

**For:** State Offices

**CO Employee Personnel and Payroll Function  
Operations and Relocation Travel Training**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A  
Background**

FSA management agreed to transfer the personnel and payroll functions for CO employees to systems operated by NFC to comply with recommendations from OIG. OIG cited FSA for maintaining a redundant system with NFC that contributed to additional costs being borne by the Department to operate and maintain duplicate personnel and payroll systems.

FSA completed the implementation of the transfer of CO employees nationwide effective with pay period 21, 1999. Now that the national implementation has been successfully completed, a final training session is scheduled to cover NFC Operations Training and Relocation Related Travel Training. This 1-week NFC sponsored training course will cover:

- nonautomated and special case personnel and payroll action processing
- discussions about:
  - reporting
  - payroll
  - personnel questions and answers
- processing non-Federal employee's relocation travel expenses through NFC's travel system.

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<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2000	State Offices

## Notice FI-2417

### 1 Overview (Continued)

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#### B

##### Purpose

This notice informs State Offices of the:

- national Operations Training covering NFC's nonautomated and special processing of personnel and payroll activities
  - national Relocation Related Travel Training covering NFC's travel systems as used to record and pay relocation related travel expenses
  - instructions related to:
    - when, where, and who should attend the training
    - how to register for the training
    - reserving hotel space
    - what to bring to the training course
    - what to expect from the training.
- 

#### C

##### Contact

If there are questions about this notice, contact:

- Debbie Barker at 703-305-1309 or David Nichols at 703-305-1300, for Operations Training
  - Tom Leperi at 703-305-1445, for Relocation Related Travel Training.
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### 2 National Training Scheduled

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#### A

##### Introduction

The Operations Training is a 3-day presentation type session with examples and supporting documentation that will provide attendees with the information and skills needed to process those unusual or nonautomated personnel actions that must be handled through NFC's various personnel and payroll systems.

The Relocation Related Travel Training session is a 2-day presentation. The first day will include forms preparation with hands on document preparation. The second day will include hands on training using NFC's on-line travel system for data entry and inquiry. This training will cover the recording and processing of travel related activities into NFC's travel system and how that system impacts FSA's financial records.

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## Notice FI-2417

### 2 National Training Schedule (Continued)

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#### B

##### When Is the Training

Training attendees must plan to arrive on April 2, 2000, at the training location to be ready to begin course work at 8:30 a.m. on April 3, 2000. Training will continue through April 7, 2000. Attendees should not plan departing flights until after 6:00 p.m. on April 7 or early April 8, since the bus returning attendees to the hotel will not leave NFC until 4:00 p.m. on April 7, 2000. The planned agenda for all the training sessions is in Exhibit 1.

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#### C

##### Where Is the Training

Most of the training will be provided at the:

New Orleans Marriott Hotel  
555 Canal Street  
New Orleans, Louisiana 70130  
504-581-1000

The hotel is:

- located close to the Riverfront Mall in downtown New Orleans
- about 30 minutes from New Orleans' International Airport.

Attendees arriving at the airport may take a taxi at about \$21 each way or a Super Shuttle at \$10 each way per person from the airport to the hotel. The shuttle runs at 25 and 55 minutes after the hour. Because the hotel is located in an area with ample alternative food services, rental cars should not be necessary.

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#### D

##### Who Should Attend the Training Session

Space has been set aside for up to 2 people to attend this training from each State. The same people need not attend both sessions. The State Office should select the attendees considering who is responsible for:

- processing, recording, and correcting all CO employee personnel and payroll activities
- supporting and processing relocation travel for employees being moved either into the State or within the State.

Attendees with any disabilities should contact the hotel and airlines directly for any accommodations that they may need.

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## Notice FI-2417

### 2 National Training Schedule (Continued)

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#### E

#### Registering for the Training

When the State Office training attendees have been identified:

- complete the registration form in Exhibit 2 by March 10, 2000
- FAX the registration form to the Function Transfer Team at 703-305-1144.

The information on the registration form is necessary to provide the needed security and passwords to have access to the NFC training database.

Change travel expenses related to this training for State Office staff to Washington-controlled travel.

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### 3 Actions Required by Training Attendees

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#### A

#### Making Hotel Reservations

The New Orleans Marriott Hotel has set aside a block of rooms for FSA for this training. Training attendees need to contact the hotel and confirm their rooms by March 6, 2000. After March 6, the Marriott will release the block of rooms and attendees can reserve rooms on a first-come, first-served schedule.

Reserve rooms by calling the Marriott Hotel directly at 504-581-1000 and requesting Reservations. Inform Reservations that the attendee is with the United States Department of Agriculture in order to get the group rate, and provide the hotel with the requested credit card information. The hotel room will cost \$88 per night, excluding taxes.

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#### B

#### What Should Attendees Bring to the Course

Training attendees may:

- submit unanswered questions that they would like NFC to cover in the training, by including them on the registration form, item 3 in Exhibit 2
- bring examples of any problems or solutions they have encountered since the Personnel and Payroll functions were transferred to NFC to share during the training session.

NFC personnel will address these questions either to the entire group or individually, as appropriate.

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**3 Actions Required by Training Attendees (Continued)**

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**C**

**What Should Attendees Expect From the Training**

Training attendees should expect to receive and carry home:

- approximately 3 inches of bound material related to the operations training
- a 2-inch binder of relocation travel related training.

This instructional material will be supplemented by hands-on experience in:

- entering data into NFC's travel system
  - preparing various forms needed for special types of personnel actions and travel relocation documents
  - obtaining various reports about the activity entered and accepted by NFC's systems.
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**Operations and Relocation Travel Training Agenda**

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**United States Department of Agriculture - National Finance Center**

**Farm Service Agency  
New Orleans, LA  
April 3 - April 7, 2000**

**Monday, April 3, 2000**

Welcome and Introductions  
Payroll/Personnel Inquiry Overview  
Recertification Procedures  
(Lunch)  
DOTSE Recertifications  
Procedures for T&A's and Savings Bonds  
Review Questions and Workshop

**Tuesday, April 4, 2000**

Recap of Day 1  
Types of Manual Payments and Adjustments  
Procedures for ADJP  
(Lunch)  
SPPS Procedures  
Manual Pay Review and Workshop

**Wednesday, April 5, 2000**

Procedures for Federal Employee Health Benefits  
Procedures for Retirement  
(Lunch)  
Procedures for Indebtedness  
Final Exam and Review

**Thursday, April 6, 2000**

Welcome and Introductions for Travel Training  
Relocation Authorization Forms Preparation  
(Lunch)  
Relocation Voucher Forms Preparation  
Hands-on Relocation Forms Completion

**Friday, April 7, 2000**

Bus Departs Hotel for NFC  
On-Line Data Entry for the Authorization  
(Lunch)  
Inquiry  
Bus Departs NFC for Hotel

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**State Office Registration Form**

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**Personnel/Payroll Function Transfer Training  
April 3-7, 2000  
New Orleans, LA**

1. Response for \_\_\_\_\_ State Office
2. List Training Attendees in the following table:

Name	Position	Phone Number	*For What	CA ID for Security and Password Purposes

\* Enter "O" if attending Operations Training, "T" if attending Travel Relocation Training, or "B" for both.

3. Questions:

4. Form prepared by: Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

5. FAX this completed registration form to Debbie Barker at 703-305-1144 as soon as possible, but no later than **March 10, 2000.**
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