

For: State and County Offices

Management of Agricultural Credit (MAC) Automated System for Use With Workload Counts

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

BUD uses MAC data and workload scheduling (WLS) item codes to capture certain FLP unit counts for work measurement and workload reporting.

B Purpose

This notice:

- requires applicant/borrower data to be entered into MAC
- requires National Office standardized WLS codes to be used in MAC
- provides information on the data elements and WLS item codes that BUD queries will use to capture work measurement and workload units as of March 31 and September 30 of each FY.

C Contact

State Offices may direct questions about:

- this notice to Kathleen Miller, LMD at 202-720-1643
- work measurement or workload queries to Vicki Larson, BUD at 202-720-2501.

| | |
|--------------------------|--|
| Disposal Date | Distribution |
| March 1, 2005 3-24-04 | State Offices; State Offices relay to County Offices |

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2 Workload Items and MAC Data

A MAC Data Information

The following MAC data elements and WLS codes are counted by BUD's FY 2004 midyear and end-of-year workload item queries.

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|---|--|---|
| 561 | Environmental Risk Survey (FSA-851) | WLS 7001 – “Environmental Risk Survey” | UAA71001 - Selection Screen UAA70006 |
| 562 | Environmental Review Class I Assessment (FmHA 1940-21) | WLS 7002 – “Environmental Review Class I Assessment” | UAA71001 – Selection Screen UAA70006 |
| 563 | Environmental Review Class II Assessment | WLS 7003 – “Environmental Review Class II Assessment” | UAA71001 – Selection Screen UAA70006 |
| 564 | Farm Loan Programs Environmental Evaluation (FmHA 1940-22) | WLS 7000 – “Environmental Evaluation” | UAA71001 – Selection Screen UAA70006 |
| 801 | Loan Applications Received for All Direct Farm Loan Programs Except Youth Loans Notes: Includes nonprogram loan applications. It is important that the “Type of Assistance” field in MAC is entered as soon as it is known. | “Date Received” field is entered “Direct/Guar” field = “D” “Type of Assistance” field not = to “052”, “107”, “151”, or “152” (youth loans) | UAA20601 |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|--|--|----------------------|
| 802 | <p>Program Eligibility Determinations for Direct Loan Applications Except Youth Loans</p> <p>Note: Each eligibility determination is counted for each application except for youth loan applications.</p> | <p>“Eligibility Decision Dt1” field, “Dt2” field, and/or “Dt3” field is entered</p> <p>“Action Description 1, 2, 3” field = “E” or “R”</p> <p>“Eligibility Decision/Description” fields are blank, but “Final Disposition Action” field = “W”</p> <p>“Direct/Guar” field = “D”</p> <p>“Fund Code” field not = “43”</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p> | UAA20601 |
| 803 | <p>Loss Calculations and Test for Credit for EM Loan Eligibility Determinations</p> | <p>Same as work item 802 except “Fund Code” field = “43”</p> | UAA20601 |
| 804 | <p>Loan Feasibility Determinations for Direct Loans Except Lo Doc Loans and Youth Loans</p> <p>Note: Every disposition is counted for each application. This includes final disposition, final disposition after appeal, or other final disposition (used mainly with reinstated applications).</p> | <p>“Final Disposition Date” field, “Fnl Disp Date After Appeal” field, and/or “Other Disp Date” field is entered</p> <p>“Final Disposition Action” field, “Fnl After Appeal” field, and/or “Other Final Disposition” field = “A”, “R”, or “W”</p> <p>“Action Description 1, 2, or 3” field = “E”</p> <p>“Direct/Guar” field = “D”</p> <p>“Lo Doc Loan” field = “N” or blank</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p> | UAA20601 UAA20602 |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|--|---|--|
| 805 | <p>Loan Closing for Direct Loans Except Youth Loans</p> <p>Note: Enter data through application closing section after closing date is entered (including scheduled payments).</p> | <p>“Closing Date” field is entered</p> <p>“Direct/Guar” field = “D”</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p> | <p>UAA21005 - New Loan Funds</p> <p>UAA21010 - Credit Sale</p> <p>UAA21315 Assumption</p> |
