

For: State and County Offices

**Using Query/36 for Second Quarter Work Measurement and
Midyear FY 1999 Workload Automated Unit Counts**

Approved by: Acting Deputy Administrator, Management



1 Overview

**A
Background**

The process for FY 1999 second quarter work measurement and midyear workload reporting will:

- ensure that all files used are linked to the correct definitions
- run the queries
- for combined County Offices, rename and run the queries for each additional office on the headquarters System/36
- automatically enter the query total into the workload software.

Note: The process of automatic entry is available for workload only. Work measurement County Offices shall continue to manually enter the query results into the work measurement software.

**B
Purpose**

This notice informs State and County Offices that:

- County Release No. 404, which will contain the software, will be mailed on March 29, 1999
- the query process must be run before installing County Release No. 405, and queries should be run on April 5, 1999, if possible. Work measurement County Offices should run **both** the work measurement and workload queries on the same day.

<p>Disposal Date</p> <p>October 1, 1999</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice AO-1187

2 County Office Action

**A
Rules for Using
Query for
Automated Unit
Counts**

County Offices shall do **all** of the following:

- use the official queries developed by the National Office
- Note:** Do **not** attempt to modify the queries.
- attach a copy of the query report to the FSA-54 file copy for work measurement and FSA-55-1 for workload
 - have the query report available for DD and COR's review.
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**B
Work Items
Requiring
Adjustment**

No corrections to the workload software will be allowed to queried work items at the County and State Offices. To request adjustments, use the following steps.

Step	Action
1	Review paragraph 3 to ensure that a manual count is required for the work item being adjusted.
2	County Offices shall prepare and submit Exhibit 1 to the State Office by COB April 16, 1999, indicating the: <ul style="list-style-type: none">• County Office name• work item requiring adjustment• manual count to be added to the query count.
3	County Offices shall prepare a separate memorandum if a query total is being questioned for a work item without additional manual counts. The memorandum should explain the difference and should also be submitted to the State Office by COB April 16, 1999.
4	State Offices shall forward all memorandums to the National Office by COB April 30, 1999.
5	The National Office will make the changes to the work items requiring additional manual counts and will review, for possible changes, the memorandums requesting additional changes.

Work measurement County Offices shall continue to manually adjust the unit counts for work items that require manual unit counts in addition to the query count.

Notice AO-1187

3 How to Run Queries

A

Accessing Query Process

Access the work measurement query process according to 12-AO (Rev. 15), paragraph 15. The queries capture data from October 1, 1998, through March 31, 1999, for all work items listed in subparagraph C, unless otherwise noted. **All units previously reported in work measurement during the first quarter for queried work items have been deleted from the system.**

Access the workload query process according to 12-AO (Rev. 15), paragraph 9952. The queries capture data from October 1, 1998, through March 31, 1999, for all work items listed in subparagraph C.

B

General Guidelines

For accurate query results, use the following guidelines.

- A dedicated system is required for the "Unlink and Link" part of the process. This process will run only once each day. The County Office will be alerted with a message when the:
 - link process is complete
 - County Office can then use the system.
 - During the unlinking process, error message IDDU-8548 may be encountered. If this message is received, ENTER "2" to continue.
 - **Each query should be run only once whether using the option to run all queries or each individual query.**
-

C

Work Item Information

The following table lists the work items that have queries developed and any special instructions needed to obtain complete unit count totals.

Work Item	Title and Special Instructions
113	Claims Administration
116	Common Receivables Administration
119	Processing Direct Deposits

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3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
201	<p>Office Type Services Furnished to All Entities for Which Funds Are Deposited in FRB (Except Government Agencies)</p> <p>Note: This work item shall be counted manually if requests paid for by cash have been combined for entry on CCC-257.</p>
205	Services Furnished to Process WRP Payments for NRCS
222	SIP Requests for Cost-Sharing
223	Report of SIP Cost-Share Payments
301	<p>Reconstitutions of Farms, Bases, Allotments, and Quotas</p> <p>Note: Manual counts must be added for:</p> <ul style="list-style-type: none"> • reconstitutions in which the parent farm in a division has no CAB's or allotments • tract combinations that do not become part of a full reconstitution. • tract divisions completed before County Release No. 373 • special combinations for flue-cured and burley tobacco farms.
302	<p>Maintaining Basic Farm and Producer Data</p> <p>Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.</p>
303	<p>Delegation of Signature Authority</p> <p>Note: A manual count is required for any form other than FSA-211 or FSA-211-1 and each AMTA delegation of signature authority since they are not allowed to be entered into the system.</p>
310	Signup for Production Flexibility Contracts

