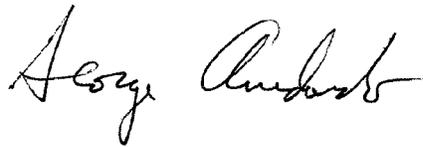


For: State and County Offices

**2000 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 funds 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
- use the system's output reports for effective management purposes.

Training has been approved for the 41 County Offices selected to begin reporting work measurement in FY 2001. Three training sessions will be held at 2 sites from September 12 through September 20, 2000.

**B Purpose**

This notice provides:

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

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<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2000	State Offices; State Offices relay to County Offices

## Notice AO-1222

### 1 Overview (Continued)

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#### C Training Attendance

States are authorized to send the following participants:

- not more than 4 County Office employees from each County Office selected to begin reporting work measurement in FY 2001, to include as follows:
  - if a Type 1 office has been selected then 1 CED, 1 FLM or FLO, 1 farm program PT, and 1 farm loan program PT
  - if a Type 2 or Type 3 office has been selected then:
    - 1 CED and 1 farm program PT from the work measurement office
    - 1 FLM or FLO and 1 farm loan program PT from another work measurement office that is Type 1

**Note:** For States without a Type 1 work measurement office, it is a State Office decision whether an FLM or FLO and a farm loan program PT attend the training to expand knowledge of FSA work measurement and workload processes to FLP employees.

- the State Office employee responsible for work measurement and workload in FY 2001.
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### 2 Albuquerque I Training Session

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#### A Session Dates

Two sessions will be held in Albuquerque, New Mexico. The first will begin with registration at 8 a.m. on September 12, 2000, and continue through 4 p.m. on September 13, 2000.

**Note:** See paragraph 3 for information on the Albuquerque II session.

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#### B Session Attendees

CA, CO, IA, ID, IL, MN, MO, MS, MT, NE, OR, SD, WY, and National Office employees are authorized to attend the Albuquerque I training session.

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**Notice AO-1222**

**2 Albuquerque I Training Session (Continued)**

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**C**

**Hotel  
Information**

The Albuquerque I session will be held at the Sheraton Albuquerque Uptown, 2600 Louisiana Blvd., Albuquerque, New Mexico. Reservations must be made directly with the hotel by calling 505-881-0000 by COB August 18, 2000, or participants will be subject to regular room rates.

To ensure that participants will be afforded the special \$60 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 Nations Bank Government credit card or by some other means.

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**D**

**Travel  
Authorization**

Travel expenses for the Albuquerque I session shall not exceed the \$98 per diem rate (\$60 lodging, \$38 M&IE) for authorized attendees.

Travel for Federal State Office and Service Center participants, **excluding spouses and guests**, shall be charged to the applicable Washington-controlled State travel index code.

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**E**

**Arrival and  
Departure Times**

Registration for the Albuquerque I session will begin at 8 a.m. on Tuesday, September 12, 2000. The training will end at 4 p.m. on Wednesday, September 13, 2000. Participants may arrive Monday evening and should not schedule departing flights before 6 p.m. on Wednesday.

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**F**

**Airport  
Transportation**

Participants may use the Airport Express Shuttle service, located outside of the baggage claim at the airport, to and from the hotel. The cost of the shuttle service is approximately \$11 per person 1 way. Taxi service is approximately \$20 per person 1 way.

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**3 Albuquerque II Training Session**

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**A**

**Session Dates**

The second Albuquerque session will begin with registration at 8 a.m. on September 14, 2000, and continue through 4 p.m. on September 15, 2000.

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## Notice AO-1222

### 3 Albuquerque II Training Session (Continued)

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#### B

##### Session Attendees

AL, AR, AZ, CT, DE, FL, GA, LA, MI, NH, NM, NV, OK, TN, TX, UT, WA, WI, and National Office employees are authorized to attend the Albuquerque II training session.

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#### C

##### Hotel Information

The Albuquerque II session will be held at the Sheraton Albuquerque Uptown, 2600 Louisiana Blvd., Albuquerque, New Mexico. Reservations must be made directly with the hotel by calling 505-881-0000 by COB August 18, 2000, or participants will be subject to regular room rates.

To ensure that participants will be afforded the special \$60 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 Nations Bank Government credit card or by some other means.

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#### D

##### Travel Authorization

Travel expenses for the Albuquerque II session shall not exceed the \$98 per diem rate (\$60 lodging, \$38 M&IE) for authorized attendees.

Travel for Federal State Office and Service Center participants, **excluding spouses and guests**, shall be charged to the applicable Washington-controlled State travel index code.

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#### E

##### Arrival and Departure Times

Registration for the Albuquerque II session will begin at 8 a.m. on Thursday, September 14, 2000. The training will end at 4 p.m. on Friday, September 15, 2000. Participants may arrive Wednesday evening and should not schedule departing flights before 6 p.m. on Friday.

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#### F

##### Airport Transportation

Participants may use the Airport Express Shuttle service, located outside of the baggage claim at the airport, to and from the hotel. The cost of the shuttle service is approximately \$11 per person 1 way. Taxi service is approximately \$20 per person 1 way.

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## Notice AO-1222

### 4 New Orleans Training Session

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#### A

##### Session Dates

The session held in New Orleans, Louisiana, will begin with registration at 8 a.m. on September 19, 2000, and continue through 4 p.m. on September 20, 2000.

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#### B

##### Session Attendees

IN, KS, KY, MA, MD, ME, NC, ND, NJ, NY, OH, PA, RI, SC, TX, VA, VT, WV, and National Office employees are authorized to attend the third training session.

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#### C

##### Hotel Information

The New Orleans session will be held at the Sheraton New Orleans Hotel, 500 Canal Street, New Orleans, Louisiana. Reservations must be made directly with the hotel by calling 504-525-2500 by COB August 21, 2000, or participants will be subject to regular room rates.

To ensure that participants will be afforded the special \$88 plus tax rate for a single and \$108 plus tax for a double 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 Nations Bank Government credit card or by some other means.

Notify the hotel of any required accommodations.

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#### D

##### Travel Authorization

Travel expenses for the New Orleans session shall not exceed the \$130 per diem rate (\$88 lodging, \$42 M&IE) for authorized attendees.

Travel for Federal State Office and Service Center participants, **excluding spouses and guests**, shall be charged to the applicable Washington-controlled State travel index code.

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#### E

##### Arrival and Departure Times

Registration for the New Orleans session will begin at 8 a.m. on Tuesday, September 19, 2000. The training will end at 4 p.m. on Wednesday, September 20, 2000. Participants may arrive Monday evening and should not schedule departing flights before 6 p.m. on Wednesday.

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## Notice AO-1222

### 5 Action

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#### A State Office Action

State Offices shall:

- have training officer or coordinator document training
  - FAX a list to BUD at 202-690-0591 of:
    - Albuquerque I and Albuquerque II participants by COB, August 18, 2000
    - New Orleans participants by COB, August 25, 2000
  - ensure that all participants complete their travel arrangements.
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#### B Documenting Training

Participants of **non-Combined Administrative Management System (CAMS) States** shall complete SF-182 according to 6-PM.

Participants of **CAMS States** shall:

- select training session from the CAMS Training Course Catalog
- go to CAMS web, select “Training”, then “Request Course Session” to make a “request to” attend this training. Once the training is requested in the CAMS system, the participant’s training request will flow into the supervisor, the State Training Officer for approval. After approval, the training request will flow into HRD, TDB for processing.

**Note:** Direct questions about processing to Tom Montgomery or Joe Hoffman at 202-418-9041.

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#### C Contact

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

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#### D Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in these training sessions should contact Heidi Ware, BUD, at 202-720-4483 by September 1, 2000.

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