

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice BU-660**

**For:** State Offices

**FY 2004 Full-Year Non-Federal County Office Allotments**

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**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A Background**

FSA has been operating under multiple continuing resolutions. The Consolidated Appropriations Act, 2004, Resolution, 2004, P.L. 108-199, signed January 23, 2004, provided FSA with full year appropriations. Before full-year funding could be allotted, there was a need to further analyze:

- FY 2004 total fund availability
- FY 2003 final accounting data
- FY 2003 actual workload and FY 2004 estimated workload information
- FY 2004 agency ADP costs and other County Office operating expense needs
- FY 2004 staffing ceilings.

As a reminder, the Administrator issued a memorandum to all FSA employees on January 12, 2004 that discussed the salaries and expenses (S&E) shortfall and the need for all employees to remain fiscally responsible and ensure the most efficient use of funds.

Analysis has been completed and full-year (262 paid-for workdays) allotments are being provided to fund non-Federal County Office staff years that includes:

- 9,272 permanent staff years
- 1,575 staff years for all temporary and COC/MS employees
- approximately 150 permanent staff years above the budgeted ceiling for FY 2004.

DAFO has issued individual memorandums to all State Offices designating FY 2004 permanent and temporary ceiling levels. States with current employment levels above their FY 2004 ceiling level must make every effort to manage their staffing levels to the DAFO-approved permanent ceiling level.

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<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2004	State Offices

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## Notice BU-660

### 1 Overview (Continued)

#### B Purpose

This notice:

- includes all previous allotments issued in prior continuing resolutions
- issues full-year allotments for FY 2004 County Office administrative expenses, non-Federal payroll and nonpayroll operating expenses, through September 30, 2004
- includes carryover funding to support additional workload associated with farm bill and disaster activity
- issues a County Office:
  - travel guideline
  - equipment guideline
  - awards guideline.

#### C Contact

For questions about:

- personnel and travel allotments, contact Scott Redman at 202-720-8926
- other operating expense allotments, contact Elizabeth Hill at 202-720-9862.

### 2 Allotments and Guidelines

#### A FY 2004 County Office Allotment Guidelines and Levels

The FY 2004 non-Federal County Office allotment for States in Exhibit 1 is based on the following:

- for States with FY 2004 permanent ceiling levels above their FY 2003 level, the greater of their current onboard employment or their FY 2003 ceiling
- for States with FY 2004 permanent ceiling levels below their FY 2003 level, the greater of their current onboard employment or their FY 2004 ceiling
- DAFO approved FY 2004 other staff year ceilings for temporary employees and COC's

**Note:** SED's shall manage temporary employees and all overtime for permanent and temporary employees within the payroll allotment provided.

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### 2 Allotments and Guidelines (Continued)

#### A FY 2004 County Office Allotment Guidelines and Levels (Continued)

- **the average staff year cost** for permanent, temporary, and COC/MS employees in FY 2004 for each individual State
- the total FY awards allotment
- an estimate for County Office employee travel
- full-year funding for all other operating expenditures, including an estimate for rent, utilities, telecommunications, postage, and other County Office administrative operating costs
- an equipment guideline
- FY 2003 actual workload and FY 2004 estimated workload report information
- an estimate for within grades and promotions, and the average pay cost increase of 4.1 percent beginning in January 2004

**Note:** The Consolidated Appropriations Act, 2004, increased the paycost by 4.1 percent and made the increase retroactive to January 10, 2004. Funds are being made available in the allotment in preparation of instructions for calculating the increase.

- funding for 262 paid-for workdays in FY 2004.

#### B Personnel and Travel Allotment

Payroll allotments include funding for expenses paid through NFC. This includes the following:

- salaries and benefits for all non-Federal CO employees and COC's
- the award allotment for cash, performance, and quality step increases
- non-Federal CO employee and COC travel expenses
- any other personnel costs that would be included on an employee's W-2.

Relocation expenses will be handled on a case by case basis. States should request relocation funds through DAFO as needed. No relocation allotment has been provided at this time.

Lump sum expenses for temporary employees will be handled on a case by case basis. States should request lump sum funds through DAFO as needed. No lump sum allotment has been provided at this time.

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### 2 Allotments and Guidelines (Continued)

#### B Personnel and Travel Allotment (Continued)

States will not be permitted to fund temporary staff years beyond their FY 2004 ceiling level using other discretionary funding without prior DAFO and BUD approval. This restriction differs from prior year guidance and is necessary to monitor National payroll spending versus available funding.

Payroll is not allotted to County Offices. State Offices shall refer to DW1701CT to monitor payroll expenses and compare it to the total available payroll allotment.

#### C Other Operating Expense Allotments

Other operating expense allotments include available funding for expenses paid through the County Office Expense system. This includes the following:

- rent, utilities, telecommunications, postage, and compliance expenses
- State Office checks issued on behalf of County Offices for administrative expenses
- equipment
- all other administrative operating expenses as needed for County Offices.

State Offices shall estimate and issue operating expense allotments to County Offices. County Offices shall enter the other operating expense allotment in the automated CCC-514 ledger, County Office Expense system. BUD strongly suggests that State Offices refer to D1702CT to monitor and control other operating expenses by comparing expenses to the total available other operating expense allotment amount.

#### D Equipment Guideline

In previous years, State Offices were instructed to submit office equipment requests using the FSA-528 process. Requests included desks, chairs, copiers, and other non-IT equipment. Most often the requests far exceeded the available equipment funding levels.

FY 2004 County Office equipment allotments will be distributed using a base level of funding for every State, with remaining available funding being spread proportionally to all offices using permanent FTE ceilings. State Offices will be able to plan purchases based on reasonable expectations of annual funding levels.

State Offices shall make every effort to stay within the equipment guideline. BUD will closely monitor equipment usage by State at the National Office level.

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### 2 Allotments and Guidelines (Continued)

#### E Travel Guideline

State Offices shall not exceed the travel guideline. BUD will closely monitor travel usage by State at the National Office level. A BRIO travel report was developed by BUD to aid the State Offices in monitoring travel expenditures. All State Offices shall review this report to determine if there are any erroneous obligations against the travel authorization.

To ensure that final C-Type vouchers do not continue to show excessive obligations against travel authorizations, State Offices will make sure that County Offices enter a "Y" in the "Final Voucher Indicator" (Block 54) on travel vouchers. Unused travel obligations will expire if the Final Voucher Indicator code is used on the processed voucher.

#### F Awards Allotment

Exhibit 1 reflects the FY 2004 award allotment for each State. Awards allotment is based on a per capita rate for each permanent ceiling slot. The per capita rate has been increased for FY 2004.

### 3 Action

#### A State Office Action

State Offices shall follow this table.

Step	Action
1	Determine and issue full-year nonpayroll allotments in Exhibit 1 to County Offices to pay administrative operating expenses for FY 2004.  <b>Note:</b> The awards allotment is included in the payroll allotment total.
2	Hold a reasonable reserve at the State Office to cover non-Federal expenditures made for County Offices.
3	Use the proper transaction code on all State Office checks written for County Office administrative expenses.
4	Advise County Offices, by a single State Office notice: <ul style="list-style-type: none"><li>• to adjust FY 2003 CCC-514, by recording the additional nonpayroll allotment using Menu NAA000, option 6, "Check Limitation and Ledger Control"</li><li>• that all FY 2004 administrative payments issued to date, before receiving this additional allotment, are to be applied to the total allotment.</li></ul>
5	Monitor <b>all</b> payroll and nonpayroll expenses within their respective allotment totals and ensure that neither fund exceeds the respective non-Federal County Office allotment.

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**3 Action (Continued)**

**A State Office Action (Continued)**

<b>Step</b>	<b>Action</b>
6	Remind County Offices to use the proper transaction code on checks issued for <b>all</b> operating expenses according to 115-FI.  <b>Note:</b> Correct coding on checks, as opposed to the general use of “OE”, can be a major factor in determining the proper allotment for each State in the current and succeeding years.
7	FAX additional nonpayroll allotments issued to County Offices on FSA-510 to: <ul style="list-style-type: none"><li>• Vicki Stroer, KCFO, at 816-823-1343</li><li>• Robert Flores, BUD, at 202-690-0591.</li></ul>
8	Advise BUD, in writing, of any needed adjustments to the Total County Office allotment and provide justification for requests to increase the allotment amount.

