

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 2368

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-1524 10-24-11	Guidelines on Providing Assistance to Customers	FSA Employees
BU-729 10-27-11	SharePoint County Office Structure Report	State Offices
PL-228 10-26-11	2012 Program Year Certification of Average AGI and Consent to Disclosure of Tax Information	State and County Offices
PM-2831 10-26-11	FY 2012 Individual Development Plan (IDP) Information for Employees and Supervisors	FSA and RMA Employees
PM-2832 10-27-11	Enhanced Strategic Recruitment Programs	FFAS Managers
PM-2833 10-31-11	HRD Customer Service Advocate Program	FFAS Employees
PM-2834 10-31-11	Processing Voluntary Separation Incentive Payments (VSIP's) and Separations	FSA Servicing Human Resources Offices and State Offices
PM-2835 10-31-11	RMA's Performance Management Program	RMA Employees
SEM-5 10-24-11	FFAS LincPass Certificate Expiration Process	FFAS Employees
SEM-6 10-26-11	FSA Situation Report (SITREP) Reporting Procedures	State and County Offices
TAP-46 10-26-11	September 30, 2011, Impact on TAP Eligibility	State and County 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
3-PL (Rev. 1) Amend. 11 10-28-11	Web-Based Subsidiary Files for 2009 and Subsequent Years	State and County Offices

Procedure Notices

None.

Obsolete Directives

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
PM-2784	10-31-11	PM-2835
PM-2828	10-26-11	PM-2831
SEM-1	10-26-11	SEM-6

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.