

For: State Offices

**State Office Management Analysis (SOMA) Team Participants**

**Approved by:** Associate Administrator for Operations and Management



**1 SOMA Team**

**A**

**Background**

In 1997 the SOMA Program was established to exchange ideas and methodologies between State Offices to:

- facilitate the Agency’s ability to fulfill its mission and functions
- meet the needs of its customers.

The SOMA Program also provides State Office representatives an opportunity to visit peers in other State Offices to exchange ideas and address challenges in a positive, constructive manner.

**Note:** More information on the SOMA Program is in the SOMA Program Guide, issued to State Offices in November 1999.

**B**

**Purpose**

This notice identifies State Office employees to serve on SOMA teams during FY 2001. ORAS intends to form a pool of State Office employees from which team members may be selected, based on the scope and location of the SOMA.

**Note:** The pool shall consist of a number of specialists in each of the major work areas; such as, administrative, compliance, farm loan, DD, etc.

SOMA team pool members may serve on more than 1 SOMA but will not be required to serve on all SOMA’s conducted during FY 2001.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2001	State Offices

## Notice AO-1231

### 2 SOMA Team Member Requirements

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#### A

#### Employee Requirements

To participate on a SOMA team, employees must have demonstrated:

- expertise in FSA program or administrative operations
  - written and oral communication skills
  - ability to use a personal computer or laptop and Word 97
  - willingness to work in cooperation with a team.
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### 3 Action

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#### A

#### State Office Action

SED shall:

- nominate State Office specialists to serve on a SOMA team
- complete the form in Exhibit 1
- submit the completed form to ORAS by November 15, 2000.

**Note:** SED's may nominate more than 1 candidate.

Forms may be submitted to ORAS by mail or by FAX to 202-690-3354.

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#### B

#### ORAS Action

ORAS will assemble the pool and work closely with EDSO to ensure that the pool represents all program and administrative areas with a sufficient number of candidates.

Candidates may not be selected if there is an oversupply of some expertise and additional candidates may be solicited if there is a shortage.

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#### C

#### Contact

If there are any questions about this notice, call Mike McCann, ORAS, at 202-690-2532.

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**Request for SOMA Team Consideration  
FY 2001**

Candidate's Name \_\_\_\_\_ State \_\_\_\_\_

Position Title \_\_\_\_\_ Phone Number \_\_\_\_\_

List specific operational areas of expertise.

Area	Years Experience	Area	Years Experience

If the Candidate was ever in a County Office, last position held \_\_\_\_\_.

Does the Candidate frequently use a personal computer or laptop? \_\_\_\_\_  
Yes or No

Does the Candidate frequently use Word 97? \_\_\_\_\_  
Yes or No

\_\_\_\_\_  
SED Signature

\_\_\_\_\_  
Date

Submit no later than November 15, 2000.