UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice AO-1360

For: State and County Offices

Distributing FY 2006 BU-563R County Office Workload Reports

Approved by: Deputy Administrator, Management

1 Overview

A Background

In April, County Offices reported FY 2006 mid-year workload on FSA-55-1 and transmitted data to the Kansas City - Application Development Center (KC-ADC) through the State Office. KC-ADC compiled the data and provided the National Office with the results for review and analysis. Following the National Office review and verification with State Offices, corrected data was provided to KC-ADC and FY 2005 COWM formulas were used to generate output reports. FY 2006 COWM formulas were not developed since the Work Measurement System was discontinued in FY 2005. These reports have been:

- reviewed for reasonableness and accuracy of the data reported and the application of work measurement formulas
- released to State and County Offices.

B Purpose

This notice informs State and County Offices of the following:

- mid-year review analysis
- report descriptions, uses, and distribution
- need for prorating for shared management
- using workload reports for staffing calculations.

Disposal Date	Distribution
December 1, 2006	State Offices; State Offices relay to County Offices

1 Overview (Continued)

C Action

State and County Offices shall:

- review all output reports received
- notify BUD if a report was not received.

Note: Timely notification will expedite the delivery of missing reports. Distribution of the reports will begin from KC-ADC the week of July 10, 2006.

D Contact

Direct questions about this notice to either of the following:

- Carol Fleming, BUD at 202-720-9865.
- Vicki Larson, BUD at 202-720-2501.

2 FY 2006 Mid-Year Review

A FY 2006 Mid-Year Review Analysis

The FY 2006 mid-year workload review was completed at the National Office level May 8 through May 19, 2006, with assistance from State and County level employees. The workload report file was transmitted back to KC-ADC after all corrections had been entered. State Offices did an exceptional job of providing timely responses to questions. In general, many of the County Office workload reports were reviewed without question.

The following items were problem areas that continue to cause significant delays in the review process.

- "Time" work items continue to be a reporting problem. The National Office review continues to reveal that County Offices are entering more days in the workday work items than they have employees physically located in the County Office to expend if any other program work will be completed during the same timeframe. Specifically, work item 2113, Geographical Information System, was a work item that County Offices seem to misinterpret as to activities that should be captured. 12-AO (Rev. 21), Exhibit 13 should also be reviewed for actual activities that are to be entered in work item 2113. Other work items where many County Office entries appeared to be high were work item 118, Providing Information for Reinsured Companies, and work item 532, Conservation Services Performed for NRCS.

2 FY 2006 Mid-Year Review (Continued)

A FY 2006 Mid-Year Review Analysis (Continued)

- County Offices continue to report requests for aerial photographs and copies provided to crop insurance agents as unit counts for work item 112, FOIA Requests Where Fees Are Waived. Requests for boll weevil eradication, tobacco settlement, and consent decree were also included in the unit counts in some County Offices. Each of these programs has a separate work item in 12-AO (Rev. 21) to capture the associated time and, therefore, unit counts should not be included in work item 112. Privacy Act requests where producers requested their own records are also being counted in error for work item 112. It **is considered** a FOIA request if a producer gives written permission for information to be provided directly to a third party.

- Work Item 302 – Maintaining Farm and Producer Data – The unit count captured by the System 36 query depends on whether the rollover was completed in September or October. There may be a high unit count at yearend and lower at mid-year or visa versa, but all unit counts were captured depending on either FY 2005 or FY 2006 workload.

- The web-queries developed by KC-ADC for payment limitation work items 339 and 340, and sod/swamp work item 1402 are being re-evaluated before yearend to determine whether queries are capturing data accurately.

- Work Item 552 - GRP Active Contracts – The query may not have captured all units in some cases and it will be revised before yearend.

- Work Items 1703 and 1713 – Cotton Repayments – There was a change to the System 36 file that BUD was not aware of when the query was written in March. To reflect more accurate activity, BUD requested that KC-ADC move half of the unit count from work item 1703 to work item 1713. The query will be corrected for yearend.

3 FY 2006 Workload Reports

A Report Descriptions and Uses

The following reports are generated for mid-year workload.

- County Office:

  - **Report 1, County Office Workload and Funding Report – Units Reported by State and County** provides updated FY 2006 workload by county. This report may be used by the State Office to analyze individual County Office workload and in conjunction with the proration worksheet in Exhibit 1 to analyze staffing needs. The County Office may use this report to assist in distributing program assignments within the County Office.

- State Office:

  - **Report 2, County Office Workload and Funding Report – Units Reported by Work Item Summary by State** provides the State total of actual and estimated units and revised normal workday (NWD) totals for FY 2006 as compared to NWD's computed from the units estimated for FY 2006 on the FY 2005 yearend report. This report can be used to analyze State-wide program area workload.

  - **Report 4, County Office Workload and Funding Report – FY Work Plan Update Counties Alphabetically by State** is used to review County Office ranking in the nation. The ranking is not completed using the figures in any of the columns in this report, but rather it is based on the estimated total workload NWD's taken from individual County Office reports. Since not all administrative funding items are required, the allocation section of the FY 2006 mid-year report should not be used.

- National Office:

  - **Report 3, County Office Workload Update Report Source Data – Units Reported Work Item National Summary** provides a list of workload units and NWD's by work item in a national summary and is used in the budget process.

