

**WORKLOAD COUNTS FROM MAC - 12-AO, Revision 19 (As of 3/12/04)**

<b>Item #</b>	<b>Work load #</b>	<b>Workload Description</b>	<b>MAC Field and/or MAC Description</b>	<b>Query or Manual</b>
1	561	Environmental Risk Survey	<ul style="list-style-type: none"> <li>WLS Code 7001 - Environmental Risk Survey (FSA-851)</li> </ul>	Query
2	562	Environmental Review Class I Assessment	<ul style="list-style-type: none"> <li>WLS Code 7002 - Environmental Review Class I Assessment (FmHA 1940-21)</li> </ul>	Query
3	563	Environmental Review Class II Assessment	<ul style="list-style-type: none"> <li>WLS Code 7003 - Environmental Review Class II Assessment</li> </ul>	Query
4	564	Environmental Evaluation	<ul style="list-style-type: none"> <li>WLS Code 7000 - Environmental Evaluation (FmHA 1940-22 or FSA-850)</li> </ul>	Query
5	801	Direct Loan Applications Received, except Youth Loans (Includes Nonprogram loan applications such as SAP, NP assumptions, etc.)	<ul style="list-style-type: none"> <li>Application Received Date is entered</li> <li>Direct/Guar field = D</li> <li>Type of Assistance not = to youth loans 052, 107, 151, 152</li> </ul>	Query
6	802	Direct Loan Eligibility, except Youth Loans and EM loans Counts Eligible, Rejected, & Withdrawn	<ul style="list-style-type: none"> <li>Eligibility decision Date1, 2, or 3 is entered</li> <li>Eligibility decision action 1, 2, or 3 = eligible, or rejected, or</li> <li>Eligibility decision action is blank, and</li> <li>Final Disp Action = "W" Withdrawn</li> <li>Fund Code not = to 43 (EM loans) and</li> <li>Type of Assistance not = to Youth loans 052, 107, 151, 152</li> </ul>	Query
7	803	EM Loss Calculations and Test for Credit for EM Loan Eligibility Determination (Counts Eligible, Ineligible, & Withdrawn)	<ul style="list-style-type: none"> <li>Same as 802 except only counts Emergency Loan Applications Fund Code = to 43</li> </ul>	Query
8	804	Direct Loan Feasibility Determinations (Except Lo-doc loans and Youth Loans) Counts Feasible, Not Feasible, & Withdrawn	<ul style="list-style-type: none"> <li>Final Disposition Date, Final Disposition Date after Appeal, and/or Other Final Disposition Date is entered</li> <li>Final Disposition Action, Final Disposition after Appeal, and/or Other Final Disposition Action = A, R, or W</li> <li>Eligibility Decision1, 2, or 3 = "E" for eligible</li> <li>Direct/Guar = D</li> <li>Lo-Doc field = "N" or blank</li> <li>Type of Assistance not = to Youth loans 052, 107, 151, 152</li> </ul>	Query
9	805	Direct Loan Closings, except Youth Loans	<ul style="list-style-type: none"> <li>Loan Closing date is entered</li> <li>Direct/Guar field = D</li> <li>Type of Assistance not = to Youth loans 052, 107, 151, 152</li> </ul>	Query
10	806	Loan Feasibility Determinations for Lo-Doc Loans (Counts Feasible, Not Feasible, and Withdrawn)	<ul style="list-style-type: none"> <li>Same as 804 except Lo-Doc Field on Application Screen 2 of 2 = Y</li> </ul>	Query
11	807	Youth Loan Processing (The time it takes to process a youth loan through closing is all counted here.)	<ul style="list-style-type: none"> <li>Application Received Date is entered</li> <li>Direct/Guar field = D</li> <li>Type of Assistance not = to Youth loans 052, 107, 151, 152</li> </ul>	Query

12	821	Routine Servicing for All Direct Borrowers, except Youth Loans	<ul style="list-style-type: none"> <li>Counts the number of unduplicated direct loan B's who have outstanding direct loans, except youth loans, as of March 31. Looks at the A.UA.LND records and the Paid Code.</li> </ul>	Query