| 806 | <p>Loan Feasibility Determinations for Lo Doc Loans</p> <p>Notes: It is very important to ENTER “Y” in the MAC “Lo Doc Loan” field for every Lo Doc loan application.</p> <p>The count excludes youth loans.</p> | <p>Same as work item 804 except “Lo Doc Loan” field = “Y”</p> | <p>UAA20601</p> <p>UAA20602 - Location of “Lo Doc Loan” field</p> |
| 807 | <p>Youth Loan Processing</p> <p>Note: All activities to receive, process and make a youth loan are included in this work item.</p> | <p>“Date Received” is entered</p> <p>“Direct/Guar” = “D”</p> <p>“Type of Assistance” = “052”, “107”, “151”, or “152” (youth loans)</p> | <p>UAA20601</p> |
| 821 | <p>Routine Loan Servicing for All Direct Loan Borrowers Except Youth Loans</p> <p>Note: This is a count of all unduplicated direct borrowers who have at least 1 loan (except youth loans) outstanding as of March 31 of the reporting year. The borrower is counted if the outstanding loan payoff date (LPYOFD) is absent or greater than March 31, the loan amount (LONAMT) is greater than zero, and the original loan date (ORLNDT) is equal to or less than March 31 of the current FY. This unit is counted once annually.</p> | <p>MAC’s LND (direct loan database)</p> <p>Database fields:</p> <ul style="list-style-type: none"> • LPYOFD (loan payoff date) • LONAMT (loan amount) • ORLNDT (original loan date) <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p> | <p>Reports from Main Menu Screen</p> <p>UAA90001, Unduplicated Borr Caseload</p> <p>UAA99900, Print Report</p> |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|--|--|--|
| 822 | <p>Financial Analysis and Specialized Direct Loan Servicing Activities Except Youth Loans</p> <p>Note: There is a maximum of 1 count per borrower per FY.</p> | <p>WLS 4025 – “Year End Analysis”</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p> | <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |
| 823 | <p>Field Visits for Direct Loan Servicing Activities Performed by FSA Employees Except Youth Loans</p> <p>Notes: If completion dates are the same for any of the listed WLS items, then only 1 count is made.</p> <p>If a Year End Analysis (YEA) is completed during a field visit, enter a WLS 4025 (counted in Work Item 822) and a field visit code such as WLS 4005 and it will be counted in this item.</p> | <p>WLS 2004 – “Development Inspection”</p> <p>WLS 2005 – “Final Inspection”</p> <p>WLS 2015 – “Supervisory Visit (field)”</p> <p>WLS 2050 – “Delinquency Visit (field)”</p> <p>WLS 4005 – “Field Visit</p> <p>WLS 4065 – “Annual Farm Visit”</p> <p>WLS 4070 – “Chattel Inspection”</p> <p>WLS 4071 – “3-Year Real Estate Inspection”</p> <p>WLS 4075 – “Crop Inspection”</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p> | <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|---|---|---|
| 824 | <p>1951-T Servicing Actions</p> <p>Note: This is a count of each borrower being sent 1951-T-1 letter.</p> | <p>Manual count</p> <p>Note: To assist in manual count use WLS 3023 each time letters are sent. Put total number of letters sent in WLS comment area then, when needed, run WLS report for number of WLS 3023's completed and total numbers in comment areas or use WLS 5014 for each letter sent (more time-consuming).</p> | <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |
| 825 | <p>1951-S Servicing Applications Sent Except Youth Loans</p> <p>Note: This is a count of each borrower being sent a 1951-S servicing package. This includes Current and Distressed Borrowers, Less Than 90 Days Past Due Borrowers, 90 Days Past Due Borrowers, Borrowers in Non-Monetary Default, and Borrowers in Bankruptcy</p> | <p>AOCODES:</p> <p>CBS301 - 90 Days Past Due, Exh. A CBS315 - 90 Days Past Due, Exh.D-1 CCS301 - Current Borrower, Att. 1 & 2 CES301 - Bankruptcy Borrower, Exh. D CGS301 - non monetary Default, Exh. A CGS304 - Nonmonetary Default, Exh. D-1 LTS301 - Less than 90 Days Past Due</p> | <p>UAA36201 UAA36202 UAA36204 UAA36205</p> |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|---|---|--|
