

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE GEN - 84

FOR: COUNTY OFFICES

Outreach Responsibilities and Reporting for FY 2001

APPROVED BY: State Executive Director *Larry E. Frey*
LEF:mac

1 Overview

A
Background

Outreach activities continue to be emphasized by USDA and FSA. Attached to this notice employees will be provided with the Oregon FSA FY 2001 Outreach Plan and Oregon annual outreach report.

FSA's National Outreach Staff and the National FAC want to track the outreach efforts conducted by FSA employees. They are again requesting a report from states regarding there outreach activities.

B
Purpose

The purpose of this notice is to attach the Oregon FSA FY 2001 Outreach Plan and the Oregon Annual Outreach Report.

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2 Action

A Ongoing Outreach Efforts

FSA employees shall continue to conduct outreach activities that meet the goals of the FAC and our state Outreach Plan, and as required by official directives. In addition, FSA employees should further promote outreach by being involved in meetings sponsored by outside organizations, such as Community Based Organizations, Extension Service, Tribal, State and local governments, and others. Meetings of this type may produce contacts that cannot be made elsewhere.

CED's and FLM's shall ensure that continuing efforts are made to identify underserved individuals or groups and to keep them informed of available programs and services.

B Outreach Activity Reports

Many of our day-to-day operations contain an outreach component. These components should be reported to ensure that the efforts are recognized. If an outreach activity is carried out in response to an official directive, a reference should be made to that directive on the annual outreach report.

Example: If letters are mailed or contacts made to obtain names and addresses of eligible voters, this should be specifically noted on the report.

If additional cost are incurred for an outreach activity, this should also be noted on the outreach report.

Note: It is not necessary to specifically account for the cost of each outreach activity, but if a special expenditure is made, such as booth rental at a farm show, this should be listed.

If presentations are made or material furnished about FSA for meetings held by other organizations such as Extension Service, Rotary, commodity group's, etc., these should be reported in enough detail to ensure that the activity is given proper recognition.

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2 Action, Continued

B
**Outreach Activity
Reports, Continued**

Each county office shall report all outreach activities conducted in their service area. CED's and FLM's shall coordinate to determine outreach activities that will be included in each county office report. Shared Management counties may report the activities of all shared offices under the headquarter county name, unless there are specialized activities that should be reported by an individual county. CED's shall list all counties included in their reports. State Office section heads may wish to report separate outreach activities carried out by their sections. Individual employees may report outreach activities that are not reported elsewhere.

The FY2001 report is due September 30, 2001 and should cover all outreach activities from October 1, 2000 through September 30, 2001.

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Contact

Questions about this notice may be directed to Marjorie Crooker, State Outreach Coordinator, at 503 692-1973 Ext. 232 or by e-mail to marjorie.crooker@or.usda.gov