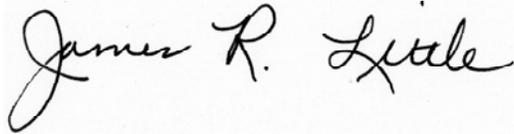


For: All FSA Employees

Budget and Performance Management System (BPMS) Internal Communications Plan

Approved by: Administrator



1 Overview

A Background

BPMS is a management tool to facilitate FSA’s transformation to a more performance-based and results-focused agency by formally linking our BPMS’s together. BPMS begins with the new 6-year Strategic Plan that will help FSA “tell its story” to Congress, OMB, and the American public to achieve the budget necessary for employees to deliver FSA’s mission products and services to its customers.

FSA is in the process of developing its FY 2005 through 2010 Strategic Plan, as required by the Government Performance and Results Act of 1993 (GPRA). This Strategic Plan will help the Agency meet the President’s Management Agenda (PMA) mandate and transform FSA into a more performance-based, accountable organization. The new Strategic Plan Framework is the foundation for the FY 2005 through 2010 Strategic Plan and the cornerstone of BPMS. This framework is designed to link FSA’s budget with meaningful performance measures and move FSA forward in making business decisions that are more performance-oriented.

As FSA transforms operational processes and organizational culture into a more performance-driven environment, the National Office will keep the lines of communication open and accessible to all employees. Employees are encouraged to ask questions of their managers and forward any comments or questions to **YourFSAComments@wdc.usda.gov**.

B Purpose

This notice provides an internal BPMS Communications Plan for FSA Offices to ensure that every FSA employee is kept informed about BPMS activities as FSA moves successfully toward becoming a more performance-focused organization.

Disposal Date	Distribution
August 1, 2005	All FSA employees; State Offices relay to County Offices

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1 Overview (Continued)

C Message from Administrator

The first phase of the BPMS Communications Plan includes distributing a very important videotaped message from the Administrator. FSA is sending videotapes to all FSA Offices before the end of July 2004. It is imperative that supervisors schedule a time for their employees to view the Administrator's message within 2 weeks of receiving the video. Copies of these videotapes must also be retained to orient all new employees.

The Administrator's opening message is the first in a series of BPMS messages intended to keep employees informed about the change initiatives underway nationally. These initiatives will help to transform FSA into a more accountable, performance-oriented organization and achieve better budgetary support. Over the coming months, through a variety of media, employees will receive periodic information and progress reports on BPMS and other initiatives taken by FSA to meet PMA to ensure FSA transforms into a more performance-based organization.

D Contact

FSA employees shall direct questions about this notice to any of the following:

- Connie Byler-Hsu by telephone at 202-418-3275 or by e-mail at **connie.byler-hsu@wdc.usda.gov**
- Rafael Cotto by telephone at 202-418-9057 or by e-mail at **rafael.cotto@wdc.usda.gov**
- Strategic Planning Staff (SPS) main number by telephone at 202-418-9064 (voicemail available).

2 Action

A State Office Action

Each SED, through DD's, Executive Officers, and Administrative Officers, will ensure that the BPMS Communications Plan outlined in this notice is implemented.

State Offices shall:

- ensure that all State Office and Service Center employees view the Administrator's videotaped message within 2 weeks of receiving the video
- notify the National Office immediately if the video is not received by **August 2, 2004**
- distribute at least 2 videos to each DD
- ensure that all future employees have an opportunity to view the videotaped message

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2 Action (Continued)

A State Office Action (Continued)

- maintain 2 copies in the State Office library for future reference
- complete and submit FSA-1047 (Exhibit 2) to the National Office's SPS according to procedure outlined in this notice.

DD's shall:

- ensure that every Service Center employee view the Administrator's videotaped message within 2 weeks of receiving the video
- encourage employees to submit questions about BPMS to the National Office at **YourFSAComments@wdc.usda.gov**
- maintain a copy of the video within the District for new employees to view during orientation
- complete and submit FSA-1046 (Exhibit 1) to certify that all employees have seen the video.

B National Office, APFO, Kansas City, and St. Louis FSA Office Action

All Division and Office Directors shall:

- encourage employees to submit questions about BPMS to the National Office, SPS at **YourFSAComments@wdc.usda.gov**
- ensure that all employees under their supervision view the video
- maintain a copy of the video in the office to show to new employees during orientation
- complete and submit FSA-1048 (Exhibit 3) to certify that all employees have seen the video.

C External Affairs Action

The Chief of FSA Public Affairs in the Office of External Affairs in Washington, D.C. will ensure that Field Public Affairs Specialists assist in implementing the Internal Communications Plan.

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2 Action (Continued)

D Timeline to Complete Action

All FSA Offices shall follow the timeline to keep employees informed of the changes occurring within the Agency.

