

For: State and County Offices

**County Office Work Item Comparisons and Information to Assist in  
FY 2000 Yearend County Office Workload Review**

Approved by: Deputy Administrator, Management



**1 Overview**

**A**

**Background**

BUD has developed work item comparisons to assist in the workload review. These work item comparisons also correspond with the list of queries that have been developed for State Offices and are part of the State Office software releases. These include information used by BUD to perform County Office workload reviews and comparisons of work items. This information would ensure that workload data is accurate and that estimated workload is realistic. This notice updates the comparisons that have been posted to BBS and the Budget Home Page.

**B**

**Purpose**

This notice provides State and County Offices with information that can be used to assist in the yearend County Office Workload Review. These work item comparisons follow the guidelines of the State Office queries.

<p><b>Disposal Date</b></p> <p>December 1, 2000</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice AO-1232

### 2 General Information (Continued)

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#### A

##### Items Needed to Perform Review

The following is a list of items necessary to perform the review:

- 12-AO (Rev. 16):
  - provides work item counts, transmission schedules, and instructions for merging data
  - Exhibits 13 and 18 provide yearend instructions and format
  - Exhibit 19 lists work item validity checks.

**Note:** Yearend validities are performed on columns 2 and 3.

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#### B

##### Reviewing Workload Reports

**General.** Exhibit 1 is a list, by work item, that provides comparisons by program or activity and general observations to use as tools in completing the FY 2000 yearend review. These should be used in conjunction with 12-AO (Rev. 16), Exhibit 17 and the knowledge of programs and functions in each County Office.

Each office must rely on knowledge of the programs administered by the office and the extent of the program activity. Estimated unit counts must be realistic and in line with work accomplished and remaining. Historic activity may be used as a comparison when estimating unit counts as long as the current program is similar in operation to the historic program. Additionally, State Office reviews should include program specialists to ensure that geographic differences are considered when comparing County Office entries.

Unit counts will occasionally exceed the validity checks. If the data is correct, written justification should be submitted with the reports. These justifications are considered by State and National Office employees when the review is performed and can save time and telephone calls in verifying data.

**Query Notice.** The query notice includes an exhibit for manual counts. Combined/shared management County Offices will consolidate manual counts into 1 exhibit under the headquarters State and county code for mailing into the National Office. State and county codes must be entered on the exhibit for the exhibit to be counted. County Offices must use the exhibit attached to the query notice for those items in the notice to be corrected with the manual counts.

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2 General Information (Continued)

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**B**  
**Reviewing**  
**Workload**  
**Reports**  
**(Continued)**

County Offices will not deviate from the work items listed in Exhibit 1. If it is felt that a work item should be changed, it must be sent in under a separate memo. It will be approved or disapproved accordingly. **Do not change the exhibit.**

Only the explanation given in the query notice will be accepted as a justification for manual counts. All other explanations will not be added.

**Justifications for work item changes.** When sending in a memo to request a queried work item change that is not in Exhibit 1, please include an explanation as to why you feel the query is not capturing the data correctly or when you run the queries, and do not agree with the total, have your State Office contact a member of the query team and they can assist you in verifying if the query is correct or if there is a problem only in your county files. This is very helpful in finding problems with queries. What might work in some areas, might not work in others and sometimes we find out that all of the codes associated with the query were not captured correctly.

**Grand Totals on FSA-55-1 and/or FSA-55.** In some instances the totals do not calculate correctly. This is not a consistent problem nationwide. Do not be concerned as none of the output reports are based on the totals. Each work item is pulled separately into the totals for the output reports.

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**C**  
**Combined**  
**Reports**

As a reminder, a combined workload report must be submitted by the headquarters County Office in combined county, including shared management, situations. Instructions for creating and loading diskettes are in 12-AO (Rev. 16), paragraphs 9950 and 9951.

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**Work Item Comparisons by Function**

<b>Administrative</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
101 and 111	<b>State Offices will not see this data.</b> Work items 101 and 111 will be pulled from the Data Warehouse and will be entered on the final report.
102	This is an hourly count and County Offices should accurately enter the number of hours actually performed and not simply enter the validity amount.
103	Only work measurement County Offices listed in 12-AO, Exhibit 4 will enter data in this work item.
112	Only FOIA requests entered on FSA-534 should be entered here. 2-INFO should be reviewed for what should be captures as a FOIA request. This count should not be substantially higher than the previous year in any county. Counties involved with the Phase II Tobacco Settlement could have higher numbers.
113	This is a queried item. Entries in this work item should only reflect existing FSA-671's and estimates should only be increased or decreased based on the County Offices's knowledge of their existing program activity.
114 and 115	Work item 114 is a queried work item. Entries in these 2 work items should not change much from year to year.
116	This is a queried work item. Project increases in this work item based on work item 113 comparison.
117	Only cotton States should be reporting in this work item.
118	Entries in this work item should be similar year to year. Compare days to dollars in work items 9094 and 9095. If high number of days in 118, the dollars entered in work items 9094 and 9095 should reflect. Estimate about \$50 per day for work item 9094 and \$250 per day for work item 9095.
119	This is a queried work item. Direct deposit activity should not be extremely large. Estimates should be more close to actual or no more than 10 percent higher. LIP and LAP activity could reflect increase in this work item.
120	Entries in this work item should only reflect the administrative functions that are not specific to a particular program area. Do not count office administrative activities in this work item. State Offices should look at work measurement County Offices when reviewing this work item for all County Offices. Consolidated banking activities and Sugar PIK are in this work item.

