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

Notice FLP-212

For: State Offices

Management of Agricultural Credit (MAC) Training

Approved by: Deputy Administrator, Farm Loan Programs

Carolyn B. Cooksie

1 MAC Training Information

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 2-day training sessions on the MAC System have been scheduled, beginning August 6, 2001, at 1 p.m. for the first session and August 8, 2001, at 1 p.m. for the second session. All sessions will be held at KCAO, Beacon Office Facility, 6501 Beacon Drive, Kansas City, MO 64133-4676.

Travel for the training will be paid from the Washington-controlled travel funds for the number of slots listed in this notice for each State, NASE representatives, and field trainers.

The **first session** will be held August 6 through 8, 2001:

- August 6 from 1 p.m. to 4:30 p.m.
- August 7 from 8 a.m. to 4:30 p.m.
- August 8 from 8 a.m. to 12 noon.

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Disposal Date	Distribution
August 1, 2002	State Offices

1 MAC Training Information (Continued)

B Training Schedule (Continued)

The following States will participate in this session. The number next to the State abbreviation is the number of slots paid from the Washington-controlled travel funds.

AL-1	IN-1	MO-2
AZ-1	IA-2	MT-1
AK-1	KS-1	PR-2
AR-2	KY-2	Testing/Help Desk-3
CA-1	LA-2	NASE Representatives-2
CO-1	ME-1	ND-Nancy Fuchs
FL/VI- 1	MD/DE-1	NC-Annette Jefferson
GA-2	MI-2	
HI/GU-1	MN-2	
ID-1	MS-2	
IL-2		

The **second session** will be held August 8 through 10, 2001:

- August 8 from 1 p.m. to 4:30 p.m.
- August 9 from 8 a.m. to 4:30 p.m.
- August 10 from 8 a.m. to 12 noon.

The following States will participate in this session. The number next to the State abbreviation is the number of slots paid from the Washington-controlled travel funds.

NE-2	PA-1	MA/CT/RI-2
NV-1	SC-1	Help Desk/Testing-3
VT/NH-1	SD-2	NASE representatives-3
NJ-1	TN-2	IA-Mary Jo Zumach
NM-1	TX-2	TX-Gini Hayden
NY-2	UT-1	MA-Jean Solodyna
NC-2	VA-1	
ND-2	WA-1	
OH-1	WI-2	
OK-2	WY-1	
OR-1	WV-2	

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1 MAC Training Information (Continued)

B Training Schedule (Continued)

Both the **first and second sessions** will also include the following MAC software experts who will assist with the training. These participants are as follows:

WI-Karla Morgan	FL-Sharon Teston	KS- Ray Bartholomew
VA-Kim DePasquale	MO-Janet Bollinger	

2 Accommodations

A Hotel Information

A block of rooms has been reserved at the following hotel:

Holtz Executive Village
11400 College Boulevard
Overland Park, KS 66210
Telephone Megan Coenen at 913-344-8350 or
e-mail Donald Ray at dray@holtze.com.

Participants should contact the hotel to confirm reservations. The cost of the room is $85 plus tax. Hotel room tax is reimbursable under miscellaneous charges. **Hotel reservations must be made by July 30, 2001. Identify yourself as being a participant of the "USDA/FSA MAC TRAINING" to ensure the room rate.**

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

3 Travel and Transportation

A 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.

Participants may be authorized to travel before Monday, August 6, or Wednesday, August 8, if it would be impossible to arrive by the beginning of the training. The KCAO telephone number for messages is 816-926-2141. State Office employees shall charge this travel to Washington Controlled State Travel Code according to 98-FI, Exhibit 11, and Farm Loan employees shall charge this travel under their new index codes for Washington Controlled State Travel.

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3 Travel and Transportation (Continued)

B
Transportation

Transportation **from** Kansas City International (KCI) Airport is the responsibility of the participant. Buses will transport participants to and from the hotel and the training sessions. In addition, transportation will be provided to the airport when the training concludes. The following services are available:

Airport Services	Cost	Additional Information
KCI Airport Shuttle	$17 one-way $29 round trip	The KCI Shuttle provides service from the airport to the Holtz Executive Village for $17 one way and $29 round trip. You may purchase a ticket for the shuttle by dialing 5000 on any white airport courtesy phone or at the KCI Shuttle ticket counter located at the baggage claim.
Quicksilver Airport Service	$23.50	Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

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3 Travel and Transportation (Continued)

B Transportation (Continued)

Airport Services	Addional Information
Bus Schedule	Transportation to/from the training sessions will be provided. The bus schedule is as follows: **First session:** August 6, 2001 12:30 p.m. from hotel to training site August 6 and 7, 2001 4:30 p.m. from training site to hotel. August 7 and 8, 2001 7:30 a.m. from hotel to training site. August 8, 2001* 12 noon to the airport. **Second session:** August 8, 2001 12:30 p.m. from hotel to training site. August 8 and 9, 2001 4:30 p.m. from training site to hotel. August 9 and 10, 2001 7:30 a.m from hotel to training site. August 10, 2001* 12 noon to airport. * **Important: Transportation will be provided on August 8 and 10 to the airport.** Participants must 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 6501 Beacon Drive building.

C Persons With Disabilities

Persons with disabilities who require accommodations to attend or participate in this training should contact KCAO at 816-926-6517 or TTY at 816-823-4719 or notify the hotel and airlines directly.

4 Action

A State Office Action

Farm Loan Chiefs, with the concurrence of SED, shall select participants to attend the training (slots paid out of the Washington-controlled travel funds) based on the following criteria. All participants shall:

- be MAC coordinators for their States, or be experienced users of the MAC automated system
- be knowledgeable of the train-the-trainer concepts and be capable of applying those concepts in the training of their respective State's field employees on the MAC system
- complete SF-182, according to 6-PM, to document this training.

Note: Trainers were selected based on their MAC expertise and are not part of their State's total. NASE member participants were selected by NASE to participate in the training and are not part of their State's total.

State Offices:

- shall provide a list of **all** attendees to Kathleen Miller either by FAX at 202-720-6797 or e-mail to Kathleen.Miller@wdc.fsa.usda.gov **by July 27, 2001**
- may direct any questions concerning the training to Kathleen Miller, LMD, at 202-720-1643 or Shelley Davis, LSPMD, at 202-720-0078.