13	822	Financial Analysis and Specialized Direct Loan Servicing Activities (YEA's) performed by FSA Employees - except youth loans Counts 1 YEA per Borrower Per FY	<ul style="list-style-type: none"> <li>WLS Code 4025 – Yearend Analysis Performed by FSA</li> <li>Type of Assistance not = to Youth loans 052, 107, 151, 152</li> </ul>	Query
14	823	Field Visits for Direct Loan Servicing performed by FSA Employees, except Youth Loans  Counts each type of farm visit done, but multiple services done on the same day will only be counted as 1 visit.	<ul style="list-style-type: none"> <li>WLS Code 2004 - Development Inspection</li> <li>WLS Code 2005 - Final Inspection</li> <li>WLS Code 2015 - Supervisory Field Visit</li> <li>WLS Code 2050 - Delinquency Field Visit</li> <li>WLS Code 4005 - Field Visit</li> <li>WLS Code 4065 - Annual Farm Visit</li> <li>WLS Code 4070 - Chattel Inspection</li> <li>WLS Code 4071 - 3-Year Real Estate Inspection</li> <li>WLS Code 4075 - Crop Inspection</li> <li>Type of Assistance Not = to Youth Loans 052, 107, 151, 152</li> </ul>	Query
15	824	1951-T Servicing Actions – Counts 1 for each 1951-T-1 letter sent	Use WLS 3023 for each time you send letters, and put in the comment field the number of letters sent. Then at time of workload, run the WLS report for completed 3023's and total the numbers in the comment together. Or you can use WLS 5014 for each letter sent but this is more time consuming.	Manual
16	825	1951-S Servicing Actions Except Youth Loans Counts 1 unit for each time a borrower is sent a 1951-S Servicing Package. This includes Current and Distressed, LT 90-days past due, 90-day past due, Non-monetary, and Bankruptcy.	Activity Codes <ul style="list-style-type: none"> <li>CBS301 - 90 Day Past Due, Exh A</li> <li>CBS315 - 90 Day Past Due, Exh D-1</li> <li>CCS301 - Current Borrower, Att1 &amp; 2</li> <li>CES301 - Bankruptcy Borrower, Exh D</li> <li>CGS301 - Nonmonetary Default, Exh A</li> <li>CGS304 - Nonmonetary Default, Exh D-1</li> <li>LTS301 - Less than 90 days Past Due</li> </ul>	Query
17	826	Subordination of Chattel Security Unit is counted when the chattel subordination request is approved, denied, or withdrawn.	Security Servicing Application in MAC <ul style="list-style-type: none"> <li>Request date is completed</li> <li>Request Type = S for Subordination</li> <li>Security Code = 1,2,3,4,6,or 9,</li> <li>Final Disposition Date or Other Final Disposition Date is completed, and</li> <li>Final Disposition Action or Other Final Disposition Action = A, R, or W</li> </ul>	Query
18	827	Real Estate Subordinations, Partial Releases, Consent Activities Unit is counted when the real estate request is approved, denied, or withdrawn.  (R and V are not being counted.)	Security Servicing Application in MAC <ul style="list-style-type: none"> <li>Request date is completed,</li> <li>Request Type = C, P, S,</li> <li>Security Code = 5, 7, or 8</li> <li>Final Disposition Date or Other Final Disposition Date is completed, and</li> <li>Final Disposition Action or Other Final Disposition Action = A, R, or W</li> </ul>	Query

19	828	Servicing Shared Appreciation Agreements – Unit is counted for every time the shared appreciation is paid or amortized.	<p>Recommend keeping track using:</p> <ul style="list-style-type: none"> <li>• Paid SAA’s – WLS 4054 - Notifying borrower of amount due and put in comments if paid.</li> <li>• Amortized SAA’s - Security Servicing Application, Request type = A,</li> <li>• Security Action Completed Date is entered, and</li> <li>• WLS 5057 will automatically be established.</li> </ul>	Manual
