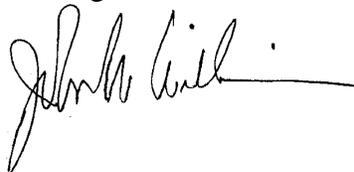


For: State and County Offices

FY 2006 Mid-Year Workload Reporting

Approved by: Deputy Administrator, Management



1 Overview

A Background

For each workload cycle, instructions are provided by BUD for State and County Offices to perform workload reporting.

B Purpose

This notice informs State and County Offices:

- that 12-AO (Rev. 21), Amend. 6 contained the following updated information to complete the FY 2006 mid-year workload report (FSA-55-1):
 - Exhibit 13 for instructions on completing FSA-55-1, including specific information about each work item
 - Exhibit 14 for display reference of the FSA-55-1 report format
 - Exhibit 17 for information to assist in making projections for 2nd half of FY 2006
- that County Software Release No. 585 contains the FY 2006 updated FSA-55-1 report and query software
- that an FLP notice will **not** be issued for the FY 2006 mid-year reporting cycle
- of instructions for running the query process
- of using web-queries for the mid-year report
- of instructions for using the Workload Query Adjustment Worksheet
- of the State Office transmission deadline date to KC-ADC.

Disposal Date

October 1, 2006

Distribution

State Offices; State Offices relay to County Offices

Notice AO-1352

1 Overview (Continued)

C Contact

State Offices should direct questions about this notice to either of the following:

- for work items, Carol Fleming, BUD at 202-720-9865
- for workload queries, Bob McGrath, BUD at 202-720-1082.

2 12-AO (Rev. 21), Amend. 6

A Exhibit 13

State and County Offices shall refer to 12-AO (Rev. 21), Exhibit 13 when completing each work item on FSA-55-1. Exhibit 13 contains the following information:

- County and State Office actions to complete workload reporting
- whether the unit count is a query, web-query, query plus manual, query printout – query does not load, filled by KC-ADC, or manual count
- title
- unit of measure and when unit is complete
- specific information about a work item
- activities that may or may not be included in a work item, especially applicable to workday, hour, or manual unit counts
- comparison information that may be used in reviewing workload report.

B Exhibit 14

12-AO (Rev. 21), Exhibit 14 provides a display reference of the FY 2006 FSA-55-1 report software.

C Exhibit 17

12-AO (Rev. 21), Exhibit 17 has been updated to assist State and County Offices with estimates for FY 2006. The information provided in Exhibit 17 is for FY 2006 second half activities as compared to first half activity. Exhibit 17 should be provided to State Office Program Specialists for entry of additional recommendations applicable for County Offices in their State for FY 2006.

Notice AO-1352

3 County Office Action

A County Office Responsibilities

CED's and FLM's shall review 12-AO (Rev. 21), paragraph 9918 for training requirements for all employees assisting with completion of FSA-55-1. In addition to the training information referenced in paragraph 9918, the following information should especially be emphasized:

- paragraph 9914 for monitoring the WM/WL Home Page
- paragraph 9919 for combined county and Type 1 office reports
- paragraph 9920 to review FSA-55-1
- paragraphs 9940 through 9951 for automation activities
- paragraph 9952 for processing work item queries
- Exhibit 13 for work item description and comparison instructions
- Exhibit 17 for estimates for second half FY 2006.

B Processing Work Item Queries

Before processing the work item queries, County Offices shall:

- install County Software Release No. 585
- ensure that all program data and WLS codes have been loaded in the system before running queries.

Note: Do **not** run the queries before **April 1, 2006**.

County Offices shall follow instructions in 12-AO (Rev. 21), paragraph 9952 to process the work item queries for all county files located on the system. **County Offices should pay special attention to instructions provided in 12-AO (Rev. 21), paragraph 9952 for action to take if error messages are received during the link-unlink process. It is very important that County Offices do not ignore error messages.** 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. Whether using the option to run all queries or each individual query, **each query should be run only once**, unless otherwise instructed by Budget Workload Reporting Information posted on the WM/WL Home Page.

- attach a copy of the query report to FSA-55-1
- have the query reports available for DD and COR reviews.

