handbooks are available on the Electronic Distribution 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 Management Analysis and Directives Section at 202-690-0594.

### National Office Distribution

Notices are available on the 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-1494<br>2-8-11                  | Posting and Publicizing COC Meeting Minutes and Meeting Schedules                  | State and County Offices         |
| AS-2210<br>2-10-11                 | Submitting AD-728, Request and Authorization for Home to Work Transportation       | State and County Offices         |
| CAP-2<br>2-11-11                   | Issuing Final CAP Payments   | State and County Offices         |
| CONSV-105<br>2-10-11               | ECP and Emergency Forest Restoration Program (EFRP) Questions and Answers          | State and County Offices         |
| CP-672<br>2-7-11                   | Crop Acreage Reporting System (CARS) Performance Issues and Requested Enhancements | State and County Offices         |
| CRP-687<br>2-3-11                  | Practice CP42, Pollinator Habitat  | State and County Offices         |
| FI-3026<br>2-8-11                  | Reminder for FSA Access to Lower Cost and Nonrefundable Airfares Through GovTrip   | FSA Employees                    |
| FI-3027<br>2-8-11                  | TTPP IRS Form 1099 Information   | Tobacco State and County Offices |
| LD-621<br>2-7-11                   | Reminder of MILC Production Start Month Change Provisions                          | State and County Offices         |
| LDAP-39<br>2-8-11                  | Eligible Purchases of Additional Livestock Feed Under ELAP                         | State and County Offices         |
| LDAP-40<br>2-10-11                 | 2010 ELAP Workbook (Workbook) Instructions   | State and County Offices         |

## National Procedure Checklist No. 2331 (Continued)

### Temporary Directives (Continued)

| <b>Short Reference and Effective Date</b> | <b>Title</b>   | <b>For</b>                                  |
|---|--|---|
| PM-2793<br>2-10-11                        | Guidelines for Requesting/Sending Employees to National Special Emphasis Program (SEP) Training Conferences                                      | FSA Employees                               |
| PS-679<br>2-7-11                          | Processing Asparagus Loss Assistance Payment (ALAP) Program Applications   | State and County Offices                    |
| SP-58<br>2-7-11                           | Reimbursement Transportation Cost Payment (RTCP) Program for Geographically Disadvantaged Farmers and Ranchers Worksheet Calculator Instructions | AK, FL, HI, and PR State and County Offices |
| SP-59<br>2-8-11                           | Asparagus Revenue Market Loss Assistance Payment (ALAP) Program  | State and County Offices                    |
| SP-60<br>2-7-11                           | Notifying Trade Adjustment Assistance for Farmers (TAAF) Program Applicants of Approval Status   | State and County Offices                    |

### Permanent Directives

None

### Procedure Notices

None

### Obsolete Directives

None

### Forms

Users can access the weekly checklist for forms at the FFAS Employee Forms/Publications Online Website 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.usda.gov](mailto:angela.coln@wdc.usda.gov)