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**Work Item Comparisons by Function (Continued)**

<b>Reimbursable Services for Others</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
201	This is a queried work item. Actual requests should be entered on FSA-603 or CCC-257 to back up entries reported. A manual count is required if requests paid for by cash have been combined for entry on CCC-257.
202 and 206	Activity in these work items could be higher because of LDP activity including late filed acreage reports and bin measurements. Work items 202 and 206 should have FSA-409's on file.
203 and 204	Entries in these two work items should not change much from year to year. Work Item 203 should have entries only if a reimbursable agreement is in effect and County Offices deposit funds received on a CCC-257. Work Item 204 should have entries only if a reimbursable agreement is in effect for the service rendered.
205	This is a queried work item. Entries in this work item should not vary from year to year.
222 and 223	These are queried work items. Compare the data in these work items with the dollars in 9108 and 9109. Training and travel costs as well as postage costs should be minimal this year. If funds are not appropriated for the program and County Offices are not authorized to use carryover funds for the program, activity should be minimal to zero in the estimated column.

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**Work Item Comparisons by Function (Continued)**

<b>Common Program Provisions</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
301	This is a queried work item. Entries in this work item will be higher than entries in work item 362.
302	This is a queried work item. Entries in this work item could be lower than prior years' activity.
303	This is a queried work item. Entries in this work item should reduce every year, and numbers over 100 should be questioned.
304	Entries in this work item should be minimal and reduce every year as new payment limitation forms are signed to replace FSA-561. Estimates in this work item should never be higher than the actual.
306	Entries in this work item should not be high, generally under 10.
307	Only County Offices conducting referenda listed in 12-AO (Rev. 16), Exhibit 9 should have entries in this work item. Do not count referenda activity that FSA performs for other Agencies. The special Tobacco referenda conducted earlier this year in a limited number of States should be counted here.

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**Work Item Comparisons by Function (Continued)**

<b>Common Program Provisions (Continued)</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
310 and 312	These are both queried items. Entries in these work items should not vary much from entries for previous year. Estimates for 312 should be less than actual since we cannot assume MLA payments.
315 and 316	Entries in these 2 work items should be similar and, if there are entries in 315, there should be entries in 316. Activity should only be reflected in tobacco and peanut County Offices.
318	This is a queried work item with a manual count. Projections should not be higher than the query count.
336	Entries in this work item should not be high. Do not count FLP bankruptcies in this work item. FLP bankruptcies are counted in the applicable FLP work item operation.
339 through 344	Work items 339, 340, and 341 are queried work items with manual counts required, if the automated 502 register was not used. Entries in these work items should be similar to prior FY. Work item 343 is queried. Work item 344 is a manual count.
350	Units will only be counted in this work item if setting up eligibility. Do not project unless process was begun in the first reporting period but has not been approved.
351	This is a queried work item with a manual count. All County Offices should be performing some APH activity.
352	County Offices could have higher unit counts in this work item based on the signatures required on the forms. Unit is complete when signed by the producer.
353	This is a queried work item.
354	Data will only be entered in this work item if our FSA employees are used when the contract appraisers are unavailable.
362	This is an informational item only and is queried. This number should always be less than work item 301.
370 through 373	Work items 370, 371, and 372 are queried work items. Actual numbers should be minimal with very minimal estimates for FY 2001.

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**Work Item Comparisons by Function (Continued)**

<b>Common Program Provisions (Continued)</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
374 through 376	Work items 374 and 375 are queried work items. Estimates should be minimal.
377 and 378	These work items are queried and are new work items for FY 2000. There should be estimates for FY 2001.

<b>Committee Elections</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
401	This is a queried work item but will not load directly onto FSA-55. Verify query count with actual before entering data. Entries in this work item should not be large numbers. Base number on committee being elected.