3 County Office Action (Continued)

B Processing Work Item Queries (Continued)

Once the query process is complete, the unit counts for those work items will be automatically entered on FSA-55-1, column 2, except for work items that indicate a web-query or query printout. Query printout units should be verified as accurate by the County Office and manually entered on FSA-55-1. County Offices may print a preliminarily FSA-55-1 to review the query work item units.

C Web-Query Entries

BUD has historically queried units from files located on the System 36 and AS/400 for workload reporting purposes. As more County Office processes move to a web environment, BUD considered necessary changes in the method of capturing unit counts for County Office workload reports. BUD has requested development of web-queries by KC-ADC to pull specific unit information by County Offices. These units will be downloaded into the individual County Office FSA-55-1 after transmission from the State Office on **April 20, 2006**. All information will be transmitted from KC-ADC to the National Office on or about **April 28, 2006**. For this reason, it is very important that County Offices adhere to the county transmission schedule provided by their individual State Office so a timely transmission of the State's workload data is possible.

The units captured by the web-queries will not be available to State and County Offices until the mid-year workload reports are released in June 2006. However, the units will be available to reviewers and will be discussed with workload contacts during the National Workload Review. BUD will soon begin the process of piloting the Activity Reporting System. During the migration period there may be situations where the workload process does not provide all information that the State and County Offices have had access to in the past. As the process is eventually migrated to a web environment, State and County Office's information will be available through a reports menu.

D Adjusting Query Counts

Some query counts may require an adjustment for a manual count because certain activities cannot be captured by the query. When applicable adjustments according to 12-AO (Rev. 21), Exhibit 13 or BUD Workload Reporting Information are required for a query count, County Offices shall use the fillable Workload Query Adjustment Worksheet. The Workload Query Adjustment Worksheet will be posted on the WM/WL Home Page under the "Queries" option on or about **April 10, 2006**.

Notice AO-1352

3 County Office Action (Continued)

D Adjusting Query Counts (Continued)

County Offices shall do the following to complete the Workload Query Adjustment Worksheet:

- access the WM/WL Home Page according to 12-AO (Rev. 21), paragraph 9914
- click on the “Query” option
- click on the “Query Adjustment Worksheet” option
- using the “File” option, save the query worksheet to a folder before making entries
- using the saved version of the Workload Query Adjustment Worksheet, select the State and county from the drop-down box in the instruction area at the top of the screen

Notes: Only reporting offices shall prepare a Workload Query Adjustment Worksheet. The combined query and manual counts for all counties in the reporting office’s report shall be used.

Do **not** make changes to/or add additional work items to the Workload Query Adjustment Worksheet. Do **not** make entries on the Workload Query Adjustment Worksheet for a work item unless a change to the unit count is being requested.

- enter the **original query** unit count displayed on FSA-55-1, if applicable
- enter the **manual count** to be added to the original query
- verify that the manual count being requested aligns with the pre-filled accepted explanation for a manually counted unit

Note: If the manual count for a work item is for a purpose other than provided for by the pre-filled explanation, then the County Office should provide a memorandum with supporting documentation.

- when all adjustments have been made and verified, e-mail the completed Workload Query Adjustment Worksheet to the designated State Office contact person by the State Office designated date.

Note: County Offices that experience difficulty in accessing the Workload Query Adjustment Worksheet shall request a copy by e-mail from the State Office.

3 County Office Action (Continued)

D Adjusting Query Counts (Continued)

If County Offices do not agree with query counts for work items **other than those listed on the Workload Query Adjustment Worksheet**, then a memorandum must be prepared and sent through the State Office to the National Office for the National Workload Review. The memorandum **must** contain the following information:

- State and county code of the reporting county
- original query unit count from FSA-55-1
- additional manual count being requested
- revised total unit count
- attached documentation to support the revised unit count.

Note: Adjustments to the query count will **not** be considered unless documentation supporting the revised unit count is provided.

E Merging Combined County Office Reports

County Offices that have a combined County Office situation where a closed or part-time county is part of the combination shall follow the instructions in 12-AO (Rev. 21), paragraph 9950 to create a data tape for the closed or part-time county workload files. The headquarters County Office shall follow the instructions in 12-AO (Rev. 21), paragraph 9951 to load the data tape and generate a combined report. Additional information about combined county reports can be found in 12-AO (Rev. 21), paragraph 9919.

