

For: FSA County Offices

**County Office OnLine Travel Training**

Approved by: State Executive Director



**1 Overview**

**A Background**

Arkansas began implementation of the NFC OnLine Travel System for FY-2004, October 1, 2003 for non-federal employees. Initial training was conducted to familiarize travel coordinators with the process. Since then, travel coordinators have worked with the system and several requests for additional travel have been received.

**B Purpose**

The purpose of this notice is to provide information for training sessions. Issues to be covered will include allotment reconciliation, travel ledgers, and reports. Counties will be able to connect to NITC and NFC to work “live” with travel authorizations and vouchers. This training is not mandatory.

**2 Training Schedule**

Four one-day sessions will be held in Room 5402 located on the fifth floor of the Federal Building in Little Rock, AR. Sessions will begin at 9:30 am and end by 3:00 pm. District Directors must concur with overnight lodging requests. Prepare AD-202, Travel Authorization, with a purpose code of “2”.

Exhibit 1 provides a list of the dates and counties authorized to attend. Attendees are asked to bring their travel ledger and NITC/NFC logon and password for assessing the Travel database. Please bring any documents that require review and assistance.

**3 Contact**

If there are any questions about this notice, please contact Charlotte Murphy at:

Phone: 501-301-3016  
Email: [charlotte.murphy@ar.usda.gov](mailto:charlotte.murphy@ar.usda.gov)  
Fax: 501-301-3086

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2004	FSA Offices

**Arkansas Notice FI-91**

Exhibit 1

<b>Training Session and Date</b>	<b>County Office</b>
<p>Session 1 – June 9, 2004</p> <p align="center">16</p>	<p>Crittenden-Mary Ann Pollard                      Franklin-Phyllis Schultes                      Fulton-Barbara Estes                      Izard – Willetta Everett                      Johnson – Shannon Choate                      Lawrence–Cathy Saffel, Ricky Goff                      Logan – Karen Jeffers                      Madison- Guy Roden                      Mississippi-Patricia Harris                      Pope-Ramona Brooks                      Sharp-Shelia Morgan                      White – Sherrie Whitener, Phyllis Nance                      Woodruff-Barbara Bowen                      Yell – Daisy Anderson</p>
<p>Session 2 – June 10, 2004</p> <p align="center">14</p>	<p>Clay-Sue McComb, backup                      Craighead-Kay Wimpy                      Faulkner-RuthAnn Noblitt, Jeannie Sutton                      Greene-Karon Stallcup                      Hot Spring – Judy Willhite                      Howard-Jill Arnold                      Jefferson-Stephanie Rodgers                      Ouachita-Ginger Crotty                      Phillips-Deanna Bartlett                      Polk-Denise Crowden                      Prairie – Nancy Chlapecka                      Pulaski – Amy Bailey</p>

**Arkansas Notice FI-91**

Exhibit 1

<p>Session 3, June 23, 2004</p> <p align="center">17</p>	<p>Ashley – Dayne Douglas, Penni Douglas                  Clark - Debbie McDaniel                  Conway – Debbie Bolin                  Desha – Tammy Mabray, Robin Wilhite                  Drew – Brandon Satter                  Lafayette-Judy McGee                  Lincoln-Lorraine Harris                  Little River-Deena Cash                  Lonoke-Terri McManus                  Miller-Cindy Smith                  St. Francis-Mary Varvil                  Sebastain-Janet Heslep, Sherry Clark                  Washington – Karen Zajicek, Martha Gafford</p>
<p>Session 4, June 24, 2004</p> <p align="center">17</p>	<p>Arkansas-Beverly Scroggins                  Baxter-Sharon Wesson, Tammy Jones                  Boone-Richard Hudson                  Cleburne –Doris Murphy                  Chicot-Jodi Ball                  Cross-Ethel Moore, Charlene Smith                  Independence – Resa Bolin                  Jackson-Hattie Nunn                  Lee-Christine Smith                  Monroe-Vicki Skinner                  Poinsett-Alicia Southard, Marietha Timmerman                  Randolph-Carolyn Williams                  Stone-Kathy Anderson                  VanBuren-Linda Newman</p>

**Note:** Sharon Wesson, Baxter County and Stephanie Rodgers, Jefferson County are Field Office contacts for County Office OnLine Travel.