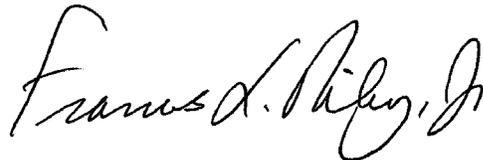


For: State Offices

FY 2002 Initial Non-Federal County Office Allotments and Federal Employee Overtime

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

On November 28, 2001, the President signed the 2002 Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act for FY ending September 30, 2002, which includes full-year FY 2002 administrative funding for FSA.

There is a need to further assess total fund availability and final staff year ceilings for FY 2002 through analysis of FY 2001 Federal and non-Federal expenditures and staff year usage based on final accounting data and reports for final year-end close, actual FY 2001 County Office workload, the need to cover essential ADP costs, and FY 2002 operational costs.

A partial allotment is being issued for 95 workdays through pay period 2 of FY 2002 (October 1, 2001, through February 9, 2002). County Offices will receive full-year funding after this period.

B

Purpose

This notice:

- issues initial FSA County Office allotments for non-Federal administrative expenses (payroll and nonpayroll) through February 9, 2002, which is the end of pay period 2 (Exhibit 1)
- **includes** allotments previously issued in Notices BU-610, BU-609, BU-606
- obsoletes Notice BU-610.

Disposal Date	Distribution
March 1, 2002	State Offices

Notice BU-613

2 Allotments and Guidelines

A

FY 2002 County Office Allotment Guidelines and Levels

The FY 2002 County Office allotments in Exhibit 1 include:

- initial payroll funding (95 days) based on FY 2001 staff year usage
- funding for permanent, temporary, and COC FTE's, and COC travel based on individual State averages

Note: Payroll for permanent, and other FTE's, includes an estimate for the FY 2002 pay raise of 4.6 percent, effective January 2002.

- **total FY 2002** award allotment for cash, performance, and quality step increases
- funding for approved County Office CED upgrades
- initial nonpayroll funding (95 days) based on **actual** FY 2001 expenditures
- funding for rent, utilities, and telecommunications from October 1 through February 2002 (5 months).

Note: The nonpayroll allotment does not include an estimate for inflation. Funding for other expense (OE) and State Office checks is based on actual expenditures through mid-year FY 2001, in an effort to reflect an equitable monthly average. This provides a limited allowance for a State Office Reserve. Those State Offices paying quarterly County Office rent and/or need relocation or emergency funding should submit a request for the additional funding to BUD. County Office equipment guidelines are **not** included. After MSD establishes FY 2002 equipment levels, equipment funding guidelines will be issued in a future BU notice.

State Offices should estimate and issue nonpayroll allotments to County Offices for nonpayroll administrative expenses. Payroll expense is not allotted. County Offices will enter the nonpayroll allotment in the automated CCC-514 ledger and County Office expense system. The quad-weekly reports will continue to be distributed to State and County Offices for the nonpayroll operating expenditures, and reported in the data warehouse (DW 1702CT). Employee travel continues to be a nonpayroll expense. COC salary, COC travel, and county employee relocation continues to be a payroll expense.

B

FY 2002 Guideline for Federal Employee Overtime

A guideline for State Office **Federal** employee FY 2002 overtime limitation is being issued in Exhibit 2.

The amounts reflect an initial decrease of one-third of FY 2001 overtime limitations.

Continued on the next page

Notice BU-613

2 Allotments and Guidelines (Continued)

B

FY 2002 Guideline for Federal Employee Overtime (Continued)

Exhibit 2 provides a dollar limitation for each State for Federal employee overtime, which cannot be exceeded without a revision approved by DAM and EDSO. A small reserve is being held at the National level. The limitation is not an allotment, but Federal overtime expended will be charged to the State in the Agency accounting system and will be monitored by BUD and EDSO.

3 State Office Action

A

Action

State Offices **shall**:

- determine the amount of nonpayroll allotment required for expenses in individual County Offices to pay non-Federal administrative expenses through February 9, 2002, pay period 2

Note: The **total** FY 2002 award allotment is shown separately in Exhibit 1, column 1, and is included in the payroll allotment in column 2. For further information on awards, see the following intranet site:
<http://dc.ffasintranet.usda.gov/hrd/awards.htm>

- advise County Offices, by a State Office notice:
 - to adjust FY 2002 CCC-514 by recording nonpayroll allotment using Menu NAA000, option 6, "Check Limitation and Ledger Control"
 - that all FY 2002 administrative payments issued to date, before receiving this additional allotment, will be applied to the total allotment
 - monitor all personnel costs, not issued to County Offices, as well as the nonpayroll allotment issued to County Offices for all other operating expenses against the total State allotment
 - **code all State Office checks with the appropriate transaction code and do not use "OE" as a standard when writing checks**
 - promptly advise KCFO, on FSA-510, of additional nonpayroll allotment issued to County Offices
 - advise BUD of any needed adjustments in the total allotment, including any adjustments between payroll (all personnel costs) and nonpayroll allotments. Include the reasons for the adjustment. FAX a copy to BUD at **202-690-0591**.
-