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**Work Item Comparisons by Function (Continued)**

<b>Conservation and Related Programs</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
501, 504, and 505	These work items are all queried work items. Entries in these work items should be similar. If data is entered in work item 501 or 504, then data should be in work item 505, column 2 or 3. Do not count checks written for conservation programs activities where NRCS is responsible for the program and FSA only prepares CCC-184's such as Great Plains Interim EQIP. These days are captured in work item 532.
507 through 509	These are all queried work items. Program regulations state that EQIP payments cannot be made in the same year the contract is approved.
512	Entries in this work item should not be high.
515 and 517	These work items are queried. Entries in this work item should not be large and, if requests are approved, there must be either actual or estimate payment activity. If estimates are high, must have applications on hand not approved for ECP. County Office must be approved for ECP to have numbers in these work items.
526	Work item 526 is a queried work item with a manual count for CRP2's not entered in the system.
527 and 530	Work items 527 and 530 are queried work items. If data is entered in 527, data should be entered in 530.
528 and 540	Both of these work items are queried. If data is entered in 528, data should be entered in 540 and it should be greater than or equal to 528.
532	Entries in this work item should not be large, and numbers over 5 workdays should be questioned unless County Office is assisting NRCS with CRP technical determinations.

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**Work Item Comparisons by Function (Continued)**

<b>FLP</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
All 800 series work items	<p>Work item 816 has a query that captures CCC-257. It does not load directly into the software so that the other unit counts can be added before entering in the software. This query will run in all offices and must be provided to the Type 1 office for entry in the workload report. Manual counts will be required for all activity not yet loaded into MAC. Work items 801 through 815 are queried work items.</p> <p>Only Type 1 or MAC sites should have data in any work items. Serviced County Offices are required to furnish data to these offices for entry into FSA-55-1 or FSA-55. Serviced County Offices can capture days in work items 2157 or 2158.</p> <p>For FY 2000 workload reporting, activity will be reported by those who complete the activity. Although many employees from several offices may contribute to the completion of a unit; it will be counted as complete by the farm loan team in a Type 1 office.</p> <p>Type 2 and Type 3 offices that have MAC sites and print queried data will not enter estimates or manual counts. A memo should be sent to Headquarters so that this data can be transferred to the Type 1 office through the review process.</p>

<b>Peanuts and Tobacco</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
1100's	Only County Offices that have peanut activity should enter data in these work items.
1200's	Work items 1202 and 1206 are queried and 1202 has a manual count. Only County Offices that have tobacco activity should enter data in these work items. Do not count the Phase II tobacco settlement activity in this work item. This data is captured in work item 112.

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**Work Item Comparisons by Function (Continued)**

<b>Compliance Activities</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
1401	This is a queried work item. Entries in this work item could be large because of the 1996 Act provision for LDP's and all related crop acreage reports being required on all crops. A manual count will be required for FY 1999 crop year acreage reports filed after October 1, 1999.
1404	Entries in this work item should not be large, preferably under 100. States that do not perform aerial compliance will have higher numbers in this work item.
1405 through 1408	These work items are queried. Totals of these work items in most cases should never exceed work item 1404 total. These work item queries will not be automatically loaded into the workload software.
1410	This is a queried work item. Entries in these work items should be similar to or less than prior year. Compliance not required on all farming operations. However, late-filed LDP activity could increase this item.
1415 and 1416	Entries in these work items should be minimal.
1417	Entry in this work item should be minimal. The majority of this work should have been done in previous years. Do not count in this work item any transfer of field determinations based on receiving new flights of aerial photography.
1418	Data in this work item should be minimal unless county has just received new flight of aerial photography. Replacement photographs are considered an operation under work item 302.

<b>Farm Storage Facility Loan Program</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
1501	This is a queried work item. CCC-185 must be signed by applicant to be counted.  <b>Note:</b> Data is 1502 and 1503 should never exceed 1501.
1502	CCC-185 must be approved, denied or disapproved to be counted.
1503	CCC-186 must be executed and loan disbursed to be counted.

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**Work Item Comparisons by Function (Continued)**

<b>Loan Making</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
1601 through 1603	These are queried work items. <b>Note:</b> If there is loan activity in a county, there should be spot-check and repayment activity as well.
1605 and 1606	These are queried work items. Entries in these work items should reflect increased activity. CCC-709's taken for another county and/or signed and production evidence furnished are only accepted manual counts.
1609 through 1616	These work items are queried. The total of the entries in these work items should not exceed the total in work item 1601.
1617 through 1625	The total of the entries in these work items should not exceed the total in work item 1603.

<b>Servicing Loans and Purchases</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
1701 through 1710	Work items 1701, 1702, 1705 and 1706 are queried work items. If loan activity is present in the county, loan servicing work items should reflect spot checks, repayments, and possibly forfeitures and settlements. Watch for excessive estimates.
1711 through 1713	These are new work items added to capture commodity certificate activity. <b>Note:</b> If data is in 1711, data must be in work items 1712 and/or 1713, column 2 and/or 3.

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**Work Item Comparisons by Function (Continued)**

<b>Emergency Programs</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
2002	Entries in this work item should be less than 10 workdays.
2003	There should be no entries in this work item unless the county has been declared a disaster area and approved for haying and grazing.
2004	Count only CCC-184's or EFT's issued.
2012 through 2013	These are queried items. Entries in these work items should reflect actual application and payment activity.  <b>Note:</b> If activity in these work items, should have activity in work item 2014.
2014	If data is entered in work item 2012, 2013, 2015, and 2016, data should be entered in this work item.
2015 through 2016	These are queried work items. Entries in these work items should reflect actual application and payment activity.  <b>Note:</b> If activity in these work items, should have activity in work item 2014.
2017	This is a queried work item. Activity minimal in the first half of the year. No activity in the second half.
2018	This is a queried work item.
2019	Count 1 unit for each workday related to this program only.
2020	This is a queried work item.
2021	This is a queried work item. Count 1 unit for each CCC-184 or EFT issued.
2022	Only North Carolina County Offices will report in this work item.
2023	This is a queried work item with a manual count. Only eligible producers on CCC-950 acted upon by COC should be entered in this work item.

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**Work Item Comparisons by Function (Continued)**

<b>Miscellaneous Activities</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
2102	Entries in this work item should reflect limited activity (under 7 days). If entries in this work item are higher, document activity and send with justifications.
2104	Entries in this work item should reflect only approved projects such as Great Lakes or Lake Tahoe.
2105	Entries in this work item should be minimal.
2106	This work item is very isolated. Activity minimal.
2107	Only County Offices data loading MAC will have entries in this work item.
2110	Include GS and CO workdays in this work item. Consent decree workdays should be captured here as well as work item 2159. Overtime days should be included in these work items.
2111	Entries in this work item should be less than 5 workdays. If entries in this work item are higher, document activity and send with justifications. There has not been a Federal Ag Census since 1997 so, unless your State has individual census activity, this work item should not have entries except every 4 years.
2112	Only County Offices that have an approved State Central Filing System should enter data here.
2139 through 2147	Only County Offices that have these work items assigned to them should enter data in the applicable work item.
2149 and 2150	If data is entered in 2149, data should be entered in 2150.
2151	Only County Offices that are participating in this program should enter data.
2153 through 2156	These are query counts and are for information only.

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**Work Item Comparisons by Function (Continued)**

<b>Miscellaneous Activities (Continued)</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
2157	Do not include any administrative functions that could be captured in work item 101. Do not include travel.
2158	Do not include any administrative functions that could be captured in work item 101. Do not include travel.
2159	All consent decree activity entered here should be included in work item 2110. Do not include travel.

<b>Other Data</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
9065	Only County Offices that have a FLP Team member should enter data here.
9074	Column 2 for this work item will be pulled from the Data Warehouse for all County Offices that issue CCC-184's for rent and utilities. Only County Offices that issue CCC-184 for rent should enter data in this work item in column 3.  If County Office issues check for utilities only, then that amount should be entered in this work item.  Include telephone costs paid by County Offices in this work item.
9075	Enter all aerial compliance costs in this work item.
9076	Calculate leave used and expected to be used for all employees in the County Office. Include time off awards.
9082	This work item captures all postage issued from the County Office for which CCC-184 is issued. Work item 9133 captures only the FSA portion of the postage issued from the County Office. Work items 9108, 9118, and 9133 should never be higher than work item 9082.

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**Work Item Comparisons by Function (Continued)**

<b>Other Data (Continued)</b>	
<b>Work Items</b>	<b>Comparison and Information</b>
9090	The amount entered in this work item should not be excessive. Question amounts over \$1500. County Offices should be receiving ADP supplies from Kansas City and not purchasing locally.
9094 through 9095	Amounts entered in these work items could be high but not excessive. Review along with work item 118. See notes in work item 118.
9099	Amounts entered in this work item should only be where FSA absorbs the cost of the duplication. Do not report dollars that will be reimbursed.
9102 , 9109, and 9118	Total of these postage work items cannot exceed amount entered in work item 9082.
9103	Only enter relocation costs for CO employees in this work item.
9108 through 9109	Entries in these work items should be small numbers. There should only be entries in these work items if SIP has been funded or instructions to use undisbursed funds have been issued.
9111	Data should be entered in this work item but do not enter data in work item 9112. Amounts can be found on FSA-875.
9118	Entries in this work item should be compared to data entered in work items 9094 and 9095.
9119 through 9120	Enter only data required to be provided to complete the NAP producer file and aerial photocopies or crop insurance forms for the producer.
9129	Include non-reimbursable travel expenses for all CO facilitators, coordinators, and/or participants in this work item. This work item should be minimal to zero entries.
9133	Enter only FSA's portion of the total postage cost in any given County Office.