

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

**FY 2002 BU-533R, Report 14, County Office Workday Summary**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

FY 2002 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
- an HRD report 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 2002 BU-533R, Report 14.

**C**

**Exhibit 1**

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

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<p><b>Disposal Date</b></p> <p>August 1, 2003</p>	<p><b>Distribution</b></p> <p>State Offices, except AK, HI, and PR; State Offices relay to County Offices</p>
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## Notice PM-2346

### 1 Overview (Continued)

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#### **D Staffing Determinations**

Report 14 does **not**:

- include all of the workload items used to determine staffing levels
- credit shared management suboffices with work performed in items 0111 or 0120.

If workload is being used as 1 of the tools for distributing ceiling levels provided by DAFO, State Offices should use BU-533R, Report 1 for each County Office and prorate share work items, such as administrative activities, between FP and FLP.

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### 2 Major Changes

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#### **A Workdays Shown**

FY 2002 Report 14 shows computed workdays for FY 2001 and FY 2002. 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 2002 Report 14:

- reflects consolidated data for county combinations, except shared management offices:
    - in effect as of September 30, 2002
    - for which workload data was available
  - will be incorrect if offices have combined or decombined after September 30, 2002.
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**2 Major Changes (Continued)**

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**C  
Shared  
Management  
Offices**

Beginning with FY 2001:

- the Report 14 for a shared management headquarters office no longer includes work performed in the full-time suboffice or suboffices, except for work items 0111 and 0120
  - a separate Report 14 is 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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**3 Action**

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**A  
State Office  
Action**

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

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**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 DAFO:

- 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 2002 BU-533R, Report 14 Category**

The following table shows the work items included in each category on FY 2002 Report 14.

Report 14 Category		Work Items Included			
1. 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		
2. 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	
	FSFL Program	1501	1502	1503	1504
	Other	1601	1608	1707	2004
		1602	1627	1709	2005
		1603	1702	1710	2018
		1604	1703	1711	2024
		1605	1705	1712	2025
		1606	1706	1713	

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Work Items by FY 2002 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
3. Commodity Production	Total	0307	0354	0376	1106
		0310	0355	0377	1201
		0312	0356	0378	1202
		0315	0357	0379	1203
		0316	0370	0380	1204
		0318	0371	1101	1205
		0350	0372	1102	1206
		0351	0373	1103	2020
		0352	0374	1104	2022
		0353	0375	1105	2023
	Tobacco	1201	1203	1205	2022
		1202	1204	1206	2023
	Peanuts	1101	1103	1105	2020
		1102	1104	1106	
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			
4. Compliance Office	Total	0206	1402	1410	1417
		1401	1404	1415	
	HELIC/WC	1402	1415	1417	
	Office Measurement Services	0206	1404	1410	
Other	1401				

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Work Items by FY 2002 BU-533R, Report 14 Category (Continued)

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

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Work Items by FY 2002 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
9. Common Programs	Total	0301	0306	0339	0342
		0302	0314	0340	0343
		0303	0336	0341	0344
		0304			
	Payment Limitations	0304	0340	0342	0344
		0339	0341	0343	
Farm Records	0302	0303	0306	0314	
Reconstitutions	0301				
Bankruptcies	0336				
10. Total Crop Insurance		0381	0382	0383	0384
11. Farm Loans Program Total		0801	0823	0901	0924
		0802	0824	0902	0925
		0803	0825	0903	1001
		0804	0826	0904	1002
		0805	0827	0905	1003
		0806	0828	0921	1004
		0821	0829	0922	1005
		0822	0830	0923	
12. Dairy Total		1801			
13. Total Other		0103	1418		