

**For:** State Offices and Service Centers

**Farm Business Plan (FBP) System Training**

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**Approved by:** Deputy Administrator, Farm Loan Programs



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**1 Overview**

**A Purpose**

Farm Loan Programs (FLP) is implementing a web-based FBP system to replace the existing Farm and Home Plan (FHP). This notice:

- informs State Offices and Service Centers of the date their respective State is scheduled for training
- provides guidance on actions required before implementing the FBP system.

**B Contact**

Direct questions concerning:

- training issues to Mike Hinton, LMD at 202-720-1674
- lodging/hotel issues to Laurie Montgomery, MSD at 202-205-7832
- the deployment of the FBP or FHP data conversion to Steven Rubin, PDEED at 202-690-8595.

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<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2005 3-16-04	State Offices; State Offices relay to Service Centers

## 2 Training Schedule and Arrangements

### A Training Location

All training sessions will be held in Omaha, Nebraska. The weekly training sessions will begin Monday at 1 p.m. and finish Friday at 1 p.m.

**Monday Afternoon at 1 p.m.**

Hilton Omaha  
1001 Cass Street  
Omaha, NE 68102

**Tuesday - