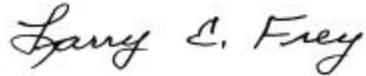


For: County Offices

Debt and Loan Restructuring System (DALR\$ 2000) Training

Approved By: State Executive Director



RAT:DLH:th

1 Overview

**A
Background**

The National Office Farm Loan Programs will be providing a 3-day training session on the DALR\$ 2000 software application in Portland, Oregon for half of the nation's State DALR\$ Coordinators. This gives Oregon the opportunity to participate in the National training session. Therefore, the Oregon DALRS 2000 training session will occur in conjunction with the National Office training.

**B
Purpose**

The purpose of this Oregon Notice is to:

- Invite participants to attend the training.
- Provide participants with information on:
 - travel authorization
 - hotels
 - transportation
 - training
 - selection of participants
 - hardware needs

**C
Contacts**

Direct questions about this Oregon Notice to Donald Howard or Lynn Voigt at the STO.

FILING: Preceding FmHA Instruction 1951-S

Disposal October 1, 2001	Distribution STO, DD, COR, COF - Including Farm Loan Programs
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2 Training Schedule

A

Portland, Oregon Session

The training session will be held in Portland, Oregon from August 14-16, 2001. The session will begin at 8:00 a.m. and end at 4:30 p.m. each day. Oregon will have approximately 25 slots. The following are the individuals that are authorized to participate in the training session:

Participant	Title
Dan Mast	FLM
Dennis Dines	FLM
Sharilyn Hice	FLM
Dave Fitzsimmons	FLM
Merle Blackburn	FLM
Nancy Thompson	FLM
Pat Joerger	FLM
<i>Number:</i>	7
Barbara Chadwell	FLO
Patty Dadey	FLO
Dorothy Scull	FLO
Marti Hamilton	FLO
Donna Sprenkle	FLO
Maria Lopez	FLO
Harry Smith	FLO
Karen Bloomdahl	FLO
Suzanne Hayes	FLO
Kathey Naegeli	FLO
Kevin Jordan	FLO
Virginia Lundberg	FLO
Nathan Wilson	FLOT
<i>Number:</i>	13
Pam Davis	CED
Bret Harris	CED
<i>Number:</i>	2
Charley Newhouse	DD
Rick Block	DD
Harvey Bush	DD
<i>Number:</i>	3
Total Participates:	25

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2 Training Schedule (Continued)

B

Training Location

The training session will be at the following location:

5th Avenue Suites Hotel
506 S. W. Washington at 5th Avenue
Portland, Oregon

C

Schedule Conflict

The meeting room will be on the 2nd floor of the hotel.

If a participant is unable to attend the training the individual shall inform their District Director. The District Director shall inform the Farm Loan Programs division in the State Office. There is a minimum number of rooms that must be reserved in order to receive the government rate at the hotel.

3 Accommodations

A Hotel

Participants shall:

- **Contact the hotel to confirm reservations**
- **Identify themselves as being a participant of the USDA/FSA/Farm Loan Program DALR\$ Training to ensure the Government room rate**

The State Office has reserved a block of rooms for the training session. There are 20 rooms available at the following hotel:

Hotel Vintage Plaza
422 SW Broadway at Washington Street
Portland, Oregon 97205

Phone: 503-228-1212

The cost of the room is \$77 plus tax. Hotel room tax is reimbursable under miscellaneous charges. **Please make your reservations by August 8, 2001 to assure that you will receive the contracted Government rate.** If you reserve a room after this date you may not receive a Government rate. The per diem rate for Portland, Oregon (Multnomah County) is \$115 per day (\$77 for lodging and \$38 for MI&E).

When you make your reservations you must guarantee the room with your credit card. **Any cancellations that occur 24 hours prior to arrival, the individual will incur the contract room rate charge.**

The hotel is located within 1 block from the 5th Avenue Suites Hotel. Individuals are expected to walk to the training location.

4 Travel and Transportation

A

Travel Authorization

Each employee shall have an approved AD-202 before incurring travel expenses. Participants shall make their own travel arrangements as soon as possible. Participants are encouraged to car pool to minimize travel expenses.

Participants are authorized to travel on Monday and Friday, August 13 and 17, 2001, as appropriate.

B

Transportation

Transportation from the airport to the hotel is the responsibility of the participant. The following services are available:

- Grayline Shuttle

Note: No reservations will be taken, but you may contact Grayline at 503-285-9845 for more information. The Shuttle is boarded outside of the baggage claim area in the middle island of the traffic way.

Cost: \$15 One way – Cash Only.

- Taxi Service

Cost; \$37 (approximately) – One way.

C

Parking

Participants are encouraged to utilize off site parking. Parking at the hotel is \$21/night.

5 Action

A

Hardware Needs

All participants shall bring:

- a Common Computing Environment (CCE) compliant laptop
- a PCMCIA card for network connection
- network adapter to connect to the PCMCIA network card
- network cable
- portable printer

Each participant is responsible for bringing a CCE compliant laptop computer if available. In addition to the PCMCIA network card, adapter, cable and portable printer you are reminded to bring the power adapter and power cord.

A peer-to-peer network will be attempted so that participant will be able to print on a server PC. However, there will be only 44 ports available. Some participants will need to print on their portable printer if they wish to print a DALR\$ report. Additionally, if for some reason the participant cannot adequately connect to the network, a portable printer will be the only way to print a DALR\$ report if desired.

The participant should verify that the appropriate printer driver is installed for the portable printer if the participant brings one.

B

NT Administrative Authority

Each participant should contact their local CCE Administrator and obtain Administrative authority on the NT 4.0 operating system prior to attending the training session.

Administrative authority is necessary to install the beta version of the CCE upgrade and DALR\$ 2000 software. Additionally, network properties and printer drivers will need to be modified to allow connection to the peer-to-peer network.

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5 Action (Continued)

C Configuration Session

A configuration session will occur on the following dates:

- Monday, August 13, 2001
- Thursday, August 16, 2001

Each participant that arrives on Monday, August 13, 2001 are expected to meet at the training meeting room at the 5th Avenue Suites Hotel at 4:00 p.m. to configure their laptop for network connection and to install appropriate software. This configuration session is necessary to allow adequate time on Tuesday morning to configure late arrival participants PCs.

On Thursday, August 16, 2001 there will be a session to reconfigure the participants laptop and to remove the beta version of the software.

Participants that may wish to depart on Thursday, August 16th should not schedule a departure until after 5:30 p.m.
