

For: State and County Offices

County Office Profile Report

Approved by: Deputy Administrator, Field Operations



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. The County Office Structure Report is used by OBF and DAFO to update county office shared management status, update office combination tables in ARS, prepare annual reports for OMB, respond to congressional inquiries, and track office and related COC structures.

DAFO has replaced the County Office Structure Report with the County Office Profile Report. The report is located on the DAFO SharePoint site and will capture county level details such as: district number, office address, type of service center, farm loan team structure, and number of permanent positions in the office. The Report will also capture additional service center attributes such as participate in StrikeForce Initiative, Bridges to Opportunity services, and identify Agency Leads for the office lease.

The State and County office data in the new Office Profile Report has been populated with the office address and office type last captured in the County Office Structure Report. States will review and validate the existing data and provide additional data for each county.

B Purpose

This notice provides:

- instructions for completing the County Office Profile Report
- notice to State Offices that all data must be reviewed and validated by November 7, 2016
- notice to State Offices to complete updates for county changes by the 15th of each month and ensure **all** counties are up-to-date by February 15th each year.

Obsoletes the requirement to update the County Office Structure Report.

Disposal Date	Distribution
October 1, 2017	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

For questions about this notice or to request access to the SharePoint site for authorized users, contact Trina Brake, DAFO by either of the following:

- telephone at 202-720-0258
- e-mail at trina.brake@wdc.usda.gov.

2 Completing the County Office Profile Report

A Completing the County Office Profile Report

The Report can be accessed by SEDs, AOs, EOs, and DDs via the DAFO SharePoint site: **County Office Profile Report**. State Office authorized user(s) shall review each county's information for accuracy, edit information and provide the additional data needed to complete the report. The State's initial review must be completed by November 7, 2016.

Note: Applicable data for each county in the State must be verified. **Every county** in the State must be accessed according to the below table and updated to complete the initial review.

To begin updating the county information, click on the state's name in the State dropdown list. To review and edit the county data, you must select the county name from the County dropdown list. All required fields are noted by the (*) and must be completed to submit the update.

Complete the fields in the County Office Profile Report according to the table below. In addition, a "screen tip" for completing each item will appear when the user hovers their mouse over the individual item on the screen.

Item	Instructions
State	Select the State name from the dropdown list.
County	Select the county name, municipality, parish or State Office from the dropdown list (the dropdown will only contain the counties for the State selected) for review. Note: If State Office is selected from the county drop down list only report items 1 through 4 and 11 will be available to review and editing.
1	State: Prefilled and may not be edited.
2	County: Prefilled and may not be edited.
3	FIPS: Prefilled and may not be edited.
4	Office Address: Prefilled and may not be edited. This field will be blank if no office is located in the county. Note: This is the physical street address.
4a	City: Prefilled and may not be edited. This field will be blank if no office is located in the county.
4b	ZIP: Prefilled and may not be edited. This field will be blank if no office is located in the county.

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2 Completing the County Office Profile Report (Continued)

A Completing the County Office Profile Report (Continued)

Item	Instructions
4c	<p>Is the office address reviewed in 4-4b correct? Select “Yes” or “No” radio button. If “No” is selected, you are required to record the correct physical office address location in Item 11 “Comments” box.</p> <p>Note: If the office address is incorrect, also follow IRM-473, Master Reference Table Data Steward Application (MRTWI) for instructions for updating the State and County Office name and mailing address.</p>
5	District: Select the corresponding district number for the county from the dropdown list.
6	FLP Servicing State: Select the State name for the county that has the FLP servicing responsibilities for the county.
6a	FLP Servicing Office: Select the FLP County Office name that is responsible for servicing the county from the dropdown list.
6b	FLP Servicing Office FIPS: The FIPS codes will be prefilled based on the county selected in Item 6 and may not be edited.
6c	<p>FLM HDQ State: Select the State name where the FLM responsible for the management of farm loan programs in this county is located.</p> <p>Note: This includes offices where SFLO or CED with loan approval authority is responsible for FLP program delivery.</p>
6d	<p>FLM HDQ County: Select the county that is the official duty station of the FLM responsible for the management of farm loan programs in this county.</p> <p>Note: This includes offices where SFLO or CED with loan approval authority is responsible for FLP program delivery.</p>
6e	FLM HDQ County FIPS: The FIPS codes will be prefilled based on the county selected in Item 6b and may not be edited.
7	<p>Office Type: Select the appropriate radio button.</p> <p>Stand Alone (SA): A county with an FSA office managed by an on-site CED that is not combined with a sub-office or closed county. This office is open full-time.</p> <p>Headquarter (HDQ): A county with an FSA office managed by an on-site CED that has been permanently combined with one or more other counties. May or may not oversee administrative or program activities for a sub-office. This office is open full-time.</p> <p>Sub-Office (SUB): A county with an FSA office that is permanently managed by a CED in a corresponding HDQ county and maintains its own county records. This office may be open full or part time.</p> <p>Non-Ag: A county that does not have a local FSA servicing office. The county is served by a corresponding HDQ or permanent sub-office located in another county.</p> <p>Closed: The FSA servicing office in the county is closed. The county is served by a corresponding HDQ or permanent sub-office located in another county.</p> <p>Items 7a -7k will be displayed based on the Office Type selected.</p>

