

For: State and County Offices

**Using Query/36 for Fourth Quarter Work Measurement and
Yearend FY 2000 Workload Automated Unit Counts**

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The process for FY 2000 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, 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 Release No. 423, which will contain the software, will be mailed on September 25, 2000
- the query process must be run before installing County Release No. 423, and queries should be run on October 2, 2000, if possible.

Note: Work measurement County Offices should run **both** the work measurement and workload queries on the same day.

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

Notice AO-1229

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-55-1 for workload
 - have the query report available for DD and COR's review.
-

B

**Work Items
Requiring
Adjustment**

State and County Offices shall **not** make corrections to the workload software for queried work items. To request adjustments, use the following steps.

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 13, 2000, 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 13, 2000.
4	State Offices shall forward all memorandums to the National Office by COB October 20, 2000.
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-1229

3 How to Run Queries

A

Accessing Query Process

Access the work measurement query process according to 12-AO (Rev. 16), paragraph 15. The queries capture data from October 1, 1999, through September 30, 2000, for all work items listed in subparagraph C, unless otherwise noted.

Access the workload query process according to 12-AO (Rev. 16), paragraph 9952. The queries capture data from October 1, 1999, through September 30, 2000, 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.**
-

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
114	Claims Transferred to Promissory Notes
116	Common Receivables Administration
119	Processing Direct Deposits

Continued on the next page

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 tract combinations that do not become part of a full reconstitution.
302	Maintaining Basic Farm and Producer Data Note: This query will capture work measurement units for the full year.
303	Delegation of Signature Authority
310	Signup for Production Flexibility Contracts
312	Production Flexibility Contract Payments
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 Notes: A manual count is required if the 502 file was not used. This query will capture work measurement units for the full year.

Continued on the next page

Notice AO-1229

3 How to Run Queries (Continued)

**C
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
340	Payment Limitation Review for a Joint Venture or General Partnership Notes: A manual count is required if the 502 file was not used. This query will capture work measurement units for the full year.
341	Payment Limitation Review for Corporations, Limited Partnerships, Estates, Trusts, Etc. Notes: A manual count is required if the 502 file was not used. 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 Note: A manual count is required for each FCI-19-A completed and signed by the producer.
353	Establishing NAP Units
362 Workload Only	Number of Reconstitutions
370	Crop Loss Disaster Assistance Program
371	Single-Year Crop Loss Disaster Assistance Program
372	Issuing Payments for Crop Loss Disaster Assistance Program
374	Crop Disaster Program
375	Issuing Payments for Crop Disaster Program
377	Oilseeds Program

Continued on the next page

Notice AO-1229

3 How to Run Queries (Continued)

**C
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
378	Oilseeds Program Yield Determinations
501	ACP and Interim EQIP Cost-Sharing Requests and Technical Determinations
504	Report of ACP, Interim EQIP, and LTA Cost-Share Payments Note: A manual count is required if partial multiple payments were issued.
505	Interim EQIP LTA Active Agreements
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.
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

Continued on the next page

3 How to Run Queries (Continued)

C
**Work Item
 Information
 (Continued)**

Work Item	Title and Special Instructions
800 Series	Farm Loan Program Work Items. The following will apply to all the work items in the 800 series. Note: Some county offices do not yet have MAC fully loaded. In those instances, manual counts will be required for the activity not yet loaded into MAC.
801	Loan Applications for All Direct Farm Loan Programs
802	Loan Applications Received for All Guaranteed Farm Loan Programs
803	Program Eligibility Determinations for All Direct Loan Applications - Except EM
804	Program Eligibility Determinations for Direct EM Loan Applications
805	Program Eligibility Determinations for All Guaranteed Loan Applications
806	Loan Feasibility Determinations for All Direct Loans - Except EM
807	Loan Feasibility Determinations for Direct EM Loans
808	Loan Feasibility Determinations for All Guaranteed Loans
809	Loan Closing for All Direct Loans - Except EM
810	Loan Closing for Direct EM Loans
811	Loan Closing for All Guaranteed Loan Programs
812	Routine Servicing for All Direct Loan Borrowers
814	1951-S Servicing Actions
816	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 and listed by State and county codes.

