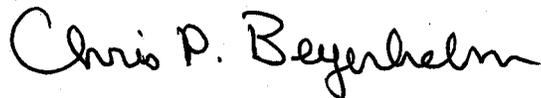


For: State and County Offices

Automated Systems Used for Workload Counts

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

BUD uses Direct Loan System Loan Making (DLS/LM) data, MAC data, Web AgCredit data, and MAC workload scheduling (WLS) item codes to capture certain FLP unit counts for workload reporting.

Farm Loan Programs Risk Assessment (FLPRA) uses the same DLS/LM data, MAC data, Web AgCredit data, and MAC WLS items in calculating various risk assessment elements.

B Purpose

This notice:

- requires applicant/borrower data to be entered into DLS/LM, MAC Loan Servicing, and Web AgCredit
- 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 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
- workload queries to Bob McGrath, BUD at 202-720-1082.

Disposal Date	Distribution
October 1, 2008	State Offices; State Offices relay to County Offices

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2 Workload Items

A MAC Data

The following WLS codes are counted for BUD's FY 2007 end-of-year workload item queries.

Work Item	Description	Data Field/WLS Code Counted by Queries	Screen
561	Environmental Risk Survey (FSA-851) Note: See current 12-AO, Exhibit 13 and the query adjustment worksheet to add manual count for CRP/FSFL/ECP.	BUD query plus manual count MAC WLS 7001 – “Environmental Risk Survey”	UAA71001 - Selection Screen UAA70006
562	Environmental Review Class I Assessment (RD 1940-21)	MAC WLS 7002 – “Environmental Review Class I Assessment”	UAA71001 - Selection Screen UAA70006
563	Environmental Review Class II Assessment (FSA-853-A or FSA-853-B)	MAC WLS 7003 – “Environmental Review Class II Assessment”	UAA71001 - Selection Screen UAA70006
564	Farm Loan Programs Environmental Evaluation (RD 1940-22)	MAC WLS 7000 – “Environmental Evaluation”	UAA71001 - Selection Screen UAA70006

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2 Workload Items (Continued)

B DLS Data

The following DLS data elements are counted for BUD's FY 2007 end-of-year item queries.

Work Item	Description	Data Field or WLS Code Counted by Queries	Screen
801	<p>Loan Requests Received for All Direct Farm Loan Programs Except Youth Loans</p> <p>Note: Requests for Transfers and Assumptions must be counted in MAC and added to DLS totals.</p>	<p>DLS - "Date Received" field is entered for package. However, it prefills all loan requests and each loan request is counted.</p> <p>Request Types EM, ITLAP, FO, OL-A, and OL-T</p> <p>Manual count for Transfer and Assumptions</p>	Add Application Package & Loan Request Detail
802	<p>Program Eligibility Determinations for Direct Loan Applications Except Youth Loans</p> <p>Note: Program Eligibility Determinations for Transfers and Assumptions will be counted in MAC and added to DLS totals.</p>	<p>DLS - "Elig Decision Determination" field is entered for ITLAP, FO, OL-A and OL-T</p> <p>"Elig Decision Determination" field is blank and "Final Disposition Date" is entered with a "Final Disposition" of W.</p> <p>Manual count for Transfers and Assumptions</p>	Add Application Package & Loan Request Detail
803	<p>Loss Calculations and Test for Credit for EM Loan Eligibility Determinations</p>	<p>DLS - "Elig Decision Determination" field is entered for EM</p> <p>"Elig Decision Determination" field is blank and "Final Disposition Date" is entered with a "Final Disposition" of W.</p> <p>Manual count for Transfers and Assumptions</p>	Add Application Package & Loan Request Detail

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2 Workload Items (Continued)

B DLS Data (Continued)

Work Item	Description	Data Field or WLS Code Counted by Queries	Screen
804	<p>Loan Feasibility Determinations for Direct Loans Except Youth Loans</p> <p>Note: Loan feasibility determinations for Transfers and Assumptions must be counted in MAC and added to DLS totals.</p>	<p>DLS – “Final Disposition” of A, R or W is entered for Request Types - EM, ITLAP, FO, OL-T, and OL-A. Each final disposition is counted even those changed after appeal.</p> <p>Manual count for Transfers and Assumptions.</p>	Add Application Package & Loan Request Detail
805	<p>Loan Closing for Direct Loans Except Youth Loans</p> <p>Note: Loan closings for Transfers and Assumptions will be added to DLS totals.</p>	<p>DLS - “Closing Date” field is entered for Request Types - EM, ITLAP, FO, OL-T, and OL-A.</p> <p>Manual count for Transfers and Assumptions.</p>	Loan Closing
806	<p>Loan Feasibility Determinations for Lo Doc Loans</p> <p>Included in Work Item 804</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>DLS - “Date Received” field is entered for package. However, it prefills all loan requests and each loan request is counted.</p> <p>Request Type - OL-Y</p>	Add Application Package & Loan Request Detail

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2 Workload Items (Continued)

C MAC Servicing Data

The following MAC data elements are counted for BUD's FY 2007 end-of-year workload queries.