Continued on the next page

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
312	Production Flexibility Contract Payments
318	Program Payments Assignments and Joint Payment Authorizations Note: A manual count is required for each conservation cost-share assignment or joint payment.
339	Payment Limitation Review for an Individual Note: A manual count is required for each form not loaded into the 502 file.
340	Payment Limitation Review for a Joint Venture or General Partnership Note: A manual count is required for each form not loaded into the 502 file.
341	Payment Limitation Review for Corporations, Limited Partnerships, Estates, Trusts, Etc. Note: A manual count is required for each form not loaded into the 502 file.
343 Workload Only	Designated Control Counties Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.
351	NAP Actual Production History Note: A manual count is required for each FCI-19-A completed and signed by the producer.
353	Establishing NAP Units
362 Workload Only	Number of Reconstitutions
501	ACP and Interim EQIP Cost-Sharing Requests and Technical Determinations

Continued on the next page

3 How to Run Queries (Continued)

C
**Work Item
 Information
 (Continued)**

Work Item	Title and Special Instructions
504	Report of ACP, Interim EQIP, and LTA Cost-Share Payments Note: A manual count is required if partial multiple payments were issued.
507	EQIP Request for Contracts
508	Report of EQIP Cost-Share Payments
509	EQIP Active Contracts
515	ECP Cost-Sharing Requests and Technical Determinations
517	Report of ECP Cost-Share Payments Note: A manual count is required if partial multiple payments were issued.
522	Completion of RCWP Best Management Practices
526	Conservation Reserve Program Contract Note: A manual count is required for CRP-2's not entered into the system.
527	CRP Cost-Sharing Requests and Technical Determinations
528	CRP Active Agreements
530	Report of CRP Cost-Share Payments Note: A manual count is required if partial multiple payments is issued.
540 Workload Only	CRP Rental Payments
815	Banking and Collections for All Loan Programs Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the payments received and listed by State and county code.

Continued on the next page

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
1401 Workload Only	Producer's Report of Acreage Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.
1410 Workload Only	Acreage Determinations From Aerial Slides Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.
1601	Farm-Stored Commodity Loans
1602	Sugar-Processor Loans
1603	Warehouse Loans (Except Cotton Loans)
1606	Oilseed or Rice Loan Deficiency Payments
1607	Wheat or Feed Grains Loan Deficiency Payments
1609 Workload Only	Number of Farm-Stored Soybean Loans
1611 through 1616 Workload Only	Number of Farm-Stored Wheat, Corn, Oilseed, Rice, Grain Sorghum, Barley, or Oats Loans.
1617 through 1623 Workload Only	Number of Warehouse-Stored Wheat, Corn, Oilseed, Rice, Grain Sorghum, Barley, Oats, or Soybean Loans
1701	Commodity Loan and Loan Deficiency Payment Spot Checks
1702	Commodity Loan Repayments (Except Cotton)
1705	Settlement of Farm-Stored Loans and Purchases
1706	Forfeiture of Warehouse Loans (Except Cotton)
2012	LIP, FLRP, and DPDAP Activities

Continued on the next page

3 How to Run Queries (Continued)

**C
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
2013	LIP, FLRP, and DPDAP Payments
2015	Livestock Assistance Program (LAP) Applications
2016	Livestock Assistance Program (LAP) Payments
2017	Issuing Small Hog Operation Payments (SHOP)
2153 Workload Only	Active Wheat AMTA Contracts
2154 Workload Only	Active Feed Grain AMTA Contracts
2155 Workload Only	Active Cotton AMTA Contracts
2156 Workload Only	Active Rice AMTA Contracts

4 State Office Action

**A
State Office
Review**

State Offices shall:

- ensure that County Offices are using the process released by the National Office **without modification**
 - update workload information, as provided by County Offices, for additional manual counts
 - ensure that DD's are reviewing the use of the query process in County Offices.
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**B
Contact**

If there are questions about this notice, contact Heidi Ware, BUD, at 202-720-4483.

Work Measurement/Workload Manual Counts

County _____

County Code	Work Item Number	Original Query Count	Manual Count to Add	Total Revised Count	Explanation for Change
	201				
	301				
	303				
	318				
	339				
	340				
	341				
	351				
	504				
	517				
	526				
	530				

Note: Work item 815, Banking and Collections for All Loan Programs, has additional manual counts; but, since the query count does not get loaded directly into the workload software, the County Offices can make adjustments to this count and do not have to send the manual counts in on this form.
