

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 2363

### 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 and Effective Date | Title   | For  |
|------------------------------------|---|--|
| APP-59<br>9-19-11                  | Dispute Resolution Activity for FY 2011   | FSA Offices  |
| AS-2222<br>9-20-11                 | USDA FFAS Purchase Card FY 2011 Year-End Guidance                                 | FFAS Offices   |
| BU-728<br>9-23-11                  | Instructions for Payroll Accounting in WebTA for Pay Period (PP) 20 T&A Reporting | FSA Employees  |
| CRP-699<br>9-23-11                 | Continuous CRP Signup Number Change   | State and County Offices   |
| FI-3062<br>9-21-11                 | FY-End FLP Loan and Grant Obligation Processing Procedures                        | State and County Offices   |
| FLP-596<br>9-26-11                 | Final Webinar EM Training Sessions  | State and County Offices   |
| INFO-49<br>9-20-11                 | FOIA-Capture (FOIA-CAP) and Annual FOIA Report to USDA for FY 2011                | Washington, DC, and Kansas City FOIA Offices, and State and County Offices |
| INFO-50<br>9-21-11                 | Applying FOIA Exemption 2 After <i>Milner v. Department of the Navy</i>           | Washington, DC, and Kansas City FOIA Offices, and State and County Offices |
| IRM-446<br>9-23-11                 | FY 2012 USDA Information Security Awareness (ISA) Mandatory Training              | FSA Employees, Contractors, STC and COC Members, Advisors, and Alternates  |

## National Procedure Checklist No. 2363 (Continued)

### 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>                        |
|---|--------------------------------------|-----------------------------------|
| 1-AP (Rev. 8)<br>Amend. 1<br>9-20-11      | Aerial Photography                   | APFO and State and County Offices |
| 2-FLP (Rev. 1)<br>Amend. 14<br>9-19-11    | Guaranteed Loan Making and Servicing | 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-AP (Rev. 7)          | 9-20-11                     | 1-AP (Rev. 8) Amend. 1  |

### 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).