

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice INFO-71

For: State and County Offices

GovDelivery National SMS Texting Online Training

Approved by: Acting Administrator



1 Overview

A Background

The OEA in cooperation with GovDelivery technical specialists, will conduct national online group training sessions to introduce GovDelivery administrators in State and County Offices to the new GovDelivery SMS texting feature.

The training is mandatory for all State Group Administrators and County Office primary and backup topic administrators. The SMS texting feature of GovDelivery will only be authorized in counties that are currently in compliance with GovDelivery bulletin (e-mail) provisions and where the primary **and** backup topic administrators have completed the online GovDelivery SMS texting training.

B Purpose

This notice provides the following:

- online training schedule
- online training session registration instructions.

C Contact

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

- Brenda Carlson
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Disposal Date	Distribution
January 1, 2017 6-23-16	State Offices; State Offices relay to County Offices

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2 Online Training Sessions

A Training Schedule

For training purposes, the United States has been divided into quadrants. Each State has been assigned a training date and time. GovDelivery users must make every effort possible to attend the training session assigned to their State. Only in extenuating circumstances and with OEA approval will a GovDelivery administrator be moved into an alternate training session. See the following tables for training dates and times.

Quadrant 1 (June 28 – July 7)

Tuesday, June 28	2 p.m. Eastern	TX
Thursday, June 30	2 p.m. Eastern	OK, KS
Tuesday, July 5	2 p.m. Eastern	NE, SD, ND
Thursday, July 7	2 p.m. Eastern	IA, MN

Quadrant 2 (July 19 – July 28)

Tuesday, July 19	2 p.m. Eastern	FL, PR, GA
Thursday, July 21	2 p.m. Eastern	SC, NC
Tuesday, July 26	2 p.m. Eastern	TN, AL
Thursday, July 28	2 p.m. Eastern	MS, MO, AR, LA

Quadrant 3 (August 9 – August 18)

Tuesday, August 9	2 p.m. Eastern	ME, NH, VT, MA, RI, CT, NY, NJ, MD, DE, PA
Thursday, August 11	2 p.m. Eastern	VA, WV, OH
Tuesday, August 16	2 p.m. Eastern	KY, IN
Thursday, August 18	2 p.m. Eastern	MI, IL, WI

Quadrant 4 (August 29 – August 31)

Monday, August 29	1 p.m. Eastern	MT, WY, CO, NM
Tuesday, August 30	3 p.m. Eastern	ID, UT, AZ, NV
Wednesday, August 31	6 p.m. Eastern	WA, OR, CA, HI, AK

Note: GovDelivery SMS texting training is mandatory. If both the primary and backup topic administrators do not participate in the training session, their county will not be authorized to use the SMS texting feature in GovDelivery.

2 Online Training Sessions (Continued)

B Registering for Training Session

Before each training session, all primary and backup GovDelivery topic administrators will receive a LiveMeeting invitation by e-mail. In the e-mail, there is a link to register for the training. GovDelivery administrators **must** register for the training to participate.

After registration is complete, GovDelivery administrators will receive an Outlook calendar invitation for the training. Once the invitation is accepted, the invite is sent to the GovDelivery administrator's calendar in Outlook.

Note: If the LiveMeeting e-mail invitation is not received, check the deleted or junk mail folders in Outlook.

C Training Session Questions

Verbal questions will be answered during the online training session as time permits.

D Improving Online Training Session Performance

Because of the large number of employees participating in the online training sessions, viewing may be improved by minimizing or eliminating other network activities during the scheduled time for the online training session.

3 Action

A Obtaining Training Materials

The PowerPoint slides and other training materials related to SMS texting in GovDelivery will be available on the OEA GovDelivery SharePoint page at **<https://sharepoint.fsa.usda.net/mgr/OEA/Webpages/GovDelivery.aspx>**.

Additionally, a notice GovDelivery SMS texting policies and guidelines will be issued by OEA.

B WebTA Code for GovDelivery

WebTA coding for GovDelivery activities, including training, is as follows:

- Program, "Common"
- Activity, "External Affairs (EXTAFF)".

C State Group Administrator Action

GovDelivery State Group Administrators must ensure that all primary and backup GovDelivery topic administrators have reviewed this notice and are available for the training.