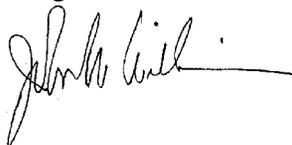


For: State and County Offices

**Using Queries for Second Quarter Work Measurement and
Mid-Year FY 2002 Workload Automated Unit Counts**

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The process for FY 2002 second quarter work measurement and mid-year 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 headquarter's AS/400
- automatically enter the query results onto FSA-55-1.

Notes: The process of automatic entry of units onto the report is available for workload only.

Work measurement County Offices shall manually enter the query results from the printout into the work measurement software.

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Disposal Date September 1, 2002	Distribution State Offices; State Offices relay to County Offices
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1 Overview (Continued)

B

Purpose

This notice informs State and County Offices that:

- County Release No. 482, containing the query software, will be mailed on April 1, 2002

Note: County Offices must run the queries as soon as possible after installing the software release.

- the query process must be run before installing County Release No. 483.

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

2 County Office Action

A

Policy for Using Queries 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 reports to:
 - FSA-54 (second quarter) file copy for work measurement
 - FSA-55-1 for workload
 - have the query reports available for DD and COR reviews.
-

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2 County Office Action (Continued)

B

**Work Items
Requiring
Adjustment**

No corrections to the workload report will be allowed for queried work items at State or County Offices. Reporting offices with a closed or part-time office will consolidate query and manual counts into one Exhibit 1. To request adjustments, use the following steps.

Note: Work measurement County Offices shall continue to manually adjust FSA-54 for work items that require manual unit counts, in addition to the query count.

Step	Action
1	Review subparagraph 3 E and Exhibit 1 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 April 12, 2002, indicating the following: <ul style="list-style-type: none"> • County Office name and State and county code (reporting county) • work item requiring adjustment • original query count • manual count to be added to the query count • total revised count.
3	County Offices shall prepare a separate memorandum if a query count is being questioned for a work item not listed in Exhibit 1. 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 April 12, 2002.
4	State Offices shall forward all Exhibit 1's and memorandums to the National Office by COB April 30, 2002. State Offices shall not use regular mail , but instead send by either FAX at 202-690-0591 or Federal Express to the following address: <p style="margin-left: 40px;">USDA, FSA, AEB Attn: Vicki Larson 1400 Independence Ave., SW. Room 4732 Washington, DC 20250-0575</p>
5	The National Office shall: <ul style="list-style-type: none"> • make the changes to the work items requiring additional manual counts • review, for possible changes, the memorandums from County Offices.

Notice AO-1258

3 How to Run Queries

A

Accessing Query Process

Work Measurement: Complete the query process according to 12-AO (Rev. 18), paragraph 15. The queries capture data from October 1, 2001, through March 31, 2002, for all work items listed in subparagraph E, unless otherwise noted.

Queried work items in which units had previously been reported during first quarter, will automatically be deleted from FSA-54 by the National Office.

Workload: Access query process according to 12-AO (Rev. 18), paragraph 9952. The queries capture data from October 1, 2001, through March 31, 2002, for all work items listed in subparagraph E.

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.**
- When updating entries to FSA-55-1, County and State Offices will need to use either a 3180 or 3197 terminal.

Continued on the next page

3 How to Run Queries (Continued)

C

Detailed Query Information

The booklet providing detailed explanations of each query is currently being updated for mid-year. The updated booklet will be completed by April 1, 2002, and uploaded to the:

- Work Measurement/Workload Forum on FSA Intranet
 - Work Measurement/Workload Website at <http://www.fsa.usda.gov/dam/bud/work%20measurement/WMWLHome.htm>.
-

D

FLP Guidelines

Queries have been 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 **that has also been updated in MAC**. Manual unit counts for queried work items will be allowed for newly queried work items 923 and 924, when workload scheduling is incomplete. County Offices are advised to keep workload scheduling current so that queries are accurate for workload reporting. Follow subparagraph 2 B for submitting manual counts.

Only Type 1 County Offices should have data in any work items. Although many employees from several offices may contribute to the completion of a unit, it will be counted as complete in the Type 1 office.

Type 2 and Type 3 offices that have MAC sites that will be moved when software becomes available, will not enter estimates or manual counts. The Type 1 office to which the files will be sent should ensure that accurate estimates and manual counts are entered for the entire caseload. In addition, a memorandum should be sent to the National Office so that the queried data can be transferred to the Type 1 office through the review process.

If the MAC files are in a Type 2 or Type 3 office by the choice of the State Office, the State Office is encouraged to provide a memorandum to report those counts in the Type 1 office for national uniformity in reporting.

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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.

Queries can accurately capture all data so manual counts have been removed for the work items 201, 301, 375, 822, 823, 825, 826, 827, 830, 1002, 1003, 1004, and 1005 for FY 2002.

