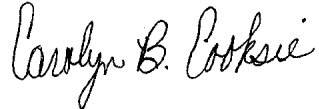


For: State Offices

SharePoint County Office Structure Report

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The structure of all County Offices needs to be updated and maintained. This requires information:

- for each county in relation to:
 - full-time
 - part-time
 - no office and combined with another county that has an office
- about which County Offices participate in permanent or temporary shared management operations.

Previously this information was requested by OBF and DAFO using FSA-467.

B Purpose

This notice:

- announces that the FSA-467 process has been replaced with the SharePoint County Office Structure Report
- includes a link to DAFO's SharePoint web-based SharePoint County Office Structure Report to be used by each State Office to enter County Office information initially and on an on-going basis
- provides instructions and definitions for States to use when completing the County Office Structure Report survey
- instructs State County Office Structure Report users that after all counties are entered, this information will provide spreadsheets that may prove useful to individual States.

Disposal Date	Distribution
February 1, 2012	State Offices

Notice BU-729

1 Overview (Continued)

C Contacts

If there are any questions about:

- the SharePoint County Office Structure Report, contact Deborah Johnson, DAFO, by either of the following:
 - e-mail at **deborah.johnson@wdc.usda.gov**
 - telephone at 202-720-0067
- office definitions, contact Vicki Larson, OBF, by either of the following:
 - e-mail at **vicki.larson@wdc.usda.gov**
 - telephone at 202-720-2501.

2 County Office Structure Report

A The County Office Structure Report

Previously, FSA-467 information was used by BUD and DAFO to:

- update shared management and County Office combination tables
- prepare annual reports for OMB and Congressional inquiries
- track County Office and related COC structures
- coordinate with workload reporting processes.

Completing FSA-467 was a manual process for the State Offices and required manual changes to Excel spreadsheets and Access databases kept by DAFO and OBF. Because the Workload System was discontinued, the biannual process of collecting the data through FSA-467 to update the workload software is no longer in place. As a result, it is more complicated to put together a complete set of data.

In addition, as the Cost Model is developed to provide the cost of delivering FSA and other programs or services, the structure that previously resided in the Workload System must now be reinstated to support the Cost Model. This structure will ensure that the units or metrics collected for the various programs can be linked back to the County Office where Activity Reporting System hours and associated County Office expenses are captured.

Notice BU-729

2 County Office Structure Report (Continued)

B Accessing the Report

To address the needs for gathering FSA-467 data in a more efficient way, DAFO and OBF worked together to identify the required data and develop a process that entailed fewer manual processes to implement and could update changes more easily. The permanent process for completing the County Office Structure Report will be added to 21-AO.

The County Office Structure Report is available at https://fsa.sc.egov.usda.gov/mgr/DAFO/Shared_Mgmt/Forms/AllItems.aspx. The instructions for completing the survey are provided in subparagraph D.

C Reporting Requirements

The initial County Office Structure Report will be prepared by completing the SharePoint form 1-time for **each** county within the State and selecting between 1 and 5 options to define the individual county. Headquarter counties will only require selecting 1 option. The deadline for completing the first entry of all counties is **November 15, 2011**.

Subsequent County Office Structure Report surveys will be required as follows:

- by the 15th day of each month, State Offices shall:
 - review the results of their current County Office Structure Report by accessing the data
 - submit any changes in status from the previous submissions for County Offices with **permanent or temporary changes** in:
 - shared management, including changes in headquarter county
 - closed/part-time office combinations

Note: Monthly negative reports are **not** required.

- **annually**, each State Office will provide a report, due on January 15, indicating that all updates have been completed or that no changes were needed.

Note: A SharePoint survey will be provided for the annual report.

Notice BU-729

2 County Office Structure Report (Continued)

D Instructions for Completing the Report

The following is an example of the County Office Structure Report form.

1. State:

a. State ID:

2. County:

a. County ID:

3. Is this a Headquarter County? Yes No *If "Yes" enter any comments and submit. Continue to Item 4 if "No."*

4. Is this a Sub Office? Yes No *If "Yes" continue to complete a-d (if applicable). Continue to Item 5 if "No."*

a. Is the Shared Management Office structure Permanent or Temporary? Permanent Temporary

b. HQ Office: *(enter FIPS code)*

c. Is this Sub Office open Full-Time or Part-Time? Full Time Part Time

d. If Part Time,

- Record Maintenance Office: *(enter FIPS code)*
- Part-time office - Is rent paid? Yes No

5. This County has no office: *(Only one option will apply)*

a. County has been combined

- Record Maintenance Office: *(enter FIPS code)*
- What year was the office combined, if known? *(four digit year)*

b. Non-Ag county

6. Comments:

CLICK "New" tab drop-down menu and select "New Document". Complete the form according to this table.

Item	Instruction	
1	From "State" drop-down menu, select applicable State.	
2	From "County" drop-down menu, select first county.	
3	IF the County Office is...	THEN select...
	a headquarter county <u>1/</u>	"Yes". The form will not allow users to answer options 4 and 5 if "Yes" is selected. Scroll to bottom of screen and CLICK "Submit". A pop-up dialog box will be displayed with the message, "The form was submitted successfully". CLICK "OK" to display a blank form to enter the next County Office.
	not a headquarter county <u>1/</u>	"No" and go to item 4.

