

For: State and County Offices

**Revised FY 2002 Non-Federal County Office Allotments and Federal Employee
Guidelines for Informational Technology (IT) Training Funds**

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

The success of the Service Center’s common computer environment (CCE) initiative depends, in part, on providing the FSA State Office and Field Service Center (FSC) employees with training in the capabilities and use of the new technology. Based on surveys and requests from FSC employees, ITSD has reprogrammed funding for field office IT training.

Copies of FSA’s IT Training Assessment Survey will be provided to State Offices in a forthcoming notice which may assist in determining IT training needs.

**B
Purpose**

This notice:

- provides information on:
 - using funds
 - how the funds will be allotted
 - procedures to follow on reporting the use of funds
- includes all previous county administrative allotments issued for FY 2002
- issues additional funding to support IT training funds needs

Continued on the next page

Disposal Date	Distribution
December 1, 2002	State Offices; State Offices relay to County Offices

Notice BU-627

1 Overview (Continued)

B

Purpose (Continued)

- includes total additional county administrative funding and final FY 2002 total payroll and nonpayroll allotments (Exhibit 1)
 - includes Federal IT training guidelines (Exhibit 2)
 - includes a “Report of Supplemental IT Training Funds” example (Exhibit 3).
-

C

Contact

For questions about:

- IT training, contact Sandi Davenport, ITSD at 202-720-1700
 - funding, contact Scott Redman, BUD at 202-720-8926.
-

2 Determining the Use of Funds

A

Using Supplemental IT Training Funds

SED’s are requested to assess IT training needs for FSA FSC employees. IT training:

- funds should be used to address any identified IT training needs
- should enhance FSC employees’ ability to utilize Agency hardware and software to provide a higher level of customer service and increase office efficiency.

Examples of IT training may include, but are not limited to, the following:

- Microsoft Word
- Microsoft Excel.

The supplemental IT training funds included in this notice are available for use in FY 2002. Any remaining funds that are not used by an office in FY 2002, will be reallocated to that office in FY 2003.

Continued on the next page

Notice BU-627

2 Determining the Use of Funds (Continued)

B

Formula Used To Distribute Funds

In an effort to equitably distribute available funding, ITSD divided available funding by the number of workstations in all FSA State Offices and FSC's and then multiplied the per workstation amount times the number of workstations in each State to determine each States total funding.

Once the amount per State was determined, the Federal and non-Federal distribution within the State was calculated by prorating the available amount between Federal and non-Federal permanent ceiling levels.

C

Accounting Codes

Non-Federal employees will use transaction code "ORP" on checks to cover IT training tuition costs. See 115-FI, subparagraph 94 D.

Federal employees will use accounting code "284XXXXX15A020" for supplemental IT training.

States will use their applicable State Office index codes, according to 98-FI (Rev.6), Exhibit 11, in place of "XXXXX".

3 Allotment and Guidelines

A

County Allotments

FY 2002 non-Federal County Office allotments in Exhibit 1 reflect increased nonpayroll allotments for County Office supplemental IT training funds.

State Offices should distribute additional nonpayroll allotments to County Offices. County Offices will enter the nonpayroll allotment in the automated County Office expense system CCC-514 ledger.

B

FY 2002 Federal Office Allotment Guidelines and Levels

See Exhibit 2 for a guideline for Federal employee IT training limitation. The limitation is not an allotment but Federal IT training funds expended will be charged to the State in the Agency accounting system and will be monitored by ITSD.

Continued on the next page

3 Allotment and Guidelines (Continued)

C
**Report of
Supplemental IT
Training Funds**

FSA State Offices and FSC's are required to report the use of their expended supplemental IT training funds according to paragraph 4. See Exhibit 3 for an example of the "Report of Supplemental IT Training Funds" spreadsheet that may be used to report these expenditures.

4 Action

A
**County Office
Action**

County Offices shall:

- monitor the use of IT training funds
- report the use of IT training funds to the State Office no later than October 15, 2002.

Note: A negative report is required.

B
**State Office
Action**

State Offices shall:

- determine and issue revised full-year nonpayroll allotments in Exhibit 1 to County Offices to pay for operating expenses and any needed IT training for FY 2002
- instruct CED's to assess IT training needs for FSA FSC employees
- inform FSA FSC employees that funds are available for use in FY 2002 to address any IT training needs
- prepare a "Report of Supplemental IT Training Funds" spreadsheet (Exhibit 3)

Note: The report should list all County Offices and include the amount of all Federal and non-Federal funds used.

- submit the "Report of Supplemental IT Training Funds" spreadsheet no later than October 30, 2002, to **Sandi_Davenport@wdc.usda.gov**.

Note: A negative report is required.