20	829	<p>Inventory Property Management Counts one unit for each acquisition, disposal, or property held in inventory the entire fiscal year.</p> <p>NOTE: Possible query in the future</p>	<p>Acquisitions and disposals are required to be tracked in the Delinquent Servicing Section of MAC (AGCREDIT) This may be queried in the future. For inventory properties already in MAC under the former borrower’s name, run a 1951-S history report to make sure the acquisition date is present. In some cases because of the conversion, county offices may have just “OTHERED” to where they left off on the 3B2 and the acquisition date was already passed. For these, start a NEW BRANCH, Option 4, with the applicable acquisition activity code listed below, and enter the acquisition date as the completed date. Then on the next activity generated from this Branch, OTHER to END.</p> <p>Acquisitions:</p> <ul style="list-style-type: none"> <li>• CBRV301, Outcome 1, Chart III, Box AI</li> <li>• CBDT306, Outcome 1, Chart III, Box AJ</li> <li>• CEDT308, Outcome 2, Chart V, Box R</li> <li>• PPDT303, Outcome 1, Chart XV, Box J</li> <li>• LPDT305, Outcome 1, Chart XVI, Box F</li> <li>• BPDT305, Outcome 1, Chart XVII, Box H</li> <li>• HPDT308, Outcome 2, Chart XIX, Box Q</li> </ul> <p>Sale of Property:</p> <ul style="list-style-type: none"> <li>• HLP301, Outcome 1, Chart XX, Box K</li> <li>• HLP302, Outcome 1 and 2, Chart XX, Box R</li> </ul> <p>Property Held in Inventory the entire FY:</p> <ul style="list-style-type: none"> <li>• Acquisition Date prior to October 1 of current FY</li> <li>• No sale date</li> </ul>	Manual
21	830	All Debt Settlement Activities Counts 1 unit per cancellation, settlement, or non-approval.	<p>Activity Codes</p> <ul style="list-style-type: none"> <li>• CLPD301, Outcome 3 – Debt Settlement denied</li> <li>• CLDT305, outcomes 1, 2, and 3 – Treasury and STO to determine if adjustment/compromise offer acceptable</li> <li>• CLW306, Outcomes 1, 2, 4, 5, 6 - Wait for STO to approve debt Settlement – Approved or Denied</li> <li>• CLW307, Outcomes 1 &amp; 2 - Wait for DOJ Response – DOJ Approved or Denied Debt Settlement</li> <li>• CEPS301, Outcome 1 - Wait for Cancellation to be Processed for Bankrupt borrower – Cancellation Processed</li> </ul>	Query
22	831	Direct Youth Loan Servicing Activities	Counts the number of unduplicated Youth loan borrowers, who have outstanding youth loans as of March 31. Looks at the A.UA.LND records and the Paid Code, and Type of Assistance = 052, 107, 151, or 152.	Query

23	832	Debt For Nature – Conservation Contract Unit is counted when Map/aerial photo is submitted.	Activity Code <ul style="list-style-type: none"> <li>COQ301 Determine Eligibility for CC Request (Open or Completed Activity)</li> </ul>	Query
24	833	Security Servicing for Direct Loan Borrowers, except Youth Loans Counts 1 unit for every 1962-1 completed.	<ul style="list-style-type: none"> <li>WLS Code 4010 – Follow-up with 1962-1 (Every borrower with a 1962-1 should have a WLS 4010. Each year, you are to review to make sure all dispositions are added, and/or develop a new 1962-1.)</li> </ul>	Query*
25	834	Review of Contracted Year-end Analysis by FSA Employees Counts 1 unit for each YEA review that was performed by a contractor	<ul style="list-style-type: none"> <li>WLS Code 4024 – Year End Analysis Performed by Contractors</li> </ul>	Query*
26	835	Review of Contracted Field Visit Reports by FSA Employees  Counts 1 unit for each field visit report reviewed that was performed by a contractor. Multiple services done on the same day will only be counted as 1.	Includes all types of field visits made by contractors: <ul style="list-style-type: none"> <li>WLS Code 2012 - Dev. Inspection by Contractor</li> <li>WLS Code 2013 - Final Inspection by Contractor</li> <li>WLS Code 4066 - Other Field Visits by Contractor</li> <li>WLS Code 4067 - Crop Inspection by Contractor</li> <li>WLS Code 4068 - 3-Yr R/E Inspection by Contractor</li> <li>WLS Code 4069 - Chattel Inspection by Contractor</li> </ul>	Query*
