

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 2384

### 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://fsaintranet.sc.egov.usda.gov/dam/handbooks/eds\\_index.htm](http://fsaintranet.sc.egov.usda.gov/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://fsaintranet.sc.egov.usda.gov/fsa/>.

### Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

| Short Reference<br>and Effective Date | Title  | For  |
|---------------------------------------|--|--|
| AO-1535<br>2-9-12                     | Outreach Tracking and Information System (OTIS)                      | FSA Employees                                |
| CRP-709<br>2-15-12                    | Conservation Payments and Web-Based Business File                    | State and County Offices                     |
| FI-3087<br>2-14-12                    | Additional FAX Number Established for CCC-1099-G Correction Requests | State and County Offices                     |
| INFO-52<br>2-14-12                    | New Media Roles, Responsibilities, and Authorities                   | FSA Employees                                |
| LD-624<br>2-16-12                     | Preparation for FY 2012 MILC Payments                                | State and County Offices                     |
| PL-234<br>2-16-12                     | Revising CCC-902 Farm Operating Plans for 2012 in Business File      | State and County Offices                     |
| SEM-11<br>2-14-12                     | Updating LincPass Certificates Using Employee Workstations           | State and County Offices and Service Centers |

## National Procedure Checklist No. 2384 (Continued)

### Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

| Short Reference and Effective Date     | Title  | For                      |
|--|--|--------------------------|
| 1-CM (Rev. 3)<br>Amend. 54<br>2-13-12  | Common Management and Operating Provisions   | All FSA Offices          |
| 1-DCP (Rev. 3)<br>Amend. 17<br>2-14-12 | Direct and Counter-Cyclical Program and Average Crop Revenue Election for 2009 and Subsequent Crop Years | State and County Offices |
| 1-FLP (Rev. 1)<br>Amend. 65<br>2-17-12 | General Program Administration   | State and County Offices |
| 1-FSFL (Rev. 1)<br>Amend. 4<br>2-16-12 | Farm Storage Facility Loan Program   | State and County Offices |
| 3-PL (Rev. 1)<br>Amend. 12<br>2-17-12  | Web-Based Subsidiary Files for 2009 and Subsequent Years   | State and County Offices |

### 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://fsaintranet.sc.egov.usda.gov/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).