

For: State and County Offices

FY 2003 FSA-55-1 Workload Report (BU-563R) Modifications

Approved by: Acting Deputy Administrator, Management



1 FY 2003 Mid-Year Workload Reporting Modifications

A

Reason for Modification

This notice informs State and County Offices that the FY 2003 mid-year workload report, FSA-55-1, will be modified because of heavy activity in the County Offices. However, because of the importance of collecting new Farm Bill activity, the mid-year report could not be completely cancelled.

B

Modified Report

In an effort to ensure the least burden on Field Office employees while still providing necessary information, the decision has been made that only queried work items and some selected informational items will be required.

BUD is currently reviewing the work items in 12-AO (Rev. 19) to determine what information will be needed for the initial formulation of FY 2005 Agency Budget Estimates and other internal FSA needs. Informational items such as 9065, Federal Farm Loan Employees, and 9076, Leave, are examples of probable manual entries that will be required by the County Office.

To further ease the burden on Field Office staff, **estimates for second half FY 2003 workload activity will not be required.** BUD will work with Program Divisions and State Office Specialists, in conjunction with web-based activity reports, for estimated Agency activity and needs.

Work Measurement County Offices shall complete the 2nd quarter work measurement reports as usual.

Disposal Date	Distribution
May 1, 2003	State Offices; State Offices relay to County Offices

Notice AO-1278

2 Action

A National Office Action

Workload queries will be developed for all work items possible before mid-year reporting. A future AO notice will be issued with information about the following:

- the workload query software release
 - running the workload queries
 - minimal request for manually counted items
 - transmission dates.
-

B State and County Office Action

State Offices shall ensure that instructions about the mid-year report, when released, are followed by County Offices.

County Offices shall:

- not circumvent the modified workload report by manually counting queried work items
 - if questioned, spot check queried unit counts with other computer-generated activity reports or application registers.
-

C Work Measurement Reporting

For 2nd quarter work measurement reports, County Offices shall:

- use workload query unit counts for the queried work items
- insert manual unit counts for other applicable work items.

Additional instructions will be included in a future AO notice.

D Contact

Direct questions about this notice to Vicki Larson, BUD at 202-720-2501.
