

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 2583**

**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-1645 3-4-16	National DD Mentoring Program	State and County Offices
AO-1646 3-1-16	Revised USDA Nondiscrimination Statement	All FSA Employees
AO-1647 3-2-16	Mandatory Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) Refresher Training for Employees	FSA Employees
BU-768 3-8-16	FY 2016 Full Year Administrative Allotments	State Offices
CN-1054 3-7-16	Letter to Cotton Producers About Commodity Certificate Exchanges (CCE) for 2015 Crop Loans and Additional CCC-694-2 Filing Instructions and CCE Registers	Cotton Producing State and County Offices, Cotton Clerks, and LSA's
CRP-799 3-7-16	Closeout of 2013 and 2014 TIP Payment Software	State and County Offices
FI-3277 3-7-16	National Receipts and Receivable System (NRRS) Automated Program Interest Processing	State and County Offices
FLP-734 3-1-16	Lifting FY 2016 Farm Loan Allocation Targets	State Offices
MPP-31 3-7-16	Refund of 2016 Margin Protection Program Premium Fees	State and County Offices
PM-2957 3-8-16	2016 Abraham Lincoln Honor Awards Program	FSA and RMA Employees

## National Procedure Checklist No. 2583 (Continued)

### Permanent Directives

None.

### Obsolete Directives

None.

### Procedure Notices

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](mailto:angela.coln@wdc.usda.gov).