B Output Report Distribution

KC-ADC distributes copies of all State and County Office reports to the State Office. An extra copy of Report 1 will be provided to each State Office and **shall be distributed to each County Office**. Reports are scheduled to be mailed beginning the second week of July. State Office should contact BUD if reports are not received by July 20, 2006.

4 Using Workload Reports

A Report Uses

Workload reports can be used as a tool to:

- balance program activity within a County Office
- ensure equitable distribution of staffing to County Offices within the State.

If States use Report 1 as a tool to distribute staffing, it is extremely important that Program Specialists and DD's be consulted or included in the process. The workload reports provide a view of overall work completed in each County Office, no matter who completes the activity. Therefore, close analysis is required by each State before use.

B Prorating for Farm Programs and Farm Loan Programs

It is important to note that the workload reports provide activity completed in each County Office without consideration for who completed that activity. Employees, both CO and GS, are working together to provide service to their producers. However, because there are separate payroll allotments and staff ceilings for Federal and non-Federal employees, it becomes necessary to look at prorating workload to ensure that:

- available employees are distributed fairly among County Offices
- program activity is distributed evenly among employees within the County Office.

Prorating provides the State Office with a way to review total activity associated with FP and total activity associated with FLP as a starting point for distributing their Federal and non-Federal ceilings. An FP/FLP Proration Worksheet has been posted on the WM/WL Home Page. See 12-AO (Rev. 21), paragraph 9914 for instructions on accessing the web site. The worksheet is found under the "Tools" option. The worksheet as posted fits general cases and was created to simplify and expedite the process. **However, State and County Offices must be aware of individual situations that warrant exception to suggested work items and formulas provided in the worksheet**.

NWD's from Report 1 shall be used when completing the FP/FLP Proration Worksheet. Some State Offices have found that using an average of the last 2 years of workload rather than each individual year is more reflective of ongoing activity within County Offices.

The worksheet is designed to prorate certain work items by number of Federal and non-Federal employees in the County Office. Some State Offices, after completing an analysis of operations included in various work items, have elected to use another factor agreed upon by the State Office and employees involved instead of the factor built into the worksheet. Each State Office is responsible for making this decision; however, there must be some data to support alternative factors and not just the use of a random factor. For example, prior year work measurement data could be used if the State Office feels that those County Offices are representative of the situation in most Type 1 offices.

4 Using Workload Reports (Continued)

C Prorating for Farm Programs and Farm Loan Programs (Continued)

Actual leave used by Federal and non-Federal employees may be used for work item 9076 instead of the worksheet factor, if the State or County Office determines extenuating circumstances exist; that is, an employee was on extended sick leave. The same situation applies to work items 2110 and 2159 for detailed employees and consent decree details. There may be examples where Federal employees serve on an administrative or program task force or non-Federal employees participate on consent decree details.

Environmental work items that are associated with FLP's are included in the proration worksheet. Again, circumstances in individual County Offices must be considered when prorating these work items. In some cases, GS employees may also be completing some environmental activities associated with FP's.

An example of a completed worksheet is provided in Exhibit 1. If the worksheet will be used as is, only those cells that are outlined require an entry.

The entries for work items 561 and 1502 and the corresponding percentage FLP factor have been included on the worksheet **as an example of suggested work items and formulas**. In most County Offices, there are work items where both Federal and non-Federal employees contribute time to the associated operations. Often times environmental and FSFL are programs where this situation exists; however, these program work items may vary from State to State and may vary widely within a single State.

Example of Completed Workload Proration Worksheet

WORKLOAD PRORATION WORKSHEET

PART 1 - Office Information

STATE: Any State COUNTY: Any County

PART 2 - Determining the Administrative Proration Factor

Divide federal workdays (work item 9065) by total workdays (work item 101 units).

Work Item 9065 Workdays		Work Item 101 Units		Factor
385	/	1669	=	0.230677

PART 3 - Separating Report 1 into FLP and FP related NWD's

The basic work items that should be prorated by every office are listed (562 through 9077). Consideration should be given to program operations specific to each office. Space has been provided for additional work items that may need to be split such as work item 561 or 1502 and an example of a alternative factor.

Enter total workload Report 1 NWD's - 1,712

Work Item	NWD's		FLP FACTOR		FLP NWD's	FP NWD's
562/563/564	1			=	1	
800 Series	169			=	169	
900 Series	60			=	60	
1000 Series	10			=	10	
101	176	x	0.230677	=	41	135
103		x	0.230677	=	0	0
111	100	x	0.230677	=	23	77
120	34	x	0.230677	=	8	26
9076	270	x	0.230677	=	62	208
9077		x	0.230677	=	0	0
561	1	x	0.750000	=	1	0
1502	2	x	0.500000	=	1	1
		x		=	0	0
		x		=	0	0
		x		=	0	0
2110	1				0	1
2159						
Balance FP						888
PRORATED TOTALS					376	1,336

PART 4 - Converting Workload NWD's into Staffing Levels

On average,there are 260 workdays in a year. In order to convert NWD's into staff years, divide the NWD's by 260.

Program Area	NWD's		Days Per Staff Year		Staff Years
FLP	376	/	260	=	1.44
FP	1,336	/	260	=	5.14