REQUEST FOR ACTION FOR PROCEDURES/REPORTS
(For adding, changing, or deleting addresses for distribution of procedures/reports)

A. IDENTIFICATION (Complete this section for all requests)

1. CONTACT NAME  (Name of person completing this form)
2. CONTACT TELEPHONE NUMBER  (Area code and number)

FAX TO:  (504) 255–4367
MAIL TO: USDA, NATIONAL FINANCE CENTER
ATTN.: DAB (Directives and Analysis Branch)
PO BOX 60,000
NEW ORLEANS, LA 70160–0001

B. PROCEDURES ACTION (Check appropriate block(s))
Order procedure(s) and add address to distribution list
Order PC procedure(s)/software and add address to distribution list
Order procedure(s)/software (as needed for training) DO NOT ADD ADDRESS TO DISTRIBUTION LIST
Change address for procedures
Change level(s) or distribution control
Discontinue procedure(s)
Change number of copies of procedure(s)
Change number of copies of reports
Change an address for reports
Change report media

ORDERING PROCEDURE(S)/BULLETIN(S)/SOFTWARE

3. NAME OF PROCEDURE
4. TITLE NUMBER
5. CHAPTER NUMBER
6. SECTION NUMBER
7. SUB-SECTION NUMBER
8. BULLETIN NUMBER
9. DISKETTE SIZE FOR PC SOFTWARE
10. NUMBER OF COPIES

ORDERING REPORTS

13. MAILDROP NUMBER  (Top number on banner page)
14. BUNDLE ID  (2nd number on banner page)
15. REPORT/JOB SET NUMBER
16. REPORT TITLE
17. DISTRIBUTION CONTROL

19. REPORTING LEVELS
   (Check one or more)
   DEPARTMENT
   AGENCY
   POI
   CONTACT POINT
2ND LEVEL
3RD LEVEL
4TH LEVEL

20. ADDRESS KEY CODE  (As shown in the upper left corner of the mailing label)

CURRENT OR OLD ADDRESS

21. NAME
22. AGENCY NAME
23. AGENCY CODE
24. AGENCY STREET ADDRESS
25. CITY
26. STATE
27. ZIP CODE 5–4

NEW ADDRESS

21. NAME
22. AGENCY NAME
23. AGENCY CODE
24. AGENCY STREET ADDRESS
25. CITY
26. STATE
27. ZIP CODE 5–4
28. AGENCY TELEPHONE NUMBER (Area Code and Number)
29. E-MAIL ADDRESS
30. AUTHORIZED SIGNATURE AND TITLE
31. TELEPHONE NUMBER (Area code and number)
32. DATE

To order additional procedures, please fill out Form AD–1083A,
Continuation Sheet for Ordering Procedures.

FORM AD–1083 (Revised 2/99)