

For: State Offices

**A/36 Farm and Home Plan (FHP) Training**

Approved by: Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A**

**Purpose**

This notice:

- invites the trainees to attend the training
- provides participants with information on authorization, hotel, travel and training
- provides information on the selection of the participants.

**B**

**Training Schedule**

Two 3-day training sessions on the newly-developed A/36 FHP system have been scheduled, beginning July 27, 1999. All sessions will be held at 8930 Ward Parkway, Kansas City, MO 64114.

The **first session** will be held from July 27 through 29, 1999, from 8:00 a.m. to 3:00 p.m each day. The following States will participate in this session:

|    |    |    |    |    |    |     |    |    |
|----|----|----|----|----|----|-----|----|----|
| WA | OR | CA | NV | ID | UT | ME  | NM | IA |
| MT | WY | CO | TX | OK | KS | SD  | ND | MN |
| WI | MO | IL | IN | MI | HI | NE. |    |    |

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|                      |                     |
|----------------------|---------------------|
| <b>Disposal Date</b> | <b>Distribution</b> |
| September 1, 1999    | State Offices       |

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**1 Overview (Continued)**

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**B**

**Training  
Schedule  
(Continued)**

The **second session** will be held from August 3 through 5, 1999, from 8:00 a.m. to 3:00 p.m. each day. The following States will participate in this session:

|    |    |    |    |    |    |    |     |    |
|----|----|----|----|----|----|----|-----|----|
| LA | AR | MS | AL | GA | FL | SC | AK  | NC |
| DE | VA | WV | OH | PA | NY | NJ | VT  | PR |
| KY | AZ | MA | TN | MD | NH | CT | RI. |    |

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**2 Hotel and Travel Authorization Information**

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**A**

**Hotel  
Information**

A block of rooms has been reserved at the Wyndham Garden Hotel-Plaza, One East 45th Street, Kansas City, MO 64111. The telephone number is 816-753-7400.

Participants shall contact the hotel directly to make reservations. Make reservations at the hotel by:

- **Monday, July 12**, for July 26 through July 30 (first session)
- **Monday, July 19**, for August 2 through August 6 (second session).

**Notes:** Specify the "USDA/FHP training" room block when making reservations to ensure the \$85 per night room rate.

The state of Missouri is tax exempt

The per diem rate for Kansas City, Missouri, is \$127 per day (\$85 for lodging and \$42 for MI&E).

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**B**

**Travel  
Authorization**

Each employee shall have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

Only 2 employees from each State are authorized to attend the training. Travel funds will be paid from Washington-controlled travel funds.

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**2 Hotel and Travel Authorization Information (Continued)**

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**C**

**Airport  
Transportation**

Transportation to and from Kansas City International (KCI) Airport is the responsibility of the participant. The following services are available.

| Service                                      | Cost  | Additional Information   |
|--|---|--|
| KCI Airport Shuttle                          | \$13 one-way<br>\$22 round trip   | Upon arrival at KCI Airport, locate the red shuttle booth near the baggage claim area <b>or</b> dial 5000 on any white airport courtesy telephone. |
| Quicksilver Airport Service                  | \$19.50   | Make reservations 24 hours in advance by calling 913-262-0905 <b>or</b> 800-888-8294.  |
| transportation to and from training sessions | Transportation to the training sessions will be provided. The bus will leave from in front of the hotel at 7:30 a.m. each morning and will leave the training site at 4:30 each afternoon.<br><br><b>Note:</b> For participants who drive to and from the training session, there are lift gates at the entrances and exits. Pull up to the gate and press the button on the intercom for a security guard to let you in. |  |
| transportation to airport on final day       | KCMO will transport participants to KCI on the final day of training. Participants shall <b>not</b> schedule return flights home before 5:30 p.m.<br><br><b>Important:</b> Participants shall bring their luggage with them to the training session. The bus will transport participants and luggage directly to the airport after the training session concludes.  |  |
| ID badges                                    | All trainees are required to wear their Government ID badge for entrance into the 8930 Ward Parkway building.   |  |

**D**

**Accommodation**

Persons with disabilities who require accommodations to attend or participate in this training should contact KCMO 816-926-6517 or TTY at 816-926-7440 or notify the hotel and airlines directly.

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### 3 Action

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#### A

#### State Office

Farm Loan Directors, with the concurrence of SED, shall select participants to attend this training based on the following criteria. Participants shall:

- be aware of the basic S/36 functions in IRM-293
- have a working knowledge of the existing 3b2 version of the FHP system
- be knowledgeable of the train-the-trainer concepts and be capable of applying those concepts in the training of their respective State employees on the re-deployment of the FHP system on S/36
- complete SF-182, according to 6-PM, to document this training.

State Offices should provide a list of proposed attendees to Wynona Black at [wblack@kcc.fsa.usda.gov](mailto:wblack@kcc.fsa.usda.gov) by Monday July 12, 1999.

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