

For: State Offices

Updating the County Office Structure Report on DAFO's SharePoint Site

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

In October 2011, the County Office Structure Report was developed and posted on DAFO's SharePoint site to replace FSA-467's completed by State Offices. Reporting requirements for any changes in County Office structure were established in a previous notice. The report requirements were for:

- monthly reports on the 15th of the months in which changes occurred
- an annual status report on January 15th.

B Purpose

This notice provides a reminder to State Offices that all updates to their County Office Structure Report, to reflect changes in County Office configurations, are due by **February 15**. When making changes to report data, State Offices shall **not** use the "Edit" option. Screen prints have been provided on the process to successfully make revisions to County Offices with changes. The DAFO SharePoint site can be accessed at <https://fsa.sc.egov.usda.gov/mgr/DAFO/default.aspx>.

C Contacts

If there are any questions about this notice, contact either of the following:

- Vicki Larson, OBF, by either of the following:
 - e-mail to vicki.larson@wdc.usda.gov
 - telephone at 202-720-2501
- Deborah Johnson, DAFO, by either of the following, and for providing access to the SharePoint site for new points-of-contact:
 - e-mail to deborah.johnson@wdc.usda.gov
 - telephone at 202-720-0067.

Disposal Date	Distribution
June 1, 2013	State Offices

Notice BU-743

2 Completing and Submitting County Office Structure Report Changes

A Making Changes to County Offices

It is important that State Offices follow subparagraph B to make individual changes to the County Office Structure Report. If subparagraph B is **not** followed, the existing structure plus the revised structure may both be retained within the report and the correct structure may **not** be accurately defined.

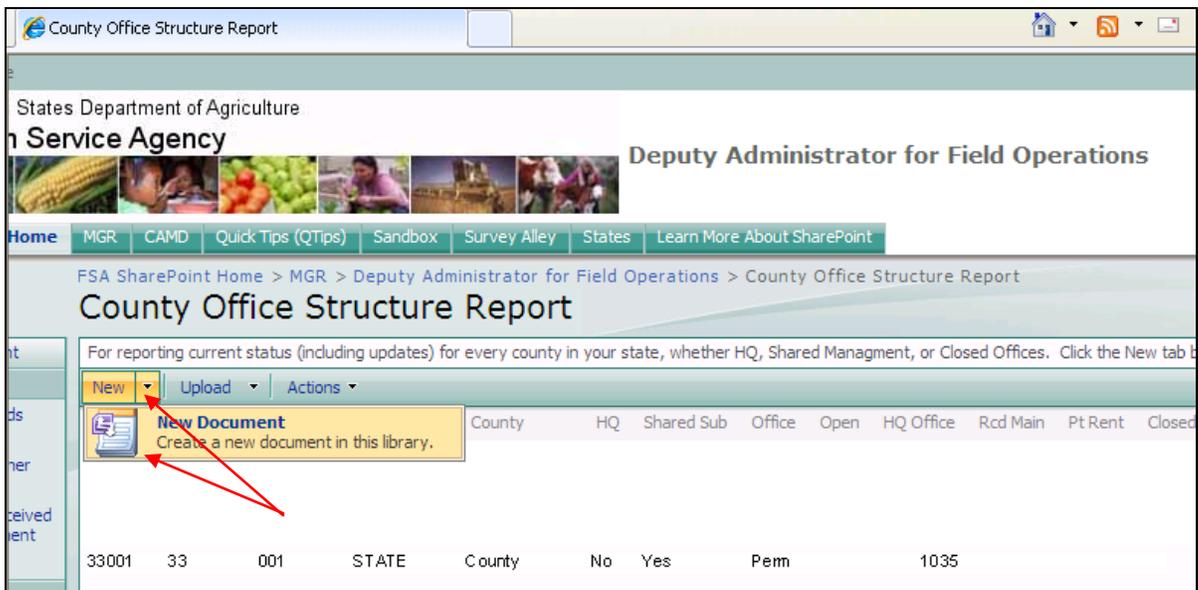
B Screen Prints for County Office Changes

In this example, “County” was a permanent shared management office that was closed by office consolidation.



33001	33	001	STATE	County	No	Yes	Perm	1035
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CLICK “New” drop-down arrow and CLICK “New Document”. By using the “New Document” option, existing information will be overridden.



States Department of Agriculture
Service Agency Deputy Administrator for Field Operations

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County Office Structure Report

For reporting current status (including updates) for every county in your state, whether HQ, Shared Management, or Closed Offices. Click the New tab b

New Upload Actions

New Document
Create a new document in this library.

33001	33	001	STATE	County	No	Yes	Perm	1035
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Notice BU-743

2 Completing and Submitting County Office Structure Report Changes (Continued)

B Screen Prints for County Office Changes (Continued)

When users CLICK “New Document” the following Form1 - Microsoft Office InfoPath Screen will be displayed. When entries are complete CLICK “Submit”.

Form1 - Microsoft Office InfoPath

File Edit View Insert Format Tools Table Help

1. **State:** STATE

a. State ID: 33

2. **County:** County

a. County ID: 001

3. **Is this a Headquarter County?** Yes No

If "Yes" enter any comments and submit. Continue to Item 4 if "No."

4. **Is this a Sub Office?** Yes No

If "Yes" continue to complete a-d (if applicable). Continue to Item 5 if "No."

a. **Is the Shared Management Office structure Permanent or Temporary?** Permanent Temporary

b. **HQ Office:** [Greyed out] (enter FIPS code)

c. **Is this Sub Office open Full-Time or Part-Time?** Full Time Part Time

d. **If Part Time,**

- Record Maintenance Office: [Greyed out] (enter FIPS code)
- Part-time office - Is rent paid? Yes No

5. **This County has no office:** (Only one option will apply)

a. **County has been combined**

- Record Maintenance Office: 01035 (enter FIPS code)
- What year was the office combined, if known? 2012 (four digit year)

b. **Non-Ag county**

6. **Comments:** CountyA combined with CountyB

Submit

When the County Office Structure Report is re-accessed, the changed information for the County Office will now be displayed.

County Office Structure Report

33 001 STATE County

Closed CountyA combined with County B

Notice BU-743

2 Completing and Submitting County Office Structure Report Changes (Continued)

B Screen Prints for County Office Changes (Continued)

Notes: Do **not** use the “State and County Code” link on the County Office Structure Report to edit the report. If State Office users CLICK “State and County Code” link in left column to edit the report, they may have results that reflect 2 different structures for 1 County Office.

If State Office finds that they have County Offices on their report that have incorrect data, they should revise that County Office’s information using the “**New Document**” option.

Documents	33001	33	001	STATE	County	No	No	Perm	PT	33001	33001	Yes	Closed
<ul style="list-style-type: none">COT Training GuideCounty Office Structure ReportCOC - Printing Labels for 1 LAAManagerial Cost													

C Required Action

All State Offices should immediately review their State’s County Office Structure Report to ensure that **all** County Offices are included in the report and that each County Office displays the correct structure. Complete the actions in subparagraph B to make needed changes by **February 15**.