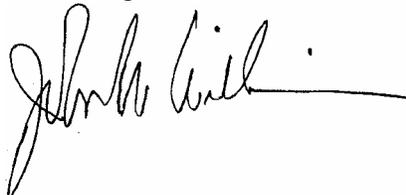


For: State and County Offices, Except AK, HI, and PR

FY 2004 BU-533R, Report 14, County Office Workday Summary

Approved by: Deputy Administrator, Management



1 Overview

A Background

FY 2004 yearend workload reports, including BU-533R, Report 14, has recently been issued. BU-533, 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 or staffing levels.

B Purpose

This notice provides information about FY 2004 BU-533R, Report 14.

C Exhibit 1

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

Disposal Date

December 1, 2005

Distribution

State Offices, except AK, HI, and PR; State Offices relay to County Offices

2 Major Changes

A Workdays Shown

FY 2004 Report 14 shows computed workdays for FY 2002, 2003, and 2004. 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
- reflect work performed by both GS and CO County Office employees.

B County Combinations

FY 2004 Report 14:

- reflects consolidated data for county combinations, except shared management offices:
 - in effect as of September 30, 2004
 - for which workload data was available
- will be incorrect if:
 - offices have combined or decombined after September 30, 2004
 - HRD is unaware of combinations or decombinations made during the year.

C Shared Management Offices

Report 14:

- is provided separately for each full-time suboffice of a shared management operation
- will be consolidated by HRD to reflect work activities in a shared management operation when specifically requested by the State Office.

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.

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.

Work Items by FY 2004 BU-533R, Report 14 Category

The following table shows the work items included in each category of FY 2004 Report 14.

Report 14 Category		Work Items Included			
1. Conservation	Total	0222	0508	0527	0551
		0223	0509	0528	0552
		0501	0515	0529	0560
		0504	0517	0530	0561
		0505	0525	0532	0562
		0507	0526	0550	0563
					0564
	CRP	0525	0527	0529	
		0526	0528	0530	
	ECP	0515			
		0517			
	Environmental Surveys & Evaluations	0560 - 0564			
	Other	0222	0505	0532	
		0223	0507	0550	
		0501	0508	0551	
0504		0509	0552		
2. Price Support	Total	1501	1603	1627	1707
		1502	1604	1702	1709
		1503	1605	1703	1710
		1504	1606	1705	1712
		1601	1608	1706	1713
		1602			
	FSFLP/SSFLP	1501 – 1504			
	Other	1601	1606	1703	1709
		1602	1608	1705	1710
		1603	1627	1706	1712
		1604	1702	1707	1713
		1605			

Work Items by FY 2004 BU-533R, Report 14 Category, Continued

Report 14 Category		Work Items Included			
3. Commodity Production	Total	0307	0351	0377	1203
		0310	0354	0378	1204
		0312	0356	0392	1205
		0315	0357	0393	1206
		0316	0374	1106	2114
		0318	0375	1201	2115
		0350	0376	1202	2116
	Tobacco	1201 – 1206			
	Peanuts	1106			
	PFC/DCP	0310	0377	0392	
		0312	0378	2114	
Office Disaster Activities	0315	0375	2115		
	0374	0393	2116		
Field Visits for Disaster Programs	0316	0376			
NAP	0351	0356			
	0354	0357			
Other	0307				
	0318				
4. Compliance Office	Total	0206	1401	1404	1415
		0209	1402	1410	1417
					1421
	HELK/WC	1402	1415	1417	
	Office Measurement Services	0206	1404	1421	
0209		1410			
Other	1401				

Work Items by FY 2004 BU-533R, Report 14 Category, Continued

Report 14 Category		Work Items Included			
5. Compliance Field	Total	0202	1416		
		1412	1701		
	Measurement Services	0202			
	Commodity Loan & LDP Spotchecks	1701			
	Aerial Compliance	1412			
	Administrative Field Visits	1416			
6. Administrative	Total	0101	0115	0120	0207
		0102	0116	0201	0208
		0112	0117	0203	0401
		0113	0118	0204	
		0114	0119	0205	
	Claims	0113 – 0116			
Other		0101	0118	0203	0208
		0102	0119	0204	0401
		0112	0120	0205	
		0117	0201	0207	
7. Automation Total		0111			
8. Emergency Programs Total		2004	2013	2016	
		2005	2014	2021	
		2012	2015	2023	

Work Items by FY 2004 BU-533R, Report 14 Category, Continued

Report 14 Category		Work Items Included			
9. Common Programs	Total	0301	0314	0341	0391
		0302	0336	0342	
		0303	0339	0343	
		0306	0340	0344	
	Payment Limitations	0339	0341	0343	
		0340	0342	0344	
	Farm Records	0302	0306	0391	
		0303	0314		
	Reconstitutions	0301			
	Bankruptcies	0336			
10. Crop Insurance Total		0381 – 0384			
11. Farm Loan Programs Total		0801 – 1006			
12. Dairy Total		1801			
13. Other Total		0103	1418		