County Offices that have a CMA file located on their AS/400 shall follow the instructions in 12-AO (Rev. 21), paragraphs 9950 and 9951 to merge the CMA files into one FSA-55-1 report.

F Adding or Modifying Entries on FSA-55-1

County Offices shall follow instructions in 12-AO (Rev. 21), paragraphs 9943 and/or 9944 to enter or revise manual unit counts and estimates on FSA-55-1. "CMD 11" shall be pressed following updates to the report to save updated entries.

Each PC that has successfully been reconfigured may access FSA-55-1 rather than using a 3180 or 3197 terminal. County Offices are advised to contact the State Office IT specialist to assist in the reconfiguration process. The instructions are posted on the WM/WL Home Page under the "Workload" option, "Link to access FSA-55 from PC (9/9/2005)".

3 County Office Action (Continued)

G Printing and Reviewing Reports

County Offices should ensure that work item unit counts and estimates were completed according to information provided in 12-AO (Rev. 21), Exhibits 13 and 17 and by the State Office Workload Specialist. County Offices should follow instructions in 12-AO (Rev. 21), paragraph 9946 to print the completed report.

H Transmitting County Office Reports to State Office

County Offices shall follow instructions in 12-AO (Rev. 21), paragraph 9948 to queue FSA-55-1 for transmission by the date provided by the State Office. Only headquarters and full-time sub-offices should queue the FSA-55-1 report. **Do not transmit reports for part-time or closed (B. file) counties.**

It is **extremely important** that County Offices verify on the next start-of-day after FSA-55-1 is queued to ensure that the “XXxxxCF2” file (“XX” = State abbreviation, “xxx” = county code) is successfully bundled and listed on the outgoing transmission file. Report any transmission problems immediately to the State Office for assistance.

I FLP Guidelines

Only Type 1 County Offices shall report FLP activity. See 12-AO (Rev. 21), subparagraph 9919 C for further clarification. An FLP notice with instructions for completing data input before processing workload queries **will not** issued as in prior years. However, the work item information used in the previous year is still valid for the FY 2006 mid-year workload reporting cycle **with the following exceptions.**

- **MAC Data Field/WLS Code Revisions for 2006**
 - Work item 822 for all year-end analysis units should use WLS code 4025 even though a contractor may have done the data gathering for the year-end analysis (YEA).
 - Work item 828 now loads automatically on FSA-55-1.
 - Work item 834 has been removed because of the understanding that contractors do not have access to the Farm Business Plan to complete YEA. Any WLS code 4024 entries will be captured in work item 2166 for information only and will be questioned during the National Workload Review.
 - Work item 921 is a web-query completed and entered into FSA-55-1 by KC-ADC.
 - Work item 923 is a System 36 query that will capture WLS code 4035.

Notice AO-1352

3 County Office Action (Continued)

I FLP Guidelines (Continued)

- Work item 924 is a System 36 query that will capture WLS code 4034.
- Work item 1001 is the responsibility of each State Office Workload Specialist to ensure that all unit counts are entered in **Type 1 offices only**. Entries in Type 2 and 3 offices will be removed during the National Workload Review.
- **MAC Report Revisions for 2006**
 - Workload items 828 (verification), 835, 922 (verification), 923, 1004, and 2166 (information only) should be added to items verified by MAC Workload Scheduling Report UAA7006.
- **Web AgCredit Revisions for 2006**
 - Web-queries for work items 825, 830, 832, 837, and 921 will be entered in column 2 by KC-ADC and no action is required by the County Office for these work items.
 - Work items 829 and 836 will require County Office manual entry on FSA-55-1. County Offices shall follow instructions in Notice FLP-386, subparagraph 2 C to prepare Web AgCredit queries for unit counts for these work items.
 - Web AgCredit queries should be prepared as close to **April 3, 2006**, as possible but a slight delay (1-2 days) will not change the query results in most cases.

