

For: FSA Employees

**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**

OTIS is a web-based application that supports program outreach reporting requirements. The primary users of OTIS are the County Office Outreach Coordinators (COOC's), State Outreach Coordinators (SOC's), and Regional Outreach Coordinators (ROC's). Users are **required** to follow guidelines set forth in the "OTIS Outreach Tracking and Information System, Release 3.0, State Outreach Coordinator Training Guide".

**B Purpose**

This notice provides:

- the deadline for FY 2011 closeout processing
- guidance on FY 2011 closeout processing.

**C Contacts**

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact J. Latrice Hill by either of the following:
  - e-mail to [latrice.hill@wdc.usda.gov](mailto:latrice.hill@wdc.usda.gov)
  - telephone at 202-690-1700.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2011	All FSA employees; State Offices relay to County Offices

## Notice AO-1520

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

#### D Closeout Processing Deadline

All FY 2011 outreach event activities and results **must** be entered and approved in OTIS by **COB October 14, 2011**.

**Note:** OTIS will be down for maintenance until approximately 12 p.m., October 4, 2011.  
The FY 2012 goals are being redesigned to conform to the FY 2012 Agency Strategic Plan.

#### E Closeout Procedures

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

- the “OTIS Outreach Tracking and Information System, Release 3.0, State Outreach Coordinator Training Guide”, under “Closing the Fiscal Year”

**Note:** To access the “OTIS Outreach Tracking and Information System, Release 3.0, State Outreach Coordinator Training Guide”, go to DAFO’s Training Webpage at **<http://fsaintranet.sc.egov.usda.gov/fsatraining/>**, and on the left navigation menu, under “Other”, CLICK “**OTIS 3.0 Training for COOCs**”.

- Notice AO-1483, subparagraph 5 C.