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

Notice FLP-236

For: State and County Offices

Farm Loan Programs (FLP) Orientation and Credit and Financial Analysis Training (CFAT)

Approved by: Deputy Administrator, Farm Loan Programs

Carolyn B. Cooksie

1 Overview

A Background

All District Directors (DD's), Farm Loan Managers (FLM's), and Farm Loan Specialists (FLS's) who have not been formally trained in credit and financial analysis and employees receiving loan approval authority since October 1, 1995, shall successfully complete the credit and financial analysis session and the FLP Training Program testing process. Any employee hired as a Farm Loan Officer (FLO) or in a Farm Loan Officer Trainee (FLOT) position must successfully complete the FLP Training Program, including orientation, credit and financial analysis, and testing.

The FLP Training Program:

- is an individually paced training program conducted onsite by FLM
- is comprised of:
  - FLO orientation
  - 34 training modules
  - CFAT
  - actual demonstration of skills acquired (hands on)
  - testing
- shall be completed within 1 year of attending orientation.

The FLO orientation session for newly hired FLO's and all CFAT sessions are taught as nationwide group-paced sessions in a centralized location as needed.

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Disposal Date	Distribution
January 1, 2003	State Offices; State Offices relay to County Offices

1 Overview (Continued)

B
Purpose

This notice provides training information for:

- existing FLO's
- DD's, FLM's, and FLS's who have not been trained in credit and financial analysis
- to-be-hired or newly hired FLOT's.

C
Contact

The State FLO Training Coordinator shall submit all registrations by FAX to Julia Jackson, Training and Development Branch, HRD, at 202-418-9131.

Direct questions about training to Chris Greenwalt, National Technical Program Coordinator, at 202-690-0431.

2 FLO Orientation

A
Objective

This training provides the participant with the following:

- overview and history of FLP's
- types of loans available
- terms and acronyms commonly used
- COC's role
- employee responsibilities
- communication skills
- organization of credit delivery.

B
Participants

Participation in the FLP Training Program, including the FLO orientation session, will be limited to employees hired as FLO's and FLOT's. If there are questions about who is eligible or required to attend, contact Chris Greenwalt at 202-690-0431.

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2 FLO Orientation (Continued)

C
Observers

A limited amount of space is available for observers at each session. Anyone planning to attend as an observer must also complete the FLOT registration form (Exhibit 1) and identify themselves as an observer.

D
Orientation Schedule

FLO orientation sessions are being scheduled on an as-needed basis. All sessions are:

- conducted from 1 p.m. Monday through 12 p.m. Friday
- held in a central location.

E
Registration and Accommodations

State FLO Training Coordinators must complete the FLOT registration form (Exhibit 1) for newly hired FLO's.

Acceptance of each registration will be returned to the State FLO Training Coordinator with date of orientation session, hotel information, and training site. Once received, State FLO Training Coordinator will provide the above information to the attendee. Hotel reservations must be received before the cutoff date to obtain government room rates.

The maximum per diem rate for the area will be provided with confirmation of attendance.

3 CFAT Information

A
Objective

CFAT better acquaints employees with what constitutes adequate financial data on which to base a direct or guaranteed loan decision.

B
Participants

CFAT:

- is offered to primarily newly placed DD's and FLO's with credit decisions in their job description who were not previously trained
- is required to obtain loan approval authority
- has limited space per session.

C
Training Schedule

All sessions are:

conducted from 1 p.m. Monday through 12 p.m. Friday
held in a centralized location.

Evening work may be required.

D
Registration and Accommodations

Participants must register for a CFAT session using the FLOT registration form (Exhibit 1). Registrations for any upcoming training sessions must be received before the cutoff date for hotel reservations to:

- be considered for that training
- obtain government room rates.

Acceptance of the registration will be returned to the State FLO Training Coordinator with date of session, hotel information, and training site. Once received, State FLO Training Coordinator will provide the above information to participant.

The maximum per diem rate for the area will be provided with confirmation of attendance.

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3 CFAT Information (Continued)

E
Completing Training

Participants will be required to complete a post-test and obtain an acceptable score of at least 80 percent to determine proficiency. If an acceptable score is not achieved on the post-test, participants must seek further training opportunities in this area before completing FLP Training Program or obtaining loan approval authority. Any deficiencies will be discussed with the Farm Loan Chief, SED, and the State FLO Training Coordinator, and an appropriate training plan will be developed.

4 Additional Information

A
Documenting Training

Each participant shall document his/her training using CAMS.

Direct questions about processing in CAMS to the State Training Officer or Training and Development Branch (TDB), HRD at 202-418-9041.

B
Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in an FLO orientation session or CFAT should notify the following of special needs when registering:

- airline and hotel if accommodations are needed for travel or lodging
- Julia Jackson, TDB, HRD, at 202-418-9049, if accommodations are needed for the training.

C
Travel Authorization

Travel for identified State participants shall be charged to Washington-controlled FLP travel.

FLOT Registration Form

This form is the official enrollment document for each participant in the FLOT Program. This form shall be submitted by the State FLO Training Coordinator for each participant in FLO Orientation or Credit and Financial Analysis Training. Anyone not attending FLO Orientation will not be registered in the FLOT Program.

Submit the following information for each individual to:

Julia Jackson, HRD
Training and Development Branch
FAX 202-418-9131.

State: _____

Participant's Name: _____

Work Phone: _____

Job Title: _____

Date Started in **Current Job**: _____

Submitted by: _____
(State FLO Training Coordinator)

Orientation: FLO's and FLOT's only

____ New-Hire

Credit and Financial Analysis

_____ Need to complete

Special request or comments: