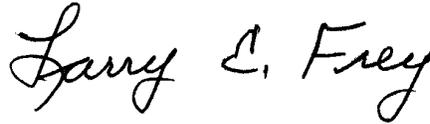


For: Oregon County Offices

State Office Organization Chart and Work Schedule

Approved by: Larry E Frey, State Executive Director



LEF/RAT/be

1 Overview

A Purpose

The purpose of this notice is to inform FSA employees in Oregon about the job responsibilities and realignments that have taken place at the STO.

B Background

- Refer to Exhibit 1 when calling the State Office for the person who can best answer your question.
- Refer to Exhibit 2 for the normal work schedule for State Office employees.
- Refer to State Office Schedule on your computer to determine where a particular person is on a given day.

Disposal Date:

October 1, 2002
8/28/01

Distribution:

Oregon County Offices,

**State Executive Director
Larry E. Frey**

- Duties of the State Executive Director

**State Executive Director Secretary
Connie Tucker**

- Duties as assigned by the SED
- Receptionist
- Distributes Faxes to appropriate section and prepares notices for printing
- Compiles and prepares itineraries
- Credit Card Coordinator
- State Office Timekeeper – liaison between County Office & Federal timekeeper & KCMO T&A Coordinator
- Compiles necessary information and distributes Staff and STC Agendas and Minutes
- Responsible for travel claims of Federal employees
- Elections Backup
- Hotel Conference Coordinator
- Travel Coordinator

**Administrative Chief
Roger Tresham**

- Overall Responsibility for Admin Activities
- Acting SED
- Leasing (STO and COF)
- Information Available to the Public/Privacy Act
- EEO and Civil Rights
- Safety and Health Program
- County Operations Review Program (COR)
- Ethics
- Grievances
- Budgeting

**Administrative Specialist
Marjorie Ann Crooker**

- State Office Communication Coordinator
- Training Coordinator
- Backup on STO timekeeper and T&As
- BBS & Internet/Web
- Outreach Coordinator
- Awards
- Retirement
- Benefits
- GS Personnel Systems including OPF's
- Backup for CO Personnel Systems

**Admin/Automation Specialist
Jill Thompson**

- Personnel System for County Office, including OPF
- Work Measurement System
- Workload System
- COC Elections
- Computer Specialist
- Backup for GS Personnel, Awards, Benefits, etc

**Purchasing Agent
Barbara Enos**

- Procurement (Federal and COF)
- County Office Budget (BiWeekly, Quads, CCC-514 and 514-1's)
- Administrative Checks
- ID Cards
- Inventories STO and COF
- Concentrated Banking Program
- Administrative Reports (FSA-289's, Postage, Phone, Frame Relay)
- Personal Property (Purchase and Disposal)
- Cooperative Agreements
- Reports Calendar
- Mediation Contract Administration

**Printer/Mailroom
Sherry Newell**

- Printing
- Fills orders from County Offices
- Mail Room Activities
- Updates Master Handbooks in STO
- Maintains Master Notice Files

**Risk Management Program
Jerry Griffith**

- Noninsured Disaster Assistance Program (NAP)
- Crop Disaster Programs
- Crop Loss Adjusters
- Appeals
- Federal Crop Insurance

**Price Support
Tony Meeuwesen**

- Commodity Loan and LDP's
- LAP
- Wool and Mohair, WAMLAP, LMAAP
- DMLA, Dairy Indemnity Programs
- Common Management
- Payment Limitations
- Reconstitution
- Farm, Tract and Crop Data CMA's
- Compliance
- FFSFL
- AMLAP
- Potato Diversions
- Common Receivables and Claims
- Assignments & Joint Payments
- IRS Reporting
- Emergency Board
- Defense Program
- Finality Rule & Misaction/Misinformation
- PC Automation

**Conservation Program
Fred Ringer**

- ACP, CRP, ECP, SIP, RCWP, WQIP
- EQIP
- Conservation Compliance
- GIS
- AMTA, AFIDA, Oil Seed, Sugarbeets, CREP
- Biological Opinions and Evaluations
- Liaison to Technical Agencies

**Conservation Program Assistant
Lee Go**

- Conservation (ACP, SIP, ECP, EQIP, CRP, CREP, WRP) ledgers, reports and automation
- Assists Farm Program Specialists in program
- Assists with GIS and automation
- Backup FS Point of Contact to Risk Management Agency and Compliance Office

**Automation Coordinator
Kirk Metteer**

- Automation Coordinator for State

**Special Emphasis Program Manager
Linda Weiler (Umatilla County)**

**Farm Loan Chief
Lynn Voigt**

- Manages overall FLP portfolio and activity i.e. National Office contacts re FLP issues
- Interprets National & State procedures
- FLP Inventory Property Coordinator
- Reviews and processes regular FLP casework
- Approves Loans within SED's authority
- Reviews 1951-S Loan Servicing for SED approval
- Assures FLP Credit Quality Control in the field
- Approves Guaranteed Loan Liquidation Plans and Loss Payments
- Provides guidance and advice to Field Offices
- FSA Initiated Foreclosures
- Prior Lienholders Foreclosures
- Settle Negotiations of Accelerated Accounts in Foreclosures
- Bankruptcy Cases
- Debt Settlement Cases
- Participates on State Independent Review Committee ((S80/S81 Reviews)
- Provides Outreach
- Reviews COFs and conducts problem case reviews

**Farm Loan Specialist
Robert Perry**

- Assists Farm Loan Chief on FLP Programs and training
- Reviews & processes FLP casework
- Approves loans within SED's authority
- Reviews 1951-S Loan Servicing for SED
- Assures FLP Credit Quality in the field
- Approves Guaranteed Loan Liquidation Plans and Loss Payments
- Provides guidance and Advice to Field Offices
- FSA Initiated Foreclosures
- Prior Lienholder's Foreclosures
- Settlement negotiations of Accelerated Accounts in Foreclosures
- Bankruptcy Cases
- Debt Settle Cases
- Farm and Home Plan Coordinator
- Conducts Inequitable Treatment (S80/S81 Reviews)
- Provides Outreach
- Reviews COFs and conducts problem case reviews
- Large Loan Coordinator

**Farm Loan Specialist
Peter Halvorson**

- Assists Farm Loan Chief on FLP Programs and Training
- Reviews & processes regular FLP casework
- Approves loans within SED's authority
- Reviews 1951-S Loan Servicing for SED
- State Environmental Coordinator
- Assures FLP Credit Quality in the field
- Approves Guaranteed Loan Liquidation Plans and Loss Payments
- Provides guidance & advice to Field Offices
- FSA Initiated Foreclosures
- Prior Lienholder's Foreclosures
- Settlement Negotiations of Accelerated Accounts in Foreclosures
- Bankruptcy & Debt Settlement cases
- Conducts Inequitable treatment (S80/S81) Reviews
- Provides Outreach
- Reviews COFs and conducts Problem Case Reviews
- Coordinates Natural Disaster designations

**Farm Loan Reviewer/Appraiser
Don Howard**

- Inspects farm appraisals delivered by Contract Appraisers
- Performs administrative appraisal reviews of appraisals performed by Contract Appraisers
- Performs administrative appraisal reviews of appraisals used in conjunction with guaranteed loans secured by real estate
- Performs technical appraisal reviews of appraisals performed by Contract Appraisers which is supported by detailed field reviews
- Completes farm appraisals for FSA
- Provides technical support regarding appraisal process
- Assures Agency is properly supported in appeal hearings on appraisals
- Appraisal trainer for FSA (Real Estate & Chattel)
- Acts of Contracting Officers Representative
- Provides FLP guidance and advice to field offices
- State DALR\$ coordinator
- Assists FLP Chief on programs and training
- Reviews and processes regular FLP casework

OR Notice PM-405

Farm Loan Program Technician **Tamara Hiltz**

- Monitors FLP loan funds, processes obligations, N.O. contact on funding
- Liaison between COF's, F.O. & N. O. concerning obligation of loans, ADPS programs, budget control and contracting
- Processes debt settlements
- Reconciles COE billing statements for environmental program & procurement
- Technical contact for EM Designations
- Prime contact for COF & FLP Offices re: general questions on FLP processes, automation, procedures & Finance Office program cases
- Receives & compiles information from COFs on Credit Reports, CBR companies, procures CBR invoices
- Monitors contracting funds for FLP activities, answer questions on PAC codes, program accounts, direct loan financing and liquidating accounts
- Monitors CLP and PLP designations thru GLS system
- Provides overall office management for FLP staff
- Provides guidance on procedures, Forms manual insert, Guide Letter and COF Operational File maintenance

Community Food Security **Dan Sundseth (Linn County)**

- Food Recovery
- Gleaning
- Coordinator with other agencies on Food Security

Loss Adjustor Supervisor **Ralph Meyer (Clackamas County)**

- Supervises Loss Adjustors
- Coordination and training of Loss Adjustors
- Renewal of Annual Contract

STO STAFF WORK SCHEDULES

| NAME | WEEK 1 | WEEK 2 | HOURS | WORK SCHEDULE |
|----------------|---------------|---------------|----------------------|----------------------|
| LARRY F | 9 9 9 9 X | 9 9 9 9 8 | 7:00-4:30/7:00-3:30 | MAXIFLEX |
| CONNIE T. | 9 9 9 9 X | 9 9 9 9 8 | 7:00-4:30/7:00-3:30 | MAXIFLEX |
| ROGER T. | 9 9 9 9 8 | 9 9 9 9 X | 7:00-4:30/7:00-3:30 | MAXIFLEX |
| MARJORIE C. | 9 9 9 9 X | 9 9 9 9 8 | 6:00-3:30/6:00-2:30 | MAXIFLEX |
| JILL T | 9 9 9 9 8 | 9 9 9 9 X | 7:00-4:30/7:00-3:30 | MAXIFLEX |
| BARBARA E | 9 9 9 9 8 | 9 9 9 9 X | 6:45-4:15/6:45-3:15 | MAXIFLEX |
| TONY M | 9 9 9 9 X | 9 9 9 9 8 | 7:00-4:30 | MAXIFLEX |
| JERRY G | 10 10 10 10 X | 10 10 10 10 X | 6:30 – 5:00 | MAXIFLEX |
| FRED R | 10 10 10 10 X | 10 10 10 10 X | 6:45 – 5:15 | MAXIFLEX |
| LEE G | 10 10 X 10 10 | 10 10 X 10 10 | 7:00 – 5:30 | MAXIFLEX |
| LYNN V | 8 8 8 8 8 | 8 8 8 8 8 | 8:00 – 4:30 | MAXIFLEX |
| BOB P | 8 8 8 8 8 | 8 8 8 8 8 | 8:00 – 4:30 | MAXIFLEX |
| PETER H | 8 8 8 8 8 | 8 8 8 8 8 | 7:30 – 4:00 | MAXIFLEX |
| DON H | 9 9 9 9 X | 9 9 9 9 8 | 6:30-4:00/6:30-3:00 | MAXIFLEX |
| TAMI H | 9 9 9 9 8 | 9 9 9 9 X | 7:30-5:00 | MAXIFLEX |
| SHERRY N | 9 9 9 9 X | 9 9 9 9 8 | 7:00-4:30/7:00-3:30 | MAXIFLEX |
| KIRK M | 9 9 9 9 X | 9 9 9 9 8 | 7:00 –4:30/7:00-3:30 | MAXIFLEX |
| TIM G | 9 9 9 9 9 | 9 9 9 8 X | 7:00-4:30/7:00-3:30 | MAXIFLEX |
| HARVEY B | 9 9 9 9 8 | 9 9 9 9 X | 7:30-5:00/7:30-4:00 | CWS 5/4/9 |
| CHARLEY N | 9 9 9 9 X | 9 9 9 9 8 | 7:00-4:30/7:00-3:30 | MAXIFLEX |
| RICK B | 9 9 9 9 Z | 9 9 9 9 8 | 7:00-4:30/7:00-3:30 | MAXIFLEX |
| | | | | |
| | | | | Revised 08-01-01 |