

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 2330**

**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.

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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://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-1493 2-2-11	Updating Field Office Emergency Operation Plans (EOP's)	State and County Offices
FI-3024 2-1-11	February 2011 CCC, FSFL, SSFL, and TTPP Interest Rates	State and County Offices
FI-3025 2-7-11	Deployment of the Lease and Reimbursable Agreement Tracking (LRAT) Application Pilot-875 Segment	CO, IA, IN, KS, KY, MS, OH, TX State Offices
IRM-442 2-1-11	FY 2011 Mandatory Specialized Role-Based Information Technology (IT) Security Training	FSA Offices
PM-2792 2-4-11	Live Meeting Training on Locating and Adding Courses to the To-Do List in AgLearn	FSA Employees

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**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>
16-AO (Rev. 3) Amend. 4 1-31-11	State and County Organization and Administration	State and County Offices and KCAO
3-PM (Rev. 3) Amend. 19 1-28-11	Personnel Operations	FAS Including Overseas, FSA Except CO Employees, and RMA
6-PM (Rev. 6) Amend. 23 2-3-11	Employee Development and Training	All FSA Offices
17-PM (Rev. 2) Amend. 8 2-2-11	Leave Administration and Alternative Work Schedules	FAS, FSA, and RMA Offices

**Procedures 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>
AO-1466	2-1-11	Disposal Date
AO-1480	2-1-11	Disposal Date
BCAP-16	2-1-11	Disposal Date
BU-723	2-1-11	Disposal Date
CAP-1	2-1-11	Disposal Date
CP-669	2-1-11	Disposal Date
CRP-660	2-1-11	Disposal Date
CRP-681	2-1-11	Disposal Date
FI-2986	2-1-11	Disposal Date
FI-2990	2-1-11	Disposal Date
FI-2999	2-1-11	Disposal Date
FI-3000	2-1-11	Disposal Date
FI-3003	2-1-11	Disposal Date
FI-3007	2-1-11	Disposal Date
FI-3012	2-1-11	Disposal Date
FI-3013	2-1-11	Disposal Date
FLP-582	2-1-11	Disposal Date
IRM-429	2-1-11	Disposal Date

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### Obsolete Directives (Continued)

Short Reference	Date of Obsolescence	Made Obsolete By
IRM-433	2-1-11	Disposal Date
LDAP-30	2-1-11	Disposal Date
LP-2152	2-1-11	Disposal Date
NAP-137	2-1-11	Disposal Date
NAP-139	2-1-11	Disposal Date
NA-140	2-1-11	Disposal Date
PM-2758	2-1-11	Disposal Date
PM-2773	2-1-11	Disposal Date
PM-2775	2-1-11	Disposal Date
PM-2778	2-1-11	Disposal Date
PS-671	2-1-11	Disposal Date
SP-55	2-1-11	Disposal Date
SU-89	2-1-11	Disposal Date

### 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)