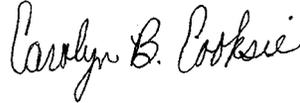


For: State and County Offices

Deployment of FLOTRACK

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Introduction

FLOTRACK is the new online tracking system for Farm Loan Officer (FLO) training. It will be used to:

- register all FLP trainees for Orientation and Credit and Financial Analysis Training (CFAT) sessions
- monitor the training status of each trainee within a State
- record all training information including module completion, test scores, loan docket work, and loan approval authority.

B Purpose

This notice announces the deployment of FLOTRACK.

Note: FSA-2130 (Report No. FLP-4R) and FSA-2131 are obsolete.

C Contact

If questions, field/County Offices should contact Farm Loan Chief (FLC) or designee. FLC or designee should contact the following.

IF question is about...	THEN contact...
FLP training program/testing	Chris Greenwalt at 202-690-0431.
FLOTRACK/registration process	Gail Wargo at 202-690-4003.
Direct loan making modules/Program Area Test (PAT)	Janet Downs at 202-720-0599.
Direct loan servicing modules/PAT	Bruce Mair at 202-720-1645.
Guaranteed loan making modules/PAT	Galen VanVleet at 202-720-1186.
Guaranteed loan servicing modules/PAT	Joseph Pruss at 202-690-2854.
Personnel actions	John W. Chott, Jr. at 202-690-2807.

Disposal Date	Distribution
February 1, 2005	State Offices; State Offices relay to County Offices

Notice FLP-333

2 System Basics

A Users

The following lists the users and their responsibilities for FLOTRACK.

User	Responsibilities
FLOT/trainee	access his/her FLP training records online through the FLOTRACK system
FLM/trainer	<ul style="list-style-type: none">inputs the module completion dates for the FLOT/trainee when it has been determined that the material has been adequately coveredproctors PAT's <p>Note: When the completion dates for all modules of a particular program area have been entered, the system will automatically release the related PAT.</p>
FLC or designee	<ul style="list-style-type: none">State system administratorregisters all FLOT/trainees and FLM/trainer into FLOTRACKinputs the following information into FLOTRACK:<ul style="list-style-type: none">comprehensive test answers for gradingloan docket scoresdate loan approval authority was granted <p>Note: FLC or designee may choose to administer FLM/trainer responsibilities.</p>

B Administration

FLC or designee is responsible for maintaining FLOTRACK in his/her State. FLC or designee shall:

- register new FLOT's and CED's designated to obtain loan approval authority who have not attended Orientation or CFAT sessions into FLOTRACK
- proctor all comprehensive tests and enter FLOT/trainee's answers into FLOTRACK
- use FLOTRACK as the State's official FLP training tracking system.

Note: FLC or designee will be provided an initial login name and password from the National Office. After the initial login, the login name and password may be changed by clicking on "My Profile" at the top of the FLOTRACK homepage.

Notice FLP-333

2 System Basics (Continued)

C Accessing FLOTRACK

FLOTRACK can be accessed by all users from the FSA Intranet homepage at <http://intranet.fsa.usda.gov/fsa/> according to the following.

Step	Action
1	Once the FSA Intranet homepage is open, scroll down to the “Quick Links” section on the far left-hand side of the homepage, and click on “DAFO Training”.
2	Once the DAFO homepage is displayed, scroll down to “Farm Loan Programs” at the far left-hand side, and click on “FLOTRACK”.
3	Login into FLOTRACK using the user name and password provided.

3 FLC Action

A FLOT Registration

To register for the Orientation and CFAT sessions, FLC or designee must register the FLOT/trainee in FLOTRACK according to the following.

Step	Action
1	Click on “Registration Info” at the top of the FLOTRACK homepage.
2	Click on “Register a New FLO Trainee” just under the “New User Registration” title bar in the midsection of the page.
3	Enter the FLOT/trainee and FLM/trainer information and provide passwords to the new users. Use the icon at the right of the drop down boxes where provided. Note: The FLM/trainer information for the trainee should be entered first. If this is not done, any FLOT/trainee information will need to be re-entered when the icon to the right of the FLM drop down box is opened.

Once the FLOT/trainee has been registered in FLOTRACK, the National Office system administrator will enable access to FLOTRACK training records.

Notice FLP-333

3 FLC Action (Continued)

B Comprehensive Tests

After a FLOT/trainee has completed a comprehensive test, FLC or designee shall input the answers into FLOTRACK according to the following.

Step	Action
1	Click on "FLOT Info" at the top of the FLOTRACK homepage.
2	Click on "FLOT COMP Data" just under the "New User Registration" title bar in the midsection of the page.
3	Click on the name of the trainee in the "Trainee Name" column.
4	Click on "Enter Test Answers" in the "Action" column below the "Comprehensive Test Status" title bar adjacent to the appropriate test .
5	Enter the date using the calendar icon at the right of the text box.
6	Enter the answers as provided by the trainee. Print a copy of the answers once all answers have been entered. Note: Retain a copy for comparison to original test in case accuracy of answer input is questioned.

Note: FLC or designee must be available to proctor a comprehensive test. Comprehensive tests will continue to be provided in paper format. See Exhibit 1 for a list of comprehensive tests.

C Loan Dockets and Loan Approval Authority

Data entry for trainee loan docket scores and date of delegated loan approval authority can be accessed according to the following.

Step	Action
1	Click on "FLOT Info" at the top of the FLOTRACK homepage.
2	Click on "Dockets" or "Loan Approval" just under the "New User Registration" title bar in the midsection of the page.
3	Click on the name of the trainee in the "Trainee Name" column.

