JAN 14 2009

FMD 09-01
MAP 09-01
QSP 09-01
TASC 09-01

SUBJECT: Rollout of the Consolidated UES Databases

TO: All Program Participants

To transition the legacy UES database to the upgraded UES database and to provide participants with more flexibility, FAS has combined the participant and FAS users' databases. This will enable participants to have direct access to their UES and the ability to modify all sections of their UES. This feature will remain in the new UES system.

However, FAS will continue to require pre-approval of certain actions, before changes are made to the UES document. The consolidated UES database will include a Changes Log to record detailed descriptions of proposed changes being made to the UES. **You must manually enter your proposed change into the Changes Log. After the marketing specialist approves the change, you will need to enter the change into the UES; neither will automatically be entered into the UES.**

We require that the following actions be recorded in the Changes Log and be approved by the marketing specialist, **PRIOR** to participants modifying the UES:

- Administrative changes:
  - changes in staffing in overseas offices
  - office openings and/closings
  - computer & IT purchases; furniture & equipment purchases

- Significant changes to the UES, including:
  - new markets, new regions, changes to regions, new constraints, changes to constraints
  - changes in the participant's evaluation plan, such as modifications of performance indicators or goals, adding or dropping evaluations

- Significant changes to individual activities
  - new activities
  - expenditures in the United States
  - STRE

- New or modified policy-related activities

- Changes in ceilings, either branded to generic or generic to branded

Marketing specialists will review submissions in the Changes Log regularly and approve or disapprove such changes using the drop down feature. The UES system will automatically notify the marketing specialist when a change is logged in. On the next day, if there is no action on the submission, the system will generate another email reminder. Please note that failure to secure pre-approval for such actions or changes may result in compliance findings or denial of reimbursement and may be reflected in subsequent UES reviews and funding allocations. Other changes may be made to the UES directly, with or without a Changes Log entry.

As a reminder, the OTP approval letter continues to be the program's primary financial control document, as it authorizes program expenditures. Your program will be audited against the financial controls established in your approval letter. This is very important because the transitional and future UES software will not have the same automated controls as the previous system.

The steps below explain how to make changes to the UES that do not require prior approval:

1. Go to the webpage, http://www.fas.usda.gov/mos/ues/cooperators.asp and click on the link, Unified Export Strategy Application.
2. Login using your UES ID and password. (Contact the Program Operations Division on 202-720-4327 to request an ID and password).
3. After logging in, located on the right of the screen are links to the sections of the UES application, including links to the EMP and TASC proposals.
4. Navigate to the UES application section of your choice and enter your edits. Click the save or update button at the bottom of the webpage. Your UES application is instantly updated!
5. **Optional:** Click on the link, UES **Changes Log** located on the left of the screen under the header "Quick Links". Fill out the Changes Log. The Changes Log provides a record of the changes made to your UES application. The Changes Log is viewed by your marketing specialist.

The rollout will be effective **January 14, 2009**.

Another feature of the upgrade is that participants will be able to generate their own Activity Status Reports on demand.

The On-line Expense Claim Interface functionality will remain the same.

If you have any further questions, please contact your marketing specialist.

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