

For: State and County Offices

**Separating FY 2000 County Office Mid-Year Workload
for Farm Programs (FP) and FLP**

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

County Office workload reports contain all actual activity completed in the current reporting period and an estimate of activity for the next reporting period for both CO and GS employees. Recently, there has been some confusion about accurately splitting the normal workdays shown on the workload reports between GS and CO employees, especially as more employees are cross-trained and various program functions take place on the System 36.

**B
Purpose**

This notice provides State and County Offices with a format to assist with calculating CO and GS workload distributions.

**C
Contact**

If questions about this notice, contact Sandy McNeely at 202-720-2501 or Heidi Ware at 202-720-4483.

<p>Disposal Date</p> <p>December 1, 2000</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice AO-1228

2 Separating FP and FLP Workload

A

Determining Percentages for the Calculations

Work items that contain activities performed by both CO and GS employees must be accurately identified and adjusted before total workload can be determined.

State and County Offices shall determine a percentage to compute workday shares according to the following table. This process is based on the assumption that administrative activities should be split according to the ratio of GS to CO employees and that program record activities should be split according to the ratio of borrowers to total producers in a county. States may use Reports BU-563R and BU-533R for individual County Office calculations. See Exhibit 1 for an example of a percentage calculation based on the information in this table and a blank worksheet.

Step	Task	Action
1	Determine the percentage of GS employees to total employees in the County Office (Service Center).	<p>Divide the workdays reported in work item 9065 by the unit count reported in work item 101.</p> <p>Note: The units in work item 101 are used so that paid-for workdays are being compared to paid-for workdays.</p>
2	Determine the percentage of borrowers to total producers in the county.	<p>Add the unit counts for work items 812 and 813. Multiply work item 401 by work item 2149. Divide the sum of work items 812 and 813 by the result of work item 401 times work item 2149.</p>
3	Determine the percentage that Federal employees contribute to work item 2110.	<p>Divide the workdays reported in work item 2159 by the workdays reported in work item 2110.</p> <p>Note: This percentage may need to be adjusted for individual County Offices. In this State example, assume that although there are some CO contributions to work item 2159, there is an offsetting GS contribution to the portion of work item 2110 that is not consent decree.</p>

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2 Separating FP and FLP Workload (Continued)

**B
Calculating FP
and FLP
Workdays**

After completing percentage calculations, determine the total workdays associated with FP and FLP. Use BU-563R, Report 1 and follow the steps in this table to divide work items which contain workdays associated with both FP and FLP. See Exhibit 2 for an example based on the information in this table and a blank worksheet.

Step	Task	Action
1	Determine the share of administrative activities.	Multiply the normal workdays for work items 101, 103, 111, 120, 9076, and 9077 by the "Federal employees to total employees" percentage. (Exhibit 1, Item A)
2	Determine the share of records administration.	Multiply the normal workdays for work items 119 and 302 by the "borrowers to total producers" percentage. (Exhibit 1, Item B)
3	Determine the share of task force, detail, and outreach activity.	Multiply the workdays for work item 2110 by the "Federal percentage of work item 2110" percentage. (Exhibit 1, Item C)
4	Determine the total FLP activity.	Add the results of steps 1 through 3 plus the total workdays for the 800 series and work item 2107, "ADP Record Establishment". This can be used as a guideline for determining FLP activity for the County Office.
5	Determine the total FP activity.	Subtract the result of step 4 from the workdays shown in "Total Net NWD Guide" on BU-563R, Report 1 for the County Office. This can be used as a guideline for determining FP activity for the County Office.

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2 Separating FP and FLP Workload (Continued)

C

**Informational
Work Items**

The worksheets provided in this notice will assist States in determining a distribution of FP and FLP activity by County Office. Since FLP workload is reported in the headquarters office, State Offices must also consider the support provided by employees in the serviced offices.

Work item 2157 provides the workdays expended by a CO employee completing FLP activities and work item 2158 provides the workdays expended by a GS employee completing FP activities. Although these work items are not considered in the total workload count, they provide additional information for the State to use when determining FP and FLP activity in a County Office.

D

**State Office
Action**

State Offices should refer to the worksheets in Exhibits 1 and 2 as a resource when separating FP and FLP workload for individual County Offices.

