

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FSFL-104

For: State and County Offices

**National Training for Margin Protection Program
for Dairy Producers (MPP-Dairy) and DLS/FSFL**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

PSD has been working on the following initiatives:

- MPP-Dairy, a new margin-based dairy program to replace the MILC program no later than September 1, 2014, as authorized by the Agricultural Act of 2014
- DLS/FSFL automation enhancement to streamline FSFL delivery for:
 - loan making
 - loan servicing
 - reporting.

To ensure successful delivery and implementation of these initiatives, FSA will conduct a **National training session** that will inform, train, and prepare FSA State and County Offices to deliver the MPP-Dairy and FSFL programs.

B Purpose

This notice informs State and County Offices of the MPP-Dairy and DLS/FSFL training and provides detailed information on:

- dates and location
- number of State attendee slots approved
- hotel accommodations and transportation travel authorization.

C Contacts

If there are any questions about this notice, contact either of the following:

- Danielle Cooke by e-mail at **danielle.cooke@wdc.usda.gov**
- Toni Williams by e-mail at **toni.williams@wdc.usda.gov**.

Disposal Date	Distribution
November 1, 2014 8-1-14	State Offices; State Offices relay to County Offices

2 National MPP-Dairy and DLS Training

A “Train-the-Trainer” Approach

The National MPP-Dairy and DLS/FSFL training combined approach was designed as a “Train-the-Trainer” model. The training sessions will include lectures and group exercises. The presenters will provide training and communication materials to all training participants to support their training of others in their respective States. These training materials will be made available electronically.

Note: Training participants who have a government laptop shall bring the laptop with them to the training. The laptop must have Juniper access and your LincPass is required.

B Training Date and Location

This combined training session will begin on **Monday, August 18, 2014, at 1 p.m. and end Friday August 22, 2014, at noon EST**. Training participants shall make travel arrangements to ensure that they are able to attend the entire applicable portion of the training. Attendees are **not** authorized to make any airline reservations that would require them to leave the applicable training session before the scheduled end time.

The **MPP-Dairy** training session will begin on **Monday, August 18, 2014, at 1 pm EST** and end on **Thursday, August 21, 2014, at 10 am EST**.

For DLS/FSFL training participants **only**, travel is not authorized until Wednesday, August 20, 2014. The **DLS/FSFL** training session will begin on **Thursday, August 21, 2014, at 10:30 am EST** and end **Friday, August 22, 2014, at noon EST**.

The training will be held at the Crystal Gateway Marriott Hotel, 1700 Jefferson Davis Highway, Arlington, VA 22202.

C State Training Attendee Slots

Because the training was designed as a “Train-the-Trainer” model, training attendees will be responsible for delivering training to applicable FSA employees in their respective States.

States have been provided a specific number of training attendee slots based on several factors to support effective and successful delivery of training to applicable employees. **Exhibit 1** provides the maximum State training attendee slots (excluding SED’s and MPP-Dairy program “trainers” and DLS/FSFL “testers”). Because space is limited, training slots **cannot** be increased. SED’s are required to attend training August 18 through 22, 2014.

SED’s have submitted the names of employees attending this National training.

3 Travel and Hotel Authorizations

A Travel Authorization

Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

Each employee **must** have a GovTrip electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Arlington, VA, is \$238 (\$167 for lodging and \$71 for M&IE) per day.

In GovTrip, the trip type is “trip by trip” and the trip purpose is “training”. This will populate automatically when the traveler prepares an authorization. Employees shall select the accounting code that begins with their normal accounting code, but ends in “**FB-TRAINING**” as the accounting code in GovTrip.

B Travel Codes

2014 Farm Bill funds for training and for TDY (GovTrip) travel have had accounting codes created with “-FB-TRAINING” added at the end of existing accounting codes for all offices, **except** FLP. For FLP, see **Notice BU-752**, subparagraph 3 A for guidance.

For example, someone traveling:

- for State training from the Texas State Office would search in GovTrip for code “14-TX-STO-FB-TRAINING”
- from the Clay, Texas Service Center would use GovTrip code “14-48077-FB-TRAINING”.

TRVL software codes for local travel have the last 6 zeroes replaced with “FBEXPS” for Farm Bill expenses for both FA and CE.

For example in TRVL software, someone traveling for Farm Bill training from the:

- Texas State Office would use FA code “48404884FBEXPS”.
- Knox, Missouri Service Center would use CE code “48729103FBEXPS”.

