

For: State and County Offices, Except AK, HI, and PR

FY 2001 BU-533R, Report 14, County Office Workday Summary

Approved by: Deputy Administrator, Management



1 Overview

A

Background

FY 2001 yearend workload reports, including BU-533R, Report 14, will soon be issued. BU-533R, Report 14 is:

- compiled by grouping normal workdays (NWD's) computed for County Office funds allocation work items into program categories
- used to:
 - make Program Technician assignments
 - identify significant programs in a County Office
 - ensure that work is balanced to achieve efficient operations
- **not** used to determine CED grades.

B

Purpose

This notice provides information about FY 2001 BU-533R, Report 14.

C

Exhibit 1

Exhibit 1 provides a list of work items in each category on Report 14.

<p>Disposal Date</p> <p>August 1, 2002</p>	<p>Distribution</p> <p>State Offices, except AK, HI, and PR; State Offices relay to County Offices</p>
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Notice PM-2293

2 Major Changes

A

Workdays Shown

FY 2001 Report 14 shows FY 2001 computed workdays only. No adjustment has been made for time worked by CED and COC.

The total computed NWD's:

- are the sum of the computed workdays in Sections A and B of BU-533R, Report 1 for the County Office
 - do not include workdays credited to combined offices in work item 9068
 - reflect work performed by both GS and CO County Office employees.
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B

County Combinations

FY 2001 Report 14:

- reflects consolidated data for county combinations, except shared management offices:
 - in effect as of September 30, 2001
 - for which workload data was available
 - will be incorrect if offices have combined or decombined after September 30, 2001.
-

C

Shared Management Offices

Beginning with FY 2001:

- the Report 14 for a shared management headquarters office will no longer include work performed in the full-time suboffice or suboffices
 - a separate Report 14 will be provided for each full-time suboffice of a shared management operation
 - State Offices must request HRD to provide a consolidated Report 14 for shared management offices if this information is needed.
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Notice PM-2293

3 Action

A

State Office Action

State Offices shall distribute Report 14 to County Offices within 10 calendar days after it has been received.

B

County Office Action

County Offices shall use Report 14 as a guide to:

- balance work assignments
 - ensure that Program Technician grades are based on duties performed in major program areas.
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C

Contact

State Offices shall contact Marilyn Pate, through EDSO:

- if there are questions about Report 14
 - to obtain a:
 - corrected Report 14 for County Offices that have combined or decombined
 - consolidated Report 14 for shared management offices.
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Work Items by FY 2001 BU-533R, Report 14 Category

This table shows the work items included in each category on FY 2001 Report 14.

Report 14 Category		Work Items Included			
I. Conservation	Total	0222	0505	0512	0527
		0223	0507	0515	0528
		0501	0508	0517	0530
		0504	0509	0526	0532
	CRP	0526	0527	0528	0530
	ECP	0515	0517		
	Other	0222	0505	0512	
		0223	0507	0532	
		0501	0508		
		0504	0509		
II. Price Support	Total	1501	1604	1706	2004
		1502	1605	1707	2005
		1503	1606	1709	2018
		1504	1608	1710	2025
		1601	1702	1711	
		1602	1703	1712	
		1603	1705	1713	
	FSFLP	1501	1502	1503	1504
	Other	1601	1608	1709	2005
		1602	1702	1710	2018
		1603	1703	1711	2025
		1604	1705	1712	
		1605	1706	1713	
		1606	1707	2004	

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Work Items by FY 2001 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
III. Commodity Production	Total	0307	0354	0376	1201
		0310	0355	0377	1202
		0312	0356	0378	1203
		0315	0357	0379	1204
		0316	0370	0380	1205
		0318	0371	1101	1206
		0350	0372	1102	2020
		0351	0373	1103	2022
		0352	0374	1104	2023
		0353	0375	1105	
	Tobacco	1201	1203	1205	2022
		1202	1204	1206	2023
	Peanuts	1101	1103	1105	
		1102	1104	2020	
Feed Grains/Wheat/ Cotton/Rice	0310	0312			
Oilseeds	0377	0378			
Office Disaster Activities	0315	0371	0374	0379	
	0370	0372	0375	0380	
Field Visits for Disaster Programs	0316	0373	0376		
NAP	0350	0352	0354	0356	
	0351	0353	0355	0357	
Other	0307	0318			
IV. Compliance Office	Total	0206	1402	1410	1417
		1401	1404	1415	
	HELC/WC	1402	1415	1417	
	Office Measurement Services	0206	1404	1410	
Other	1401				

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Work Items by FY 2001 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included				
V. Compliance Field	Total	0202 1405	1406 1407	1408 1412	1416 1701	
	Measurement Services	0202 1405	1406 1407	1408		
	Commodity Loan Inspections	1701				
	Aerial Compliance	1412				
	Administrative Field Visits	1416				
VI. Administrative	Total	0101 0102 0112 0113 0114	0115 0116 0117 0118 0119	0120 0201 0203 0204 0205	0207 0401	
	Claims	0113	0114	0115	0116	
	Other	0101 0102 0112 0117	0118 0119 0120 0201	0203 0204 0205 0207	0401	
	VII. Total Automation		0111			
	VIII. Total Livestock Assistance Programs		2003	2013	2016	
			2006	2014	2019	
			2012	2015	2021	

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Work Items by FY 2001 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
IX. Common Programs	Total	0301	0304	0339	0342
		0302	0306	0340	0343
		0303	0336	0341	0344
	Payment Limitations	0304	0340	0342	0344
		0339	0341	0343	
	Farm Records	0302	0303	0306	
	Reconstitutions	0301			
	Bankruptcies	0336			
X. Total Crop Insurance		0381	0382	0383	
XI. Farm Loans Program Total		0801	0824	0902	0924
		0802	0825	0903	0925
		0803	0826	0904	1001
		0804	0827	0905	1002
		0805	0828	0921	1003
		0821	0829	0922	1004
		0822	0830	0923	1005
		0823	0901		
XII. Total Other		0103	1418		