Example of Percentage Calculations

A	<u>GS Employees to Total Employees</u>			
	<u>17,794</u> Work Item 9065	Divided by	<u>154,208</u> Work Item 101	= <u>.1154</u> Percentage
B	<u>Borrowers to Total Producers</u>			
	<u>3,808</u> Work Item 812	Plus	<u>1,733</u> Work Item 813	= <u>5,541</u> Total Borrowers
	<u>75,944</u> Work Item 401	Times	<u>3</u> Number of LAA's ^{1/}	= <u>227,832</u> Total Producers
	<u>5,541</u> Total Borrowers	Divided by	<u>227,832</u> Total Producers	= <u>.0243</u> Percentage
C	<u>GS Percentage of Work Item 2110</u>			
	<u>1,124</u> Work Item 2159	Divided by	<u>6,139</u> Work Item 2110	= <u>.1831</u> Percentage

^{1/} This example assumes an average of 3 LAA's.

Percentage Calculations Worksheet

A	<u>GS Employees to Total Employees</u>			
	_____	Divided by	_____	= _____
	Work Item 9065		Work Item 101	Percentage
B	<u>Borrowers to Total Producers</u>			
	_____	Plus	_____	= _____
	Work Item 812		Work Item 813	Total Borrowers
	_____	Times	_____	= _____
	Work Item 401		Number of LAA's	Total Producers
	_____	Divided by	_____	= _____
	Total Borrowers		Total Producers	Percentage
C	<u>GS Percentage of Work Item 2110</u>			
	_____	Divided by	_____	= _____
	Work Item 2159		Work Item 2110	Percentage

Example of Workday Calculations

Administrative Activities

<u>Work Item</u>	<u>Workdays</u>	<u>Percentage</u>	<u>FLP Workdays</u>
0101, General Administrative	15,237	.1154	1,758
0103, COWM	236	.1154	27
0111, Automation Activities	5,436	.1154	627
0120, General Program Administrative	1,572	.1154	182
9076, Leave	25,138	.1154	2,901
9077, Low Density	16	.1154	2
Totals			5,497

Records Administration Activities

<u>Work Item</u>	<u>Workdays</u>	<u>Percentage</u>	<u>FLP Workdays</u>
0119, Processing Direct Deposit	423	.0243	10
0302, Maintenance of Basic Farm and Producer Data	6,075	.0243	148
Totals			158

Task Force, Detail and Outreach Activities

<u>Work Item</u>	<u>Workdays</u>	<u>Percentage</u>	<u>FLP Workdays</u>
2110, COF Employees Detailed to Kansas City and Washington	6,139	.1831	1,124

Total Estimated Farm Loan Activity

<u>Activity</u>	<u>Workdays</u>	<u>Staff Years</u>
Administrative	5,497	
Records	158	
Task Force	1,124	
800 Series	13,694	
ADP Record Establishment	2,337	
Total FLP	22,810	88

Total Estimated Farm Program Activity

<u>Activity</u>	<u>Workdays</u>	<u>Staff Years</u>
Total Workload	166,251	
FLP Activity	22,810	
Total FP	143,441	552

Workday Calculations Worksheet

Administrative Activities

<u>Work Item</u>	<u>Workdays</u>	<u>Percentage</u>	<u>FLP Workdays</u>
0101, General Administrative	_____	._____	_____
0103, COWM	_____	._____	_____
0111, Automation Activities	_____	._____	_____
0120, General Program Administrative	_____	._____	_____
9076, Leave	_____	._____	_____
9077, Low Density	_____	._____	_____
Totals	_____		_____

Records Administration Activities

<u>Work Item</u>	<u>Workdays</u>	<u>Percentage</u>	<u>FLP Workdays</u>
0119, Processing Direct Deposit	_____	._____	_____
0302, Maintenance of Basic Farm and Producer Data	_____	._____	_____
Totals	_____		_____

Task Force, Detail and Outreach Activities

<u>Work Item</u>	<u>Workdays</u>	<u>Percentage</u>	<u>FLP Workdays</u>
2110, COF Employees Detailed to Kansas City and Washington	_____	._____	_____

Total Estimated Farm Loan Activity

<u>Activity</u>	<u>Workdays</u>	<u>Staff Years</u>
Administrative	_____	
Records	_____	
Task Force	_____	
800 Series	_____	
ADP Record Establishment	_____	
Total	_____	Divided by 260 = _____

Total Estimated Farm Program Activity

<u>Activity</u>	<u>Workdays</u>	<u>Staff Years</u>
Total Workload	_____	
FLP Activity	_____	
Total	_____	Divided by 260 = _____
