

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1922

**Field Office
Distribution**

Notices are available on Internet at <http://www.fsa.usda.gov/dam/forms/notices.asp>. Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at http://165.221.16.90/dam/handbooks/eds_index.htm for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

**National Office
Distribution**

Notices are available on Internet. Handbooks are printed and distributed to the National Office. Some handbooks are available in portable document format (PDF) on the FSA Intranet at <http://intranet.fsa.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-1274 11-7-02	FSA Organization Changes	FSA Employees
APP-32 11-12-02	Additional Mediation Funding for FY 2003	State and County Offices
CM-446 11-7-02	PS-3553, USPS Coding Accuracy Support System (CASS) Summary Report	State and County Offices
CP-550 11-8-02	ArcView Geographic Information System (GIS) Out-of-the-Box	State and County Offices
DCP-52 11-7-02	Instructions for Processing 2002 Peanut Counter-Cyclical Payments	State and County Offices
DCP-53 11-7-02	Automated Process for Replacing Deceased and Dissolved Entity Historic Peanut Producers	State and County Offices
DCP-54 11-8-02	Transition From Agricultural Market Transition Act (AMTA) to Direct and Counter-Cyclical Program (DCP) and Successions-in-Interest	State and County Offices
DCP-55 11-12-02	Peanut Quota Buyout Program (QBOP) Signup Period Extended	State and County Offices
FI-2556 11-6-02	Electronic Funds Control (E-FC) for Conservation and Environmental Programs	State and County Offices

Continued on the next page

National Procedure Checklist No. 1922 (Continued)

Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
FI-2557 11-7-02	Procuring Transportation Without a Government-Provided Travel Charge Card	FSA Offices
LP-1883 11-7-02	The November Alternative Repayment Rate for 2002 Crop Honey Nonrecourse Marketing Assistance Loans	State and County Offices
PS-443 11-8-02	Interim Funds Control Procedures Applicable to Apple Market Loss Assistance Program (AMLAP-II)	State and County Offices
PS-444 11-12-02	APSS Instructions for 2002 Sugar Loans	State and County Offices
TB-1061 11-8-02	2002 Burley Tobacco Designation Information Revision	Burley Tobacco State and County Offices

Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
2-DCP Amend. 2 11-7-02	Direct and Counter-Cyclical Payments	State and County Offices
2-FLP Amend. 12 11-7-02	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.

Short Reference	Date of Obsolescence	Made Obsolete By
TB-1060	11-8-02	TB-1061

Continued on the next page

National Procedure Checklist No. 1922 (Continued)

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	259	10-17-74	CCC General Ledger Trial Balance	nofile.htm	RPL/PDF/WP	Sheet	KC and Peanut Associations	13-FI, 20-AS		This form is obsolete. Destroy all stock.
FSA-HQ	172	04-09-75	Request for Restoration of Forfeited Annual Leave	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	202	04-07-83	Farmers Stock Peanuts Position Report Worksheet	nofile.htm	D/O	Sheet	D/O	20-AS		This form is obsolete. Destroy all stock.
FSA-HQ	231	07-24-79	Request for Material From Distribution Unit	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	249	03-16-76	Record of Lamination CID Cards	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	256	05-24-77	Register of Safe Combinations and Custodians	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	258	07-01-77	Master Log of Records Inventory	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	259	07-21-86	Distribution Unit Job Register	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	261-1	06-22-90	Central Job Register	nofile.htm	RPL	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	262	11-27-78	Incoming Printed Material	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	265	03-21-90	County Office Work Measurement System Comparison Worksheet	nofile.htm	RPL	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	271	01-14-85	Office Systems Trouble Report	nofile.htm	D/O	Set/4	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	273	05-02-86	Data Coding Card	nofile.htm	D/O	Card	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	291	04-23-80	Reports Management - Forms and Directives Clearance Sheet	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	292	04-23-80	Reports Control Symbol Assignment Sheet	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	296	07-30-81	Reports Control Action Checklist	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	297	07-10-84	Keys on Loan	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	299	11-26-80	Identification Tag for Temporary Property Storage	nofile.htm	D/O	Tag	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	330	06-25-84	Net Payments Made to Producers	nofile.htm	RPL	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	380	12-03-80	FSA Federal Equal Opportunity Recruitment/Employment Goals	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	396	03-19-84	Printing Schedule	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	397	05-31-90	Emergency Notification	nofile.htm	WDC	Card	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	401	11-05-76	Defense Worksheet	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 5.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

National Procedure Checklist No. 1922 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
FSA-HQ	425	09-10-80	Report of Wage Board and GS Females & Minorities as a Percent of the Total Workforce	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	428	12-28-82	Training Data Entry Document for Individual Training Record	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	433	07-06-87	Employee Overtime Log	nofile.htm	WDC	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	434	07-06-87	Messages Called For Pick-Up Confirmation	nofile.htm	D/O	Sheet	D/O			This form is obsolete. Destroy all stock.
FSA-HQ	437	07-18-90	Trip Log	nofile.htm	WDC	Sheet	D/O			This form is obsolete. Destroy all stock.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 5.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.