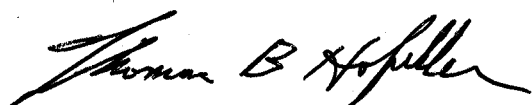


For: FSA National and State Office FOIA and Privacy Officials

2008 FOIA and Privacy Training

Approved by: Acting Administrator



1 Overview

A Announcement

The 2008 FOIA and Privacy Training has been scheduled in Kansas City, Missouri, for Tuesday, July 29, 2008, through Friday, August 1, 2008.

Note: Monday, July 28, 2008, and Friday, August 1, 2008, are travel days.

B Purpose

This notice provides the following:

- date and location for the 2008 FOIA and Privacy Training
- information about hotel accommodations and transportation.

C Contact

Direct questions about this notice to the following.

IF there are questions about...	THEN contact...
this notice, training, and attendees	Kent Politsch, Public Affairs Staff (PA), by either of the following: <ul style="list-style-type: none"> • e-mail at kent.politsch@wdc.usda.gov • telephone at 202-720-7163.
hotel and reservations	Justin Hershberger, MSD, by either of the following: <ul style="list-style-type: none"> • e-mail at justin.hershberger@kcc.usda.gov • telephone at 816-926-2697.

Disposal Date	Distribution
September 1, 2008	FSA National and State Office FOIA and Privacy Officials

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2 Meeting Information

A Meeting Dates and Locations

The training sessions will be held at the following:

Kansas City USDA Complex
Beacon Facility
6501 Beacon Drive
Kansas City, MO 64133-6205

Participants must show their USDA-issued ID to gain access to the training facility.

Participants are encouraged to use bus transportation to the USDA Beacon Facility. Parking at the Beacon Facility is very limited. See subparagraph 3 A for the bus transportation schedule.

B Training Dates and Times

The 2008 FOIA and Privacy Training will begin on Tuesday, July 29, 2008, through Friday, August 1, 2008.

Monday, July 28, 2008, and Friday, August 1, 2008, will be travel dates for participants.

Participants are not authorized to leave before noon on Friday, August 1, 2008.

Training will begin daily at 8 a.m. and end at noon on Friday, August 1, 2008.

C Participants

Because of space restrictions, State Offices will only be able to send 1 designated attendee. The State Office shall ensure that the participant attending the training is responsible for the State's FOIA duties and understands he/she will be responsible for training others in the State, especially County Office employees with collateral FOIA duties.

D Training Material Requirements

All materials for the FOIA and Privacy Training will be provided at the training site.

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3 Hotel and Travel Authorization Information

A Hotel Information

A block of rooms has been reserved at the following, with check-in on Monday, July 28, 2008:

Hyatt Regency Crown Center
2345 McGee Street
Kansas City, MO 64108
Phone: 816-421-1234

Participants shall:

- make their individual reservation with a major credit card directly through the Reservation Department by calling **816-398-4763** by **COB Thursday, July 10, 2008**
- identify themselves as a participant of the “**USDA FOIA Training**” to ensure they receive the \$103 room rate and any tax exempt billing arrangements

Important: The tax exempt number is “47-1600000”.

Notes: Hotel reservations shall be canceled within 24 hours of scheduled arrival if unable to participate in the training because of an emergency

Hotel parking is **\$13.50** per day.

Bus transportation between the Hyatt Regency Crown Center and the USDA Beacon Facility leaves the hotel each morning at the following times:

- Tuesday, July 29, 2008, at 7:30 a.m.
- Wednesday, July 30, 2008, at 7:15 a.m.
- Thursday, July 31, 2008, at 7:15 a.m.
- Friday, August 1, 2008, at 7:15 a.m.

B Travel Authorization

Each employee **must** have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization. The maximum per diem for Kansas City, Missouri is \$152 per day, excluding taxes (\$103 for lodging and \$49 for M&IE).

On AD-202, block 25, ENTER “3”, “Training Attendance.”

Note: The meeting shall be called the “USDA FOIA Training.”

When submitting AD-616, enter the same line of accounting as on AD-202.

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3 Hotel and Travel Authorization Information (Continued)

B Travel Authorization (Continued)

Federal employee travel expenses are paid out of the State's GS travel allocation. State Office budget contacts shall submit an allotment change request for reimbursement to their travel allotment by e-mail to either of the following respective budget analysts:

- Northeast and Southeast areas, Christine Pyles at christine.pyles@wdc.usda.gov
- Midwest, Northwest, and Southwest areas, Tracey Blom at tracey.blom@kcc.usda.gov.

Note: E-mail a copy to DAFO at arleen.moncalieri@wdc.usda.gov.

Participants shall:

- make airline reservations to fly into Kansas City, Missouri, to participate in the training that will begin at 8 a.m. on Tuesday, July 29, 2008

Note: Participants are authorized to drive to the training as long as the cost of driving a POV does **not** exceed the cost of an airline ticket.

- schedule return flights so as not to conflict with participation in the final training session, which is set to conclude at noon Friday, August 1, 2008.

Rental cars are **not** authorized.

C Ground Transportation

Ground transportation from the airport includes the following.

Airport Ground Transportation	Cost
Super Shuttle of Kansas City	\$18 per person one-way
Taxi	Approximately \$18 to \$35, based on number of occupants.

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4 Action

A State Office Action

Each State Office shall ensure that the following actions are taken.

Step	Action
1	Provide the names of the employees attending the training by Tuesday, June 17, 2008 , to Donna Smith, PA, by either of the following: <ul style="list-style-type: none"> • e-mail at donnae.smith@wdc.usda.gov • telephone at 202-720-7807.
2	Ensure that attendees have made their hotel reservations by COB Thursday July 10, 2008 .
3	Instruct attendees not to schedule return flights before noon Friday, August 1, 2008.

B Document Training in AgLearn

Each participant shall document the training no later than **COB Monday July 7, 2008**, through AgLearn.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the “Learner Center” tab, CLICK: <ul style="list-style-type: none"> • “Learner Login” • “Continue” on the warning screen.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"> • enter the user eAuthentication ID and password • CLICK “Login”.
4	CLICK “ Catalog ” located at the top of the screen.
5	Under the “Subject Area Menu” tab, CLICK the triangle (▶) next to the “AgLearn Original Courseware Structure” tab. Note: This takes a moment to open.
6	CLICK “ Farm Service Agency ” located on the left side of the screen.
7	Find “ FSA FOIA/PA Training ” and click the “Register” tab.
8	CLICK the Register Button .
9	Under the “Registration Comments” section, in the “Comments” box: <ul style="list-style-type: none"> • enter the title and State name • CLICK “Confirm”. Note: An e-mail confirmation will be received in the next hour.

4 Action (Continued)

C Reasonable Accommodations

Participants shall notify the airlines and hotel of any specific accommodations that are necessary. Participants with disabilities who require accommodations to attend or participate in this training conference should contact Justin Hershberger, MSD, by either of the following:

- email at **justin.hershberger@kcc.usda.gov**
- telephone at 816-926-2697.