

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE AO – 79

FOR: COUNTY OFFICES

Outreach Responsibilities and Reporting for FY 2003

APPROVED BY: State Executive Director
Larry C. Frey
LEF:mac

1 Overview

A Background Outreach activities continue to be emphasized by USDA and FSA. FSA employees were previously provided with the Oregon FSA FY 2003 Outreach Plan. These plans provide the goals for outreach activities in Oregon.

B Purpose The purpose of this notice is to provide information to county offices regarding the FSA Outreach activities Report.

2 Action

A Ongoing Outreach Efforts FSA employees shall continue to conduct outreach activities that meet the goals for the FAC and FSA Outreach Plans, 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, 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 continue to make efforts to identify under served individuals or groups and to keep them informed of available programs and services.

DISPOSAL October 1, 2003 **DISTRIBUTION** County Offices, DD's STO

B
Outreach
Activities
Report

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 in the summary area of the report **and in COC minutes under the heading “Outreach”.**

Example: If letters are mailed or contacts made to obtain names and addresses of eligible voters, this should be specifically noted in the Summary of Activity area on the report. If additional costs are incurred for an outreach activity, this should also be noted in the Summary of Activity.

It is not necessary to 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, Wheat League, Rotary, schools, or any other commodity group, etc., these should be reported in enough detail to ensure that the activity is given proper recognition.

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 Specialists may wish to report separate outreach activities carried out by their sections. Individual employees may report outreach activities that are not reported elsewhere.

The FY2003 report is due May 5th, 2003 and should cover all outreach activities from October 1, 2002 through April 1, 2003. A subsequent report will be due on October 15, 2003 and shall cover outreach activities conducted only during the previous six months. These reports may also be utilized by county offices to ensure that all outreach activities are accounted for when reporting workload. Exhibit 1 provides an example of a completed report.

The formatted report document will be provided to county offices via e-mail. **DO NOT USE AN OLDER VERSION OF THE REPORT.** Submit the report through e-mail to marjorie.crooker@or.usda.gov no later than **COB May 5th, 2003.**

Questions regarding this notice shall be directed to Marjorie Crooker, Administrative/Outreach Specialist, at 503 692-1973 Ext. 232 or by e-mail to marjorie.crooker@or.usda.gov
