

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

FY 2000 BU-533R, Report 14, County Office Workday Summary

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides information about FY 2000 BU-533R, Report 14.

B

**County
Combinations**

The FY 2000 Report 14:

- reflects combined data for county combinations and shared management offices:
 - in effect as of September 30, 2000
 - for which workload data was available
- will be incorrect if offices have decombined during the years covered.

C

Exhibit 1

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

<p>Disposal Date</p> <p>August 1, 2001</p>	<p>Distribution</p> <p>State Offices, except AK, HI, and PR; State Offices relay to County Offices</p>
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2 Major Changes

A

Subcategories Added

The following subcategories have been added:

- Oilseeds and Noninsured Crop Disaster Assistance Program (NAP) under Commodity Production
 - Farm Storage Facility Loan Program (FSFLP) under Price Support.
-

B

Categories Deleted

The following categories have been deleted:

- dairy
 - wool.
-

3 Calculations

A

Total Computed NWD's

The total computed NWD's for each year is the sum of the computed workdays in BU-533R, Report 1, Sections A and B, for the County Office. Workdays credited in work items 9067 and 9068 are not included. The computed workdays reflect work performed by both GS and CO County Office employees.

B

Total Adjusted NWD's

The total adjusted NWD's for each year shown on Report 14 is the total computed NWD's minus:

- workdays reported for COC
 - workdays reported for CMC
 - 219 workdays for CED's time.
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4 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 grade-controlling duties occupy a substantial portion of the employee's time.
-

C

Contact

State Offices may contact Marilyn Pate, through EDSO:

- if there are questions about Report 14
 - to obtain a corrected Report 14 for county combinations and shared management offices effected after September 30, 2000.
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Work Items by FY 2000 BU-533R, Report 14 Category

This table shows the work items included in each category on the FY 2000 Report 14.

Report 14 Category		Work Items Included			
I. Conservation	Total	0222	0507	0517	0528
		0223	0508	0522	0530
		0501	0509	0523	0532
		0504	0512	0526	2008
		0505	0515	0527	
	CRP	0526	0528		
		0527	0530		
	ECP	0515	0517		
	Other	0222	0507	0522	
		0223	0508	0523	
		0501	0509	0532	
		0504	0512	2008	
0505					
II. Price Support	Total	1501	1604	1703	1711
		1502	1605	1705	1712
		1503	1606	1706	1713
		1601	1607	1707	
		1602	1608	1709	
		1603	1702	1710	
	FSFLP	1501	1502	1503	
	Other	1601	1606	1705	1711
		1602	1607	1706	1712
		1603	1608	1707	1713
		1604	1702	1709	
		1605	1703	1710	

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Work Items by FY 2000 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
III. Commodity Production	Total	0307	0352	0376	1202
		0310	0353	0377	1203
		0312	0354	0378	1204
		0315	0370	1101	1205
		0316	0371	1102	1206
		0318	0372	1103	2020
		0337	0373	1104	2022
		0350	0374	1105	2023
		0351	0375	1201	
	Tobacco	1201	1203	1205	2022
		1202	1204	1206	2023
	Peanuts	1101	1103	1105	
		1102	1104	2020	
Feed Grains/Wheat/ Cotton/Rice	0310	0337			
	0312				
Oilseeds	0377	0378			
Office Disaster Activities	0315	0371	0374		
	0370	0372	0375		
Field Visits for Disaster Programs	0316	0376			
	0373				
NAP	0350	0352	0354		
	0351	0353			
Other	0307				
	0318				
IV. Compliance Office	Total	0206	1404	1417	
		1401	1410		
		1402	1415		
	HELIC/WC	1402	1415	1417	
Office Measurement Services	0206				
Other	1401	1404	1410		

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Work Items by FY 2000 BU-533R, Report 14 Category (Continued)

Report 14 Category		Work Items Included			
V. Compliance Field	Total	0202	1407	1416	
		1405	1408	1701	
		1406	1412		
	Measurement Services	0202			
	Commodity Loan Inspections	1701			
	Aerial Compliance	1412			
	Administrative Field Visits	1405	1407	1416	
		1406	1408		
VI. Administrative	Total	0101	0115	0120	0401
		0102	0116	0201	
		0112	0117	0203	
		0113	0118	0204	
		0114	0119	0205	
	Claims	0113	0115		
		0114	0116		
	Other	0101	0118	0203	
		0102	0119	0204	
		0112	0120	0205	
	0117	0201	0401		
VII. Total Automation		0111			
VIII. Total Livestock Assistance Programs		2003	2014	2018	
		2004	2015	2019	
		2012	2016	2021	
		2013	2017		

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Work Items by FY 1999 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		0227	0229		
		0228	0230		
XI. Farm Loans Program Total		0801	0808	0814	0820
		0802	0809	0815	0821
		0803	0810	0816	0822
		0804	0811	0817	0823
		0805	0812	0818	0824
		0806	0813	0819	0825
		0807			
XIV. Total Other		0103	1418		