3 Travel and Hotel Authorizations (Continued)

C Hotel Accommodations

Blocks of rooms have been reserved at the Crystal Gateway Marriott Hotel in Arlington, VA. Detailed hotel information will be provided to attendees after **all** SED-selected participants have been provided according to subparagraph 2 C.

The Crystal Gateway Marriott Hotel uses an online group reservations system for guests to make reservations. Once you receive an e-mail from Rick Pinkston **and/or** Kimberly Pritchett, use the website included in the e-mail to confirm your room reservation with a Government credit card or a deposit equal to the first night room charge as soon as possible but no later than **COB Thursday, August 7, 2014**. After this date, any rooms not confirmed will be released to hotel inventory.

If a reservation must be canceled, attendees shall notify the hotel 24 hours **before** the date of check-in to avoid a cancellation fee. A reservation canceled less than 24 hours before check-in will result in the individual's credit card being charged a minimum of 1 night's stay.

D Hotel Transportation Options

Transportation from area airports to the hotel is available by airport shuttle or taxi. Transportation options to the **Crystal Gateway Marriott Hotel** include the following:

- **from Reagan Washington National (DCA)** there is complimentary shuttle service provided every 20 minutes
- **from Washington, DC/Dulles (IAD)** estimated taxi fare is approximately \$45 each way
- **from Baltimore/Washington International Thurgood Marshall Airport (BWI)** estimated taxi fare is approximately \$65 each way.

Note: Reagan Washington National Airport is closest to the hotel/training site. Rental cars are **not** authorized for travel.

E Reasonable Accommodations

Participants shall notify the airline and hotel directly if any special accommodations are necessary.

If special accommodations are necessary to attend this training, notify Barbara Harris by **noon EST August 5, 2014**, by either of the following:

- e-mail to **barbara.harris@wdc.usda.gov**
- telephone at 202-720-3135.

4 Additional Training Information

A Documenting Training Attendance in WebTA

When reporting in the **Activity Reporting System** section of WebTA:

- use program code “NOAUTH-P3” for MPP-Dairy
- use program code “FSFL” for DLS/FSFL
- use activity code “NOAUTH-A2” for **both** training sessions as it references Farm Bill work.

Note: Use these same codes proportionally for reporting travel time.

B Subsequent “In-State” Training Sessions

States are responsible for providing all necessary **MPP-Dairy** training in their State **before** signup begins on September 1, 2014; and **DLS/FSFL** training **before** DLS/FSFL is deployed in late September 2014. When developing training delivery options States shall consider past training practices that have been effective, as well as innovative training methods that are cost-effective.

It is recommended that State training be conducted by no later than:

- August 29 for MPP-Dairy
- September 12 for DLS/FSFL.

Note: No more than 2 days is needed for each training session.

DAFO will be contacting States in the future for SED input on the type of in-State training being planned/performed and estimated training costs.

State Training Attendee Slots

This table provides the maximum number of training attendees by State (excluding SED's).

Training Attendee Slots MPP-Dairy and DLS/FSFL Training			
State	Number of Attendees	State	Number of Attendees
Alabama	1 **	Nebraska	3 **
Alaska	1	Nevada	1
Arizona	1 *	New York	3
Arkansas	1	New Hampshire	1
California	3 *	New Jersey	1
Colorado	2	New Mexico	2 *
Connecticut	1	North Carolina	2 **
Delaware	1 *	North Dakota	2
Florida	3	Ohio	3
Georgia	2	Oklahoma	2
Hawaii	1	Oregon	2 **
Idaho	3	Pennsylvania	3
Illinois	2 **	Puerto Rico	1
Indiana	2	Rhode Island	1
Iowa	3	South Carolina	1
Kansas	2 **	South Dakota	3
Kentucky	2	Tennessee	3
Louisiana	3	Texas	3 *
Maine	2	Utah	2
Maryland	2 **	Vermont	3
Massachusetts	1	Virginia	2
Michigan	3 *	Washington	2
Minnesota	4 *	West Virginia	2
Mississippi	1	Wisconsin	4 *
Missouri	2	Wyoming	2
Montana	2		

*denotes States providing dairy program “trainers” who are in addition to State attendee slots.

**denotes States providing “testers” who are in addition to State attendee slots.