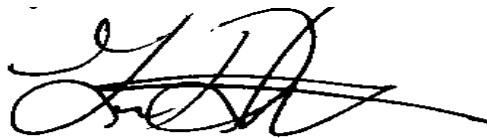


For: State Offices and Service Centers

FY-End Outreach Tracking and Information System (OTIS) Closeout

Approved by: Deputy Administrator, Field Operations



1 OTIS End of FY Processing Procedure and Information

A Background

State and County Office outreach activities are required to be entered into OTIS. State Outreach Coordinators are required to closeout FY activities by ensuring that all activities have been entered and certified according to 22-AO, subparagraph 23 P.

B Purpose

This notice provides:

- a reminder and the deadline for FY 2014 closeout processing
- guidance on FY 2014 closeout processing.

C Contact

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Nancy Bond by either of the following:
 - e-mail to nancy.bond@wdc.usda.gov
 - telephone at 202-690-6069.

Disposal Date	Distribution
February 1, 2015	State Offices; State Offices relay to Service Centers

Notice AO-1604

1 OTIS End of FY Processing Procedure and Information (Continued)

D Closeout Processing Deadline

All FY 2014 outreach event activities **and results** must be entered in OTIS by COB September 30, 2014. State Outreach Coordinators:

- must certify all activities with results by October 17, 2014
- may proceed with FY-end Closeout of OTIS for FY 2014.

Note: Access to OTIS for FY 2015 will not be available until Closeout has been completed.

E Closeout Procedures

Users **must** follow the procedures established in:

- 22-AO, subparagraph 23 P
- the “OTIS Outreach Tracking and Information System, Release 3.0, State Outreach Coordinator Training Guide”, under “Closing the Fiscal Year” found under the Help Menu below the top banner of the OTIS Main Menu.