

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 2401

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 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.

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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 and Effective Date	Title	For
AO-1545 6-12-12	Displaying "Receipt for Service" Posters	All FSA Employees
AS-2236 6-13-12	Procurement Requisitions for End-of-FY 2012 and Renewals for FY 2013	FFAS Offices
BU-734 6-14-12	Changes to Accounting for WebTA and County Office Structure Report Resulting from County Office Consolidation	State and County Office Employees
CM-702 6-14-12	People's Garden Initiative (PGI) Time and Attendance Policies	FSA Employees
CMA-128 6-11-12	2012 Crop Year Producer Eligibility Policy and Shutdown and Startup of Automated CMA Process	State and County Offices and CMA's, DMA's, and LSA's
CP-684 6-7-12	2012 Compliance Reviews and Spot Checks	State and County Offices
CRP-715 6-12-12	CRP Initiatives Acreage Allocations	State Offices
FI-3102 6-13-12	Over the Counter Channel (OTCnet) Communication to Producers and Employees	State and County Offices
PM-2863 6-18-12	Processing Voluntary Separation Incentive Payments (VSIP's) and Separations	FSA Servicing Human Resources Offices and State Offices

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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
4-PL Amend. 14 6-18-12	Payment Eligibility, Payment Limitation, and Average Adjusted Gross Income	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.