

**For:** State and County Offices

**District Director Oversight Reporting System (DDORS) 4<sup>th</sup> Quarter Reporting**

**Approved by:** Acting Deputy Administrator, Farm Loan Programs



**1 DDORS Reporting**

**A Background**

DDORS provides DD's with an oversight process that allows a standardized and consistent reporting format to document results from quarterly FLP oversight reviews. In addition, DDORS allows DD's to:

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

**Note:** The step-by-step DD FLP Oversight Review User Guide is in 1-FLP, Exhibit 36.

**B Purpose**

This notice:

- announces that:
  - the 4<sup>th</sup> quarter streamlined process will continue for FY 2018
  - completion of the following parts is mandatory:
    - Part A – Quarterly Review Items (all items)
    - Part C – Annual Review Items (only item 1.C., Chattel Security Accounting, is mandatory)
    - Part E – Certification (all items)

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2020	State Offices; State Offices relay to County Offices

## Notice FLP-792

### 1 DDORS Reporting (Continued)

#### B Purpose (Continued)

- any items that are not mandatory may be completed at the DD's discretion
- there will be no change to quarterly reports for FY 2019

**Notes:** The 4<sup>th</sup> quarter FY 2018 DDORS must close before the 1<sup>st</sup> quarter FY 2019 DDORS can open.

DD's can review but shall not approve credit quality activities without delegated loan approval authority.

- provides a reminder about DDORS user roles.

#### C Contact

For questions about the DD FLP Oversight Review User Guide or this notice, contact Gretchen Thomas by either of the following:

- e-mail to [gretchen.thomas@wdc.usda.gov](mailto:gretchen.thomas@wdc.usda.gov)
- telephone at 205-650-3373.

### 2 DDORS Roles

#### A User Roles

See 1-FLP, subparagraph 442 G for complete list of available DDORS roles and responsibilities for each. The following roles may complete DDORS reporting requirements.

**State users**, such as SED, FLC, FLS, COR, and State Administrators, are allowed, but are not limited, to:

- view-only, in progress, submitted, and auto-submitted oversight reports
- act as a proxy for DD, if assigned.

**District users**, such as DD's, are allowed, but are not limited, to:

- complete and edit oversight reports for the Service Centers they manage
- add action items to their oversight reports.

**Proxy users** are allowed, but are not limited, to complete, certify, and submit oversight reports for the assigned Service Center.

**Note:** Users other than DD's may complete reporting requirements in DDORS only in an emergency situation, **provided that the users have loan approval authority.**