Additional County Administrative Funding and Final FY 2002 Total Payroll and Nonpayroll Allotments

Revised FY 2002 Non Federal County Office Allotments					
STATE	Non Payroll a/ Allotment (1)	IT Training Allotment (2)	Revised Non Payroll Allotment (col 1 + col 2) (3)	Payroll a/ Allotment (4)	FY 2002 Total Allotment (col 3 + col 4) (5)
ILLINOIS	\$8,380,000	\$34,000	\$8,414,000	\$28,228,000	\$36,642,000
INDIANA	\$5,913,000	\$23,000	\$5,936,000	\$18,886,000	\$24,822,000
IOWA	\$9,260,000	\$39,000	\$9,299,000	\$33,050,000	\$42,349,000
MICHIGAN	\$4,949,000	\$15,000	\$4,964,000	\$12,279,000	\$17,243,000
MINNESOTA	\$6,905,000	\$31,000	\$6,936,000	\$23,716,000	\$30,652,000
MISSOURI	\$7,505,000	\$31,000	\$7,536,000	\$24,253,000	\$31,789,000
OHIO	\$5,126,000	\$21,000	\$5,147,000	\$17,857,000	\$23,004,000
WISCONSIN	\$4,903,000	\$21,000	\$4,924,000	\$16,763,000	\$21,687,000
MIDWEST AREA	\$52,941,000	\$215,000	\$53,156,000	\$175,032,000	\$228,188,000
CONNECTICUT	\$405,000	\$2,000	\$407,000	\$982,000	\$1,389,000
DELAWARE	\$276,000	\$2,000	\$278,000	\$657,000	\$935,000
MAINE	\$1,166,000	\$3,000	\$1,169,000	\$2,112,000	\$3,281,000
MARYLAND	\$1,139,000	\$4,000	\$1,143,000	\$3,237,000	\$4,380,000
MASSACHUSETTS	\$498,000	\$2,000	\$500,000	\$1,427,000	\$1,927,000
NEW HAMPSHIRE	\$564,000	\$2,000	\$566,000	\$824,000	\$1,390,000
NEW JERSEY	\$667,000	\$2,000	\$669,000	\$1,304,000	\$1,973,000
NEW YORK	\$3,865,000	\$10,000	\$3,875,000	\$8,055,000	\$11,930,000
PENNSYLVANIA	\$3,423,000	\$12,000	\$3,435,000	\$9,445,000	\$12,880,000
RHODE ISLAND	\$56,000	\$1,000	\$57,000	\$264,000	\$321,000
VERMONT	\$831,000	\$2,000	\$833,000	\$1,385,000	\$2,218,000
VIRGIN ISLANDS	\$26,000	\$0	\$26,000	\$47,000	\$73,000
WEST VIRGINIA	\$2,018,000	\$6,000	\$2,024,000	\$4,678,000	\$6,702,000
NORTHEAST AREA	\$14,934,000	\$48,000	\$14,982,000	\$34,417,000	\$49,399,000
ALASKA	\$229,000	\$2,000	\$231,000	\$712,000	\$943,000
IDAHO	\$2,148,000	\$9,000	\$2,157,000	\$6,352,000	\$8,509,000
MONTANA	\$4,145,000	\$15,000	\$4,160,000	\$12,152,000	\$16,312,000
NEBRASKA	\$5,855,000	\$32,000	\$5,887,000	\$24,297,000	\$30,184,000
NORTH DAKOTA	\$5,000,000	\$22,000	\$5,022,000	\$18,365,000	\$23,387,000
OREGON	\$2,082,000	\$6,000	\$2,088,000	\$4,893,000	\$6,981,000
SOUTH DAKOTA	\$4,448,000	\$22,000	\$4,470,000	\$18,157,000	\$22,627,000
WASHINGTON	\$1,838,000	\$6,000	\$1,844,000	\$5,244,000	\$7,088,000
WYOMING	\$802,000	\$4,000	\$806,000	\$3,336,000	\$4,142,000
NORTHWEST AREA	\$26,547,000	\$118,000	\$26,665,000	\$93,508,000	\$120,173,000

a/ Includes FY2002 County Office Allotment previously issued in Notice BU-622 and any subsequent FSA-637 adjustments received as of 09/04/2002.

Continued on the next page

Additional County Administrative Funding and Final FY 2002 Total Payroll and Nonpayroll Allotments (Continued)

