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

Notice FLP-203

2-FLP

For: State and County Offices

Guaranteed Loan System (GLS) Training

Approved by: Deputy Administrator, Farm Loan Programs

1 GLS Training Information

A
Purpose

This notice informs State Offices of upcoming GLS training.

B
Contact

State Offices shall direct questions about this notice to Pat Elzinga, Loan Making Division at 202-690-1729.

C
Training Sessions

There will be 2 training sessions held at the following location:

The Training Center
2350 Market Street
St. Louis, Missouri.

Training will be provided for 1 attendee from each State.

The first session will:

- be held on May 15 and 16, 2001
- begin at 8:00 a.m. on May 15, 2001, and end at 12:00 noon on May 16, 2001.

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Disposal Date	Distribution
June 1, 2001	State Offices; State Offices relay to County Offices

1 GLS Training Information (Continued)

C Training Schedule (Continued)

The following States will participate in the first session:

AL	FL	GA	IL	IN	KY	LA
MA/CT/RI	MD/DE	ME	MI	MS	NC	NJ
NY	OH	PA	SC	TN	VA	VT/NH
WV	WI					

Note: May 14, 2001, is an authorized travel day.

The second session will:

- be held on May 16 and 17, 2001
- begin at 1:00 p.m. on May 16, 2001, and end at 4:30 p.m. on May 17, 2001.

The following States will participate in the second session:

AR	AZ	CA	CO	HI	IA	ID	KS
MN	MO	MT	NE	ND	NM	NV	OK
OR	SD	TX	UT	WA	WY		

Note: May 18, 2001, is an authorized travel day.

D Training Materials

A portion of the training will be based on actual transactions. Attendees should bring a selection of pending loan closings and interest assistance claims transactions to enter into the new GLS. Attendees must have a current GLS ID.

Note: Loan closing and interest assistance claims were previously input through ADPS transactions GA and GB.

The GLS Manual, Loan Servicing User Guide, has been posted to the:

- GLS Website at **https://gls.usda.gov/fsa_index.asp**
- BBS Ag Credit Library.

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1 GLS Training Information (Continued)

E
Hotel Information

Participants shall make reservations by directly calling the Marriot St. Louis Pavilion Downtown at either:

- 314-421-1776
- 800-228-9290.

When making reservations, individuals shall identify themselves as being with USDA, Farm Service Agency. The address for the Marriot St. Louis Pavilion Downtown is as follows.

Marriot St. Louis Pavilion Downtown
One S. Broadway
St. Louis, Missouri, 63102.

Travel for Federal State Office employees shall be charged to the Washington-controlled State travel funds, according to 98-FI.

The room rate:

- is $90, plus tax, for a single room each night
- must be guaranteed by a Government issued credit card by COB May 4, 2001.

F
Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact the hotel and airlines or either of the following:

- Pat Elzinga at 202-690-1729
- Federal Relay Service at 1-800-877-8339.

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1 GLS Training Information (Continued)

G
Travel Authorization

Each participant must have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization. The maximum per diem rate for St. Louis, Missouri, is $136, ($90 for lodging and $46 for M&IE).

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

H
Airport Transportation

Airport transportation to and from the hotel is available from any of the following:

- MetroLink
- TransExpress airport shuttle
- taxi.

I
Documenting Training

Participants or the State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is 020023.

Direct questions about processing in CAMS to the State Training Officer or Training and Development Branch, HRD to Joe Hoffman or Tom Montgomery at 202-418-9041.