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2 Completing the County Office Profile Report (Continued)

A Completing the County Office Profile Report (Continued)

Item	Instructions
7a	Is this stand alone office in a temporary shared management operation? If the stand alone office is in a temporary shared management operation, select Yes. This field is only available if item 7 is selected SA.
7b	Click on the calendar icon to select the effective date of temporary shared management. This field is only available if Item 7a is selected Yes.
7c	Sub Office Status: the field will be prefilled with “Temp” if stand alone office type selected and item 7a is Yes. Field will be prefilled with “Perm” if sub-office was selected. Not applicable for other office types.
7d	Office Hours: Select “FT” for full-time or “PT” for part-time from the dropdown list. This field is only available for a stand alone office in temporary shared management or Sub office.
7e	Administrative State: Select the State name for the county that has the administrative responsibilities for the county.
7f	Administrative County: Select the administrative county name from the dropdown list.
7g	Administrative Co FIPS: Prefilled based on selection in Item 7f and may not be edited.
7h	CED HDQ State: Select the State name where the CED responsible for the management of this county is located
7i	CED HDQ County: Select the county that is the official duty station of the CED responsible for the management of farm programs in this county.
7j	CED HDQ FIPS: Prefilled based on the county selected in Item 7i and may not be edited.
7k	<p>Year Closed: Enter the four digit year the County Office was closed. This field is only available if item 7 is selected Closed.</p> <p>Example: 2013.</p> <p>If data was in the County Office structure report, the field will be prefilled.</p>

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2 Completing the County Office Profile Report (Continued)

A Completing the County Office Profile Report (Continued)

Item	Instructions
8	<p>Type of Service Center: Complete definitions for the different types of service centers are located in 16-AO, paragraph 286.</p> <p>Type 1: Office provides full service on all programs administered by FSA. An office where SFLO, FLO, or CED with loan approval authority is headquartered is also considered a Type 1 office.</p> <p>Type 2: Office provides full service on all Farm Programs. FLP workload does not justify a full-time loan approval official but the office is visited on a regular basis by FLM, SFLO, or FLO. Complete FLP files may be maintained at the office.</p> <p>Type 3: Office provides full service on all Farm Programs. Office is not regularly visited by FLM, SFLO, or FLO. FLP files are not maintained at the office.</p> <p>Not Applicable: Will be prefilled if “Non-Ag” or “Closed” was selected in item 7.</p>
9a-9p	<p>Permanent Positions in the Office: Select the appropriate number of each CO and GS permanent position headquartered in the county office.</p> <p>Notes: Include permanent positions that are vacant but are planned to be or currently advertised to be filled. Do not include temporary positions.</p> <p>Only select CED Loan Approval Authority box in item 9b if current CED headquartered in the office has loan approval authority.</p>
10	Additional Attribute Information
10a	Bridges to Opportunity: Select “Yes” or “No” if the county provides Bridges to Opportunity services.
10b	StrikeForce: Select “Yes” or “No” if the county is part of the StrikeForce Initiative.
10c	<p>Agency Lease Lead: Select “FSA”, “NRCS” or “RD” for the agency that is the lead for the management of the office lease.</p> <p>Note: The field will default to “Not Applicable” if “Non-Ag” or “Closed” is selected for Item 7, Office Type.</p>
10d	Program Delivery Point: Select “Yes” or “No” if there is an FSA program delivery point located in the county.
10e	Enter the physical street address of the program delivery point. Fields 10e through 10g are only available if “Yes” is selected in Item 10d.
10f	Enter the city location of the program delivery point.
10g	Enter the ZIP code of the program delivery point.
11	Comments: This field is required to be completed if Item 4c is “No”, otherwise the field is optional. Use this field to provide additional information about the county or office.
Submit Update	When all required (*) entries are complete CLICK “Submit Update”. A message ‘The form was submitted successfully’ will appear. CLICK OK button. An error message will appear if all required fields are not populated.