FY 2002 Funding for Non-Federal County Offices Through February 9, 2002

FY 2002 Non-Federal County Office Allotments				
STATE	Awards Allotment	Payroll Allotment (Includes Col.1)	Non Payroll Allotment	Total Allotment a/ (Col.2 + Col.3)
	(1)	(2)	(3)	(4)
ILLINOIS	\$125,708	\$10,109,000	\$2,920,000	\$13,029,000
INDIANA	80,406	6,579,000	1,882,000	8,461,000
IOWA	146,269	11,587,000	2,919,000	14,506,000
MICHIGAN	52,657	4,354,000	1,629,000	5,983,000
MINNESOTA	104,552	8,228,000	2,201,000	10,429,000
MISSOURI	98,404	8,380,000	2,458,000	10,838,000
OHIO	74,286	6,409,000	1,625,000	8,034,000
WISCONSIN	78,095	6,109,000	1,589,000	7,698,000
MIDWEST	\$760,378	\$61,755,000	\$17,223,000	\$78,978,000
CONNECTICUT	\$3,883	\$328,000	\$119,000	\$447,000
DELAWARE	2,340	201,000	76,000	277,000
MAINE	8,398	738,000	387,000	1,125,000
MARYLAND	13,511	1,073,000	333,000	1,406,000
MASSACHUSETTS	5,325	441,000	146,000	587,000
NEW HAMPSHIRE	3,132	256,000	195,000	451,000
NEW JERSEY	4,404	403,000	229,000	632,000
NEW YORK	34,983	2,831,000	1,342,000	4,173,000
PENNSYLVANIA	38,076	3,246,000	1,046,000	4,292,000
RHODE ISLAND	777	74,000	8,000	82,000
VERMONT	4,013	371,000	236,000	607,000
VIRGIN ISLANDS	355	24,000	1,000	25,000
WEST VIRGINIA	19,789	1,621,000	617,000	2,238,000
NORTHEAST	\$138,987	\$11,607,000	\$4,735,000	\$16,342,000
ALASKA	\$1,036	\$126,000	\$57,000	\$183,000
IDAHO	26,686	2,211,000	690,000	2,901,000
MONTANA	54,252	4,314,000	1,250,000	5,564,000
NEBRASKA	104,718	8,622,000	1,789,000	10,411,000
NORTH DAKOTA	74,683	6,031,000	1,651,000	7,682,000
OREGON	16,985	1,528,000	694,000	2,222,000
SOUTH DAKOTA	79,192	6,513,000	1,593,000	8,106,000
WASHINGTON	21,666	1,833,000	606,000	2,439,000
WYOMING	13,943	1,104,000	197,000	1,301,000
NORTHWEST	\$393,160	\$32,282,000	\$8,527,000	\$40,809,000
a/ Includes FY2002 County Office Allotments previously issued in Notices BU-606, 609, 610.				

Continued on the next page

State FY 2002 Guideline for Federal Employee Overtime

State FY 2002 Guideline for Federal Employee Overtime*	
States	Overtime Amount
Alaska	\$1,073
Idaho	51,600
Montana	48,139
Nebraska	68,187
North Dakota	77,761
Oregon	24,556
South Dakota	79,174
Washington	35,688
Wyoming	19,689
Total Northwest Area	405,867
Alabama	14,637
Arkansas	68,341
Florida	29,512
Georgia	21,056
Kentucky	76,968
Louisiana	53,579
Mississippi	57,899
North Carolina	18,089
Puerto Rico	11,114
South Carolina	14,103
Tennessee	51,589
Virgin Islands	0
Virginia	43,886
Total Southeast Area	460,772
Arizona	2,950
California	30,116
Colorado	26,400
Hawaii	14,522
Kansas	79,654
Nevada	8,212
New Mexico	10,877
Oklahoma	81,513
Texas	156,215
Utah	18,868
Total Southwest Area	429,328
Illinois	79,838
Indiana	55,639
Iowa	84,155
Michigan	46,057
Minnesota	73,159
Missouri	83,317
Ohio	55,318
Wisconsin	63,832
Total Midwest Area	541,315
Connecticut	5,259
Delaware	5,378
Maine	16,948
Maryland	8,802
Massachusetts	10,459
New Hampshire	992
New Jersey	2,383
New York	52,574
Pennsylvania	45,068
Rhode Island	1,621
Vermont	8,004
West Virginia	5,231
Total Northeast Area	162,718
Total States	\$2,000,000
* Funds are not actually allotted, but States must stay within their guideline.	