



Natural Resources Conservation Service
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June 20, 2003

OKLAHOMA BULLETIN NO. OK250-3-21

SUBJECT: FNM – Time and Attendance Charges

Purpose: To provide guidance on reporting of time charges in WebTCAS.

Expiration Date: September 30, 2003

Time charges must be accurately captured by program, activity and modifier in WebTCAS to ensure the proper expenditure of budget allocations. A recent review of time charges in the state indicated that improper charges were being recorded in WebTCAS. As a result of that review, the following guidance is being provided.

Technical Service Provider (TSP) - The WebTCAS definition indicates the Program Modifier CT (current year), PT (prior year), or GT (CRP General Sign-up) should be utilized when providing direct assistance to a TSP on program activities. Examples include: providing assistance on the use of FOTG materials, design procedures, contract administration, and time maintaining TSP certification lists. Earlier guidance was provided, stating assisting TSP candidates with applications should be charged to the program benefiting - Program Administration - CT. The current CRP general sign-up does not permit TSP support and, therefore, GT should not be charged.

Time charges for the first part of the FY should have been minimal and limited to assisting with TSP Tech Reg applications or Ducks Unlimited for WRP restoration on PY contracts. Future time charges will be determined by TSP contracts or agreements and affected employees will be notified. (Please note, when establishing CT, PT, or GT in your WebTCAS profile, the modifiers will be CY Contract Activities - Technical Service Providers, PY Contracts - Technical Service Providers, etc. When you save these modifiers to your profile, the time sheet will show them as CT, PT, or GT).

EWP - Reimbursable Federal (RF) - At the present time, we do not have a budget allocation that is reimbursable, federal or non-federal. Time should not be charged to these program modifiers (RF, RN, CN, CF, PN, and PF).

CTA - Reimbursable Federal (RF) - There are currently three reimbursable federal allocations: Emergency Conservation Program (ECP - D or ECP - F) that is specifically designated for: Greer, Jackson, Harmon, Kiowa, and Osage Counties; Fish & Wildlife

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Service Agreement, that includes: Beaver, Harper, Ellis, Woodward, Woods, Alfalfa, Cimarron, and Texas Counties; and the Ft. Sill Agreement in Comanche County. Program modifier RF should only be used for these projects.

CTA - Reimbursable Non Federal (RN) - There are no allocations for reimbursable non-federal and time should not be charged to the program modifier RN

CTA - Grazing Lands - Reimbursable Federal/Non Federal (RF or RN) - There are no allocations that require use of the program modifiers RF or RN. Do not use these modifiers.

NRI - Reimbursable Federal (RF) - There are no allocations that require the program modifier RF. Do not use this modifier when working on NRI activities.

Flood Prevention Operations (WF - 03) - Reimbursable Federal (RF) - There are no allocations that require the use of program modifier RF. Do not use this modifier when working on FPO activities.

Small Watershed Operations (WF- 08) - Reimbursable Federal (RF) - There are no allocations that require the use of program modifier RF. Do not use this modifier when working on Small Watershed Program activities.

Watershed Rehabilitation (WRHB) - Reimbursable Federal (RF) - There are no allocations that require the use of program modifier RF. Do not use this modifier when working on Watershed Rehabilitation program activities.

Farmland Protection (FPP) - This program is specifically designed to assist sponsors with the development of easement programs to protect important farmlands. Time charges to this program should be limited to Activity codes - Communication and Relations, Management and Supervision, or Program Management, prior to the signing of the contract.

Specific clarification to time charge questions submitted by employees will be provided in a separate bulletin.

/s/ (Kevin D. Norton – Acting for)

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State Conservationist