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

Notice BU-679

For: State Offices

Administrative Guidance for State Office FY 2005 Travel Allotments, Overtime Guidelines, and Outreach Funding

Approved by: Deputy Administrator, Management

1 Overview

A Background

Since October 1, 2004, FSA was operating under multiple continuing resolutions at the FY 2004 funding level. The Consolidated Appropriations Act, 2005, Pub. L. 108-447, was signed by the President on December 8, 2004. Since December 8, 2004, discussions have been ongoing to determine the distribution of reduced funding.

The following are now being issued:

- FY 2005 State Office administrative travel allotments
- overtime guidelines for Federal employees
- funding limits for outreach activities.

B Purpose

This notice:

- issues full-year FY 2005 State-controlled travel allotments for travel performed by State Offices, including State and County Office Federal farm loan personnel (Exhibit 1)
- notifies SED's of the continued flexibility in the use of State Office travel and equipment allotments and overtime guidelines
- provides criteria for charging certain travel to Washington-controlled State travel funds
- emphasizes timely State Office travel document processing and monitoring actions
- issues full-year overtime guidelines for State and County Office Federal farm loan personnel (Exhibit 2)
- provides information on funding for State outreach activities (Exhibit 3).

Disposal Date	Distribution
October 1, 2005	State Offices

2 Issuing Travel Allotments

A Policy

The FY 2005 travel allotments are distributed to States at a level that reflects a 29.1 percent decrease from the final FY 2004 travel allotment levels. State Offices shall follow instructions in this notice and use the proper object class and sub-object class codes, according to 98-FI, when processing FY 2005 travel obligations. No reserve is maintained.

SED's have discretion in the appropriate use of the total travel allotments and overtime guidelines issued in this notice and equipment allotments to be issued in a future BU notice. These 3 funds may be used interchangeably. Any change between travel and equipment allotments and overtime guidelines shall be submitted to BUD, through DAFO, ATTN: Arleen Moncalieri, within 10 calendar days of the funds transfer. This notification is necessary to maintain monthly reporting and to enter changes to travel and equipment allotments in the Foundation Financial Information System accounting system.

For FY 2005, relocation costs will not be issued to the individual State Offices. Relocation costs will be monitored and an allotment maintained by BUD.

2 Issuing Travel Allotments (Continued)

B State Office Action

State Offices shall follow the instructions in this table to issue travel allotments.

Step	Action
1	Use the allotments in Exhibit 1 for **all State-controlled travel**, including County Office Federal farm loan personnel. Follow 98-FI for correct use of accounting and object class codes.
2	Submit written notification to BUD, through DAFO, within 10 calendar days, if funds are transferred between travel and equipment allotments and overtime guidelines.
3	Remain within the amount of approved travel allotments, except as provided in step 2.
4	Follow strict criteria for approving the use of **Washington-controlled State travel**. Washington-controlled State travel funds shall only be used by Federal employees in State and County Offices for travel associated with any of the following: • travel to National meetings initiated by the National Office • special requests, such as details, task force teams, jump teams, and assisting other offices, including the National Office and Kansas City field offices • consent decree travel performed outside of the State. **Note:** Special project code "A011" shall be used by State or County Office Federal farm loan personnel assigned to assist another office with consent decree activities, regardless of the length of the detail. Using special project code "A011" will assist State Offices and the National Office to identify the cost associated with consent decree travel for both State-controlled and Washington-controlled State travel.
5	Each State Office shall use DW1200 reconciliation report to monitor the State travel obligations against travel allotment levels. State Offices should review the DW1200 report to determine if there are any erroneous obligations, cancelled trips, over-obligations, or final vouchers still showing obligations against the travel authorization. To ensure that final C-type vouchers do not continue to show excess obligations against travel authorizations, offices shall type a "Y" in block 54, "Final Voucher Indicator", on the travel voucher. If a "Y" is typed in block 54 when processing the travel vouchers, the travel authorization will expire and the funds remaining on the travel authorization will be de-obligated. Any questions or discrepancies can be directed to Christine Claussen, Chief, Administrative Accounting Operations Branch, Financial Accounting Division, KCFO at 816-926-1949.
6	Direct questions about the allotments to Vernell Jones, BUD, at 202-720-5149.

