UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State Office MIR3 Initiators

Phase 1 States Emergency Notification System (MIR3) Initiator Training

Approved by: Deputy Administrator for Management

1 Overview

A Background

FSA is deploying MIR3 to state offices to provide an efficient and effective means of notifying employees during an emergency. MIR3 can also be used for FSA personnel accountability during an emergency instead of having to use state and county office call trees.

State and county offices provided FSA-783's to the FSA Emergency Preparedness Division (EPD) for entering into MIR3 according to Notice SEM-36. The employee's contact information has been entered into MIR3.

B Purpose

This notice informs state office MIR3 initiators of the following:

* the state office phase schedule and training dates,

* mandatory training dates for **Phase 1 states** (see subparagraph D),

* training requirements and guidelines, and

* the responsibility for conducting mandatory quarterly MIR3 notification tests to validate the employee contact information in MIR3, which will begin **after** MIR3 training.

C Contact

For questions regarding this notice, contact EPD at the following e-mail address:

RA.DCWASHING3.FSA.EPD

Disposal Date	Distribution
January 1, 2016	State Office MIR3 Initiators

1   Overview (Continued)

D   MIR3 Phase State Groups

The following table provides the phases and training dates for the state office MIR3 initiators.

Phase 1 States February 11 or 12, 2015	Phase 2 States March 18 or 19, 2015	Phase 3 States April 29 or 30, 2015	Phase 4 States June 3 or 4, 2015
Alabama	Arkansas	Alaska	Arizona
Illinois	Connecticut	Colorado	California
Indiana	Delaware	Idaho	Florida
Louisiana	Iowa	Maine	Georgia
Maryland	Kansas	Massachusetts	Nevada
Michigan	Kentucky	Minnesota	New Mexico
Mississippi	Nebraska	Montana	Puerto Rico
Missouri	New Jersey	New Hampshire	Texas
North Carolina	New York	North Dakota	Utah
Ohio	Oklahoma	Oregon	Vermont
South Carolina	Pennsylvania	Rhode Island	Virgin Island
Tennessee	West Virginia	South Carolina	Washington
Virginia			Wyoming
Wisconsin			

State office MIR3 initiators must provide EPD with their preferred training date by e-mail to **RA.DCWASHING3.FSA.EPD** no later than the following dates:

- Phase 1 states by **COB February 6, 2015**
- Phase 2 states by COB March 11, 2015
- Phase 3 states by COB April 22, 2015
- Phase 4 states by COB May 27, 2015.

2   MIR3 Phase 1 Training Information

A   Phase 1 MIR3 Training Date

The Phase 1 MIR3 training is scheduled on either of the following dates:

- Wednesday, February 11, 2015, at 9:00 a.m. to 12:00 p.m. E.S.T.
- Thursday, February 12, 2015, at 9:00 a.m. to 12:00 p.m. E.S.T.

Note: The training being presented on both days will be the same; therefore, only one date should be selected.

2   MIR3 Phase 1 Training Information (Continued)

B   MIR3 Training Requirements

State office MIR3 initiators will need the following to take the MIR3 training:

- MIR3 login and password information provided by EPD,
- PowerPoint presentations provided by EPD,
- use of VTC,
- computer network access while using VTC, and
- cell phone, government issued or personal.

Important: Phase 1 MIR3 training will be conducted by VTC using the call bridge number "72895".

C   MIR3 Training Topics

The MIR3 training topics will include the following:

- accessing and logging into the MIR3 web site,
- entering a new employee's contact information,
- updating and editing current employee contact information,
- deleting employee records,
- building and initiating a notification to state and county office employees,
- understanding the notification report after a notification has been completed, and
- questions and answers following the MIR3 training.

D   State Office MIR3 Initiators Responsibilities

Upon completion of the MIR3 training, state office MIR3 initiators are responsible for the following:

- validating all employee contact information by conducting a quarterly MIR3 notification test, and

- changing the MIR3 password every 60 calendar days.