27	836	Farm Loan Programs Bankruptcy Cases  Counts 1 unit for each bankruptcy filing received and those pending on September 30 of each year	Activity Codes <ul style="list-style-type: none"> <li>New Filings: CEDT311 "Select Type if Bankruptcy". This is the first code if they are initialized as a bankrupt borrower or if the borrower files bankruptcy while being serviced under another category.</li> <li>Pending Bankruptcies as of 9-30 - Counts those that are initialized as a bankrupt borrower, CATEGORY Code CAT150 with open activities as of September 30, AND</li> <li>Those that are initialized under another category but have an open Activity code "BANKRUPT" as of September 30th. The BANKRUPT code is used when you have a borrower initialized under another category and then they file bankruptcy. The Bankrupt code suspends the delinquent servicing until the bankruptcy is concluded.</li> </ul>	Query*
28	837	1951-S Servicing Applications Received Unit is counted for every 1951-S servicing application received	Activity Codes <ul style="list-style-type: none"> <li>CCW301, outcome 1, 2, or 4</li> <li>LTW301, outcome 1, 2, or 4</li> <li>CBW301, outcome 3</li> <li>CGW301, outcome 3</li> <li>CEW301, outcome 1</li> </ul>	Query*
29	901	Guaranteed Farm Loan Applications Received (Except PLP) NOTE: Remember to verify the lender status code that is prefilled on the application screen and change it if it is not correct.	<ul style="list-style-type: none"> <li>Application Received Date is entered</li> <li>Direct/Guar = G</li> <li>Lender Status not = "P" Preferred</li> </ul>	Query

30	902	Guaranteed Loan Eligibility, (Except PLP) Counts Eligible, Ineligible, & Withdrawn	<ul style="list-style-type: none"> <li>• Eligibility decision Date1, 2, or 3 is entered</li> <li>• Eligibility decision action 1, 2, or 3 = eligible, or rejected, or</li> <li>• Eligibility decision action is blank, and</li> <li>• Final Disp Action = “W” Withdrawn</li> </ul>	Query
31	903	Guaranteed Loan Feasibility (Except PLP) Counts Approved, Denied, or Withdrawn)	<ul style="list-style-type: none"> <li>• Final Disposition Date, Final Disposition Date after Appeal, and/or Other Final Disposition Date is entered</li> <li>• Final Disposition Action, Final Disposition after Appeal, and/or Other Final Disposition Action = A, R, or W</li> <li>• Eligibility Decision1, 2, or 3 = “E” for eligible</li> <li>• Direct/Guar = G</li> <li>• Lender Status Code not = “P”</li> </ul>	Query
32	904	Guaranteed Loan Closings (Except PLP)	Loan Closing date is completed for all Guaranteed Loans	Query
33	905	Guaranteed PLP Loan Requests Received/Processing	<ul style="list-style-type: none"> <li>• Date Received is completed</li> <li>• Direct/Guar = G</li> <li>• Lender Status Code = “P” Preferred</li> </ul>	Query
34	921	Routine Guaranteed Loan Servicing and Maintaining Lender Records	<ul style="list-style-type: none"> <li>• Counts the number of unduplicated guaranteed loan borrowers as of March 31</li> </ul>	Query
35	922	Feasibility Determinations for Guaranteed Loan Servicing Activities Unit is counted for: <ul style="list-style-type: none"> <li>• Interest Assistance Claim/Review ( 1980-24) signed by the agency official</li> <li>• FSA approves, denies, or withdraws Lender request to restructure guaranteed loan, generally SEL</li> <li>• FSA approves, denies, or withdraws Lender request for subsequent advances on a LOC, generally SEL.</li> </ul>	Items should be tracked in MAC for manual counting as follows: <ul style="list-style-type: none"> <li>• WLS Code 4046 - Interest Assistance Review 1980-24</li> <li>• WLS Code 4043 – Guarantee Loan Restructure Pre-Review</li> <li>• WLS Code 4040 - Line of Credit Reviews (Count only if a feasibility determination is made such as with an SEL for next yrs. advances)</li> </ul>	Manual
36	923	Guaranteed Lender File Reviews (SEL/CLP)	<ul style="list-style-type: none"> <li>• WLS Code 4035 - Guaranteed Lender File Review, and</li> <li>• Lender Status Code not = “P” Preferred Lender</li> </ul>	Query
37	924	Guaranteed Lender File Reviews (PLP)	<ul style="list-style-type: none"> <li>• WLS Code 4035 – Guaranteed Lender File Review, and</li> <li>• Lender Status Code = “P” Preferred Lender</li> </ul>	Query
38	925	Servicing Guaranteed Loan Borrowers through Liquidation or Bankruptcy – Counts <ul style="list-style-type: none"> <li>• Loss Claims on 449-30</li> <li>• Forced or voluntary liq pending as shown on 1980-44</li> <li>• Bankruptcy reorganization or liquidation reported on Form 1980-44</li> </ul>	<ul style="list-style-type: none"> <li>• WLS Code 4038 – Process Guaranteed Loss Claims</li> <li>• WLS Code 4004 – Default Status Report – Put in the comment section the purpose of the form and only count those for purposes of liquidation and bankruptcy notice</li> </ul>	Manual

39	1001	Banking and Collections Counts 1 unit for each: <ul style="list-style-type: none"> <li>• SBA established</li> <li>• Check disbursed from SBA</li> <li>• SBA reconciled</li> <li>• Collection received &amp; posted to 603</li> <li>• Loan repayments recorded on CCC-257</li> <li>• Multiple advances by check or EFT</li> </ul>	<ul style="list-style-type: none"> <li>• Queries SCOAP for payments recorded on CCC-257 and FSA 603</li> </ul>	Track Manual Counts in MAC using the following: <ul style="list-style-type: none"> <li>• WLS Code 2011 – Reconcile and Monitor SBA –Enter date established in comment field; also enter # of checks disbursed at time of reconciliation. Every completed WLS 2011 is a reconciliation to count.</li> <li>• WLS Code 1038 – Order Loan Advances</li> </ul>	Query and Manual
40	1002	Real Estate Appraisals by FSA employees	<ul style="list-style-type: none"> <li>• WLS Code 4062 – Agency Real Estate Appraisal</li> </ul> <p>NOTE: Enter a 4062 for each appraisal.</p>		Query
41	1003	Chattel Appraisals by FSA employees	<ul style="list-style-type: none"> <li>• WLS Code 4060 – Agency Chattel Appraisal</li> </ul>		Query
42	1004	Technical Appraisal reviews R/E Appraisals performed by Lenders, Contractors, or 3 <sup>rd</sup> party appraisals – Direct and Guar loan making and servicing (Counts 1 unit when appraisal has been approved and accepted, Technical or Administrative Reviews)	<ul style="list-style-type: none"> <li>• WLS Code 4076 - Real Estate Appraisal Technical Review</li> </ul> <p>NOTE: Enter a 4076 for each appraisal reviewed and approved.</p>		Query *
43	1005	Review Chattel Appraisals performed by Lenders, Contract Appraisers, or 3 <sup>rd</sup> Parties – Direct and Guar Loan Making and Servicing (Counts 1 unit when appraisal has been approved and accepted, Administrative Reviews, etc.)	<ul style="list-style-type: none"> <li>• WLS Code 4061 - Chattel Appraisal Administrative Review</li> <li>• WLS Code 4078 - Lender Chattel Appraisal Administrative Review</li> </ul>		Query
44	1006	Administrative Appraisal Reviews by FSA Employees Counts 1 unit for each review of appraisal by third party, lender, or contractor.	<ul style="list-style-type: none"> <li>• WLS Code 5002 - Real Estate Appraisal Administrative Review (3<sup>rd</sup> party or contracted)</li> <li>• WLS Code 4077 - Lender Real Estate Appraisal Administrative Review</li> </ul>		Query

\* This means the item may not be queried in April, but may be queried at end of year. C/O will need to make sure they have this information entered in MAC for all of FY 2004.