

For: State and County Offices

**Deploying the District Director Oversight Reporting System (DDORS)**

Approved by: Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Introduction**

DDORS is the new online reporting system for DD FLP oversight. DDORS will be used to:

- document results from quarterly oversight reviews
- view previously completed quarterly reports
- monitor and follow-up on actions to be taken by FLP Service Center staff.

**B Purpose**

This notice announces DDORS deployment to DD's as of February 1, 2008.

**C Background**

FSA-2101 and FSA-2102 were previously used to record FLP oversight review. FSA-2101 and FSA-2102 are obsolete. FSA-2101 will be replaced by FSA-2101A, FSA-2101B, FSA-2101C, and FSA-2101D to correspond with the new quarterly review process.

FSA-2101A, FSA-2101B, FSA-2101C, and FSA-2101D and instructions will be available on the FSA Forms Intranet at <http://intra3.fsa.usda.gov/dam/ffasforms/forms.html>.

DDORS:

- is modeled after FSA-2101A, FSA-2101B, FSA-2101C, and FSA-2101D
- provides an efficient way to conduct and record oversight reviews.

**Notes:** A forthcoming 1-FLP, Part 9, Section 2 amendment will provide additional information about DD FLP oversight.

Oversight reports completed **before February 1, 2008**, should be submitted according to provisions currently in 1-FLP.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2008	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### D Contact

Service Center employees should direct questions to either of the following:

- State DD coordinator who attended the November 2007, FLP policy meeting in Tucson, Arizona
- FLC.

The State DD coordinator or FLC should direct questions about DDORS to Gail Wargo at 202-690-4003 or by e-mail at [gail.wargo@wdc.usda.gov](mailto:gail.wargo@wdc.usda.gov). FLP program-related questions should be directed to the appropriate program division according to 1-FLP.

### 2 DDORS

#### A System Production Phases

For the DDORS first production phase, only DD's will have access. Subsequent phase features expected to be released:

- in FY 2008 include:
  - jurisdictional view-only and action item follow up permissions to Service Center and State Office users
  - “printer-friendly” reports
  - DD semi-annual and annual review items reporting throughout FY.
- after FY 2008 include adding a State System Administrator role and DD proxy functionality.

**Note:** DD review reports **cannot** be altered or changed by any other user. Action item follow up permissions will be provided to view-only users in a phase subsequent to the “printer friendly” phase. Users with action item follow up permissions will have a separate area in the system where remarks may be added.

Releasing DDORS in phases allows users to assess any needed features or functionality requirements to be implemented in a priority order so that maximum benefit can be achieved with DDORS development.

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#### B User Access

DDORS can be accessed by all users according to the following.

Step	Action
1	Access the FSA Intranet Home Page at <a href="http://intranet.fsa.usda.gov/fsa">http://intranet.fsa.usda.gov/fsa</a> .
2	Under "Links", CLICK " <b>FSA Applications</b> ".
3	Under "Farm Loan Programs", CLICK " <b>Farm Loan Programs Systems</b> ".
4	CLICK " <b>Logon</b> ".
5	Enter user's eAuthentication ID and password.
6	Under "Other FLP System", CLICK " <b>DDORS</b> ".

In the first production phase the current reporting period, which corresponds to FSA-2101B, will automatically be displayed when DD's click the link for the Service Center to be reviewed from the DDORS Home Page.

#### C Jurisdictional Access

Access to Service Center reports are based on user's jurisdictional privileges, as follows:

- DD's will have access to the FLP Service Centers for which they have FLP oversight responsibility
- FLC and SED will have view-only access to all reports completed on all Service Centers within the State or States over which they have FLP oversight responsibilities
- other State users, such as Farm Loan Specialists, will have access to Service Centers as designated by FLC or SED
- FLM's, FLO's, and PT's will be able to view the reports completed for the Service Centers they manage.

**Note:** In a future phase of production, FLM, FLO, and PT users will have permissions to follow up on action items that are established by DD's in DDORS.

#### D Other Features

All review items for this reporting period can be accessed from the Report Outline Page that will be displayed for that Service Center. On the review item screens, to navigate back to:

- the Report Outline Page for a Service Center, CLICK "**Go Back to Report Outline**" link on the submenu at the left of the review item screens
- user's Home Page, CLICK "**Home**" at the top of the review items screens.