

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 2167

### Field Office Distribution

Notices are available on Internet at

<http://www.fsa.usda.gov/FSA/notices?area=home&subject=lare&topic=not&setflag=FROMURL&getData=NON>  
EHandbooks 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-1398 9-20-07	FY 2007 Year-End Workload Reporting	State and County Offices
APP-47 9-21-07	FSA Policy About NAD Cases	FSA Employees
CMA-108 9-21-07	Revised Policy and Instructions for Combining Automated Cotton Reporting System (ACRS) Authorization Codes	State Offices and Cotton CMA's and LSA's
CMA-109 9-21-07	Updating CMA, DMA, or LSA Producer Subsidiary Records	State and County Offices, CMA's, DMA's, and LSA's
CN-1024 9-21-07	Modifications to Cotton eLDP System to Provide Manual Data Entry Option	Cotton State and County Offices
CP-620 9-26-07	Fact Sheet and PowerPoint Presentation Concerning FSA GIS Wetland Points Layer	State and County Offices
CRP-569 9-21-07	Re-Enrolling Expiring CRP-1 Acreage into New CRP-1's for Conservation Reserve Enhancement Program (CREP)	State and County Offices
DCP-180 9-21-07	2007 Final Direct Payments	State and County Offices
FI-2813 9-21-07	Preparing FSA Employee Travel Documents for End of FY 2007 and Beginning of FY 2008	FSA Offices
FLP-477 9-27-07	Automated Systems Used for Workload Counts	State and County Offices

**National Procedure Checklist No. 2167 (Continued)**

**Temporary Directives (Continued)**

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>
FLP-478 9-27-07	Administrative and Property Management Costs for the Debt and Loan Restructuring System (DALR\$)	FSA Offices
IRM-396 9-20-07	OMB Survey for FSA Geographical Information System (GIS) Applications	State and County Offices
IRM-397 9-24-07	Transferring ArcSDE Common Land Unit (CLU) Geospatial Data Between County Offices	State and County Offices
LP-2074 9-26-07	Announcing That CCC Will Report Market Gain Associated With the Repayment of a CCC Loan on IRS Form 1099-G	State and County Offices, CMA's, DMA's, and LSA's
PL-166 9-21-07	Review of Payments to Individuals Identified as Deceased	State and County Offices
PM-2607 9-24-07	Advertising County Office (CO) Temporary Vacancies for 2007 Disaster Programs	State and County Offices
PM-2608 9-24-07	System for Time and Attendance Reporting (STAR) WEB 5.0 End of FY Changeover	All Administrative Officers and FAS, FSA, and RMA Timekeepers

**Permanent Directive**

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>
12-AO (Rev. 21) Amend. 10 9-20-07	County Office Workload and Fund Allocation System	All FSA Offices Except APFO and KCCO
2-CONSV (Rev. 1) Amend. 1 9-20-07	CCC Conservation Automation System Operations	State and County Offices
1-FLP Amend. 74 9-26-07	General Program Administration	State and County Offices
11-LD (Rev. 1) Amend. 4 9-19-07	Milk Income Loss Contract Program	State and County Offices

**National Procedure Checklist No. 2167 (Continued)**

**Permanent Directive (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
3-PM (Rev. 3) Amend. 17 9-24-07	Personnel Operations	FAS Including Overseas, FSA Except CO Employees, and RMA
10-SU (Rev. 4) Amend. 7 9-26-07	Sugar Loans	Sugar 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>
2-CONSV	9-20-07	2-CONSV (Rev. 1)
PM-2587	9-14-07	3-PM (Rev. 3) Amend. 16

**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.usda.gov](mailto:angela.coln@wdc.usda.gov).