

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 2397

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.

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
AS-2234 5-16-12	Water Conservation Directives for Washing Government Vehicles	State Offices
FI-3096 5-16-12	Procedures for Canceling Payment Requests	FSA State and County Office Employees
FI-3097 5-15-12	Converting to Over the Counter Channel (OTC.net) Application	State and County Offices
FLP-614 5-15-12	Availability of Land Contract Guarantee Program Questions and Answers Online	State and County Offices
NAP-148 5-15-12	Closeout of NAP Software for Crop Year 2011	State and County Offices
PM-2858 5-17-12	Opportunity to Apply for Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) for FSA Employees - For Offices Over FY 2012 FTE Ceiling	FSA Federal and County Employees

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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
1-FLP (Rev. 1) Amend. 69 5-17-12	General Program Administration	State and County Offices
3-FLP (Rev. 2) Amend. 7 5-17-12	Direct Loanmaking	State and County Offices

Procedure Notices

None.

Obsolete Directives

None.

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.