| 826 | <p>Subordination of Chattel Security</p> <p>Note: Unit is counted when the chattel subordination request is approved, denied, or withdrawn.</p> | <p>Request Type = "S" (Subordination)</p> <p>Request Date is entered</p> <p>Security Code = "1", "2", "3", "4", "6", or "9"</p> <p>Final Disposition Date and/or Final Disposition</p> <p>Date After Appeal is entered</p> <p>Final Disposition Action and/or Final Disposition After Appeal = "A", "R", or "W"</p> | <p>UAA35205 UAA35210</p> |
| 827 | Real Estate-Subordinations, Partial Releases and Consent Activities | <p>Same as work item 826 except Request Type = "S", "P", or "C"</p> <p>Security Code = "5", "7", or "8"</p> | UAA35205 |
| 828 | <p>Servicing Shared Appreciation Agreements</p> <p>Unit is counted every time the SAA is paid, amortized or extended.</p> <p>May be able to query this item at end of year.</p> | <p>Manual count</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> • "Paid SAA's" - use WLS 4054 when notifying borrower of amount due and put in comments if paid • "Amortized SAA's" - use Security Servicing, Request Type = A, and Security Action Completed Date is entered. WLS 5057 will automatically be established • "Extended/Suspended SAA's" - use WLS 4058 SAA Suspension Expirations and enter in comment field date of suspension or extension | <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |
| 829 | Inventory Property Management | Manual count | |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|--|--|---|
| 830 | All Debt Settlement Activities Note: Count 1 unit for cancellation, settlement, or nonapproval. | AOCODES: CLPD301, outcome 3 - Debt settlement denied CLDT305, outcomes 1, 2, 3 - Treasury and STO to determine if adjustment/compromise is acceptable CLW306, outcomes 1, 2, 4, 5, 6 - Wait for State Office to approve debt settlement (approved or denied) CLW307 outcomes 1, 2 - Wait for the Department of Justice (DOJ) response (approved or denied debt settlement) CEPS301 outcome 1 - Wait for cancellation to be processed for bankrupt borrower (cancellation processed) | |
| 831 | Direct Youth Loan Servicing Activities | Counts the number of unduplicated youth loan borrowers, who have outstanding youth loans as of March 31. Checks LND (MAC direct loan database) records and the paid code. "Type of Assistance" = "052", "107", "151", or "152" (youth loans) | |
| 832 | Debt For Nature - Conservation Contract (CC) unit is counted when borrower eligibility is determined. | AOCODES: COQ301 - Determine eligibility for CC request (open or completed activity). | |
| 833 | Security Servicing for Direct Loan Borrowers Except Youth Loans Note: There is a maximum of 1 count per borrower per year. | WLS 4010 – "Follow-up 1962-1" "Type of Assistance" not = "052", "107", "151", or "152" (youth loans) | UAA71001 - Selection Screen UAA70006 |
| 834 | Review of Contracted Year-end Analysis by FSA Employees Note: New work item. | Manual count May be able to query this by end-of-year with new WLS code 4024 | |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|--|---|-------------------|
| 835 | Review of Contracted Field Visit Reports by FSA Employees Note: New work item. | Manual count. May be able to query this by end-of-year with new WLS codes 2012, 2013, 4066, 4067, 4068, and 4069. | |
| 836 | Farm Loan Programs Bankruptcy Cases Note: New work item. | AOCODES: CEDT311 – Bankrupt – Select type of bankruptcy and “ Type of Assistance ” not = “052”, “107”, “151”, or “152” CAT150 – Bankruptcy and “ Type of Assistance ” not = “052”, “107”, “151”, or “152” CAT150 and CATCPL “category completion date” = blank and “ Type of Assistance ” not = “052”, “107”, “151”, or “152” | UAA20601 |
| 837 | 1951-S Servicing Application Received Notes: Does not include youth loans. This is a new work item. | AOCODES: CCW301 – Outcomes 1, 2 LTW301 – Outcomes 1, 2 CBW301 – Outcome 3 CGW301 – Outcome 3 “ Type of Assistance ” not = “052”, “107”, “151”, or “152” | |