FY 2004 Full-Year County Office Allotments

STATE	Payroll						Other	Non-Payroll Equipment	Total	Grand Total 1/
	Permanent	Temporary	Excess	Awards	Travel	Total				
ILLINOIS	\$ 27,306,000	\$ 1,904,000	\$ 502,000	\$ 185,000	\$ 329,000	\$ 30,226,000	\$ 7,711,000	\$ 354,000	\$ 8,065,000	\$ 38,291,000
INDIANA	17,693,000	1,910,000	-	132,000	381,000	20,116,000	5,120,000	253,000	5,373,000	25,489,000
IOWA	31,786,000	2,097,000	1,249,000	208,000	475,000	35,815,000	8,727,000	397,000	9,124,000	44,939,000
MICHIGAN	10,929,000	1,230,000	215,000	76,000	300,000	12,750,000	4,513,000	147,000	4,660,000	17,410,000
MINNESOTA	22,562,000	1,500,000	-	153,000	682,000	24,897,000	6,043,000	293,000	6,336,000	31,233,000
MISSOURI	22,453,000	2,138,000	-	150,000	537,000	25,278,000	6,451,000	286,000	6,737,000	32,015,000
OHIO	17,220,000	2,021,000	-	120,000	393,000	19,754,000	5,054,000	230,000	5,284,000	25,038,000
WISCONSIN	16,802,000	902,000	396,000	111,000	289,000	18,500,000	4,425,000	213,000	4,638,000	23,138,000
<b>MIDWEST</b>	<b>\$166,751,000</b>	<b>\$13,702,000</b>	<b>\$ 2,362,000</b>	<b>\$1,135,000</b>	<b>\$ 3,386,000</b>	<b>\$187,336,000</b>	<b>\$ 48,044,000</b>	<b>\$2,173,000</b>	<b>\$ 50,217,000</b>	<b>\$237,553,000</b>
CONNECTICUT	\$ 896,000	\$ 58,000	\$ -	\$ 6,000	\$ 14,000	\$ 974,000	\$ 346,000	\$ 16,000	\$ 362,000	\$ 1,336,000
DELAWARE	364,000	96,000	33,000	4,000	5,000	502,000	243,000	13,000	256,000	758,000
MAINE	1,903,000	214,000	58,000	12,000	47,000	2,234,000	1,131,000	28,000	1,159,000	3,393,000
MARYLAND	3,028,000	436,000	53,000	23,000	58,000	3,598,000	956,000	48,000	1,004,000	4,602,000
MASSACHUSETTS	1,183,000	102,000	-	8,000	56,000	1,349,000	383,000	20,000	403,000	1,752,000
NEW HAMPSHIRE	900,000	53,000	-	5,000	20,000	978,000	438,000	15,000	453,000	1,431,000
NEW JERSEY	1,160,000	276,000	111,000	6,000	36,000	1,591,000	731,000	20,000	751,000	2,342,000
NEW YORK	7,727,000	805,000	-	51,000	181,000	8,784,000	3,546,000	102,000	3,648,000	12,412,000
PENNSYLVANIA	8,916,000	1,204,000	-	60,000	177,000	10,357,000	2,705,000	118,000	2,823,000	13,180,000
RHODE ISLAND	244,000	-	-	1,000	8,000	253,000	22,000	8,000	30,000	283,000
VERMONT	1,149,000	503,000	-	10,000	29,000	1,691,000	625,000	25,000	650,000	2,341,000
WEST VIRGINIA	3,918,000	396,000	392,000	26,000	136,000	4,868,000	1,641,000	54,000	1,695,000	6,563,000
<b>NORTHEAST</b>	<b>\$ 31,388,000</b>	<b>\$ 4,143,000</b>	<b>\$ 647,000</b>	<b>\$ 214,000</b>	<b>\$ 767,000</b>	<b>\$ 37,159,000</b>	<b>\$ 12,767,000</b>	<b>\$ 467,000</b>	<b>\$ 13,234,000</b>	<b>\$ 50,393,000</b>
ALASKA	\$ 480,000	\$ 201,000	\$ -	\$ 3,000	\$ 69,000	\$ 753,000	\$ 109,000	\$ 11,000	\$ 120,000	\$ 873,000
IDAHO	6,123,000	495,000	-	36,000	248,000	6,904,000	1,858,000	77,000	1,935,000	8,839,000
MONTANA	10,540,000	909,000	1,417,000	69,000	383,000	13,318,000	3,503,000	135,000	3,638,000	16,956,000
NEBRASKA	22,009,000	1,867,000	1,185,000	145,000	467,000	25,673,000	4,611,000	278,000	4,889,000	30,562,000
NORTH DAKOTA	14,316,000	1,406,000	1,990,000	96,000	495,000	18,303,000	4,289,000	186,000	4,475,000	22,778,000
OREGON	4,150,000	964,000	-	31,000	140,000	5,285,000	1,836,000	62,000	1,898,000	7,183,000
SOUTH DAKOTA	16,670,000	1,440,000	984,000	107,000	356,000	19,557,000	3,986,000	207,000	4,193,000	23,750,000
WASHINGTON	4,824,000	477,000	112,000	32,000	98,000	5,543,000	1,824,000	65,000	1,889,000	7,432,000
