

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 2354**

**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.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
AO-1517 7-21-11	Mandatory Annual Civil Rights Training for FY 2011	FSA Employees
CRP-694 7-20-11	Manually Recording Approved CRP-1R's for the Transition Incentives Program (TIP)	State and County Offices
DCP-253 7-19-11	Obsoleting 1-DCP and 1-DCP (Rev. 1)	State and County Offices
DCP-254 7-19-11	Obsoleting 1-DCP and 1-DCP (Rev. 1)	State and County Offices
ECP-65 7-20-11	Temporary Change to Required Onsite Inspections for ECP	State and County Offices
FLP-594 7-25-11	Additional Webinar EM Training	State and County Offices
PL-221 7-18-11	AGI Reconciliation Reports for 2009 and 2010	State and County Offices
PM-2815 7-21-11	FY 2010 Rating-Based Performance Time Off Awards (TOA's)	All FSA Supervisors
PM-2816 7-20-11	Extension of Voluntary Early Retirement Authority (VERA) Dates for FAS	FAS Employees, Except Foreign Service Employees
PM-2817 7-21-11	Reemploying Annuitants Without Salary Offset Guidance for FFAS	FFAS Offices

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**Temporary Directives (Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
SP-64 7-19-11	Announcing Signup for FY 2011 Reimbursement Transportation Cost Payment (RTCP-II) Program for Geographically Disadvantaged Farmers and Ranchers in Alaska, Hawaii, and Insular Areas	Alaska, Florida, Hawaii, and Puerto Rico State and County Offices

**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>
2-FLP (Rev. 1) Amend. 13 7-20-11	Guaranteed Loan Making and Servicing	State and County Offices
3-PM (Rev. 3) Amend. 20 7-19-11	Personnel Operations	FAS Including Overseas, FSA Except CO Employees, and RMA
6-PM (Rev. 6) Amend. 24 7-19-11	Employee Development and Training	All FSA Offices
2-SP Amend. 1 7-19-11	Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers	All FSA Offices Except APFO and KCCO
1-SURE Amend. 16 7-19-11	Supplemental Revenue Assistance Payments Program	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>
1-DCP	7-19-11	Notice DCP-254
1-DCP (Rev. 1)	7-19-11	Notice DCP-254
Notice DCP-253	7-19-11	Notice DCP-254
Notice PM-2768	7-21-11	Notice PM-2817
Notice SP-54	7-19-11	2-SP Amend. 1

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### 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).