| 901 | Loan Applications Received for Guaranteed Farm Loan Programs Except PLP | Same as work item 801 except: • “ Direct/Guar ” = “G” • “ Lender Status Code ” not = “P” | UAA20601 |
| 902 | Program Eligibility Determinations for Guaranteed Loan Applications Except PLP | Same as work item 802 except: • “ Direct/Guar ” = “G” • “ Lender Status Code ” not = “P” | UAA20601 |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|--|--|-----------------------------------|
| 903 | Loan Feasibility Determinations for Guaranteed Loans Except PLP | Same as work item 804 except: <ul style="list-style-type: none"> • “Direct/Guar” = “G” • “Lender Status Code” not = “P” No check on “Lo Doc Loan” field. | UAA20601 |
| 904 | Loan Closing for Guaranteed Loan Programs Except PLP | Same as work item 805 except: <ul style="list-style-type: none"> • “Direct/Guar” = “G” • “Lender Status Code” not = “P” | UAA20601 UAA22004/ UAA22005 |
| 905 | Preferred Lender Program (PLP) Guaranteed Loan Processing Note: Count each guaranteed farm loan request received from a preferred lender. | Same as work item 901 except “Lender Status Code” = “P” | UAA20601 |
| 921 | Routine Guaranteed Loan Servicing and Maintaining Lender Records Notes: Count 1 unit for each guaranteed loan borrower. This is a count of all unduplicated guaranteed borrowers who have at least 1 loan outstanding as of March 31. This unit is counted once annually. Print Unduplicated Borrower Caseload Report UAA90C-R012 and review for active borrowers. | Manual count. | |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|---|---|--|
| 922 | Feasibility Determinations for Guaranteed Loan Servicing Activities | <p>Manual count.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> • WLS 4046 – “Interest Assistance Review” • WLS 4040 – “Line of Credit Reviews” <p>Note: Count only if a feasibility determination is made.</p> <ul style="list-style-type: none"> • WLS 4043 - Guaranteed Loan Restructure – Pre-Review” • WLS 4044 – “Guaranteed Loan Restructure – Post Review” | <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |
| 923 | Guaranteed Loan Servicing - Lender File Reviews for SEL and CLP | <p>Manual count.</p> <p>WLS 4035 when “Lender Status Code” not = “P”</p> | <p>UAA20601</p> <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |
| 924 | Guaranteed Loan Servicing - Lender File Reviews for PLP | <p>Manual count.</p> <p>Same as work item 923 except “Lender Status Code” = “P”</p> | <p>UAA20601</p> <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|---|--|--|
| 925 | Servicing Guaranteed Loan Borrowers Through Liquidation or Bankruptcy and Processing Loss Claims | <p>Manual count.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> • WLS 4038 – “Process Guaranteed Loss Claims” • WLS 4004 – “Default Status Report” <p>Note: Put in the comment section the purpose of the form and only count those for purposes of liquidation and bankruptcy notice.</p> | <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |
| 1001 | <p>Banking and Collections for All Loan Programs</p> <p>Note: Manual count for each:</p> <ul style="list-style-type: none"> • SBA established • check disbursed from SBA • SBA reconciled • multiple advances by check or EFT. | <p>Query printout counts:</p> <ul style="list-style-type: none"> • check or cash posted to FSA-603 • loan repayment recorded on CCC-257. <p>Do not double the query count.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> • WLS 2011 – “Reconcile and Monitor SBA” - enter date established in the comment area and number of checks disbursed at time of reconciliation <p>Note: Every completed WLS 2011 is a reconciliation to count.</p> <ul style="list-style-type: none"> • WLS 1038 – “Order Loan Advances” | <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |
| 1002 | <p>Real Estate Appraisals Performed by FSA Employees</p> <p>Note: It is important that State Office Appraisers notify the County Office when appraisals have been scheduled and when they are completed.</p> | <p>WLS 4062 – “Agency Real Estate Appraisal”</p> | <p>UAA71001 - Selection Screen</p> <p>UAA70006</p> |

