

For: State and County Offices

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

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

The process for FY 1999 fourth quarter work measurement and yearend workload reporting:

- ensures that all files used are linked to the correct definitions
- runs the queries
- for combined County Offices, renames and runs the queries for each additional office on the headquarters System/36
- automatically enters 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 Office Release No. 417, which will contain the software, will be mailed on September 28, 1999
- the query process **must be** run before installing County Office Release No. 472
- **both** the work measurement and workload queries should be run on October 1, 1999, if possible.

Disposal Date	Distribution
March 1, 2000	State Offices; State Offices relay to County Offices

Notice AO-1203

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 for workload
 - have the query report available for DD and COR's review.
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B

**Work Items
Requiring
Adjustment**

State and County Offices shall **not** make corrections to the workload software for queried work items. To request adjustments, follow this table.

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 October 9, 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: <ul style="list-style-type: none">• explain the difference• be submitted to the State Office by COB October 8, 1999.
4	State Offices shall forward all memorandums to the National Office by COB October 29, 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-1203

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 April 1, 1999, through September 30, 1999, for all work items listed in subparagraph C, unless otherwise noted.

Access the workload query process according to 12-AO (Rev. 15), paragraph 9952. The queries capture data from October 1, 1998, through September 30, 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.**
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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 Deposit

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Notice AO-1203

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
201	Office Type Services Furnished to All Entities for Which Funds Are Deposited in FRB (Except Government Agencies) Note: This work item shall be counted manually if requests paid for by cash have been combined for entry on CCC-257.
205	Services Furnished to Process WRP Payments for NRCS
222	SIP Requests for Cost-Sharing
223	Report of SIP Cost-Share Payments
301	Reconstitutions of Farms, Bases, Allotments, and Quotas Note: Manual counts must be added for: <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 installing County Release No. 373.
302	Maintaining Basic Farm and Producer Data Note: This query will capture work measurement units for the full year.
303	Delegation of Signature Authority 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.
310	Signup for Production Flexibility Contracts
312	Production Flexibility Contract Payments

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Notice AO-1203

3 How to Run Queries (Continued)

**C
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
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. This query will capture work measurement units for the full year.
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. This query will capture work measurement units for the full year.
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. This query will capture work measurement units for the full year.
343	Designated Control Counties Note: This query will capture work measurement units for the full year.
351	NAP Actual Production History
353	Establishing NAP Units
362 Workload Only	Number of Reconstitutions
370	Crop Loss Disaster Assistance Program

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Notice AO-1203

3 How to Run Queries (Continued)

**C
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
371	Single-Year Crop Loss Disaster Assistance Program
372	Issuing Payments for Crop Loss Disaster Assistance
501	ACP and Interim EQIP Cost-Sharing Requests and Technical Determinations
504	Report of ACP, Interim EQIP, and LTA Cost-Share Payments Notes: 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 were 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 listed by State and county code. This is capturing payments entered on CCC-257.

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Notice AO-1203

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
1202	<p>Allotments; Transfer by Lease, Sale, Release, Reapportionment, or Reallocation</p> <p>Note: A manual correction to this query may be necessary since disaster transfers are queried by date, not by type, which means that some late-filed transfers may appear as disaster leases.</p> <p>A manual count is also required for any FSA-278, FSA-278A, FSA-364, or FSA-378.</p> <p>This query will capture full year work measurement data. All previous units will be removed by KCMO.</p>
1206	<p>Lease and Transfer Under Disaster Provisions</p> <p>Note: A manual correction to this query may be necessary since disaster transfers are queried by date, not by type, which means that some late-filed transfers may appear as disaster leases.</p> <p>This query will capture full year work measurement data. All previous units will be removed by KCMO.</p>
1401	<p>Producer's Report of Acreage</p> <p>Note: This query will capture work measurement units for the full year.</p>
1410	<p>Acreage Determinations From Aerial Slides</p> <p>Note: This query will capture work measurement units for the full year.</p>
1601	<p>Farm-Stored Commodity Loans</p>
1603	<p>Sugar Processor Loans</p>

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Notice AO-1203

3 How to Run Queries (Continued)

**C
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
1603	Warehouse Loans (Except Cotton Loans)
1606	Wheat, Feed Grains, Oilseed, and Rice Loan Deficiency Payments Note: A manual count is required for CCC-709's filed with a zero payment rate.
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 Loans 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, DPDAP, and FCP Activities
2013	LIP, FLRP, DPDAP, and FCP Payments
2015	Livestock Assistance Program (LAP) Application
2016	Livestock Assistance Program (LAP) Payments
2017	Issuing Small Hog Operation Payments
2018	Dairy Market Loss Assistance Program (DMLA)

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Notice AO-1203

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
2153 Workload Only	Active Wheat AMTA Contracts
2154 Workload Only	Active Feed Grain AMTA Contracts
2155 Workload Only	Livestock Indemnity Program
2156 Workload Only	Payments for Livestock Indemnity Program

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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Contact

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

Work Measurement and Workload Manual Counts

COUNTY _____

County Code	Work Item Number	Original Query Count	Manual Count to Add	Total Revised Count	Explanation for Change
	201				
	228				
	301				
	303				
	318				
	337				
	339				
	340				
	341				
	504				
	517				
	526				
	530				
	1202				
	1206				
	1606				