1/ Use the definitions in Exhibit 1 to make determinations on how to answer specific options.

Notice BU-729

2 County Office Structure Report (Continued)

D Instructions for Completing the Report (Continued)

Item	Instruction	
4	IF County Office is...	THEN select...
	a sub-office in a Shared Management Operation <u>1/</u>	“Yes” and go to item 4a.
	not a sub-office in a Shared Management Operation <u>1/</u>	”No” and go to item 5.
4a	Select either “ Permanent ” or “ Temporary ” <u>1/</u> and go to item 4b.	
4b	Enter the State and county code (01-022 for example) of the headquarter County Office in the Shared Management Operation and go to item 4c.	
4c	Select either “ Full Time ” or “ Part Time ”. <u>1/</u>	
	IF...	THEN...
	full-time	the form will not allow users to answer options 4d and 5. Scroll to bottom of screen and CLICK “ Submit ”. A pop-up dialog box will be displayed with the message, “The form was submitted successfully”. CLICK “ OK ” to display a blank form to enter the next County Office.
	part-time	go to item 4d.
4d	<p>If this is a part-time County Office:</p> <ul style="list-style-type: none"> • enter the State and county code (01-022 for example) of the Records Maintenance Office <u>1/</u> • select “Yes” or “No” whether rent is paid on the part-time County Office space. <p>The form will not allow option 5 to be answered. Go to bottom of screen and CLICK “Submit”. A pop-up dialog box will be displayed with the message, “The form was submitted successfully. CLICK “OK” to display a blank form to enter the next County Office.</p>	
5	If the county has no office, either 5a or 5b must be selected.	
5a	IF county is...	THEN...
	a combined county <u>1/</u> or a county with an office that closed	<ul style="list-style-type: none"> • enter the State and county code (01-022 for example) of the Records Maintenance Office <u>1/</u> • enter the 4-digit year the office was closed, if known • go to bottom of screen and CLICK “Submit”. <p>Note: If headquarter office holds a regularly scheduled office day in this combined county, use the “Comments” block to indicate what the schedule is and whether rent is paid for the space used.</p> <p>A pop-up dialog box will be displayed with the message, “The form was submitted successfully”. CLICK “OK” to display a blank form to enter the next County Office.</p>
	not a combined county	go to item 5b.

1/ Use the definitions in Exhibit 1 to make determinations on how to answer specific options.

Notice BU-729

2 County Office Structure Report (Continued)

D Instructions for Completing the Report (Continued)

Item	Instruction
5b	If this is a non-agricultural county <u>1/</u> , select this option. Go to option 6 or CLICK “ Submit ”. A pop-up dialog box will be displayed with message, “The form was submitted successfully”. CLICK “ OK ” to display a blank form to enter the next County Office.
6	Comments of explanation may be added in the “Comments” box at any time. CLICK “ Submit ”. A pop-up dialog box will be displayed with message, “The form was submitted successfully”. CLICK “ OK ” to display a blank form to enter the next County Office.

1/ Use the definitions in Exhibit 1 to make determinations on how to answer specific options.

E Instructions for Exporting Data Entered Into the County Office Structure Report to an Excel Spreadsheet

To export the data to an Excel spreadsheet:

- on the “Actions” tab, CLICK the drop-down menu and select “**Export to Spreadsheet**”
- when the question, “Do you want to open or save this file?” is displayed, CLICK “**Open**”
- when the Microsoft Office Excel Security Notice is displayed, CLICK “**Enable**”.

The Excel spreadsheet will download and contain all data that has been entered for all States. In the “State” column, CLICK the drop-down menu to select the data for the applicable State.

Definitions for the County Office Structure Report

Combined county means a county that has never had an office or the office has been closed and is combined in operation with another County Office.

Full-time sub-office means an office that participates in the shared management program and includes all of the following characteristics:

- does not have a CED and is managed by a CED from the headquarter County Office
- has regularly established office hours of 40 hours per week (27-PM, Exhibit 2).

Headquarter county means a County Office that oversees the administrative and program activities for its own county and, in some cases, payroll and administrative expenses for 1 or more full-time or part-time sub-offices (27-PM, Exhibit 2).

Non-agriculture county means a county without sufficient agriculture producers to elect COC.

Part-time sub-office means a County Office that:

- SED's and STC's have:
 - reviewed the office to identify the office may be open part-time, rather than full-time (27-PM, subparagraph 52 C and 16-AO, subparagraph 286 E)
 - worked with COC's to implement part-time office
- is identified by the following characteristics:
 - has regularly established office hours of less than 40 hours per week
 - is managed by CED in a headquarter County Office (27-PM, Exhibit 2)
 - has its own COC.

Records maintenance means a full-time County Office that maintains county records on System 36/AS400 for its own county and, in some cases, 1 or more closed/combined County Offices.

Shared management program means CED manages:

- 1 full-time County Office
- 1 or more full-time sub-offices (27-PM, Exhibit 2).

Temporary shared management program means a shared management operation that is expected to last between 30 and 120 calendar days.

Note: Exceptions to the 120-calendar-day limitation for temporary management operation shall be approved **in advance** by DAFO (27-PM, paragraph 53).