3 Overtime Guidelines and Outreach Activities

A Guidelines for State and County Office Federal Farm Loan Personnel Overtime

For FY 2005, the total overtime limitation for all of FSA was reduced approximately 35 percent from the total overtime obligations incurred in FY 2004. The overtime limitation was allocated to each Deputy Administrator based on each area's percentage share of total FY 2004 overtime obligations. Each Deputy Administrator determined how to divide the allocation among the divisions.

DAFO determined the amount of its overtime allocation that would be allotted to the States in total and to each individual State. The distribution among States is calculated on a per capita basis using each State's FY 2005 Federal budget ceiling. States are required to operate within the limit and should closely monitor their overtime usage. There is a very small overtime reserve being held at the National Office, so tight management of each State's overtime limitation is imperative.

Exhibit 2 provides the funding limitation for State and County Office Federal farm loan personnel overtime. The limitation is not an allotment, but Federal overtime expended will be charged to each State in the Agency accounting system and will be monitored by BUD and DAFO.

B Information on Outreach Activities and Outreach Funding

Outreach activities have become a significant component of the day-to-day work of FSA. To support outreach activities, funds are authorized for incidental costs related to rental space, external conferences, workshop registration, exhibits, and miscellaneous items like pencils or pens with the FSA logo and web site address.

For the past 2 FY's, each State Office was allocated $5,000 for outreach activities. This FY the distribution of funds for outreach activities was based on established criteria which allowed a more appropriate relationship between the dollar amount and actual need. The criteria used were size of State and/or underserved farm population of State, and State's historical outreach activities. Funds may only be used for program outreach.

Exhibit 3 provides funding for outreach activities. Funds for outreach activities will be held at the National level. States should use their applicable State Office organization code according to 98-FI, Exhibit 11, to code the appropriate documents. A special project code "A026" was established to track funds designated for outreach activities. States should use this project code in conjunction with their State Office organization code when coding outreach documents.

State Offices should contact the Director, Outreach Staff, at 202-720-7619 for guidance.

State-Controlled Travel Allotments for Travel

Following are full-year FY 2005 State-controlled travel allotments for travel performed by State Offices, including State and County Office Federal farm loan personnel.

FY 2005 State Office Travel Allotments

State	Travel Guideline	State	Travel Guideline
Connecticut	$ 16,307	Alabama	$ 150,663
Delaware	27,155	Arkansas	216,954
Maine	65,724	Florida (incl. Virgin Islands)	145,841
Maryland	53,388	Georgia	171,791
Massachusetts	28,927	Kentucky	226,596
New Hampshire	21,128	Louisiana	126,557
New Jersey	45,234	Mississippi	166,615
New York	185,616	North Carolina	210,928
Pennsylvania	168,483	Puerto Rico	123,295
Rhode Island	18,292	South Carolina	86,214
Vermont	54,239	Tennessee	198,875
West Virginia	114,504	Virginia	186,822
Northeast	**$ 798,997**	**Southeast**	**$ 2,011,151**
Alaska	$ 68,135	Arizona	$ 108,477
Idaho	147,685	California	129,038
Montana	180,157	Colorado	114,504
Nebraska	200,718	Hawaii	202,278
North Dakota	235,743	Kansas	251,199
Oregon	120,034	Nevada	78,557
South Dakota	266,159	New Mexico	105,499
Washington	159,880	Oklahoma	277,574
Wyoming	78,345	Texas	666,460
		Utah	84,371
Northwest	**$ 1,456,856**	**Southwest**	**$ 2,017,957**
Illinois	$ 177,817		
Indiana	159,738	**TOTAL**	**$ 7,928,317**
Iowa	285,762		
Michigan	172,216		
Minnesota	287,003		
Missouri	235,034		
Ohio	132,583		
Wisconsin	193,203		
Midwest	**$ 1,643,356**		

Dennis J. Zartarian
Director, Budget Division

3/21/05
Date

Full-Year Overtime Guidelines

These full-year overtime guidelines are for State and County Office Federal farm loan personnel.