Work Item	Title and Special Instructions
113	Claims Administration
114	Common Receivables or 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 CCC-257 Lockbox Bank
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
302 Workload Only	Maintaining Basic Farm and Producer Data Note: For work measurement, a query will be used at year-end to capture units for the entire FY.
303	Delegation of Signature Authority/Facsimile Signature
310	Sign up for and Revisions to Production Flexibility Contracts
312	Production Flexibility Contract Payments
318	Program Payments Assignments and Joint Payment Authorizations

Continued on the next page

3 How to Run Queries (Continued)

E
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
343 Workload Only	Designated Control Counties Note: For work measurement, a query will be used at year-end to capture units for the entire FY.
351	NAP Actual Production History Note: A manual count is required for any 2001 and 2002 APH's completed.
353	Establishing NAP Units Note: A manual count is required for any 2001 and 2002 units completed.
356	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage Note: Manual count is allowed when funds are not collected for Limited Resource Producers.
362 Workload Only	Number of Reconstitutions
374	Crop Disaster Program Note: A manual count is required for Florida Nursery Program applications.
375	Issuing Payments for Crop Disaster Program
380	Issuing Payments for Quality Loss Program
384	FCIC (RMA/FSA) Data Reconciliation Report
401	County and Community Elections Note: The query results for this work item will not be automatically loaded onto FSA-55-1, however, the workload software will allow County Offices to make an entry. County Offices will receive a printout indicating the number of voters in each local administrative area (LAA). The County Office must enter the units for LAA where the election was held.

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3 How to Run Queries (Continued)

E
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
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.
507	EQIP Request for Contracts
508	Report of EQIP Cost-Share Payments
509 Workload Only	EQIP Active Contracts Note: For work measurement, a query will be used at year-end to capture units for the entire FY.
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 the producer but the bid was withdrawn and never entered in system.
527	CRP Cost-Sharing Requests and Technical Determinations
528 Workload Only	CRP Active Agreements Note: For work measurement, a query will be used at year-end to capture units for the entire FY.
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 Direct Loans Except Lo Doc Loans
805	Loan Closing for All Direct Loans
806	Loan Feasibility Determinations for Lo Doc Loans
821	Routine Loan Servicing for All Direct Loan Borrowers Note: For work measurement, a query is used during the second quarter to report units for the full year.
822	Financial Analysis and Specialized Direct Loan Servicing Activities
823	Field Visits for Direct Loan Servicing Activities
825	1951-S Servicing Actions
826	Subordination of Chattel Security
827	Real Estate Subordinations, Partial Releases, and Consent Activities
830	All Debt Settlement Activities
901	Loan Applications Received for Guaranteed Farm Loan Programs Except PLP Note: A manual count is required to subtract duplicate application if instructions in Notice FLP-245 were not followed.
902	Program Eligibility Determinations for Guaranteed Loan Applications Except PLP Note: A manual count is required for incorrect eligibility date if instructions in Notice FLP-245 were not followed.

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
903	Loan Feasibility Determinations for All Guaranteed Loans Except PLP
904	Loan Closing for All Guaranteed Loans Except PLP Note: A manual count is required to subtract loans with fictitious closing date or add loans with missing closing date if instructions in Notice FLP-245 were not followed.
905	Preferred Lender Program Guaranteed Loan Processing Note: A manual count is required to subtract duplicate applications if instructions in Notice FLP-245 were not followed.
923	Guaranteed Loan Servicing - Lender File Reviews for SEL and CLP Note: A manual count is required if workload scheduling is incomplete.
924	Guaranteed Loan Servicing - Lender File Reviews for PLP Note: A manual count is required if workload scheduling is incomplete.
1001	Banking and Collections for All Loan Programs Note: The query results for this work item will not be automatically loaded on FSA-55-1, however, the workload software will allow County Offices to make an entry. County Offices will receive a printout indicating the number of check or cash payments on FSA-603 and loan repayments on CCC-257. A manual count for supervised bank account activity and multiple advances must be added to the query count when entering units on FSA-55-1. Type 2 and Type 3 County Offices shall submit query counts to their Type 1 Service Office.
1002	Real Estate Appraisals Performed by FSA Employees
1003	Chattel Appraisals Performed by FSA Employees
1004	Reviewing Real Estate Appraisals Performed By Lenders, Contract Appraisers, or Third Parties for Direct or Guaranteed Loan Making or Servicing
1005	Reviewing Chattel Appraisals Performed by Lenders, Contract Appraisers, or Third Parties for Direct or Guaranteed Loan Making or Servicing

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3 How to Run Queries (Continued)

