

For: State and County Offices

**1999 County Office Work Measurement and Workload Training**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

The County Office Work Measurement and Funding Allocation System (COWM/COFA) is used by FSA as a basis for:

- developing and justifying budget requests presented to OMB and Congress
- issuing County Office administrative fund allocations equitably
- determining staffing needs for local program delivery
- preparing management and performance analysis.

To maintain the integrity of this vital system, State and County Offices need to have a thorough understanding of how to accurately report work measurement and workload data and how to use the system's output reports for effective management purposes.

Training has been approved for the 55 County Offices selected to begin reporting work measurement in FY 2000. The training will be held at 3 sites from August 24 through September 23, 1999.

**B**

**Purpose**

This notice provides:

- the scheduled dates and locations of training
- hotel accommodations
- authorization for attendance.

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<p><b>Disposal Date</b></p> <p>December 1, 1999</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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Notice AO-1197

1 Overview (Continued)

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C  
Training  
Attendance

States are authorized to send the following participants:

- the State Office employee responsible for work measurement and workload in FY 2000
- not more than 4 County Office employees from each County Office selected to begin reporting work measurement in FY 2000, to include the following.

IF a...	THEN include the following...
Type 1 office has been selected	<ul style="list-style-type: none"> <li>• one CED</li> <li>• 1 Farm Loan Manager or Farm Loan Officer</li> <li>• 1 farm program technician</li> <li>• 1 farm loan program technician</li> </ul>
Type 2 or Type 3 office has been selected	<ul style="list-style-type: none"> <li>• one CED and 1 farm program technician from the work measurement office</li> <li>• 1 Farm Loan Manager or Farm Loan Officer and 1 farm loan program technician from another work measurement office that is Type 1.</li> </ul>

**Note:** For States with no Type 1 work measurement office, it is a State Office decision whether a Farm Loan Manager or Farm Loan Officer and a farm loan program technician attend the training to expand knowledge of FSA work measurement and workload processes to FLP employees.

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2 Portland Training Session

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A  
Session Dates

The session held in Portland, Oregon, will begin with registration at 8 a.m. on August 24, 1999, and continue through 4 p.m. on August 26, 1999.

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B  
Session  
Attendees

California, Colorado, Iowa, Idaho, Illinois, Kansas, Minnesota, Missouri, Montana, Nebraska, Oregon, South Dakota, Washington, Wyoming, and National Office employees are authorized to attend the Portland training session.

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## Notice AO-1197

### 2 Portland Training Session (Continued)

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#### C

##### Hotel Information

The Portland session will be held at the Hilton Portland Hotel, 921 SW. Sixth Avenue, Portland, Oregon. Reservations must be made directly with the hotel by calling 503-226-1611 by COB August 13, 1999, or participants will be subject to regular room rates.

To ensure that participants will be afforded the special \$72 plus tax rate for a single when reserving rooms, participants must specify that they will be attending the USDA, FSA Work Measurement and Workload Training Program.

Reservations may be guaranteed by using the NationsBank Government credit card or by some other means.

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#### D

##### Travel Authorization

Travel expenses for the Portland session shall not exceed the \$110 per diem rate (\$72 lodging, \$38 M&IE) for authorized attendees.

Travel for State participants, **excluding spouses and guests**, shall be charged to Washington-controlled State travel.

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#### E

##### Arrival and Departure Times

Registration for the Portland session will begin at 8 a.m. on Tuesday, August 24, 1999. The training will end at 4 p.m. on Thursday, August 26, 1999. Participants may arrive Monday evening and should not schedule departing flights before 6 p.m. on Thursday.

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#### F

##### Airport Transportation

Participants may use the Grayline Shuttle service to and from the hotel. The cost of the shuttle service is approximately \$7 to \$12 per person 1 way.

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### 3 Phoenix Training Session

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#### A

##### Session Dates

The session held in Phoenix, Arizona, will begin with registration at 8 a.m. on August 31, 1999, and continue through 4 p.m. on September 2, 1999.

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### 3 Phoenix Training Session (Continued)

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#### B

##### Session Attendees

Alabama, Arkansas, Arizona, Florida, Georgia, Louisiana, Mississippi, New Mexico, Nevada, Ohio, Oklahoma, Texas, Utah, and National Office employees are authorized to attend the Phoenix training session.

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#### C

##### Hotel Information

The Phoenix session will be held at the Hyatt Regency Phoenix Hotel, 122 North Second Street, Phoenix, Arizona. Reservations must be made directly with the hotel by calling 602-252-1234 by COB August 23, 1999, or participants will be subject to regular room rates.

To ensure that participants will be afforded the special \$62 rate from August 28 through August 31 and \$86 rate from September 1 through September 4 for a single when reserving rooms, participants must specify that they will be attending the USDA, FSA Work Measurement and Workload Training Program.

Reservations may be guaranteed by using the NationsBank Government credit card or by some other means.

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#### D

##### Travel Authorization

Travel expenses for the Phoenix session shall not exceed the \$100 and \$124 per diem rates (\$62 lodging, \$38 M&IE (May 1 through August 31, and \$86 lodging, \$38 M&IE (September 1 through December 31) for authorized attendees.

Travel for State participants, **excluding spouses and guests**, shall be charged to Washington-controlled State travel.

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#### E

##### Arrival and Departure Times

Registration for the Phoenix session will begin at 8 a.m. on Tuesday, August 31, 1999. The training will end at 4 p.m. on Thursday, September 2, 1999. Participants may arrive Monday evening and should not schedule departing flights before 6 p.m. on Thursday.

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#### F

##### Airport Transportation

Participants may use the Hyatt Airport Shuttle service to and from the hotel. The cost of the shuttle service is approximately \$6 per person 1 way. Taxi fares cost between \$6 to \$10 per person 1 way.

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## Notice AO-1197

### 4 The Third Training Session

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#### A

##### Session Dates

The third session will begin with registration at 8 a.m. on September 21, 1999, and continue through 4 p.m. on September 23, 1999. The meeting site is still in the process of being determined.

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#### B

##### Session Attendees

Connecticut, Delaware, Indiana, Kentucky, Massachusetts, Maryland, Maine, Michigan, North Carolina, North Dakota, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, South Carolina, Tennessee, Virginia, Vermont, Wisconsin, West Virginia, and National Office employees are authorized to attend the third training session.

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### 5 Action

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#### A

##### State Office Action

State Offices shall:

- have the training officer or coordinator complete SF-182 according to 6-PM
  - FAX a list of Portland participants by COB, August 13, 1999, and Phoenix participants by COB, August 18, 1999, to BUD at 202-690-3902
  - ensure that all participants complete their travel arrangements
  - inform attendees that additional information is available on the BUD homepage at <http://www.fsa.usda.gov/dam/BUD/bud1.htm>.
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#### B

##### Contact

If additional information is needed about the training sessions, contact Heidi Ware at 202-720-4483.

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#### C

##### Accommodations

Persons with disabilities who require accommodations to attend or participate in these training sessions should contact the hotel directly.

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