Continued on the next page

Notice AO-1229

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 count is required for any FSA-278, FSA-278A, FSA-364, or FSA-378.</p>
1206	Lease and Transfer Under Disaster Provisions
1401	<p>Producer's Report of Acreage</p> <p>Notes: A manual count is required for 1999 crop year acreage reports filed after October 1, 1999.</p> <p style="text-align: center;">This query will capture work measurement units for the full year.</p>
1405	<p>Acreage Determination, 0 Through 49.9 Acres, From Farm Visit</p> <p>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 number of farm visits completed for the acreage size.</p>
1406	<p>Acreage Determination, 50.0 Through 499.9 Acres, From Farm Visit</p> <p>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 number of farm visits completed for the acreage size.</p>
1407	<p>Acreage Determination, 500.0 Through 999.9 Acres, From Farm Visit</p> <p>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 number of farm visits completed for the acreage size.</p>
1408	<p>Acreage Determination, 1000.0 or More Acres, From Farm Visit</p> <p>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 number of farm visits completed for the acreage size.</p>

Continued on the next page

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
1410	Acreage Determinations From Aerial Slides Note: This query will capture work measurement units for the full year.
1501	Applications Received for FSFL Program
1601	Farm-Stored Commodity Loans
1602	Sugar-Processor Loans
1603	Warehouse Loans (Except Cotton Loans)
1605	Upland Cotton Loan Deficiency Payments Note: A manual count is required for each CCC-709 or CCC-CottonAA taken with a zero payment rate or taken for another county.
1606	Wheat, Feed Grains, Oilseed, and Rice Loan Deficiency Payments Note: A manual count is required for each CCC-709 or CCC-666 taken with a zero payment rate or taken for another county.
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 1625 Workload Only	Number of Warehouse-Stored Wheat, Corn, Oilseed, Rice, Grain Sorghum, Barley, Oats, Soybean, Mohair, or Honey Loans

Continued on the next page

Notice AO-1229

3 How to Run Queries (Continued)

**C
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
1706	Forfeiture of Warehouse Loans (Except Cotton)
2012	LIP and FCP Activities
2013	LEP and FCP Payments
2015	Livestock Assistance Program (LAP) Applications
2016	Livestock Assistance Program (LAP) Payments
2017	Issuing Small Hog Operation Payments (SHOP)
2018	Dairy Market Loss Assistance Program (DMLA)
2020	Issuing Peanut Marketing Assistance Program Payments
2022	Tobacco Disaster Assistance Program
2023	Tobacco Loss Assistance Program 2000 (TLAP00) Note: A manual count is required for disapproved.
2153 Workload Only	Active Wheat AMTA Contracts
2154 Workload Only	Active Feed Grain AMTA Contracts
2155 Workload Only	Active Cotton AMTA Contracts
2156 Workload Only	Active Rice AMTA Contracts

Continued on the next page

Notice AO-1229

3 How to Run Queries (Continued)

**C
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
1701	Commodity Loan and Loan Deficiency Payment Spot Checks 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 bins entered on the spotcheck register.
1702	Commodity Loan Repayments (Except Cotton)
1705	Settlement of Farm-Stored Loans and Purchases

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.
-

**B
Contact**

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

Work Measurement/Workload Manual Counts

County _____

County Code	Work Item Number	Original Query Count	Manual Count to Add	Total Revised Count	Explanation for Change
	201				
	301				
	318				
	339				
	340				
	341				
	351				
	504				
	517				
	526				
	530				
	801				
	802				
	803				
	804				
	805				
	806				
	807				
	808				
	809				
	810				
	811				
	812				
	813				
	814				
	1202				
	1605				
	1606				
	2023				

Note: Work items 816, 1405, 1406, 1407, 1408, and 1701 have additional manual counts; but, since the query count does not get loaded directly into the workload software, the County Offices can make adjustments to this count and do not have to send the manual counts in on this form.