

For: State and County Offices

Third Session of 1999 County Office Work Measurement and Workload Training

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

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. Notice AO-1197 provided information about the first 2 sessions.

B

Purpose

This notice provides:

- the scheduled dates and location of the third training session
- hotel accommodations
- authorization for attendance.

Continued on the next page

<p>Disposal Date</p> <p>December 1, 1999</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice AO-1200

1 Overview (Continued)

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

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 an FLP technician attend the training to expand knowledge of FSA work measurement and workload processes to FLP employees.

2 Philadelphia Training Session

**A
Session Dates**

The session held in Philadelphia, Pennsylvania, will begin with registration at 8 a.m. on September 21, 1999, and continue through 4 p.m. on September 23, 1999.

**B
Session
Attendees**

Connecticut, Delaware, Indiana, Iowa, 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.

Continued on the next page

Notice AO-1200

2 Philadelphia Training Session (Continued)

C

Hotel Information

The Philadelphia session will be held at the Warwick Hotel and Towers, 1701 Locust Street, Philadelphia, Pennsylvania. Reservations must be made directly with the hotel by calling 215-735-6000 by COB Wednesday, September 1, 1999 or participants will be subject to regular room rates.

To ensure that participants will be afforded the special \$113 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.

D

Travel Authorization

Travel expenses for the Philadelphia session shall not exceed the \$159 per diem rate (\$113 Lodging, \$46 M&IE) for authorized attendees.

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

E

Arrival and Departure Times

Registration for the Philadelphia session will begin at 8 a.m. on Tuesday, September 21, 1999. The training will end at 4 p.m. on Thursday, September 23, 1999. Participants may arrive Monday evening and should not schedule departing flights before 6 p.m. on Thursday.

F

Airport Transportation

Participants may use the Liberty Shuttle service at the airport to and from the hotel. The cost of the shuttle service is approximately \$8 per person one way.

Notice AO-1200

5 Action

A

State Office Action

State Offices shall:

- have the training officer or coordinator complete SF-182 according to 6-PM
 - FAX a list of Philadelphia participants by COB, September 8, 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.

C

Accommodations

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