

For: State and County Offices

Resource Management System (RMS) Reports

Approved by: Deputy Administrator, Farm Credit Programs

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1 Overview

A

Background

Before the reorganization, RECD offices were required to submit or enter on-line a monthly report.

- State Offices were required to enter the hours worked, by program, using the State Office Operating Report (SOOR).
- District Offices entered their data on-line to the District Office Operating Report (DOOR).
- County Offices prepared and submitted the County Office Operating Report (COOR). The COOR was required to assist Agency managers in making decisions about:
 - granting and servicing loans
 - projecting staffing requirements
 - measuring productivity
 - responding to congressional inquiries.

Ag Credit Teams were notified in December 1995, by the RMS comment page, to continue preparing COOR for farm credit, but to hold the report in a pending file until further instructions were issued.

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Disposal Date

September 1, 1996

Distribution

State Offices; State Offices relay to County Offices and Ag Credit Teams

1 Overview (Continued)

B

Purpose

This notice clarifies:

- that only Ag Credit Teams will prepare and submit COOR
 - that FSA State Offices and DD's no longer have to report their hours worked on SOOR and DOOR respectively
 - how RMS reporting office codes will be established
 - what information will be reported.
-

2 Action

A

**Report's
Importance**

The information provided from COOR is very important to the National Office. There are many items on the report that cannot be captured from any other report or automated system, such as the number and amount of subordinations, year-end analysis, liquidations, and supervised bank accounts. For these reasons, COOR will still be required until another method of capturing this information is available or until further notice.

B

**Ag Credit
Teams
Reporting
Requirements**

Ag Credit Teams will prepare one COOR (see Exhibit 1) for all counties in their servicing area. Sub-offices may submit separate reports for the counties they service as long as they are assigned a reporting office code as described in subparagraph D.

- Work completed by RECD, DD's, LRTF staff, State Office staff, and other County Office staff must be reported on the Ag Credit Teams Report for which the borrower is being serviced.
- Work completed on borrowers serviced by the LRTF staff will be reported to the Ag Credit Team in which the borrower would normally be serviced.

Usually, the Ag Credit Team will have the case file with running record entries to indicate what work was completed. However, if the case file will not be returned to the Ag Credit Team by the end of the reporting month, this information must be forwarded to the Ag Credit Team before the last day of each month.

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2 Action (Continued)

B
Ag Credit
Teams
Reporting
Requirements
(Continued)

FmHA 2006-12, Tally Sheet, or similar type form must be used to track work completed. Where feasible, completed items should be identified with the borrower's name to avoid duplication. County Offices can obtain this form from the Ag Credit Team or State Office.

C
State Office and
DD Reporting
Requirements

FSA State Offices do not have to submit their hours worked to the RECD State Office. However, items of work completed by these FSA State Offices, LRTF staff, or DD's must be reported to the appropriate Ag Credit Team. See subparagraph B and FmHA 2006-11 in Exhibit 1 for details on what information will be reported and when.

The RMS State output report will still be combined for both RECD and FSA. These reports will continue to be sent to RECD. FSA State Offices should make arrangements to receive a copy of the reports from RECD State Offices.

D
Establishing
Office Codes for
FmHA 2006-11

If not already established, FSA State Offices must assign new RMS reporting codes for the Ag Credit Teams to use for COORS. These codes will be used for RMS reporting only to identify the Ag Credit Team and for distribution of the output reports. They cannot be the same codes used by RECD County Offices. Both FSA and RECD State Offices will need to work together to assign new codes and delete any codes no longer used.

Note: These codes are different from the servicing office mail codes used for farm credit collections and on FmHA forms.

RMS reporting codes must be assigned according to FmHA Instruction 2006-J, Section 2006.454. A list of the new codes and office information shall be forwarded to the National Office by telemail to NO.IRMD or faxed to 703-235-5532. See Section 2006.457 for instructions. This list must be sent to the National Office before the Ag Credit Team can submit reports to the St. Louis Finance Office.

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Notice FC-27

2 Action (Continued)

D

**Establishing
Office Codes for
FmHA 2006-11
(Continued)**

The RMS reporting office code must consist of the following.

Position	Data
First position	"C" for county
Second and third positions	RECD State code
Fourth and fifth positions	2-digit number to indicate FSA. This code: <ul style="list-style-type: none">• must be different from the RECD District Office codes• should be the same for all Ag Credit Teams within each State.
Sixth and seventh positions	2-digit number to identify the county code where the Ag Credit Team is physically located. This code: <ul style="list-style-type: none">• must be different for each Ag Credit Team• should be the same county code used by RECD, since the District Office code will be the identifier.

