

**For:** State and County Offices

**FY 2007 Mid-Year Workload Reporting**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

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:

- a modified workload report will be prepared for FY 2007 mid-year
- that 12-AO, Amendment 9 contains the following updated information to complete the FY 2007 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 informing counties that estimates will not be required for FY 2007 mid-year reporting
- that County Software Release No. 611 contains the FY 2007 updated FSA-55-1 report and query software

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2007	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### B Purpose (Continued)

- of instructions for running the query process
- of the use of web-queries for the mid-year report
- of instructions about the Workload Query Adjustment Worksheet
- of the State Office transmission deadline date to ITSD-ADC.

#### C Contact

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

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

### 2 Modified Mid-Year Workload Reports

#### A Mid-Year Workload Reports

BUD made the decision that FSA-55-1 will be modified because of heavy activity in County Offices. However, because of the importance of collecting information for FY 2009 Agency Estimates for budget purposes, mid-year workload reporting will not be completely canceled.

In an effort to ensure the least burden on State and County Offices, while still providing necessary information, FSA-55-1 entries will consist of the following:

- System 36 queries
- Web queries
- manual counts for the following:
  - Work item 202 - Measurement Services Requiring Farm Visits
  - Work item 206 - Measurement Services Using Aerial Photography
  - Work item 209 - Measurement Services Using Digital Imagery
  - Work item 303 - Delegation of Signature Authority
  - Work item 1402 - Certification of HELC and WC
  - Work item 9065 - Federal GS Employee Workdays.

To further ease the burden on State and County Offices, estimates for the 2<sup>nd</sup> half of FY 2007 workload activity will **not** be required. BUD will use information provided by Program Divisions, previously provided estimates from FY 2006 workload reports, and discussions with representatives on the mid-year workload review task force for estimated agency activity and needs.

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### 3 12-AO, Amendment 9

#### A Exhibit 13

State and County Offices shall refer to 12-AO, 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, manual count, or no entry required, filled by ITSD-ADC or the National Office
- 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.

#### B Exhibit 14

12-AO, Exhibit 14 provides a display reference of the FY 2007 FSA-55-1 report software.

### 4 County Office Action

#### A Processing Work Item Queries

Before processing the work item queries, County Offices shall:

- install County Software Release No. 611
- 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 2, 2007.**

County Offices shall follow instructions in 12-AO, 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 the paragraph 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.**

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### 4 County Office Action (Continued)

#### A Processing Work Item Queries (Continued)

County Offices shall:

- 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 instructions are provided by BUD.**

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

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 a query printout. County Offices may print a preliminary FSA-55-1 to review the query work item units.

**Note:** The Query Adjustment Worksheet will **not** be used for mid-year reporting.

#### B Web Query Entries

BUD has requested development of web-queries by ITSD-ADC and St. Louis to pull specific unit information by County Office. Excel spreadsheets with the web query units will again be compiled into State reports and provided to State Offices for State and County Office review. Although an in depth review of units is not requested, BUD would appreciate any feedback provided from the State and County Offices on any possible erroneous unit counts.

These units will be downloaded into the individual County Office FSA-55-1 after transmission from the State Office on April 19, 2007. All information will be transmitted from ITSD-ADC to the National Office on or about April 27, 2007. 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.

#### C Adding or Modifying Entries on FSA-55-1

County Offices shall follow instructions in 12-AO, paragraphs 9943 and/or 9944 to enter or revise manual unit counts on FSA-55-1.

**Note:** PRESS "Cmd11" following updates to the report to save updated entries.

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### 4 County Office Action (Continued)

#### D Merging Combined County Office Reports

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

#### E Printing and Reviewing Reports

County Offices should ensure that work item unit counts were completed according to information provided in 12-AO, Exhibit 13. County Offices should follow instructions in 12-AO, paragraph 9946 to print the completed report.

#### F Transmitting County Office Reports to State Office

County Offices shall follow instructions in 12-AO, 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 combined (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 "XXXXCF2" (XX = State abbreviation, xxx = county code) file is successfully bundled and listed on the outgoing transmission file. Report any transmission problems immediately to the State Office for assistance.

#### G FLP Guidelines

Only Type 1 County Offices shall report FLP activity. See 12-AO, subparagraph 9919 C for further clarification. Completing WLS activity before running the System 36 queries is required for the unit counts to be included.

Employees completing the unit counts for FLP should also review information provided in 12-AO, Amendment 9, Exhibit 13.

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, 2007**, to verify that all FY 2007 information is updated in the system before running the workload queries. The Work Item/WLS Code Quick Reference Guide posted on the WL Homepage, under "Toolbox" may be helpful in identifying work item queries that are dependent on WLS codes.

**Note:** Kentucky and Wisconsin will be provided with individual instructions for workload reporting by BUD, because of their FLP pilot participation.

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### 5 State Office Action

#### A State Office Responsibilities

State Offices shall review 12-AO, paragraph 9923 to ensure that State Office responsibilities are being fulfilled.

The State Office Workload Specialist shall ensure that 12-AO, Amendment 9 has been distributed to County Offices and are advised that it should be incorporated into the handbook **before** preparing workload reports. Transmission dates should be provided timely so County Offices have adequate time to prepare and review FSA-55-1.

The State software release will be broadcast, rather than included in a State Office release. County Software Release No. 611 **must** be installed on the State Office System 36 for County Offices to successfully transmit FSA-55-1's to the State Office.

#### B Verifying Receipt of County Office Transmissions

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

#### C Reviewing County Office Workload Reports

Because of the modified workload report, State Office reviews shall be limited to the following:

- ensuring that System 36 queries ran successfully in each county and units appear on FSA-55-1, column 2
- providing spreadsheet with Web queries received from BUD to Program Specialist and County Offices for cursory review of accuracy
- ensuring requested manual counts have been entered
- ensuring that feedback from County Offices and/or State Offices about erroneous Web queries or System 36 queries are forwarded to BUD.

#### D Transmission Deadline Date

All State Offices shall transmit reports to ITSD-ADC according to 12-AO, paragraph 9970, on or before **April 19, 2007**. 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. Repeatedly queuing the workload report will **not** solve a missing transmission problem, if there is an unknown System 36 problem.