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

Notice AO-1374

For: State and County Offices

Distributing FY 2006 FSA-55, FY County Office Workload and Funding Report (BU-533R)

Approved by: Deputy Administrator, Management

1 Overview

A Background

In October 2006, County Offices reported FY 2006 year-end workload data on FSA-55 and transmitted to Kansas City Application Development Center (KC-ADC) through the State Office. KC-ADC compiled data and provided the National Office with the results for review and analysis. Following National Office review and verification with State Offices, corrected data was provided to KC-ADC and FY 2005 County Office work measurement formulas were used to generate output reports. These reports have been:

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

B Purpose

This notice informs State and County Offices of the following:

- year-end review and adjustments
- report descriptions, uses, and distribution
- using workload reports for staffing calculations.

Disposal Date	Distribution
May 1, 2007	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 delivery of missing reports. Distribution of the reports will begin from KC-ADC the week of January 8, 2007.

D Contact

Direct questions about this notice to Carol Fleming, BUD at 202-720-9865.

2 FY 2006 Year-End Review and FY 2007 Adjustments

A FY 2006 Year-End Review

The FY 2006 year-end workload review was completed at the National Office level October 30 through November 10, 2006, with assistance from State and County level employees. The workload report file was transmitted back to KC-ADC on November 16, 2006, after all corrections had been entered. Many of the County Office workload reports were reviewed without question.

The following items were areas that needed extra attention in the review process.

- "Time" work items continue to be a reporting problem. Specifically, Work Item 2113, Geographical Information System, was a work item that County Offices seem to misinterpret as to activities that should be captured. 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. 12-AO (Rev. 21), Exhibit 13 instructions should be reviewed for actual activities that should or should **not** be included in these work items.

- 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 include 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 3rd party.

2 FY 2006 Year-End Review and FY 2007 Adjustments (Continued)

A FY 2006 Year-End Review (Continued)

- 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 FY 2005 year-end and lower at year-end FY 2006 or visa versa but all unit counts were captured in either FY 2005 or FY 2006 workload. The same situation may happen at year-end FY 2006.

- Work Item 1415, Land Use Determinations and Work Item 1417, Recording HELC and WC Use Determinations have been combined with Work Item 1402, Producers Certification of HELC and WC. A new formula was developed at mid-year that included all work measurement time from FY 2005 for all 3 work items. The unit count remains as an AD-1026 signed by a producer.

- Work Item 1607, Establishing eLDP Profile and Work Item 1627, Field Direct LDP's were combined with Work Item 1606, All LDP's and eLDP's (except cotton) and GRAZE OUT. A new formula was developed at mid-year that included all work measurement time from FY 2005 for all 3 work items. The unit count is the CCC-184 or EFT for LDP's or eLDP's processed by the County Office.

B FY 2007 Estimates and Adjustments

The following items were areas that needed extra attention in the 2007 estimate and adjustment process.

- In order to address the additional activity that is being required by County Office employees to complete corrective actions related to **improper payments**, BUD contacted several resources. Employee organizations were consulted concerning the activities that were being performed and associated time required. In addition, National, State, and County Office employees were also contacted for their knowledge in these matters. Using their input and recommendations, additional time was added to the estimated FY 2007 column for major workload areas. The additional activity in County Offices for reviewing program documents in such areas as NAP, DCP, CRP, GRP, Loan Servicing (Direct, Guaranteed, and Youth), Loan Servicing for FSFL or SSFL, Loan (including Cotton), and MILC were all adjusted according to the inputs received from the various sources.

- Information for year-end workload reporting instructions **must** be compiled in August to get the12-AO amendment posted by mid-September each year. Because of that, Exhibit 17 instructions for Work Item 1606 estimated units for LDP's indicated a moderate increase. By the time the National Workload Review took place in November, commodity prices and LDP activity indicated a significant reduction in LDP activity for FY 2007. BUD met with PSD to validate and it was determined that in the majority of the States, the 2007 estimate column would be revised to 30 percent of the 2006 actual unit count. In States with less activity or a large amount of wool/mohair LDP's, the estimates were not revised.

2 FY 2006 Year-End Review and FY 2007 Adjustments (Continued)

C Additional Information for FY 2006 Year-End Review

The following items were areas that needed additional attention.

- In response to requests from County Offices, BUD will provide web-query units to County Offices, in advance, for validation of units and to assist with estimating future activity. For year end workload, BUD requested the web-query reports from Kansas City programmers be provided earlier, to forward unit reports to State Offices for each individual County Office. Reports were sent to State Offices on October 11 and 12. In addition to giving County Offices a chance to review the units, the National Office received valuable feedback and was able to work with programmers to revise the queries to get more accurate data.

