

For: State and County Offices

**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**

State and County Office outreach activities and activity results are required to be entered into OTIS. State Outreach Coordinators (SOC's) are required to closeout FY activities by ensuring that all activities and results have been entered and certified according to 22-AO, subparagraph 23 P. It is important to load activities and results close to the event since this data is used throughout the year.

**B Purpose**

This notice provides:

- a reminder and the deadline for FY 2016 closeout processing
- guidance on FY 2016 closeout processing.

**C Contact**

If there are questions about this notice, State Offices shall contact Sharon Hayden, OTIS Program Analyst, by either of the following:

- e-mail to **Sharon.Hayden@wdc.usda.gov**
- telephone at 202-720-7552.

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2016	State Offices; State Offices relay to County Offices

## Notice AO-1661

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

#### D Closeout Processing Deadline

All FY 2016 outreach event activities **and results** must be entered in OTIS by COB September 30, 2016.

County Office Outreach Coordinators (COOC's) shall review OTIS and ensure that actual results have been entered for all county OTIS activities.

**Note:** Any approved activity without results entered will be removed from the system by SOC.

SOC's shall:

- certify all activities with results by September 30, 2016
- delete all county activities without actual results
- provide SED and District Directors with counties reporting incomplete activities in OTIS
- complete FY-end closeout of OTIS for FY 2016 by October 10, 2016.

**Note:** Access to OTIS for FY 2016 will **not** be available until all States have completed FY 2015 closeout.

#### E Closeout Procedures

SOC's **must** follow procedures established in:

- 22-AO, subparagraph 23 P
- the "OTIS Outreach Tracking and Information System, Release 3.0, State Outreach Coordinator Training Guide", under "Closing the Fiscal year" found under the Help Menu.