

For: State Offices (Except AK, HI, and PR) and Work Measurement County Offices

Recommendations for Improving the County Office Work Measurement (COWM) System

Approved by: Deputy Administrator, Management



1 Overview

A Background

BUD annually requests recommendations to improve the COWM System. Suggested improvements are normally reviewed at the National COWM Committee Meeting. However, in light of the FY 2004 budget constraints and the current assessment being conducted of the work measurement/workload system, a decision is pending on whether or not this year's committee meeting will be held.

B Purpose

This notice:

- informs work measurement County Offices that BUD is requesting recommendations
- provides State and County Offices with instructions for submitting recommendations
- informs members of the National COWM Committee that a future notice will provide a decision about the FY 2004 meeting
- informs State and County Offices that if the COWM Committee meeting is not held, BUD, with the assistance of the National Office COWM Committee members and Program Divisions, will review recommendations for possible implementation.

Disposal Date	Distribution
June 1, 2004	Above State Offices; State Offices relay to Work Measurement County Offices

Notice AO-1300

2 Requested Information

A Recommendations

Recommendations may include, but are not limited to:

- new work measurement items
- revising current work measurement items
- clarifying instructions in 12-AO (Rev. 20)
- commenting about or improving the work measurement system software
- using queries for automated unit counts
- improving reports currently available from the automated system.

Note: Prior National COWM Committee Meeting minutes can be reviewed on the WM/WL homepage. The website can be accessed according to 12-AO (Rev. 20), subparagraph 9914 C.

B Recommendation Categories

Recommendations shall be made in the following 4 categories:

- work items
- software
- query
- general.

Each recommendation shall be submitted according to the format in Exhibit 1 and shall include the following:

- State and County Office submitting recommendation
- category
- specific work item or paragraph from 12-AO (Rev. 20), if applicable
- menu option or query, if applicable
- narrative identifying suggested changes.

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3 Submission Action

A County Office Action

County Offices shall e-mail all recommendations to the State Office no later than March 31, 2004.

B State Office Action

State Offices shall submit recommendations to BUD according to the following.

Step	Action
1	Combine all State and County Office recommendations into a single Word document.
2	Ensure that the format in Exhibit 1 is followed and that the office submitting the recommendation is indicated. Note: Do not use State letterhead, headers or footers, columns, page numbering, or tables. Make recommendations according to Exhibit 1 only.
3	E-mail the consolidated Word document to Vicki Larson at vicki_larson@wdc.usda.gov no later than April 2, 2004.

Submitting FY 2004 Recommendation for Consideration by the National Office COWM Committee

A Example Format

The following is an example of the format recommendations.

Recommendations	
(1) State and County Code	_____
(2) Category	_____
(3) Work Item or paragraph	_____
(4) Menu option or query, if applicable	_____
(5) Written Recommendation	_____

B Completing Recommendation

Complete recommendations according to the following.

Item	Action
1	Enter the State and County Office submitting the recommendation.
2	Enter 1 of the 4 categories listed in subparagraph 2 B.
3	Enter the work item or paragraph referenced in 12-AO (Rev. 20) or “new”, if applicable.
4	Enter menu option or query, if applicable.
5	Enter narrative description of suggested changes or enhancements.