

For: State Offices

**Foundation Financial Information System (FFIS) Training Schedule**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

Effective October 1, 2004, Associate Chief Financial Officer for Financial Services is implementing a new system to process the obligation and payment of Farm Loan Program (FLP) Program Loan Cost Expenses (PLCE). The current Type 60 Purchase Order System (PC-PRCH) and related digital signature process will be replaced by FFIS.

**B Purpose**

This notice provides:

- scheduled dates and times of the training sessions
- number of participants from each State
- information about hotel accommodations and transportation
- travel authorization information for attendees from each State.

**2 Training Schedule and Number of Participants**

**A Training Dates**

The 2-day training is being provided on 2 separate dates. See Exhibit 1 for training schedule.

- **Session A** will begin on Monday, August 23, 2004, at 8 a.m. and will end on Tuesday, August 24, 2004, at 4:30 p.m.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2004	State Offices

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### 2 Training Schedule and Number of Participants (Continued)

#### A Training Dates (Continued)

- **Session B** will begin on Wednesday, August 25, 2004, at 8 a.m. and will end on Thursday, August 26, 2004, at 4:30 p.m.

**Note:** Return flights shall **not** be scheduled before 7 p.m. on Tuesday, August 24, 2004, or Thursday, August 26, 2004.

#### B Number of State Participants

Each State Office may send 2 participants.

### 3 Hotel and Travel Authorization Information

#### A Hotel Information

Participants shall make their own reservation directly with the:

Hyatt Regency-Union Station  
One St. Louis Union Station  
St. Louis, MO 63103  
Reservation Number: 314-231-1234.  
Function Name: USDA FFIS Type 60  
Web site: [www.stlouis.hyatt.com](http://www.stlouis.hyatt.com)

#### B Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. The per diem is \$153 per day (\$102, excluding tax, for lodging and \$51 for M&IE).

**Note:** 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.

Travel expenses for **Federal** State employees shall be charged to Washington-controlled FLP travel.

Travel for **non-Federal** employees shall be charged against their respective State non-Federal travel allotment.

**Note:** See 98-FI, Exhibit 11.

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### 3 Hotel and Travel Authorization Information (Continued)

#### C Airport Transportation

Participants arriving by airline should use the Lambert-St. Louis International Airport. The airport is about 20 minutes from the hotel.

Transportation to and from the hotel can be arranged by:

- Trans Express Shuttle service located at the main terminal by baggage carousel

**Note:** The cost of this shuttle is \$15 per person, one way, or \$25 round trip. Make arrangements for the return trip at the time of pickup.

- Metrolink light rail trains that operate to and from the main terminal at Lambert-St. Louis International Airport.

**Note:** Metrolink serves key parts of the St. Louis metro areas. The trains run every 7 minutes in peak hours, every 10 minutes during the day, and every 15 minutes in the evening. Validate your ticket before boarding. The Union Station metro stop is directly behind the Hyatt Regency Hotel. The base fare is \$1.50.

### 4 Action

#### A Participant Action

Participants shall take the following actions:

- register directly with the Hyatt Regency-Union Station Hotel

**Note:** The deadline for registration is **August 1, 2004**.

- notify the hotel and airlines directly of any special accommodation needed.

Each participant should have already provided his or her name, "CA" user identification number, telephone number, and e-mail addresses to Lisa L. Randolph. If not, provide the information as soon as possible by:

- e-mail at **lrandolph@kcc.usda.gov**
- telephone at 314-539-6545.

**Note:** Government ID **must** be presented at training.

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### 4 Action (Continued)

#### B Documenting Training

Each participant shall document training by using the Internet Combined Administrative Management System (ICAMS). The ICAMS course number is 020139 and the session numbers are 0001 and 0002. Direct questions about processing in ICAMS to the State Training Officer.

#### C Reasonable Accommodations

Each participant should notify the airlines and hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in this training should contact Arlene Hicks at 202-720-3407 or e-mail [arlene.hicks@wdc.usda.gov](mailto:arlene.hicks@wdc.usda.gov) by **August 1, 2004**.

**Foundation Financial Information System Training**

**Session A**

Day 1, Monday, August 23, 2004, 8 a.m. through 4:30 p.m.

Day 2, Tuesday, August 24, 2004, 8 a.m. through 4:30 p.m.

<b>Session A FFIS Training</b>	
Alabama	Kentucky
Arizona	Louisiana
Arkansas	Maine
Colorado	Michigan
Delaware/Maryland	Minnesota
Georgia	Mississippi
Idaho	Missouri
Illinois	Montana
Indiana	Nevada
Iowa	Washington
Kansas	Wyoming

**Session B**

Day 1, Wednesday, August 25, 2004, 8 a.m. through 4:30 p.m.

Day 2, Thursday, August 26, 2004, 8 a.m. through 4:30 p.m.

<b>Section B FFIS Training</b>	
Alaska	Oklahoma
California	Oregon
Florida/Virgin Islands	Pennsylvania
Hawaii/Guam	Puerto Rico
Massachusetts/Rhode Island/Connecticut	South Carolina
National Office	South Dakota
Nebraska	Tennessee
New Jersey	Texas
New Mexico	Utah
New York	Vermont/New Hampshire
North Carolina	Virginia
North Dakota	West Virginia
Ohio	Wisconsin