

For: FSA Employees

Identifying County Office Outreach Coordinators (COOC's)

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

FSA has made outreach an integral part of the delivery of programs and services to customers and potential beneficiaries. FSA will conduct its business to ensure that all programs and services are equally available to all customers. 22-AO provides the responsibilities and duties for each County Office. The COOC is FSA's representative and/or outreach liaison responsible for coordinating and monitoring program outreach activities for the County Office or Service Center. The COOC reports to State Outreach Coordinator's (SOC's) on matters about outreach.

B Purpose

This notice provides:

- guidance on selecting COOC's for each county

Note: Each county shall submit the name, title, and e-mail address of the selected outreach coordinator using Exhibit 1.

- Exhibit 1 example.

C Contacts

- If there are questions about this notice, contact Ternechue Butler by either of the following:
 - e-mail at ternechue.butler@wdc.usda.gov
 - telephone at 202-720-6870.

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|----------------------|--|
| Disposal Date | Distribution |
| October 1, 2013 | All FSA employees; State Offices relay to County Offices |

Notice AO-1577

2 Action

A CED and FLM Action

CED's and FLM's shall together:

- review the responsibilities of the COOC provided in 22-AO, subparagraph 13 B
- select 1 employee to serve and assume the responsibilities of COOC
- submit the designated employee information (according to subparagraph 1B) on Exhibit 1 and provide to SED through the SOC by **July 31, 2013**.

Note: Exhibit 1 can be downloaded from the FSA Outreach Sharepoint web site located at <https://fsa.sc.egov.usda.gov/mgr/DAFO/Outreach/default.aspx>. Under "Documents", CLICK "County Office Outreach Coordinators".

B SOC Action

SOC's shall compile the information submitted by all counties and provide to SED.

C SED Action

SED's shall:

- certify and upload completed Exhibit 1 to the FSA Outreach Sharepoint web site located at <https://fsa.sc.egov.usda.gov/mgr/DAFO/Outreach/default.aspx>. Under "Documents", CLICK "County Office Outreach Coordinator". Select the applicable State folder and upload
- submit the list of all COOC's to DAFO no later than **August 15, 2013**.