E

**Submitting
Reports**

Ag Credit Teams may now send all their COORS to the St. Louis Finance Office. The office code on each COOR must be the code assigned to the Ag Credit Team as directed in subparagraph D. Send COOR to the following address:

USDA, RECD, COMPUTER RESOURCES BRANCH
FC-353C
1520 MARKET ST
ST. LOUIS, MO 63103-2620

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2 Action (Continued)

**E
Submitting
Reports
(Continued)**

Note: Some FSA Field Offices have:

- submitted previous month reports using an FSA State code or they have created a unique State code that is not acceptable to RMS
- inserted an extra number in what should only be the 2-digit district/county code.

Resubmit these reports using the correct office code as directed in subparagraph D.

**F
Contact**

If questions about this notice:

- County Offices shall contact State Offices
 - State Offices shall contact Kim Laris, LSPMD, through the Area Office.
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Instructions for FmHA 2006-11

Ag Credit Teams shall complete COOR for farm credit program borrowers as follows.

Notes: The number of items to be reported has been reduced.

Because only limited information is being reported, the performance factors on the output report may not be accurate; therefore, these factors should not be used to measure productivity.

Item	Instructions
1-9	Leave blank.
10-20	Complete if applicable.
21-24	Leave blank.
25	Not applicable to FSA. Leave blank.
26	Complete if applicable.
27-28	Leave blank. This information is now obtained from ad hoc reports.
29	Complete if applicable.
30-32	Not applicable to FSA. Leave blank.
33-35	This information must be reported. Only count the hours worked by the Ag Credit Team. Hours traveled, trained, and worked by other FSA county employees or DD's are not included.
36-38	Complete if applicable.
39-40	Leave blank.
41-45	Complete if applicable.
46	Leave blank.
47	Complete if applicable.

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Instructions for FmHA 2006-11 (Continued)

Office Level State No. District No. County No.

Month Year

USDA-FmHA
Form FmHA 2006-11
(Rev. 4-91)

PROGRAM STATUS ITEMS

21	Loans and Grants Outstanding				
22	Drill, Inventory, and Construction				
23	Properties in Inventory				
24	Appeals Cases				

GRADUATIONS

25	SRH						
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	Number of Unduplicated Borrowers			\$Amount in Thousands	
	Reviewed for Grad. (a)	Partially Graduated (b)	Fully Graduated (c)	Covered in Partially Graduated (d)	Covered in Fully Graduated (e)
26. FP					

STATUS ITEMS

27	Administrative Expenses				
28	Administrative Expenses				
29	Subordinations of FmHA Security Interest (During Period):				
	a. FO Borrs. #	Amount	b. OL Borrs. #	Amount	
30	Contributions				
31	Contributions				
32	Contributions				
33	Hours Traveled				
34	Training Hours				
35	Total Hours Worked				

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Instructions for FmHA 2006-11 (Continued)

Office Level	State No.	District No.	County No.

Month	Year

USDA-FmHA
Form FmHA 2006-11
(Rev. 4-91)

NUMBER OF BORROWERS SERVICED OR SUPERVISED

	Farmer Programs		Farmer Programs	
36. Supervised Bank Accounts				
a. # of Borrowers				
b. Amount				
37. # FP Borrowers with Checks on Hand (End of Period)				
38. # FP Borrowers with Year-end Analysis Completed				
40. # Borrowers with Foreclosure Proceedings Completed				
41. # Borrowers with Acceleration Letters Sent				
42. # Borrowers with Petitions of Bankruptcy Filed				
43. # Bankruptcies Completed:				
a. Where Continuing with Borrower				
b. Resulting in the Loss of a House				
c. Resulting in Borrower Discontinuing Farming				
44. # Borrowers with Cases Sent to OGC with Foreclosure Action Pending				
45. # Borrowers Discontinuing Farming Resulting from Foreclosures Completed by:				
a. FmHA				
b. Lien Holders other than FmHA				
47. # Borrowers discontinuing farming because of financial difficulty other than foreclosures and bankruptcy by the following actions:				
a. Voluntary Conveyance				_____
b. Transfer				_____
c. Sale Other than Foreclosure				_____