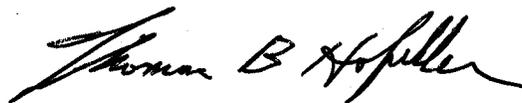


For: SED's and State Outreach Coordinators

Request for Information for the FY 2005 National Outreach Training Conference

Approved by: Associate Administrator for Operations and Management



1 Requesting Information

A Background

Outreach continues to be a critical component of FSA's mission to provide assistance to all eligible individuals and groups on an equal basis. One method of equipping field office employees to affording efficient and effective outreach is nationwide training.

In the 10 years that the Outreach Staff has existed, only 2 National State Outreach Coordinators training conferences have taken place. The last conference was convened in Columbus, Ohio in 1998. Since then there has been significant turnover of State Outreach Coordinators. Additionally, more immigrant and refugee populations are seeking our assistance. With them come a variety of cultures, languages, and farming interests. Formal nationwide training and sharing of information and experiences will equip field office employees to better implement outreach efforts, resulting in the promotion of equal opportunity.

B Purpose

This notice requests input from SED's and State Outreach Coordinators in preparing for an **anticipated** FY 2005 National Outreach Training Conference.

C Contact

For more information about this notice, contact Cliff Herron at 202-720-7619.

Disposal Date	Distribution
October 1, 2005	All SED's and State Outreach Coordinators

Notice AO-1332

1 Requesting Information (Continued)

D SED Action

In preparing for the FY 2005 Outreach Training Conference, SED's should:

- canvass their County Offices to discern the outreach concerns and needs of employees
- compile a list of no more than 10 outreach concerns and needs
- recommend a time and location for the training conference
- provide this information by COB June 17, 2005, to Darlene Smith, Program Analyst at any of the following:
 - e-mail to **Darlene.Smith@wdc.usda.gov**
 - mail to:

Outreach Staff
1400 Independence Avenue, S.W.
STOP 0511
Washington, D.C. 20250-0511
 - FAX to 202-690-4727.