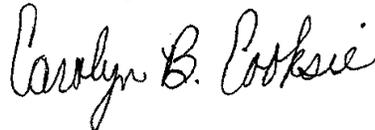


For: FSA Employees

Reporting Activity for Deepwater Horizon in WebTA Using the Activity Reporting System

Approved by: Associate Administrator for Operations and Management



1 Reporting Time Spent Working on Deepwater Horizon

A Background

On May 14, 2010, the Department of Homeland Security notified USDA that USDA offices and employees have been or will be involved in emergency assistance and response activities related to Deepwater Horizon. Approval by the Office of the Secretary is **required** before any USDA Agency financial resources are used for projects related to Deepwater Horizon. However, many employees, especially along the Gulf Coast States and in Washington, DC, are spending normal work hours for Deepwater Horizon activity.

On July 1, 2010, OMB provided notification to the heads of all Departments and Agencies to establish common guidelines to use when identifying and documenting costs and time related to Deepwater Horizon.

B Purpose

This notice provides information on the following:

- how to report time spent working on Deepwater Horizon activities in WebTA using the Activity Reporting System
- a description of the Deepwater Horizon activity
- contact information.

C Deepwater Horizon in the WebTA Activity Reporting System

FSA determined that salary and expense costs for Deepwater Horizon will be captured in WebTA using the Activity Reporting System. An activity has been added into the Activity Reporting System for collecting all activity associated with Deepwater Horizon and shall be used by all applicable employees beginning pay period 15.

Disposal Date	Distribution
December 1, 2010	All FSA employees; State Offices relay to County Offices

Notice AO-1473

1 Reporting Time Spent Working on Deepwater Horizon (Continued)

C Deepwater Horizon in the WebTA Activity Reporting System (Continued)

When applicable employees are entering T&A data in WebTA, they shall CLICK “New” to add a new Work Time Activity and add the account, program, and activity that have been provided for Deepwater Horizon, according to the following screen print.

The screenshot shows a web interface for adding a new work time activity. At the top, it says 'PRODUCTION' and has 'Help' and 'Logout' links. The main heading is 'New Work Time Activity'. Below this is a form with the following fields:

Transaction Code	01 - 01 - Regular Base Pay
Prefix	
Suffix	
Account	0842D784000000 (No Description)
Program	0099 - NP
Activity	9C - DEEPWATER HORIZON

At the bottom of the form are 'Save' and 'Cancel' buttons. The Kronos logo is at the bottom center of the page.

D Activity Definition for Deepwater Horizon

The following **Deepwater Horizon** activity description has been developed to define Deepwater Horizon for the Activity Reporting System and will be added to 21-AO, Exhibit 4:

“Perform **all** activities associated with Deepwater Horizon, whether covered under reimbursable agreement or for other purposes, under the **Deepwater Horizon** activity. Any activities that would normally be reported under another specific activity according to the Activity Dictionary, if related to Deepwater Horizon, will be reported in the **Deepwater Horizon** activity”.

Note: The activity for Deepwater Horizon will be captured differently than any other activity in the Activity Dictionary. Activities include, but are **not** limited to travel, training, submitting payroll and travel documentation, meetings, IT development or maintenance, litigation, etc.

Initially, all Deepwater Horizon activity will be captured under the “NP – Non-Program” category. If, in the future, funding is appropriated for relief programs, information will be provide on using the Activity Reporting System to relate the Deepwater Horizon activity to the specific programs.

E Contact Information

For information about Deepwater Horizon:

- in general, contact Josh Bornstein at josh.bornstein@wdc.usda.gov.
- and the Activity Reporting System, contact Vicki Larson at vicki.larson@wdc.usda.gov.