

For: State Offices

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

Approved by: Deputy Administrator, Farm Loan Programs



**1 Overview**

**A**

**Background**

Two 3-day training sessions on the DALR\$ 2000 software application have been scheduled. Travel for the training will be paid from the Washington-controlled travel funds for the number of slots listed for each State and field trainer.

**B**

**Purpose**

This notice:

- invites participants to attend the training
- provides participants with information on the:
  - travel authorization
  - hotel
  - transportation
  - training
  - selection of the participants.

**C**

**Contact**

State Offices may direct any questions about the training to Sharilyn Hashimoto, LSPMD, at 202-720-2743.

|                      |                     |
|----------------------|---------------------|
| <b>Disposal Date</b> | <b>Distribution</b> |
| September 1, 2001    | State Offices       |

**Notice FLP-217**

**2 Training Schedule**

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**A**

**Portland, Oregon  
Session**

The first session will be held in Portland, Oregon, from August 14-16, 2001. This session will begin at 8:00 a.m. and end at 4:30 p.m. each day. The following table lists the States that will participate in this session and the number of slots paid from the Washington-controlled travel funds.

| <b>State</b>                           | <b>No. of Slots</b> |
|--|---------------------|
| Alaska                                 | 1                   |
| Alabama                                | 1                   |
| Hawaii/Guam                            | 1                   |
| Idaho                                  | 1                   |
| Illinois                               | 1                   |
| Kansas                                 | 1                   |
| Massachusetts/Connecticut/Rhode Island | 1                   |
| Montana                                | 1                   |
| North Carolina                         | 2                   |
| New Jersey                             | 1                   |
| New York                               | 1                   |
| Ohio                                   | 1                   |
| Oregon                                 | 1                   |
| Pennsylvania                           | 1                   |
| Tennessee                              | 1                   |
| Texas                                  | 2                   |
| Utah                                   | 1                   |
| Virginia                               | 1                   |
| Vermont/New Hampshire                  | 1                   |
| Washington                             | 1                   |
| Wisconsin                              | 1                   |
| Help Desk                              | 2                   |
| WDC/LSPMD                              | 2                   |

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2 Training Schedule (Continued)

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**B**

**Denver,  
Colorado Session**

The second session will be held in Denver, Colorado, from August 21-23, 2001. This session will begin at 8:00 a.m. and end at 4:30 p.m. each day. The following table lists the States that will participate in this session and the number of slots paid from the Washington-controlled travel funds.

| State                  | No. of Slots |
|------------------------|--------------|
| Arkansas               | 1            |
| Arizona                | 1            |
| California             | 1            |
| Colorado               | 1            |
| Florida/Virgin Islands | 1            |
| Georgia                | 1            |
| Indiana                | 1            |
| Iowa                   | 1            |
| Kentucky               | 1            |
| Louisiana              | 1            |
| Maine                  | 1            |
| Maryland/Delaware      | 1            |
| Michigan               | 1            |
| Minnesota              | 1            |
| Mississippi            | 2            |
| Missouri               | 1            |
| Nebraska               | 1            |
| Nevada                 | 1            |
| New Mexico             | 1            |
| North Dakota           | 1            |
| Oklahoma               | 1            |

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**2 Training Schedule (Continued)**

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**B  
Denver,  
Colorado Session  
(Continued)**

| State                    | No. of Slots |
|--------------------------|--------------|
| Puerto Rico              | 1            |
| South Carolina           | 1            |
| South Dakota             | 1            |
| West Virginia            | 1            |
| Wyoming                  | 1            |
| Help Desk                | 2            |
| WDC/LSPMD                | 2            |
| Don Howard-Field Trainer |              |

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**3 Accommodations**

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**A  
Hotel**

Participants for both sessions shall:

- contact the appropriate hotel to confirm reservations
- **Identify themselves as being a participant of the USDA/FSA/FLP/DALRS Training to ensure the Government room rate.**

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

For the Portland, Oregon session:

5<sup>th</sup> Avenue Suites Hotel  
 506 S.W. Washington at 5<sup>th</sup> Avenue  
 Portland, OR  
 Telephone: 800-771-2971 or 503-222-0001

The cost of the room is \$77 plus tax. Hotel room tax is reimbursable under miscellaneous charges. **Hotel reservations must be made by August 9, 2001.** The per diem rate for Portland, Oregon (Multnomah County) (TDY location) is \$115 per day (\$77 for lodging and \$38 for MI&E).

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## Notice FLP-217

### 3 Accommodations (Continued)

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#### A

#### Hotel (Continued)

For the Denver, Colorado session:

Adam's Mark Denver Hotel  
1550 Court Place  
Denver, CO  
Telephone: 303-893-3333

The cost of the room is \$86 plus tax. Hotel room tax is reimbursable under miscellaneous charges. **Hotel reservations must be made by August 9, 2001.** The per diem rate for Denver, Colorado (TDY location) is \$128 per day (\$86 for lodging and \$42 for MI&E).

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### 4 Travel and Transportation

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#### A

#### Travel Authorization

Each employee shall have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved AD-202. 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 13, or Monday, August 20, if it would be impossible to arrive by the beginning of the training. Participants shall charge this travel to Washington-controlled State Travel Code according to 98-FI, Exhibit 11.

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#### B

#### Transportation

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

In Portland:

- 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

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**4 Travel and Transportation (Continued)**

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**B  
Transportation  
(Continued)**

- Taxi Service  
Cost: \$37 (approximate) - One way

In Denver:

- Super Shuttle

**Note:** The Shuttle is boarded outside of the baggage claim area. You may call 1-800-BLUEVAN for more information.

Cost: \$20 – One way

- Taxi Service  
Cost: \$50 (approximate) – One way
- Town Car Service

**Note:** This option is for groups of at least 3 people as an economical alternative. Town car service may be obtained by contacting Charles, Adam's Mark Denver Hotel Concierge, at 303-893-3333 to make the arrangements.

Cost: \$50 – One way.

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**C  
Special  
Accommodations**

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.

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## Notice FLP-217

### 5 Action

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#### A

#### State Office

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:

be the DALR\$ coordinator for their respective State

**Note:** For States that are allowed more than 1 attendee, the additional attendee must be an experienced user of the DALR\$ 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 DALR\$ system.

State Offices shall provide a list of **all** attendees to Sharilyn Hashimoto either by FAX at 202-690-0949 or e-mail at: sharilyn\_hashimoto@wdc.fsa.usda.gov by August 10, 2001.

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#### B

#### Participants

All participants shall bring:

- a Common Computing Environment (CCE) compliant laptop and compatible portable printer pre-loaded with the CCE #4 Pre-beta 5 CD and the DALR\$ 2000 software
- 3 copies of actual completed DALR\$ Version 6.4 reports to be used as case studies for this training.

Participants or the State Training Officer shall document this training using the Combined Administrative Management System (CAMS).

**Note:** Direct questions about CAMS processing to Tom Montgomery or Joe Hoffman at 202-418-9041.

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