Note: Once the date of delegated loan approval authority has been entered into the system, the training data will be archived by the National Office system administrator.

Notice FLP-333

4 FLM/Trainer Action - FLOT/Trainee Action

A FLM/Trainer Action

Once FLC or designee has assigned a password, FLM/trainer will be able to monitor FLOT/trainee's progress using FLOTRACK.

FLM/trainer **must enter** into FLOTRACK the dates that the individual training modules were completed by the trainee. Follow the instructions in this table to make PAT's accessible to FLOT/trainees when the appropriate modules have been completed.

Step	Action
1	Login to FLOTRACK.
2	Click on "FLOT Info" at the top of the FLOTRACK homepage.
3	Click on "FLOT Modules" just under the "FLO Trainee List" title bar in the midsection of the page.
4	Click the "Edit" icon for the trainee whose information needs to be updated.
5	Select a module and enter the "completed date" for the module that has been satisfactorily completed by the trainee. Use the calendar icon at the right of the text box of the corresponding module.

Note: The FLM/trainer must be available to proctor PAT. Coordination of PAT release by the FLM/trainer with the FLOT/trainee is imperative to ensure that the FLM/trainer will be available to proctor the test.

Notice FLP-333

4 FLM/Trainer Action - FLOT/Trainee Action (Continued)

B FLOT/Trainee Action

Once FLC or designee has assigned a password and National Office system administrator has enabled access, the FLOT/trainee will be able to monitor his/her own progress using the FLOTRACK system. When a PAT is accessible, the FLOT/trainee will take the PAT online. Take PAT according to the instructions in the following table.

Step	Action
1	Login to FLOTRACK.
2	Click on "Program Area Tests" at the top of the FLOTRACK homepage.
3	Click on "Take the Test" link in "Test Status" column for any PAT that is available for access.
4	Click on "Start the Test" when you are ready to complete it.

A score of at least 80 percent must be achieved on all tests to earn a "PASS" result. A "FAIL" will be given for any test result less than 80 percent. PAT's can be retaken as many times as necessary to obtain a "PASS" result. However, a PAT will not be available for retest for 7 calendar days after a "FAIL" result has been obtained on that PAT.

Note: Only PAT's are taken on line. Comprehensive tests are not taken online but they will be scored on line. PAT's must be completed in their entirety once started. There are 4 PAT's. See Exhibit 1 for the modules required to be completed before the release of each PAT and the number of questions for each PAT.

Information on Orientation, CFAT, completed modules, loan dockets, comprehensive tests, loan approval, and "Personal Info" (login ID and password) is accessible from the "My Profile" tab at the top of the FLOTRACK home page by clicking on that menu item located under the "FLOTrack" title bar in the midsection of the page.

FLP Training Modules by Comprehensive (Comp) Test Category and Program Area

Category 1: General and Inventory

Related tests: Comp Test and Category 1 Comp Tests 1 and 2

Module 1, "FLOT Orientation"

Module 17, "Complying with Environmental Regulations"

Module 34, "Program Management within the County Office"

Modules below marked by "*" are also part of this category.

Note: There is no PAT to coincide with Category 1.

Category 2: Program Area - Direct Loan Making (DLM)

Related tests: PAT (35 questions online), Comp Test and Category 2 Comp Tests 1 and 2

Module 3, "Processing Direct Loan Applications"

Module 5, "Determining Direct Loan Eligibility"

Module 6, "Determining Emergency Loan Eligibility"

Module 8, "Determining Direct Loan Feasibility"

Module 10, "Reviewing Direct Loan Security"

Module 11, "Completing Farm Assessments"

Module 13, "Making Direct Loan Decisions"

Module 15, "Closing Direct Loans for Real Estate"

Module 16, "Closing Direct Loans for Chattel"

Category 3: Program Area - Direct Loan Servicing (DLS)

Related tests: PAT (34 questions online), Comp Test and Category 3 Comp Tests 1 and 2

Module 19, "Conducting Supervisory Visits"

Module 21, "Conducting Analysis for Direct Loans"

Module 22, "Conducting Graduation Reviews"

Module 23, "Processing Direct Loan Collections"

Module 25, "Processing Assumptions of Direct Loans"

Module 26, "Processing Partial Release of Security"

Module 27, "Subordinating Direct Loan Security"

Module 28, "Servicing Direct Loans"

* Module 29, "Handling Liquidations and Acquisition"

* Module 30, "Handling Inventory Property Maintenance"

Module 31, "Bankruptcy"

Module 32, "Processing Debt Settlements"

FLP Training Modules by Comprehensive (Comp) Test Category and Program Area (Continued)

Category 4: Program Area - Guaranteed Loan Making (GLM)

Related tests: PAT (18 questions online), Comp Test and Category 4 Comp Tests 1 and 2

Module 2, "Processing Guaranteed Loan Applications"

Module 4, "Determining Guaranteed Loan Eligibility"

Module 7, "Evaluating Guaranteed Loan Feasibility"

Module 9, "Reviewing Guaranteed Loan Security Issues"

Module 12, "Making Guaranteed Loan Decisions"

Module 14, "Closing Guaranteed Loans"

Category 5: Program Area - Guaranteed Loan Servicing (GLS)

Related tests: PAT (10 questions online), Comp Test and Category 5 Comp Tests 1 and 2

Module 18, "Conducting Supervisory Visits for Guaranteed Loans"

Module 20, "Conducting Analysis for Guaranteed Loans"

Module 24, "Servicing Guaranteed Loans"

Module 33, "Servicing Problem Guaranteed Loans"

Note: Category tests 1 and 2, for each category will only be taken if that category is not passed on the Comprehensive test. Individual States may have additional training information to add to a module.