Employees completing the unit counts and estimates for FLP should also review information provided in 12-AO (Rev. 21), Exhibits 13 and 17 and any 'Workload Reporting Information' postings on the WM/WL Homepage. Access the WM/WL Home Page according to 12-AO (Rev. 21), paragraph 9914.

When comparing workload query counts to system generated reports through AgCredit, MAC, or WLS, ensure that the reports are generated on the same day that the workload queries are processed. However, it may be helpful to generate these comparison reports **before March 31, 2006**, to verify that all FY 2006 activity is updated in the system before running the workload queries. The Work Item/WLS Code Quick Reference Guide posted on the WM/WL Homepage – Toolbox Option may be helpful in identifying work item queries that are dependant on WLS codes.

Notice AO-1352

4 State Office Action

A State Office Responsibilities

State Offices shall review 12-AO (Rev. 21), paragraphs 9923 through 9925 to ensure that State Office responsibilities are being fulfilled.

The State Office Workload Specialist shall ensure that 12-AO (Rev. 21), Amend. 6 has been:

- distributed to County Offices
- incorporated before preparing workload reports.

Transmission dates and meeting dates, if applicable, should be provided timely so County Offices have adequate time to prepare and review FSA-55-1.

State Software Release No. 460 and County Release No. 585 must be installed on the State Office system for County Offices to successfully transmit FSA-55-1 reports to the State Office.

B Monitoring WM/WL Home Page

It is imperative that State and County Offices are informed of the information posted on the WM/WL Home Page during the workload reporting period. Although both State and County Offices have access to the WM/WL Home Page, it is the State Office Workload Specialist's responsibility to ensure that all County Offices are advised of the information timely. Reporting corrections and clarifications will be posted on the WM/WL Home Page, under the:

- "Workload" option
- "Workload Reporting Information" option.

New information may be updated daily at this web site.

C Verifying Receipt of County Office Transmissions

Before reviewing FSA-55-1 and transmitting to KC-ADC, State Offices shall follow instructions in 12-AO (Rev. 21), paragraph 9969 to ensure that all reporting County Office transmissions have been received.

4 State Office Action (Continued)

D Reviewing and Adjusting Reports

It is vital the State Office Workload Specialist ensures that County Office data has been thoroughly reviewed before submission for the National Workload Review according to 12-AO (Rev. 21), paragraph 9925. When completing the review, it is important that **both** actual and estimated unit counts are reviewed for accuracy. Work items reported in hours or workdays shall be reviewed for reasonableness. The review should include Program Specialists and/or DD's. In addition to the comparison report options provided in 12-AO (Rev. 21), paragraphs 9967 and 9968, supplemental queries and instructions have been developed with information and instructions and will be posted on the WM/WL Home Page under the "Query" option in sufficient time for use for the State Office review. State Offices should review the information to determine which queries may best supplement the menu driven comparison reports.

If, during the review process, it is determined that adjustments are required to County Office entries, State Offices shall inform County Offices of changes to their reports. County Offices shall be given the option to provide justification to State Offices for questionable entries. State Offices shall keep justification with the workload report for possible use during the National Workload Review.

E Transmission Deadline Date

All State Offices shall transmit reports to KC-ADC according to 12-AO (Rev. 21), paragraph 9970, on or before **April 20, 2006**. It will be necessary for the Workload Specialist and ITS to coordinate the queuing and end-of-day process on the day of transmission. State Offices shall follow-up during the next start-of-day to ensure successful bundling and transmission of the "XX000CF4" file (XX = State abbreviation).

Verify successful transmission by printing an Outgoing Detail History Report through the telecommunication functions menu. Repeated queuing of the workload report will **not** solve a missing transmission problem if there is an unknown system problem.

F Forwarding County Office Information to the National Office

The Workload Query Adjustment Worksheets and all other memorandums and supporting documentation for County Office reports shall be forwarded to the National Office for the National Workload Review. The State Office shall forward these documents to BUD using FedEx or UPS at the following address by **April 26, 2006**:

USDA/FARM SERVICE AGENCY
ATTN: CAROL FLEMING, ROOM 4720
1400 INDEPENDENCE AVE, SW
WASHINGTON, DC 20250-0500.

Important: Do not forward the County Office Workload Query Adjustment Worksheet by e-mail for the National Workload Review.