

For: State and County Offices

**Using Queries for the Fourth Quarter Work Measurement and
Year-End FY 2001 Workload Automated Unit Counts**

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The process for the FY 2001 fourth quarter work measurement and year-end workload reporting will:

- ensure that all files used are linked to the correct definitions
- run the queries
- for combined County Offices with closed or part-time offices, run the queries for each additional office on the headquarters AS/400
- automatically enter 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 from the printout into the work measurement software.

B

Purpose

This notice informs State and County Offices that:

- County Release No. 468, which will contain the software, will be mailed on September 17, 2001
- the query process must be run before installing County Release No. 469, and queries should be run on October 1, 2001, if possible.

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

| | |
|--|---|
| Disposal Date December 1, 2001 | Distribution State Offices; State Offices relay to County Offices |
|--|---|

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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

No corrections to the workload software will be allowed to queried work items at the State and County Offices. To request adjustments, use the following steps.

Note: 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.

| Step | Action |
|------|--|
| 1 | Review subparagraph 3 E to ensure that a manual count is noted for the work item for which the adjustment is being requested. |
| 2 | County Offices shall prepare and submit Exhibit 1 to the State Office by COB October 19, 2001, indicating the: <ul style="list-style-type: none">• County Office name/State and county code• work item requiring adjustment• original query count• manual count to be added to the query count• adjusted query count. |
| 3 | County Offices shall prepare a separate memorandum if a query total is being questioned for a work item without noted manual counts. The memorandum should: <ul style="list-style-type: none">• give a detailed explanation of the difference• include documentation if available• be submitted to the State Office by COB October 19, 2001. |

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2 County Office Action (Continued)

**B
Work Items
Requiring
Adjustment
(Continued)**

| Step | Action |
|-------------|---|
| 4 | State Offices shall forward all Exhibit 1's and memorandums to the National Office by COB October 26, 2001, to the following address: USDA/FSA/AEB Stop 0575 Attn: Vicki Larson 1400 Independence Ave., N.W. Washington, DC 20250-0500 If Federal Express is used, send to Room 4732. |
| 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. |

3 How to Run Queries

**A
Accessing Query
Process**

Access the work measurement query process according to 12-AO (Rev. 17), paragraph 15. The queries capture data from April 1, 2001, through September 30, 2001, for all work items listed in subparagraph E, unless otherwise noted.

Access the workload query process according to 12-AO (Rev. 17), paragraph 9952. The queries capture data from October 1, 2000, through September 30, 2001, for all work items listed in subparagraph E.

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3 How to Run Queries (Continued)

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. County Offices will be alerted with a message when the:
 - link process is complete
 - County Offices 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, unless otherwise instructed by an info bulletin, whether using the option to run all queries or each individual query.**
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C

Detailed Query Information

The booklet providing detailed explanations of each query is currently being updated for year-end. The goal is to have the updated booklet completed by September 30, 2001. When finished, it will be uploaded to the:

- work measurement workload forum on BBS
 - work measurement workload website at <http://www.fsa.usda.gov/dam/bud/work%20measurement/WMWLHome.htm>.
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D

Farm Loan Program (FLP) Guidelines

As with other FSA programs, queries are developed for as many FLP work items as possible. MAC is the data source for most FLP query counts. In some instances, workload scheduling data within MAC will be used to capture unit counts.

FLP work items with queries developed are listed in subparagraph E. Query counts will only reflect activity completed **which has also been updated in MAC**. Manual unit counts for queried work items will be allowed for offices where workload scheduling is incomplete. County Offices are advised to keep current with workload scheduling so that queries are accurate for workload reporting. Follow subparagraph 2 B for submitting manual counts.

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3 How to Run Queries (Continued)

E

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 |
| 201 | Office Type Services Furnished to All Entities for Which Funds Are Deposited in FRB (Except Government Agencies) Note: A manual count is required if requests paid for by cash have been combined for 1 entry on CCC-257. |
| 205 | Services Furnished to Process WRP Payments for NRCS |
| 207 | Services Furnished to Process AMA and SWCA 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: A manual count is required for each tract combination that did not become part of a full reconstitution before Software Release No. 447 was installed in November 2000. |
| 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 |
| 343 | Designated Control Counties Note: This query will capture work measurement units for the full year. |