Date	Activity
July 15	The National Office issued an FSA Courier article to advise employees of the distribution of the Administrator’s videotaped message explaining the PMA change initiatives occurring at FSA.
July 23	Videos sent through USPS.
By July 30	Videos arrive at State Offices, APFO, Kansas City, and St. Louis.
By August 5	<ul style="list-style-type: none"> • State Offices will distribute 2 videos to each DD to show in the Districts. • DD’s will schedule Service Center employees to view video. • All offices will circulate and begin viewing videos.
Entire month of August	Employees may submit comments and questions to YourFSAComments@wdc.usda.gov .
By August 13	SED will ensure that all State Office employees view the video.
By August 20	DD’s shall ensure that all Service Center employees have viewed the Administrator’s videotaped message.
August 23	DD’s shall complete FSA-1046 (Exhibit 1), certifying that all employees in their respective Districts have viewed the video, and submit to the State Office.
August 24	<p>State Offices shall:</p> <ul style="list-style-type: none"> • summarize FSA-1046 (Exhibit 1) • certify that all State Office employees have viewed the video • maintain 2 copies of the video in the State Office library to show to new employees as part of orientation • submit FSA-1047 (Exhibit 2) by e-mail to connie.byler-hsu@wdc.usda.gov or by FAX to 202-418-9125 • maintain a copy of the certification for 1 year in the State Office files. <p>National Office, APFO, Kansas City, and St. Louis FSA Offices shall:</p> <ul style="list-style-type: none"> • certify that all employees have viewed the video • maintain 2 copies in the office library to show to new employees as part of orientation • submit FSA-1048 (Exhibit 3) by e-mail to connie.byler-hsu@wdc.usda.gov or by FAX to 202-418-9125 • maintain a copy of the certification for 1 year in the office.

FSA-1046, DD Certification

This form is available electronically.

FSA-1046 (07-19-04)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
DISTRICT DIRECTOR CERTIFICATION			
TO BE COMPLETED BY DISTRICT DIRECTOR		1. Date Video was Received (MM-DD-YYYY)	2. District Number
3. Have all Employees Viewed Video? <i>(Check One)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		4. Number of Employees in District	5. Number of Employees who have not yet Viewed Video
6. Describe procedure to ensure that those in Item 5 and all future employees will view video.			
7. District Director Certification: I hereby certify that I have reviewed the information on this form, and that it is true, complete, and correct to the best of my knowledge and belief.			
A. Name of District Director	B. Signature	C. Date Prepared (MM-DD-YYYY)	

FSA-1047, State Office Certification

This form is available electronically.

FSA-1047 (07-19-04)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
STATE OFFICE CERTIFICATION			
1. State Name		2. Number of State and County Employees	
TO BE COMPLETED BY STATE OFFICE		3. Date Video was Received (MM-DD-YYYY)	4. Number of District Reporting
5. Have all Field Employees Viewed Video? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO	6. Number of State Office Employees	7. Number of State Office Employees who have not yet Viewed Video	
8. Number of Total Employees who have not yet Viewed Video		9. Date by which all Employees will View Video (MM-DD-YYYY)	
10. Describe procedure to ensure all future employees will view video (e.g. Video will be included with employee orientation materials).			
11. State Office Certification: I hereby certify that I have reviewed the information on this form, and that it is true, complete, and correct to the best of my knowledge and belief.			
A. Name of Preparer	B. Title of Preparer	C. Date Prepared (MM-DD-YYYY)	
NOTE: State Office shall email or FAX certification form to National Office/Strategic Planning Staff. Attention: Connie Byler-Hsu at connie.byler-hsu@wdc.usda.gov or FAX to (202) 418-9125			

FSA-1048, All Other FSA Offices Certification

This form is available electronically.

FSA-1048 (07-19-04)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
ALL OTHER FSA OFFICES CERTIFICATION			
1. Division/Office		2. Number of Employees	
TO BE COMPLETED BY OFFICE DIRECTOR		3. Date Video was Received (MM-DD-YYYY)	4. Number of Employee who have Viewed Video
5. Have all Employees Viewed Video? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO	6. Number of Employees who have not yet Viewed Video	7. Date by which all Employees will View Video (MM-DD-YYYY)	
8. Describe procedure to ensure all future employees will view video (e.g. Video will be included with employee orientation materials).			
9. Certification: I hereby certify that I have reviewed the information on this form, and that it is true, complete, and correct to the best of my knowledge and belief.			
A. Name of Preparer	B. Title of Preparer	C. Date Prepared (MM-DD-YYYY)	
NOTE: Email or FAX certification form to National Office/Strategic Planning Staff. Attention: Connie Byler-Hsu at connie.byler-hsu@wdc.usda.gov or FAX to (202) 418-9125			