Work Item	Description	Data Field/WLS Code Counted by Queries	Screen
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 UAA90001, Unduplicated Borr Caseload UAA99900, Print Report</p>
822	<p>Financial Analysis and Specialized Direct Loan Servicing Activities Performed by FSA Employees Except Youth Loans</p> <p>Notes: There is a maximum of 1 count per borrower per FY.</p> <p>Refer to FmHA Instruction 1924-B to determine the number of direct loan borrowers that require a year-end analysis.</p>	<p>MAC 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>

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2 Workload Items (Continued)

C MAC Servicing Data (Continued)

Work Item	Description	Data Field/WLS Code Counted by Queries	Screen
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 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>Ensure that the proper codes are entered after each field visit. For example, if a chattel inspection and a crop inspection are completed on the same field visit, enter WLS codes 4070 and 4075.</p>	<p>MAC WLS 2004 – “Development Inspection”</p> <p>MAC WLS 2005 – “Final Inspection”</p> <p>MAC WLS 2015 – “Supervisory Visit (field)”</p> <p>MAC WLS 2050 – “Delinquency Visit (field)”</p> <p>MAC WLS 4005 – "Field Visit"</p> <p>MAC WLS 4065 – “Annual Farm Visit”</p> <p>MAC WLS 4070 – “Chattel Inspection”</p> <p>MAC WLS 4071 – “3-Year Real Estate Inspection”</p> <p>MAC 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>
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 MAC 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 MAC WLS 5014 for each letter sent (more time-consuming).</p>	<p>UAA71001 - Selection Screen</p> <p>UAA70006</p>

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2 Workload Items (Continued)

C MAC Servicing Data (Continued)

Work Item	Description	Data Field/WLS Code Counted by Queries	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>MAC 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 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	<p>Real Estate-Subordinations, Partial Releases, Consent, and Disaster Set-Aside Activities</p>	<p>MAC - Same as work item 826 except</p> <p>Request Type = “S”, “P”, “C”, or “I”</p> <p>Security Code = “5”, “7”, or “8”</p>	<p>UAA35205</p>
828	<p>Servicing Shared Appreciation Agreements</p> <p>Unit is counted every time SAA is satisfied, paid, or amortized.</p>	<p>Paid SAA’s EQT record shows a paid code of “PIF” and Final Payment Received Date within the reporting date range</p> <p>Satisfied SAA’s EQT record shows a paid code of “QOO” and MAC WLS 4053 within the reporting date range (This counts those with zero due)</p> <p>Amortized SAA’s SAA record – MAC Security Application Type Code = A and Security Action Completed Date within the reporting date range.</p>	<p>UAA71001 - Selection Screen UAA70006</p>
831	<p>Direct Youth Loan Servicing Activities</p>	<p>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.</p> <p>“Type of Assistance” = “052”, “107”, “151”, or “152” (youth loans)</p>	

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2 Workload Items (Continued)

C MAC Servicing Data (Continued)

Work Item	Description	Data Field/WLS Code Counted by Queries	Screen
833	Security Servicing for Direct Loan Borrowers Except Youth Loans Note: There is a maximum of 1 count per borrower per year.	MAC WLS 4010 – “Follow-up 1962-1” “ Type of Assistance ” not = “052”, “107”, “151”, or “152” (youth loans)	UAA71001 - Selection Screen UAA70006
834	DELETED		
835	Review of Contracted Field Visit Reports by FSA Employees	MAC WLS 2012 – “Development Inspection by Contractor” MAC WLS 2013 – “Final Development Inspection by Contractor” MAC WLS 4066 – “Other Field Visit by Contractor” MAC WLS 4067 – “Crop Inspection by Contractor” MAC WLS 4068 – “3-Yr R/E Inspection by Contractor” MAC WLS 4069 – “Chattel Inspection by Contractor” “ Type of Assistance ” field not = “052”, “107”, “151”, or “152” (youth loans)	UAA71001 - Selection Screen UAA70006
901	Loan Applications Received for Guaranteed Farm Loan Programs Except Preferred Lender Program (PLP)	GLS – FO and OL Lender Types SEL or CLP	

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2 Workload Items (Continued)

C MAC Servicing Data (Continued)