Revised FY 2002 Non Federal County Office Allotments					
STATE	Non Payroll a/ Allotment	IT Training Allotment	Revised Non Payroll Allotment	Payroll a/ Allotment	FY 2002 Total Allotment
	(1)	(2)	(col 1 + col 2) (3)	(4)	(col 3 + col 4) (5)
ALABAMA	\$3,404,000	\$14,000	\$3,418,000	\$11,333,000	\$14,751,000
ARKANSAS	\$2,939,000	\$17,000	\$2,956,000	\$14,071,000	\$17,027,000
FLORIDA	\$1,961,800	\$7,000	\$1,968,800	\$5,592,000	\$7,560,800
GEORGIA	\$3,957,000	\$23,000	\$3,980,000	\$18,631,000	\$22,611,000
KENTUCKY	\$5,581,000	\$24,000	\$5,605,000	\$19,261,000	\$24,866,000
LOUISIANA	\$3,372,000	\$12,000	\$3,384,000	\$9,790,000	\$13,174,000
MISSISSIPPI	\$5,411,000	\$18,000	\$5,429,000	\$14,579,000	\$20,008,000
NORTH CAROLINA	\$4,633,000	\$26,000	\$4,659,000	\$20,265,000	\$24,924,000
PUERTO RICO	\$45,000	\$0	\$45,000	\$270,000	\$315,000
SOUTH CAROLINA	\$2,338,200	\$10,000	\$2,348,200	\$7,820,000	\$10,168,200
TENNESSEE	\$5,184,000	\$21,000	\$5,205,000	\$16,949,000	\$22,154,000
VIRGINIA	\$4,303,000	\$16,000	\$4,319,000	\$11,189,000	\$15,508,000
SOUTHEAST AREA	\$43,129,000	\$188,000	\$43,317,000	\$149,750,000	\$193,067,000
ARIZONA	\$870,000	\$3,000	\$873,000	\$2,036,000	\$2,909,000
CALIFORNIA	\$3,104,000	\$9,000	\$3,113,000	\$7,422,000	\$10,535,000
COLORADO	\$1,824,000	\$10,000	\$1,834,000	\$8,033,000	\$9,867,000
HAWAII	\$242,000	\$1,000	\$243,000	\$780,000	\$1,023,000
KANSAS	\$7,796,000	\$34,000	\$7,830,000	\$25,922,000	\$33,752,000
NEVADA	\$366,000	\$2,000	\$368,000	\$1,047,000	\$1,415,000
NEW MEXICO	\$1,199,000	\$5,000	\$1,204,000	\$4,009,000	\$5,213,000
OKLAHOMA	\$3,980,000	\$19,000	\$3,999,000	\$14,980,000	\$18,979,000
TEXAS	\$14,854,000	\$51,000	\$14,905,000	\$42,239,000	\$57,144,000
UTAH	\$1,131,000	\$4,000	\$1,135,000	\$3,456,000	\$4,591,000
SOUTHWEST AREA	\$35,366,000	\$138,000	\$35,504,000	\$109,924,000	\$145,428,000
National Totals	\$172,917,000	\$707,000	\$173,624,000	\$562,631,000	\$736,255,000

a/ Includes FY2002 County Office Allotment previously issued in Notice BU-622 and any subsequent FSA-637 adjustments received as of 09/04/2002.


 Director, Budget Division

9/5/02
 Date

Federal IT Training Guidelines

State FY 2002 Guideline for IT Training Funds*	
States	IT Training Funds
ILLINOIS	\$9,000
INDIANA	\$7,000
IOWA	\$13,000
MICHIGAN	\$6,000
MINNESOTA	\$11,000
MISSOURI	\$11,000
OHIO	\$6,000
WISCONSIN	\$9,000
Total Midwest Area	\$72,000
CONNECTICUT	\$1,000
DELEWARE	\$1,000
MAINE	\$3,000
MARYLAND	\$2,000
MASSACHUSETTS	\$2,000
NEW HAMPSHIRE	\$1,000
NEW JERSEY	\$2,000
NEW YORK	\$7,000
PENNSYLVANIA	\$5,000
RHODE ISLAND	\$2,000
VERMONT	\$2,000
VIRGIN ISLANDS	\$0
WEST VIRGINIA	\$3,000
Total Northeast Area	\$31,000
ALASKA	\$1,000
IDAHO	\$5,000
MONTANA	\$5,000
NEBRASKA	\$9,000
NORTH DAKOTA	\$11,000
OREGON	\$4,000
SOUTH DAKOTA	\$11,000
WASHINGTON	\$4,000
WYOMING	\$2,000
Total Northwest Area	\$52,000
ALABAMA	\$4,000
ARKANSAS	\$8,000
FLORIDA	\$5,000
GEORGIA	\$6,000
KENTUCKY	\$10,000
LOUISIANA	\$9,000
MISSISSIPPI	\$9,000
NORTH CAROLINA	\$8,000
PUERTO RICO	\$8,000
SOUTH CAROLINA	\$4,000
TENNESSEE	\$7,000
VIRGINIA	\$8,000
Total Southeast Area	\$82,000
ARIZONA	\$2,000
CALIFORNIA	\$8,000
COLORADO	\$4,000
HAWAII	\$2,000
KANSAS	\$11,000
NEVADA	\$1,000
NEW MEXICO	\$3,000
OKLAHOMA	\$12,000
TEXAS	\$20,000
UTAH	\$3,000
Total Southwest Area	\$64,000
Total States	\$301,000
* Funds are not actually allotted, but states must stay within their guideline	

Report of Supplemental IT Training Funds

Report of Supplemental IT Training Funds		
<u>Office</u>	<u>Funds Allocated</u>	<u>Funds Expended</u>
Virginia State Office	\$0.00	\$0.00
Accomack County FSA Office	\$0.00	\$0.00
Albemarle County FSA Office	\$0.00	\$0.00
Alleghany County FSA Office	\$0.00	\$0.00
Amelia County FSA Office	\$0.00	\$0.00
Amherst County FSA Office	\$0.00	\$0.00
Total	\$0.00	\$0.00