



September 25, 2006

United States
Department of
Agriculture

Farm and Foreign
Agricultural Services

Farm Service
Agency

Kansas City
Commodity Office
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Kansas City,
Missouri
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To: Steamship Lines and Freight Forwarders
From: Export Operations Division, Kansas City Commodity Office
Subject: Freight Bid Entry System Training, November 1-3, Washington, DC

USAID and USDA's Commodity Operations will hold a training session for all Steamship Lines (SSL) and Freight Forwarders involved in food aid related exports. The Freight Bid Entry System (FBES) is the new electronic process SSL and Freight Forwarders will use to enter and manage freight bids. This training will provide users of the system with a basic understanding of the steps involved in entering bids, reviewing reports and will consist of one day of hands-on training. Three identical one-day training sessions will be offered as follows. Each session will be held from 10:00 am – 4:00 pm in the Nairobi Room in the Ronald Reagan Building located at 1300 Pennsylvania Avenue, N.W., in Washington, DC.

<u>Date</u>	<u>Audience</u>
November 1	Steamship Lines
November 2	Steamship Lines
November 3	Freight Forwarders

Note: This training is designed for the users that will actually be entering bids or reviewing reports. Space available is limited. The following is a link to the registration form, which is due no later than **Friday, October 27th**:

http://www.fsa.usda.gov/Internet/FSA_File/fbes_registration_form_word.doc or

http://www.fsa.usda.gov/Internet/FSA_File/fbes_registration_form_pdf.pdf

In addition, below is a link to general visitor information and access instructions for the training location. Questions regarding the training should be directed to Ken Martin, Kansas City Commodity Office, (816) 926-6552.



USAID/USDA Industry FBES Training
November 1, 2, or 3, 2006
10:00 am – 4:00 pm, Nairobi Room
Ronald Reagan Building, Washington, DC
Facility and Visitor Information

For a list of visitor information, nearby hotels, and general directions to the Ronald Reagan Building, please visit:

<http://www.itcdc.com/about.php?p=2>

Access Instructions/Directions to the
USAID Training Facility
Located in room B1.06-017 of the Ronald Reagan Building
1300 Pennsylvania Ave, NW; Washington, D.C. 20523

From the Federal Triangle Metro Station:

1. As you exit the station you will encounter two escalators. Go up the first escalator, walk straight ahead and take the second escalator to the top or street level. Directly across the circular plaza from this exit is the entrance to the RRB.
2. Cross the plaza and enter the RRB. You are on the “Ground Level”. If you are NOT an AIDW employee you may have to show a “photo identification” and pass through the metal detector before entering.
3. After you pass through the metal detector, turn to your right and follow the hallway in the direction of the “Conference Center and Pavilion” (look up and to your right for the overhead sign pointing to the Center and Pavilion).”
4. Just down this hallway on your right is the 13th Street (or North) Lobby. Above the entrance area to this lobby you will see the “EPA” entrance sign. This is also the secondary entrance to the AIDW office area,
5. As you enter this area, proceed straight ahead through the turnstiles (they do not work yet so you can pass right through) to the four elevators (two are on each side). The guards may or may not ask for some form of identification. If they do, show them whatever USAID identification you may have and tell them you are going to the USAID Training Facility located on B1 to attend a class. You can also show a copy of your confirmation email if it’s necessary. If none of these work, call the Registration Office or me and someone will come to assist you (contact numbers are listed below).

NOTE: DO NOT try to go through the turnstiles to your left or to your right. The ones on your left lead to the EPA office area and the ones on your right lead to the USAID office area. Only AIDW direct hire employees with appropriate clearances can use this entrance. All others (including those from overseas missions) must report to the 14th street (or Main) entrance to receive a

temporary badge or escort into the office area. However, since you are NOT going to enter the USAID office area at this time you WILL NOT need a clearance so most likely they will allow you to proceed directly to the training facility.

6. Once past the guards, take one of the two elevators ON YOUR LEFT down to the B1 level.
7. As you exit the elevator you will see a sign posted directing you down the hallway to the training facility. If you do not have an AIDW badge press the small button on the door and someone from the registration office will buzz the door open for you.

From the 13th Street lobby for AIDW employees:

1. As you exit the USAID office area at the 13th Street Lobby, turn right and pass through the turnstiles (that do not work yet).
2. Take one of the two elevators on your left down to the B1 level and follow the directions listed above in #7.

From the 14th Street Entrance:

1. Again, if you are NOT an AIDW employee you must show a photo ID and pass through the metal detector to gain entry into the building.
2. After entering the building, continue straight ahead, veer to your left and follow the hallway located to the left of the escalators. The Atrium will be on your right.
3. When you reach the end of this walkway, turn left towards the 13th street lobby (look for the overhead sign pointing to the Conference Center and Pavilion).
4. Follow steps 4-7 above.

RRB Training Facility Drink/Food policy:

- Drinks are allowed in the non-computer classrooms ONLY. This includes the Moscow Room, the Warsaw Room and the Guatemala Room.
 - Drinks are NOT allowed in the computer or email rooms, like the Nairobi Room.
 - Open containers (i.e., coffee cups) are NOT allowed. Drinks must have lids or covers to eliminate the risk of spills (coffee cups with lids from the food court are OK).
 - Participants are responsible for any spills and will be expected to clean up any accidents.
 - Food of any kind is NOT permitted in any classroom. This includes snacks as well as meals (i.e., sandwiches, chips, donuts, bagels, muffins, etc.).
- It is expected that if you use the room, you will leave it in the condition that you found it.