**E
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	<p>Lease and Transfer Under Natural Disaster Provisions</p> <p>Note: A manual count is required for disaster leases completed after rollover.</p>
1401 Workload Only	<p>Producer's Report of Acreage</p> <p>Notes: A manual unit count is required for any crop year 2001 late-filed acreage reports.</p> <p>For work measurement, a query will be used at year-end to capture units for the entire FY.</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 on FSA-55-1, however, the workload software will allow County Offices to make an entry. 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 on FSA-55-1, however, the workload software will allow County Offices to make an entry. 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 on FSA-55-1, however, the workload software will allow County Offices to make an entry. County Offices will receive a printout indicating the farm visits completed.</p>

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Notice AO-1258

3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
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 on FSA-55-1, however, the workload software will allow County Offices to make an entry. County Offices will receive a printout indicating the farm visits completed.</p>
1410 Workload Only	<p>Acreage Determinations From Aerial Slides</p> <p>Note: For work measurement, a query will be used at year-end to capture units for the entire FY.</p>
1501	Applications Received for FSFL Program
1502	Application Processing for FSFL Program
1503	Loan Closing Activities for FSFL Program
1504 Workload Only	<p>Loan Servicing Activities for FSFL Program</p> <p>Note: For work measurement, a query will be used at year-end to capture units for the entire FY.</p>
1601	Farm-Stored Commodity Loans
1602	Sugar-Processor Loan
1603	Warehouse Loans (Except Cotton Loans)
1605	<p>Upland Cotton Loan Deficiency Payments</p> <p>Note: A manual count is required for each CCC-633 LDP or CCC-Cotton AA taken with a zero payment rate or taken for another county.</p>
1606	<p>Wheat, Feed Grains, Oilseed, Rice and Honey Loan Deficiency Payments</p> <p>Note: A manual count is required for each CCC-633 LDP taken with a zero payment rate or taken for another county.</p>

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3 How to Run Queries (Continued)

**E
Work Item
Information
(Continued)**

Work Item	Title and Special Instructions
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
1626	Field Direct Upland Cotton Loan Deficiency Payment Note: A manual count is required for each CCC-709 taken with a zero payment rate or taken for another county.
1627	Field Direct Wheat, Feed Grains, Oilseeds, and Rice Loan Deficiency Payments Note: A manual count is required for each CCC-709 taken with a zero payment rate or taken for another county.
1701	Commodity Loan and Loan Deficiency Payment Spot Checks Note: The query results for this work item will not be automatically loaded on FSA-55-1, however, the workload software will allow County Offices to make an entry. County Offices will receive a printout indicating number of bins spot-checked. This number must be verified against monthly spot check performance reports completed in APSS during FY 2002.
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)

Continued on the next page

3 How to Run Queries (Continued)

E
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
2006	Issuing Payments for Grazed 2001 Wheat, Barley, or Oats (GRAZE-OUT)
2012	LIP and FCP Activities
2013	LIP and FCP Payments
2015	Livestock Assistance Program (LAP) Applications
2016	Livestock Assistance Program (LAP) Payments
2018	Dairy Market Loss Assistance Program (DMLA)
2021	National Pasture Recovery Program
2023	Tobacco Loss Assistance Program
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 Workload Only	Postage Costs Note: A manual count is required for any State Office issued checks for County Offices, for postage-by-phone. The State Office shall send by memorandum to BUD, the manual count to be added to the County Office designated by the State Office.

Notice AO-1258

4 State Office Action

A

State Office Review

State Offices shall ensure that:

- County Offices are using the query process released by the National Office without modification
- the County Office Exhibit 1's and memorandums requesting adjustment of other queried work items are submitted to BUD

Note: Verify State and county name and State and county code are on all documents forwarded to the National Office.

- County Office data is not modified without consulting with the reporting County Office
- DD's are reviewing the workload process in their County Offices according to 12-AO (Rev. 18), paragraph 9920
- units reported by work measurement counties on FSA-55-1, are the cumulative total of units reported on FSA-54's for FY 2002 quarter numbers 1 and 2.

Exception: Work items captured by query and reported only during fourth quarter, as noted in subparagraph 3 E.

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.
-

Workload Manual Counts

County Name _____

State/County Code _____

Work Item Number	Col. A	Col. B	Total (A +B)	Explanation for Change
	Original Query Count	Manual Count to Add	Total Revised Count	
351				
353				
356				
374				
504				
517				
526				
530				
901				
902				
904				
905				
923				
924				
1202				
1206				
1401				
1605				
1606				
1626				
1627				

Note: Work items 401, 1001, 1405, 1406, 1407, 1408, and 1701 may have additional manual counts. Since the query process does not load these units directly onto FSA-55-1, County Offices can make adjustments to this count and do not have to send the manual counts in on this form.