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2 Workload Items and MAC Data (Continued)

A MAC Data Information (Continued)

| Work Item | Description | MAC Data Field/WLS Code Counted by Queries | MAC Screen |
|------------------|--|---|---|
| 1003 | Chattel Appraisals Performed by FSA Employees | WLS 4060 – “Agency Chattel Appraisal” | UAA71001 - Selection Screen UAA70006 |
| 1004 | Technical Appraisal Reviews by FSA Employees This item has been changed to just include technical appraisal reviews performed by FSA employees. | Manual count Need new WLS code 4076 to query for end of year counts | |
| 1005 | Reviewing Chattel Appraisals Performed by Lenders, Contract Appraisers, or Third Parties for Direct or Guaranteed Loan Making and Servicing | WLS 4061 – “Contracted Chattel Appraisal” WLS 4078 – “Lender Chattel Appraisal Review” | UAA71001 - Selection Screen UAA70006 |
| 1006 | Administrative Appraisal Reviews by FSA Employees These are reviews of real estate appraisals. This was work item 1004 last FY. If technical reviews (work item 1004) were previously recorded with WLS codes 4077 and 5002, corrections will be made when new WLS code is created. | WLS 5002 – “Contracted real estate appraisal” WLS 4077 – “Lender real estate appraisal review” | UAA71001 - Selection Screen UAA70006 |

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3 Additional Information

A Questions and Answers

All employees should read the questions and answers and other query information found on the Work Measurement and Workload Homepage at

<http://dc.ffasintranet.usda.gov/BD/WorkMeasurement/WMWLHome.htm>.

See 12-AO (Rev. 20), paragraph 9914 for instructions on accessing the Work Measurement and Workload Homepage.

B MAC Reports

It is important to run MAC reports on the same day the queries are run to check the query totals. The WL item numbers and the MAC report numbers to check query totals are as follows.

| WL Item Number(s) | MAC Report Number |
|--|---|
| 561, 562, 563, 564, 822, 823, 833, 1001(reconciliation only), 1002, 1003, 1005, 1006 | UAA70006, Workload Scheduling Reports* |
| 801, 802, 803, 804, 805, 806, 807 | UAA919-R009, Application Reports, All Farm Loan Programs, Direct |
| 821, 831** | UAA90C-R012, Unduplicated Borr Caseload Report |
| 826, 827 | UAA926-R00, Subordination Report |
| 901, 902, 903, 904, 905 | UAA917-R008, Application Reports, All Farm Loan Program, Guaranteed |

* Reports produced are based on the appropriate WLS code(s) selected according to subparagraph 2 A

** Regular and youth loans are not separated out on the report.

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4 Action

A SED Action

SED's will ensure that all:

- data listed in this notice that is counted for workload is entered in MAC on the System36/AS400 by the appropriate Field Offices
- National Office-created WLS codes are used by Field Offices to the extent possible to track their work
- State Office FLP program and appraisal staff report workload unit counts to the appropriate County Office before workload queries being run
- Farm Loan Managers attend the district workload review
- Farm Loan Chiefs or designees are included in the State Office workload review process to assist in verifying FLP data submitted is accurate and consistent.