Work Item	Description	Data Field/WLS Code Counted by Queries	Screen
902	Program Eligibility Determinations for Guaranteed Loan Applications Except PLP	GLS - FO and OL Lender Types SEL and CLP	
903	Loan Feasibility Determinations for Guaranteed Loans Except PLP	GLS – FO and OL Lender Types SEL and CLP	
904	Loan Closing for Guaranteed Loan Programs Except PLP	GLS - FO and OL Lender Types PLP, SEL, and CLP	
905	PLP Guaranteed Loan Processing Note: Count each guaranteed farm loan request received from a preferred lender.	GLS – FO and OL Lender Type PLP	
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 one loan outstanding as of March 31. This unit is counted once annually. Print Unduplicated Borrower Caseload Report UAA90C-R012 on March 31, 2007, and review for active borrowers.	Unit count from Mid-Year Workload Report. FSA 55-1 will be loaded by KC-Applications Development Center (ADC).	

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2 Workload Items (Continued)

C MAC Servicing Data (Continued)

Work Item	Description	Data Field/WLS Code Counted by Queries	Screen
922	<p>Feasibility Determinations for Guaranteed Loan Servicing Activities</p> <p>Reduce the count shown on the query printout to accommodate the usage of MAC WLS 4040. See note under MAC WLS 4040.</p>	<p>BUD query printout – requires manual entry on FSA-55 after verification and reduction as needed.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> • MAC WLS 4046 – “Interest Assistance Review” • MAC WLS 4040 – “Line of Credit Reviews” <p>Note: Count only if a feasibility determination is made.</p> <ul style="list-style-type: none"> • MAC WLS 4043 - Guaranteed Loan Restructure – Pre-Review” • MAC WLS 4044 – “Guaranteed Loan Restructure – Post Review” 	<p>UAA71001 - Selection Screen</p> <p>UAA70006</p>
923	<p>Guaranteed Loan Servicing - Lender File Reviews for SEL and CLP</p>	<p>MAC WLS 4035 when “Lender Status Code” not = “P”</p>	<p>UAA20601</p> <p>UAA71001 - Selection Screen</p> <p>UAA70006</p>
924	<p>Guaranteed Loan Servicing - Lender File Reviews for PLP</p>	<p>MAC WLS 4034</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 (Continued)

C MAC Servicing Data (Continued)

Work Item	Description	Data Field/WLS Code Counted by Queries	Screen
925	Servicing Guaranteed Loan Borrowers Through Liquidation or Bankruptcy and Processing Loss Claims	Web query.	
1001	<p>Banking and Collections for All Loan Programs</p> <p>Work item 1001 no longer has any manual counts. Work item 1001 will load directly to the workload report and only counts units for the FLP payment process.</p> <p>Note: The SBA and multiple advances are now included as additional time for work item 821.</p>	<p>BUD query printout counts:</p> <ul style="list-style-type: none"> • loan repayment recorded on CCC-257 • check or cash payment recorded on CCC-257. 	

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2 Workload Items (Continued)

C MAC Servicing Data (Continued)

Work Item	Description	Data Field/WLS Code Counted by Queries	Screen
1002	Real Estate Appraisals Performed by FSA Employees Note: It is important that State Office appraisers notify the County Office when appraisals have been scheduled and when they are completed.	MAC WLS 4062 – “Agency Real Estate Appraisal”	UAA71001 - Selection Screen UAA70006
1003	Chattel Appraisals Performed by FSA Employees	MAC WLS 4060 – “Agency Chattel Appraisal”	UAA71001 - Selection Screen UAA70006
1004	Technical Appraisal Reviews by FSA Employees Note: These are reviews of real estate appraisals.	MAC WLS 4076 – “Real Estate Appraisal Technical Review”	UAA71001 - Selection Screen UAA70006
1005	Reviewing Chattel Appraisals Performed by Lenders, Contract Appraisers, or Third Parties for Direct or Guaranteed Loan Making and Servicing	MAC WLS 4061 – “Contracted Chattel Appraisal” MAC WLS 4078 – “Lender Chattel Appraisal Review”	UAA71001 - Selection Screen UAA70006
1006	Administrative Appraisal Reviews by FSA Employees Note: These are reviews of real estate appraisals.	MAC WLS 5002 – “Contracted real estate appraisal” MAC WLS 4077 – “Lender real estate appraisal review”	UAA71001 - Selection Screen UAA70006

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2 Workload Items (Continued)

D MAC Reports

It is important to run both DLS and MAC reports to check the query totals. The workload 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 <u>1/</u>
801, 802, 803, 804, 805, 806, 807	DLS Application Report
821, 831, <u>2/</u> and 921	UAA90C-R012, Unduplicated Borrower Caseload Report
826, 827	UAA926-R00, Subordination Report
901, 902, 903, 904, 905	GLS Application Reports

1/ Reports produced are based on the appropriate WLS code(s) selected according to subparagraph A.