- Estimates for subsequent year's workload activity are extremely important in the formulation of the budget exhibits that back-up the President's Budget. National Workload Review revealed that, in some cases, the instructions and other information provided for use in estimating 2007 activity were not used or an explanation was not given to support estimates that didn't fall within the expected range. State and County Offices are reminded that using instructions to complete the report reduces the amount of time to complete both the State and National Review.

3 FY 2006 Workload Reports

A Report Descriptions and Uses

The following reports are generated for year-end 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 State Offices to analyze individual County Office workload and, in conjunction with proration worksheets in Exhibit 1, to analyze staffing needs. The County Office may use this report to assist in distributing program assignments within the County Office.

  - **Report 14, County Office Workload Summary** will not be issued for FY 2006. Report 14 was an HRD report and was **not** requested for FY 2006.

3 FY 2006 Workload Reports (Continued)

A Report Descriptions and Uses (Continued)

- State Office:

  - **Report 2, County Office Workload and Funding Report – Summarized Work Items by State** provides State totals of units and normal workdays (NWD's) for current and subsequent FY and can be used to analyze total workload.

  - **Report 3, County Office Workload and Funding Report Source Data – Units Reported County Summary by Work Item** provides a list of workload units and NWD's by county by work item for each State and can be used to analyze or compare workload by County Office within the State.

  - **Report 7, County Office Workload and Funding Report CFY 2006 Report and SFY 2007 Work Plan Counties Alphabetically by State** provides a list of county allocation for workload activities. It can be used to review County Office ranking in the nation. Allocations for counties involved in shared management will be inaccurate since most administrative work items are captured in the headquarters County Office. Many administrative work items have been omitted from the reports because they are available in BRIO. It is **not** recommended that this report be used for funding allocation purposes.

  - **Report 7A, County Office Workload and Funding Report Regular Measured Workload Counties Alphabetically by State** displays County Offices that payroll federal employees for FLP activity.

  - **Report 8, County Office Workload and Funding Report FY 2006 Report and FY 2007 Work Plan – Counties Ranked by SFY NWD by State** provides a list of county allocations for workload activities with supporting data ranked by subsequent FY. It is **not** recommended that this report be used for funding allocation purposes. State Offices should use BRIO reports for more complete administrative cost information.

B Output Report Distribution

KC-ADC distributes copies of all State and County Office reports to State Offices. Extra copies of Report 1 will be provided and **shall be distributed to each County Office**. Reports are scheduled to be mailed beginning the week of January 8, 2007. State Offices should contact BUD, if reports are not received by January 24, 2007.

4 Using Workload Reports

A Report Uses

Workload reports may 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 FP's and FLP's

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 proration of workload to ensure that:

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

This proration provides the State Office with a way to review total activity associated with farm programs (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 Homepage, under the "Tools" option
- as posted, fits general cases and was created to simplify and expedite the process.

Note: 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 filling out the FP/FLP Proration Worksheet.

Note: Some State Offices have found that using an average of the previous 2 years of workload rather than each individual year is more reflective of ongoing activity within County Offices.

4 Using Workload Reports (Continued)

B Prorating for FP's and FLP's (Continued)

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.

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.

Note: 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 factors 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 State.

Example of Completed Workload Proration Worksheet

The following is an example of a completed Workload Proration Worksheet that has been posted on the WM/WL Homepage, under the "Tools" option. The worksheet, as posted, fits general cases and was created to simplify and expedite the process.

WORKLOAD PRORATION WORKSHEET

PART 1 - Office Information

STATE: MO COUNTY: CHASE

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
665	/	1988	=	0.334507

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 - 2,263

Work Item	NWD's		FLP FACTOR		FLP NWD's	FP NWD's
562/563/564	12			=	12	
800 Series	428			=	428	
900 Series	62			=	62	
1000 Series	31			=	31	
101	189	x	0.334507	=	63	126
103		x	0.334507	=	0	0
111	108	x	0.334507	=	36	72
120	37	x	0.334507	=	12	25
9076	387	x	0.334507	=	129	258
9077		x	0.334507	=	0	0
561	2	x	0.750000	=	2	1
1502	24	x	0.500000	=	12	12
		x		=	0	0
		x		=	0	0
		x		=	0	0
2110	2				0	2
2159						
Balance FP						981
PRORATED TOTALS					788	1,475

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	788	/	260	=	3.03
FP	1,475	/	260	=	5.67