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

| Work Item | Title and Special Instructions |
|----------------------------------|--|
| 351 | NAP Actual Production History Note: A manual count is required for any FY 2001 APH's completed. |
| 353 | Establishing NAP Units |
| 356 | Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage |
| 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 Note: A manual count is required for Florida Nursery/California Citrus Program applications. |
| 375 | Issuing Payments for Crop Disaster Program Note: A manual count is required for Florida Nursery/California Citrus Program payments. |
| 377 | Oilseeds Program |
| 380 | Issuing Payments for Quality Loss Program |
| 401 | County and Community Elections 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 voters in each LAA. |
| 501 | ACP and Interim EQIP Cost-Sharing Requests and Technical Determinations |

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

| Work Item | Title and Special Instructions |
|-----------|--|
| 504 | Report of ACP, Interim EQIP, and LTA Cost-Share Payments Note: 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 Note: This query will capture work measurement units for the full year. |
| 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 signed by producer but bid withdrawn and never entered in system. |
| 527 | CRP Cost-Sharing Requests and Technical Determinations |
| 528 | CRP Active Agreements Note: This query will capture work measurement units for the full year. |
| 530 | Report of CRP Cost-Share Payments Note: A manual count is required if partial multiple payments were issued. |

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

| Work Item | Title and Special Instructions |
|-----------------------------|---|
| 540 Workload Only | CRP Rental Payments |
| 801 | Loan Applications Received for All Direct Farm Loan Programs |
| 802 | Program Eligibility Determination for Direct Loan Applications |
| 803 | Loss Calculations and Test for Credit for EM Loan Eligibility Determinations |
| 804 | Loan Feasibility Determinations for All Direct Loans |
| 805 | Loan Closing for All Direct Loans |
| 821 | Routine Loan Servicing for All Direct Borrowers Note: This query will capture work measurement units for the full year. |
| 822 | Financial Analysis and Specialized Direct Loan Servicing Activities Note: A manual count is required if workload scheduling is incomplete. |
| 823 | Field Visits for Direct Loan Servicing Activities Note: A manual count is required if workload scheduling is incomplete. |
| 825 | 1951-S Servicing Actions Note: A manual count is required if distressed/delinquent servicing has not been updated. |
| 826 | Subordination of Normal Income Security Note: A manual count is required if the security servicing application system has not been updated. |
| 827 | Subordinations, Partial Releases, and Consent Activities Associated with Basic Security Note: A manual count is required if the security servicing application system has not been updated. |

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

| Work Item | Title and Special Instructions |
|-----------|--|
| 830 | All Debt Settlement Activities Note: A manual count is required if debt settlement servicing activities have not been updated. |
| 900's | Lender codes presently pull from the mainframe and may revert to an incorrect code even though lender field for a loan was corrected. If a manual count is added to work item 905 because of an incorrect lender code then that count must be subtracted from work item 901 and possibly 902, 903, and 904. |
| 901 | Loan Applications Received for Guaranteed Farm Loan Programs Except PLP |
| 902 | Program Eligibility Determinations for Guaranteed Loan Applications Except PLP |
| 903 | Loan Feasibility Determinations for All Guaranteed Loans Except PLP |
| 904 | Loan Closing for All Guaranteed Loans Except PLP |
| 905 | Preferred Lender Program Guaranteed Loan Processing |
| 1001 | 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. A manual count for supervised bank account activity and multiple advances must be added to the query count before entering number on FSA-55. |
| 1002 | Real Estate Appraisals Performed by FSA Employees Note: A manual count is required if workload scheduling is incomplete. |
| 1003 | Chattel Appraisals Performed by FSA Employees Note: A manual count is required if workload scheduling is incomplete. |
| 1004 | Reviewing Real Estate Appraisals Performed By Lenders or Contract Appraisers for Direct or Guaranteed Loan Making or Servicing Note: A manual count is required if workload scheduling is incomplete. |

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

| Work Item | Title and Special Instructions |
|-----------|---|
| 1005 | <p>Reviewing Chattel Appraisals Performed by Lenders or Contract Appraisers for Direct or Guaranteed Loan Making or Servicing</p> <p>Note: A manual count is required if workload scheduling is incomplete.</p> |
| 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 | <p>Lease and Transfer Under Disaster Provisions</p> <p>Note: A manual count is required for disaster leases completed after rollover.</p> |
| 1401 | <p>Producers Report of Acreage</p> <p>Notes: A manual count is required for any FY 2000 late-filed acreage reports that have an acreage determination completed in FY 2001.</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 farm visits completed.</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 farm visits completed.</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 farm visits completed.</p> |