Note: Additional edits or corrections can be made to the selected county by entering the fields and clicking on Submit Updates. A different county can be reviewed or edited by selecting the county from the County dropdown list and following the instructions in the guidance table above. Once the information is submitted for the County or State Office it will be displayed below the form section on the lower portion of the screen (screen print Par. 2D).

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2 Completing the County Office Profile Report (Continued)

B Screen Print for County Office Profile Report

This is the screen that will be completed in SharePoint and is known as the County Profile Report.

State: MONTANA Select the State name

County: Roosevelt Select the county you wish to review or edit

1. State: MONTANA 2. County: Roosevelt 3. FIPS: 30085

4. Office Address: 308 6th St E 4a. City: Culbertson 4b. ZIP: 59218

4c. Is the office address correct? Yes No If No, record the correct address in the comments box.

5. District: 04

6. FLP Servicing State: 6a. FLP Servicing County: RICHLAND 6b. FLP Servicing Office FIPS: 30083

6c. FLM HDQ State: 6d. FLM HDQ County: 6e. FLM HDQ County FIPS:

7. Office Type: Stand Alone HDQ Sub Office Non-Ag Closed

7a. Is this Stand Alone office in a temporary shared management operation? Yes No

7e. Administrative State: 7f. Administrative County: Roosevelt 7g. Administrative Co FIPS: 30085

7h. CED HDQ State: 7i. CED HDQ County: 30085 7j. CED HDQ FIPS:

8. Type of Service Center: Type 1 Type 2 Type 3 Not Applicable

9. Permanent Positions in the Office:

9a. District Director (HQ):

9b. CED:

CED Loan Approval Authority:

9c. FLM:

9d. SFLO:

9e. FLO:

9f. FLOT:

9g. COT:

9h. Loan Analyst:

9i. Chief PT:

9j. CO-Key PT:

9k. Lead PT:

9l. GS-Key PT:

9m. CO-PT:

9n. GS-PT:

9o. STO Employees:

9p. National Office Employees:

10. Additional Attributes:

10a. Bridges to Opportunity:

10b. Strike Force:

10c. Agency Lease Lead:

10d. Program Delivery Point: Yes

10e. Program Delivery Point Address: 10f. City: 10g. ZIP:

11. Comments:

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2 Completing the County Office Profile Report (Continued)

C Screen Print for the State Office County Profile Report

Only report items 1 through 4 and 11 will be available.

State: MONTANA <input type="button" value="v"/>		
<i>Select the State name</i>		
County: State Office <input type="button" value="v"/>		
<i>Select the county you wish to review or edit</i>		
1. State: MONTANA	2. County: State Office	3. FIPS: 30000
4. Office Address: 10 E BABCOCK ST PO BOX 670	4a. City: BOZEMAN	4b. ZIP: 59771-0670
4c. Is the office address correct? <input checked="" type="radio"/> Yes <input type="radio"/> No If No, record the correct address in the comments box.		
11. Comments: <input type="text"/>		
<input type="button" value="Submit Updates"/>		

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2 Completing the County Office Profile Report (Continued)

D Screen Print of Display County Information

Users can click on any column heading in this section of the screen to sort, display, and review the county office profile information that has been recorded. The column headings are circle below.

Any edits to the data must be completed in the report form above by selecting the county name from the dropdown list. No edits can be made in this display section. Once information is submitted through the report form, the data will be displayed under the corresponding columns for the county.