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

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2 Workload Items (Continued)

E Web AgCredit Data

The following Web AgCredit AOCODES and associated outcomes are counted by BUD's mid-year and end-of-year workload item web queries. The web-query results will be loaded to the FSA-55-1 or FSA-55 workload report by KC-ADC after transmission from State Offices.

Work Item	Description	AOCODES and Associated Outcomes Counted by Queries	AgCredit Query
825	<p>1951-S Servicing Applications Sent</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>Outcomes 1 & 2 of the following:</p> <ul style="list-style-type: none"> • 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 • LTS301 - Less than 90 Days Past Due <p>Outcome 1 of CGS304 - Non-monetary Default, Exh. D-1</p>	825

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2 Workload Items (Continued)

E Web AgCredit Data (Continued)

Work Item	Description	AOCODES and Associated Outcomes Counted by Queries	AgCredit Query
829	<p>Inventory Property Management</p> <p>Note: See 12-AO, Exhibit 13 and the query adjustment worksheet to add the number of inventory properties held for FY to the Web AgCredit query results.</p>	<p>Manual count</p> <p>Acquisitions:</p> <p>Outcome 1 of the following:</p> <ul style="list-style-type: none"> • CBRV301 – Process Voluntary Conveyance (VC) offer and determine if VC can be accepted • CBDT306 – Determine if FSA security acquired • PPDT303 - Process VC offer and determine if VC can be accepted • LPDT305 - Process VC offer and determine if VC can be accepted • BPDT305 - Process VC offer and determine if VC can be accepted <p>Outcome 2 of HPDT308 - Process VC offer & determine if VC can be accepted</p> <p>Outcomes 1 and 2 of CEDT308 – Determine if bankruptcy cancellation needed</p> <p>Sale of property:</p> <p>Outcome 1 of HLP301 – Process cash sale</p> <p>Outcomes 1 and 2 of HLP302 – Process credit sale</p> <p>Property held in inventory for the entire FY - Manual</p>	829

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2 Workload Items (Continued)

E Web AgCredit Data (Continued)

Work Item	Description	AOCODES and Associated Outcomes Counted by Queries	AgCredit Query
830	<p>All Debt Settlement Activities</p> <p>Note: Count 1 unit for cancellation, settlement, or non-approval.</p>	<p>CLPD301, outcomes 2 and 3 - Debt settlement denied</p> <p>CLDT305, outcomes 1, 2, 3 - Treasury and State Office to determine if adjustment/compromise is acceptable</p> <p>CLW306, outcomes 1, 2, 4, 5, 6 - Wait for State Office to approve debt settlement (approved or denied)</p> <p>CLW307 outcomes 1, 2 - Wait for the Department of Justice (DOJ) response (approved or denied debt settlement)</p> <p>CEPS301 outcome 1 - Wait for cancellation to be processed for bankrupt borrower (cancellation processed)</p>	830
832	<p>Debt For Nature - Conservation Contract (CC)</p> <p>Note: Unit is counted when borrower eligibility is determined.</p>	<p>COQ301 - Determine eligibility for CC request (open or completed activity).</p>	832
836	<p>Farm Loan Programs Bankruptcy Cases</p>	<p>Manual count</p> <p>CEDT311 – Bankrupt – Select type of bankruptcy</p> <p>CAT150 – Bankruptcy</p> <p>CAT150 and CATCPL “category completion date” = blank</p>	836

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2 Workload Items (Continued)

E Web AgCredit Data (Continued)

Work Item	Description	AOCODES and Associated Outcomes Counted by Queries	AgCredit Query
837	1951-S Servicing Application Received	CCW301 – Outcomes 1, 2 LTW301 – Outcomes 1, 2 CBW301 – Outcome 3 CGW301 – Outcome 3	837

Note: It is important to run the following Web AgCredit queries on September 30 or October 1 to check the counts.

- 825 – 1951-S Servicing Applications Sent
- 829 – Inventory Property Management
- 830 – All Debt Settlement Activities
- 832 – Debt for Nature – Conservation Contract
- 836 – Farm Loan Programs Bankruptcy Cases
- 837 – 1951-S Servicing Applications Received.

3 Action

A State and County Office Action

State and County Offices shall:

- read the workload reporting information and other query information posted on the WM/WL Home Page at <http://dc.ffasintranet.usda.gov/BD/WorkMeasurement/WMWLHome.htm>

Notes: Any current updates and/or changes will be posted on the WM/WL Home Page during the FY 2007 year-end review period.

See 12-AO for instructions on accessing the WM/WL Home Page.

- review Notice AO-1398.

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3 Action (Continued)

B 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 and Web AgCredit 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 and appraisal staff report workload unit counts to the appropriate County Office before workload queries being run
- Farm Loan Managers attend district workload review, if applicable
- 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.