

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
P.O. Box 2415
Washington, DC 20013-2415

Notice FC-8

MASTER FILE COPY

Forms & Directives Section

For: State Offices

Dun and Bradstreet (D&B) Training Seminars

Approved by: Deputy Administrator, Farm Credit Programs

Sau Anne Kling

etc
OBSOLETE

By date

1 Overview

A

Purpose

This notice is a reminder that D&B training courses are available to FSA employees and that employees should register early when possible.

B

Background

An unnumbered letter, dated September 20, 1995, announced the availability of training seminars through D&B for RECD and FSA employees, to be paid for by the National Office. The course registration fee will be paid by the National Office. Nontraining expenses such as travel are the State Office's responsibility.

D&B can provide the training in a variety of formats. Training can be conducted in public workshops, or D&B can tailor a workshop specifically to your needs. Requests for the financial skills courses will receive first priority. For centrally located staff with common training needs, the tailored workshops may be most useful.

C

Comparison With Previous Notice

This notice supplements an RECD Unnumbered Letter, Dun and Bradstreet Training Seminars, dated September 20, 1995, which is provided in Exhibit 1.

Continued on the next page

Disposal

May 1, 1996

Distribution

State Offices; State Offices relay to Agriculture Credit Directors

Notice FC-8

1 Overview, *Continued*

D

**Schedule of
Classes**

The schedule of seminars for October, November, and December and On-Call Training Solutions have been included in this mailing.

2 Action

A

**Registering for
Public
Seminars**

To nominate field staff for public seminars, complete the registration form in Exhibit 2 and FAX it to Karen Eifert at 202-690-1117. Do not send registration directly to D&B. You will be notified if your request is approved.

Make nominations as quickly as possible. The training funds will be distributed as equitably as possible; some priority will be given to the date nominations are received. If there are still funds available, the 1996 first quarter seminar schedule will be provided in a future notice.

B

**Tailored
Courses**

Notify Karen Eifert to request a seminar tailored to your needs. Courses can be developed for almost any subject relating to credit administration. Minimum group size is 15 to 20 depending on the development costs.

C

Documentation

Participants shall document this training on SF-182.

D

Contact

Contact Karen Eifert through the Area Office if there are any questions about this notice.

RECD Unnumbered Letter



United States
Department of
Agriculture

Rural Housing and
Community Development
Service

Washington, D.C. 20250

TO: Acting State Directors
Rural Economic and Community Development

ATTENTION: Rural Housing Chiefs
Farmer Programs Chiefs

FROM: Ronnie O. Tharrington
Assistant Administrator
Housing

Lou Anne Kling
Acting Deputy Administrator for
Farm Credit Programs

SUBJECT: Dun and Bradstreet Training Seminars

The National Office has contracted with Dun and Bradstreet Business Education Services (D&B) to provide training seminars to RECD and CFSA employees assigned to credit teams. The cost of these seminars will be paid by the National Office.

There is a very limited amount of funds in this contract. States can send employees to the training on a first-come first-served basis until the money is spent. Non-training expenses such as travel and per diem are the responsibility of the State.

D&B can provide the training in a number of different formats. It can be conducted in one-day public workshops, on-site workshops, or D&B can tailor a workshop specifically to your needs.

EXPIRATION DATE: December 31, 1995

FILING INSTRUCTIONS:
Administrative Programs



The Rural Housing and Community Development Service replaces the Farmers Home Administration. RECD is an Equal Opportunity Lender. Complaints of discrimination should be sent to: Secretary of Agriculture, Washington, D.C. 20250

Continued on the next page

RECD Unnumbered Letter, *Continued*

Attached are the schedules for the balance of this calendar year for the public courses. Requests for the Financial Skills courses will receive first priority. Thirty days notice is required for D&B to prepare a tailored course.

State Directors should contact the appropriate National Office staff person if they are interested in taking advantage of this training. Judy Webb Spelman at (202) 720-1478, facsimile number (202) 720-2232 is the contact person for Housing, and Karen Eifert at (202) 720-1657, facsimile number (202) 690-1117, is the contact for Farmer Programs. When contacting the National Office to reserve space in a public session, have the name, date and location of the desired sessions and the number of employees to attend.

Attachment

Request for Training

USDA REQUEST FOR TRAINING

You were notified in an unnumbered letter dated September 20, 1995, that training is available to you through Dun and Bradstreet Business Education Services. The cost of this is covered under a previous contract, so there will be no charge to the State.

To take advantage of this opportunity, please complete the following seminar registration form and return it to Judy or Karen. The attendee's supervisor will signify approval by signing on the line "Your Manager's Name".

There is limited availability for these seminars so register as soon as possible!

Fax completed request form to:

Judy Webb Spelman
RHCDS
(202) 720-2232

OR

Karen Eifert
FSA
(202) 690-1117

Seminar Registration Form

Yes, I want to take advantage of this special educational opportunity from Dun & Bradstreet.

Note: You will receive written confirmation of your enrollments, seminar location and seminar hours from Dun & Bradstreet.

Please print. Please duplicate this form to register additional attendees.

<p>1 _____ Attendee Name</p> <p>_____ Title</p> <p>_____ Seminar Title _____ Catalog Page Number</p> <p>_____ City and State of Seminar</p> <p>_____ Date of Seminar</p> <p>_____ Company Name</p> <p>_____ Street Address</p> <p>() _____ Daytime Phone</p>	<p>2 _____ Attendee Name</p> <p>_____ Title</p> <p>_____ Seminar Title _____ Catalog Page Number</p> <p>_____ City and State of Seminar</p> <p>_____ Date of Seminar</p> <p>_____ City _____ State _____ Zip</p> <p>_____ Your Manager's Name (Signature)</p>
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