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

| Work Item | Title and Special Instructions |
|----------------------------------|---|
| 1408 | Acreage Determination, 1000.0 or More Acres, From Farm Visit 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 farm visits completed. |
| 1410 | Acreage Determinations From Aerial Slides Note: This query will capture work measurement units for the full year. |
| 1501 | Applications Received for FSFL Program |
| 1502 | Application Processing for FSFL Program Note: This query will capture work measurement units for the full year. |
| 1503 | Loan Closing Activities for FSFL Program |
| 1504 | Loan Servicing Activities for FSFL Program Note: This query will capture work measurement units for the full year. |
| 1601 | Farm-Stored Commodity Loans |
| 1602 | Sugar-Processor Loan |
| 1603 | Warehouse Loans (Except Cotton Loans) |
| 1605 | Upland Cotton Loan Deficiency Payments Note: A manual count is required for each CCC-709, CCC-633 LDP, or CCC-CottonAA taken with a zero payment rate or taken for another county. |
| 1606 | Wheat, Feed Grains, Oilseed, Honey, and Rice Loan Deficiency Payments Note: A manual count is required for each CCC-709, CCC-666, or CCC-633 LDP taken with a zero payment rate or taken for another county. |
| 1609 Workload Only | Number of Farm-Stored Soybean Loans |

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

| Work Item | Title and Special Instructions |
|---|---|
| 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 |
| 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 number of bins spot-checked. Number should be verified against monthly reports for spot-checks completed in FY 2001. |
| 1702 | Commodity Loan Repayments (Except Cotton) |
| 1705 | Settlement of Farm-Stored Loans and Purchases |
| 1706 | Forfeiture of Warehouse Loans (Except Cotton) |
| 1712 | Commodity Exchange Loan Repayments (Except Cotton) |
| 2004 | Lamb Meat Adjustment Assistance Program |
| 2005 | Issuing Payments for Apple Market Loss Assistance Program (AMLAP) |
| 2006 | Issuing Payments for Grazed 2001 Wheat, Barley, or Oats (GRAZE-OUT) |
| 2012 | LIP, PEMS, and FCP Activities Note: Manual count is required for each FCP or PEMS application. |
| 2013 | LIP, PEMS, and FCP Payments |
| 2015 | Livestock Assistance Program (LAP) Applications |
| 2016 | Livestock Assistance Program (LAP) Payments |

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

| Work Item | Title and Special Instructions |
|----------------------------------|--|
| 2018 | Dairy Market Loss Assistance Program (DMLA) |
| 2020 | Issuing Peanut Marketing Assistance Program Payments |
| 2021 | National Pasture Recovery Program |
| 2023 | Tobacco Loss Assistance Program Note: A manual count is required for disapproved applications. |
| 2025 | Wool and Mohair Market Loss Assistance Program |
| 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 |
| 9082 | Postage Costs Note: A manual count is required for any State Office issued checks for County Offices for postage-by-phone. This may be sent by memorandum and added to the County Office designated by State Office. |

Notice AO-1250

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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B

Contact

If there are questions about this notice, contact either of the following:

- Vicki Larson, BUD at 202-720-2501
 - Heidi Ware, BUD at 202-720-4483.
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Workload Manual Counts

County _____

| County Code | Work Item Number | Original Query Count | Manual Count to Add | Total Revised Count | Explanation for Change |
|-------------|------------------|----------------------|---------------------|---------------------|------------------------|
| | 201 | | | | |
| | 301 | | | | |
| | 351 | | | | |
| | 374 | | | | |
| | 375 | | | | |
| | 504 | | | | |
| | 517 | | | | |
| | 526 | | | | |
| | 530 | | | | |
| | 822 | | | | |
| | 823 | | | | |
| | 825 | | | | |
| | 826 | | | | |
| | 827 | | | | |
| | 830 | | | | |
| | 901 | | | | |
| | 902 | | | | |
| | 903 | | | | |
| | 904 | | | | |
| | 905 | | | | |
| | 1002 | | | | |
| | 1003 | | | | |
| | 1004 | | | | |
| | 1005 | | | | |
| | 1202 | | | | |
| | 1206 | | | | |
| | 1401 | | | | |
| | 1605 | | | | |
| | 1606 | | | | |
| | 2012 | | | | |
| | 2023 | | | | |

Note: Work items 1001, 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.