State	County	FPS	Address	City	Zip	District	F.P._SO_State	F.P._SO_CNTY	F.P._SO_FPS	F.P._HQ_State	F.L._HQ_CNTY	F.L._HQ_FPS	Office_Type	HQ	Shared_Sub	ShrdMgmEFFdate	Shared_Sub_Status	Open	Closed_No.	Open
MONTANA	State Office	30000	BOZEMAN	BOZEMAN	59717															
MONTANA	Beaverhead	30001	420 Barrett St PO BOX 670	Dillon	59725 03		BEAVERHEAD	30001					SA	Yes						
MONTANA	Big Horn	30003	724 3rd St W	Hardin	59034 05		YELLOWSTONE	30111					SA	Yes						
MONTANA	Blaine	30005	228 Ohio St	Chinook	59523 05		BLAINE	30005					SA	Yes						
MONTANA	Broadwater	30007	415 S Front St	Townsend	59644 03		BEAVERHEAD	30001					SUB	No	Yes		Perm		FT	
MONTANA	Carbon	30009	606 W Front Ave	Joliet	59041 05		YELLOWSTONE	30111					SUB	No	Yes		Perm		FT	
MONTANA	Carter	30011	308 S Mormon Ave	Elkalaka	59324 01		CARTER	30011					SUB	No	Yes		Perm		FT	
MONTANA	Cascade	30013	12 3rd St NW	Great Falls	59404 01		CASCADE	30013					SA	Yes						
MONTANA	Chouteau	30015	1210 25th St	Fort Benbn	59442 02		BLAINE	30005					SA	Yes						
MONTANA	Custer	30017	3120 Valley Dr E	Miles City	59301 01		CUSTER	30017					SA	Yes						
MONTANA	Daniels	30019	131 B Hwy 5 E	Scobey	59263 04		VALLEY	30105					SA	Yes						
MONTANA	Dawson	30021	102 Fir St	Glendive	59330 01		DAWSON	30021					SA	Yes						
MONTANA	Deer Lodge	30023					BEAVERHEAD	30001					NA	No	No					Closed
MONTANA	Fallon	30025	141 S 4th St W	Baker	59313 01		CUSTER	30017					HDQ	Yes						
MONTANA	Fergus	30027	211 McKinley St	Lewistown	59457 05		FERGUS	30027					HDQ	Yes						
MONTANA	Flathead	30029	133 Interstate Ln	Kalispell	59901 03		LAKE	30047					HDQ	Yes						
MONTANA	Gallatin	30031	2710 Fallon St	Bozeman	59718 03		YELLOWSTONE	30111					HDQ	Yes						

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2 Completing the County Office Profile Report (Continued)

E County Profile View

A complete view of the county's profile information can also be accessed by selecting 'County Profile' from the **Current View** dropdown options list located on the SharePoint screen toolbar at the top of the screen. This screen can be conveniently printed for non-electronic record keeping.

Current View: County Profile

State: MONTANA	County: Roosevelt	FIPS: 30085
Office Address: 508 6th St E	City: Culbertson	ZIP: 59218
District: 04	Zip: 63688	
FLP_SO State: MONTANA	FLP_SO County: Roosevelt	FLP_SO FIPS: 30085
FLP_HQ State: MONTANA	FLM HDQ County: Valley	FLM HDQ FIPS: 30105
Office Type: SA	Temporary Shared Management:	
Sub Office Status:	Office Hours:	
Effective Date:	Year Closed:	
Administrative State: MONTANA	Administrative County: Roosevelt	Adm Co FIPS: 30085
CED HDQ State: MONTANA	CED HDQ County: Roosevelt	CED HDQ FIPS: 30085
Type of Service Center: 1	District Director (HQ): 0	
Permanent Positions in the Office:	CED: 1	
<input type="checkbox"/> CED has Loan Approval Authority	FLM: 0	
Total CO Positions: 5	SFLO: 0	
Total GS Positions: 2	FLO: 2	
Total Positions: 7	FLOT: 0	
	COT: 0	
	Loan Analyst: 0	
	Chief PT: 0	
	CO-KeyPT: 0	
	Lead PT: 0	
	GS-KeyPT: 0	
	CO-PT: 4	
	GS-PT: 0	
	STO Employees: 0	
	National Office Employees: 0	
Additional Attributes:	Bridges to Opportunity: Yes	
	Strike Force: No	
	Agency Lease Lead: FSA	
	Program Delivery Point: Yes	
Program Delivery Point Address: 500 Medicine Bear Road, BIA Building	City: Poplar	ZIP: 59255
Comments:		

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3 Completing the County Office Profile Report (Continued)

F State Office Action

State Offices shall:

- ensure an initial review and update for every county is completed by November 7, 2016
- ensure that all updates are entered in the report timely by the 15th of every month following the completion of the initial review.