WYOMING	3,042,000	231,000	113,000	20,000	96,000	3,502,000	800,000	43,000	843,000	4,345,000
<b>NORTHWEST</b>	<b>\$ 82,154,000</b>	<b>\$ 7,990,000</b>	<b>\$ 5,801,000</b>	<b>\$ 541,000</b>	<b>\$ 2,352,000</b>	<b>\$ 98,838,000</b>	<b>\$ 22,816,000</b>	<b>\$1,064,000</b>	<b>\$ 23,880,000</b>	<b>\$122,718,000</b>
ALABAMA	\$ 10,000,000	\$ 589,000	\$ 1,011,000	\$ 66,000	\$ 345,000	\$ 12,011,000	\$ 3,106,000	\$ 130,000	\$ 3,236,000	\$ 15,247,000
ARKANSAS	12,077,000	697,000	888,000	76,000	293,000	14,031,000	2,862,000	148,000	2,810,000	16,841,000
FLORIDA	4,883,000	263,000	343,000	31,000	158,000	5,478,000	1,633,000	62,000	1,695,000	7,173,000
GEORGIA	16,198,000	626,000	1,982,000	106,000	375,000	19,288,000	3,235,000	205,000	3,440,000	22,728,000
KENTUCKY	19,043,000	1,225,000	-	127,000	343,000	20,738,000	4,975,000	244,000	5,219,000	25,957,000
LOUISIANA	8,191,000	477,000	988,000	52,000	138,000	9,846,000	2,871,000	104,000	2,975,000	12,821,000
MISSISSIPPI	12,940,000	828,000	1,150,000	84,000	289,000	15,291,000	5,135,000	163,000	5,298,000	20,589,000
NORTH CAROLINA	18,918,000	1,044,000	728,000	126,000	337,000	21,151,000	3,972,000	242,000	4,214,000	25,365,000
PUERTO RICO	-	348,000	-	-	4,000	352,000	19,000	1,000	20,000	372,000
SOUTH CAROLINA	7,485,000	599,000	406,000	48,000	175,000	8,713,000	2,104,000	95,000	2,199,000	10,912,000
TENNESSEE	15,951,000	1,500,000	172,000	104,000	215,000	17,942,000	4,872,000	200,000	5,072,000	23,014,000
VIRGINIA	10,029,000	807,000	-	68,000	230,000	11,134,000	4,192,000	132,000	4,324,000	15,458,000
VIRGIN ISLANDS	57,000	-	-	1,000	-	58,000	1,000	6,000	7,000	65,000
<b>SOUTHEAST</b>	<b>\$135,571,000</b>	<b>\$ 9,003,000</b>	<b>\$ 7,668,000</b>	<b>\$ 889,000</b>	<b>\$ 2,902,000</b>	<b>\$156,033,000</b>	<b>\$ 38,777,000</b>	<b>\$1,732,000</b>	<b>\$ 40,509,000</b>	<b>\$196,542,000</b>
ARIZONA	\$ 1,672,000	\$ 405,000	\$ -	\$ 13,000	\$ 95,000	\$ 2,185,000	\$ 793,000	\$ 29,000	\$ 822,000	\$ 3,007,000
CALIFORNIA	6,931,000	824,000	277,000	47,000	226,000	8,305,000	2,879,000	93,000	2,972,000	11,277,000
COLORADO	7,655,000	676,000	169,000	51,000	169,000	8,720,000	2,314,000	100,000	2,414,000	11,134,000
HAWAII	612,000	195,000	51,000	4,000	57,000	919,000	197,000	13,000	210,000	1,129,000
KANSAS	24,949,000	2,503,000	-	172,000	429,000	28,053,000	7,270,000	329,000	7,599,000	35,652,000
NEVADA	855,000	77,000	50,000	6,000	65,000	1,053,000	365,000	17,000	382,000	1,435,000
NEW MEXICO	3,328,000	335,000	-	22,000	151,000	3,836,000	984,000	47,000	1,041,000	4,877,000
OKLAHOMA	14,309,000	1,520,000	-	93,000	308,000	16,230,000	3,359,000	179,000	3,538,000	19,768,000
TEXAS	36,247,000	4,474,000	1,110,000	243,000	1,188,000	43,282,000	14,445,000	461,000	14,906,000	58,188,000
UTAH	3,157,000	454,000	-	20,000	132,000	3,763,000	850,000	44,000	894,000	4,657,000
<b>SOUTHWEST</b>	<b>\$ 99,715,000</b>	<b>\$11,483,000</b>	<b>\$ 1,857,000</b>	<b>\$ 671,000</b>	<b>\$ 2,820,000</b>	<b>\$116,326,000</b>	<b>\$ 33,466,000</b>	<b>\$1,312,000</b>	<b>\$ 34,778,000</b>	<b>\$151,104,000</b>
<b>TOTAL ALL STATES</b>	<b>\$515,579,000</b>	<b>\$46,301,000</b>	<b>\$18,135,000</b>	<b>\$3,450,000</b>	<b>\$12,227,000</b>	<b>\$595,692,000</b>	<b>\$155,870,000</b>	<b>\$6,748,000</b>	<b>\$162,618,000</b>	<b>\$758,310,000</b>

*Ruth Paylosh*  
 Director, Budget Division Date 2/29/2004

1/ Includes County Office Allotments issued in Notices BU-651, BU-654, and BU-655