FY 2005 State Office Overtime Guidelines

State	Overtime Guideline
Connecticut	$ 1,500
Delaware	1,700
Maine	6,400
Maryland	4,300
Massachusetts	4,200
New Hampshire	1,900
New Jersey	3,600
New York	16,400
Pennsylvania	14,700
Rhode Island	1,100
Vermont	4,500
West Virginia	8,500
Northeast	**$ 68,800**
Alaska	$ 1,300
Idaho	11,700
Montana	18,100
Nebraska	24,200
North Dakota	24,400
Oregon	8,900
South Dakota	25,100
Washington	8,900
Wyoming	5,500
Northwest	**$ 128,100**
Illinois	$ 22,700
Indiana	14,700
Iowa	32,900
Michigan	18,100
Minnesota	26,100
Missouri	23,800
Ohio	16,000
Wisconsin	21,600
Midwest	**$ 175,900**

State	Overtime Guideline
Alabama	$ 23,700
Arkansas	22,700
Florida	31,800
Georgia	14,600
Kentucky	26,200
Louisiana	18,300
Mississippi	21,700
North Carolina	18,100
Puerto Rico	11,700
South Carolina	10,800
Tennessee	17,000
Virginia	11,500
Southeast	**$ 228,100**
Arizona	$ 4,500
California	13,600
Colorado	8,900
Hawaii	3,200
Kansas	26,600
Nevada	2,300
New Mexico	6,600
Oklahoma	28,000
Texas	46,700
Utah	7,700
Southwest	**$ 148,100**
TOTAL	**$ 749,000**

Dennis J. Kaitano
Director, Budget Division

3/21/05
Date

Funding for Outreach Activities

FY 2005 State Office Outreach Guidelines

State	Outreach Guideline	State	Outreach Guideline
Connecticut	$ 2,000	Alabama	$ 5,000
Delaware	2,000	Arkansas	5,000
Maine	3,000	Florida (incl. Virgin Islands)	2,000
Maryland	2,000	Georgia	5,000
Massachusetts	3,000	Kentucky	5,000
New Hampshire	2,000	Louisiana	5,000
New Jersey	2,000	Mississippi	5,000
New York	2,000	North Carolina	5,000
Pennsylvania	3,000	Puerto Rico	5,000
Rhode Island	3,000	South Carolina	5,000
Vermont	2,000	Tennessee	5,000
West Virginia	3,000	Virginia	5,000
Northeast	**$ 29,000**	**Southeast**	**$ 57,000**
Alaska	$ 2,000	Arizona	$ 3,000
Idaho	5,000	California	10,000
Montana	2,000	Colorado	5,000
Nebraska	2,000	Hawaii	5,000
North Dakota	5,000	Kansas	3,000
Oregon	2,000	Nevada	3,000
South Dakota	5,000	New Mexico	5,000
Washington	5,000	Oklahoma	3,000
Wyoming	5,000	Texas	5,000
		Utah	5,000
Northwest	**$ 33,000**	**Southwest**	**$ 47,000**
Illinois	$ 3,000		
Indiana	3,000	**TOTAL**	**$ 193,000**
Iowa	3,000		
Michigan	2,000		
Minnesota	5,000		
Missouri	3,000		
Ohio	3,000		
Wisconsin	5,000		
Midwest	**$ 27,000**		

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Director, Budget Division

3/21/05
Date