

For: FSA Employees

**FY 2013 Outreach Tracking Information System (OTIS) Activities Closeout**

Approved by: Deputy Administrator, Field Operations



**1 OTIS End-of-Year 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 Coordinator and State Outreach Coordinator. Users are required to follow guidelines in OTIS Training Guide Release 3.0, which is available on DAFO’s training web page at <http://fsaintranet.sc.egov.usda.gov/fsatraining>, and 22-AO.

**B Purpose**

This notice provides the following:

- deadline for FY 2013 closeout processing
- guidance on FY 2013 closeout processing.

**C Contact**

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact either of the following:
  - Nancy Bond, DAFO, by e-mail at [nancy.bond@wdc.usda.gov](mailto:nancy.bond@wdc.usda.gov)
  - Ternechue Butler, DAFO, by e-mail at [ternechue.butler@wdc.usda.gov](mailto:ternechue.butler@wdc.usda.gov).

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2014	All FSA employees; State Offices relay to County Offices

**Notice AO-1583**

**1 OTIS End-of-Year Processing Procedure and Information (Continued)**

**D Closeout Processing Deadline**

All FY 2013 outreach event activities and results must be entered and approved in OTIS by **COB November 29, 2013**.

**E Closeout Procedures**

Users must follow procedures established in OTIS Training Guide Release 3.0 under “Closing the Fiscal Year” and as directed in 22-AO, subparagraph 23 P.