

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

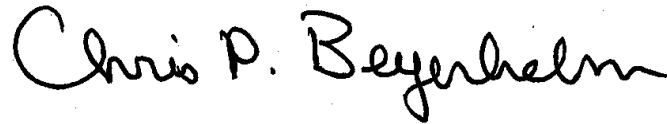
Notice FLP-684

1-FLP

For: State Offices and FMFI-PLCE Users

Financial Management Modernization Initiative (FMFI) - PLCE Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

LMD will conduct training sessions to address areas of concern and frequently asked questions about FMFI, PLCE, and the System for Award Management (SAM). This training is **not** mandatory; however, it is recommended that **all** FMFI-PLCE users attend, including “backup” individuals and those waiting for their access approval.

This training will provide guidance on such FMFI topics as, but not limited to, the following:

- researching borrower and inventory property account information in BOPR
- locating vendor records in FMFI and SAM
- emergency check process
- what to do when checks become lost
- Document Chain Report
- common error messages and what they mean
- impact of the COE implementation on FSA’s processes.

B Purpose

This notice provides the following:

- dates and times for each training session
- participant and State Office actions.

Disposal Date	Distribution
October 1, 2014	State Offices; State Offices relay to FMFI-PLCE Users

1 Overview (Continued)

C Contacts

If there are questions about this notice, State Offices shall contact either of the following:

- Ann Smith, LMD, by either of the following:
 - e-mail to **ann.smith@wdc.usda.gov**
 - telephone at 202-720-1656
- Anne Steppe, LMD, by either of the following:
 - e-mail to **anne.steppe@wdc.usda.gov**
 - telephone at 202-690-4017.

2 Training Sessions

A Basic Webinar Information

There are 2 scheduled training sessions; additional sessions will **not** be added. Training will be conducted using LiveMeeting. Each session has 125 telephone lines available; therefore, there will be sufficient resources for all FMMI-PLCE users to log in to whichever session is most convenient.

FMMI-PLCE users have the choice of attending either of the following:

- Wednesday, **September 3, 2014**, from 9 a.m. to 11 a.m.
- Thursday, **September 4, 2014**, from 1 p.m. to 3 p.m.

A LiveMeeting e-mail invitation for each session will be sent to all FMMI-PLCE users before the scheduled training dates. This meeting invitation will include the meeting link, call-in number, and access code.

2 Training Sessions (Continued)

B FMMI-PLCE User Action

To ensure that **all** FMMI-PLCE users receive a LiveMeeting invitation, **including** users considered as “backup” and those waiting for security to complete the access approval process, send an e-mail to Shanita Staten at **shanita.staten@wdc.usda.gov** by no later than **Friday, August 15, 2014**, and include the following information:

- name
- State
- contact telephone number
- FMMI user “F” ID. See FMMI User Guide, page 138 and figure 9.6-1 for guidance.

Note: Participants are encouraged to have the FMMI User Guide available during the training. The guide may be downloaded from
http://fsaintranet.sc.egov.usda.gov/fcad/Manuals/FMM_%20User_Guide_V109272012.pdf.

C State Office Action

State Offices shall ensure that all FMMI-PLCE users have reviewed this notice and are available for the training, if requested.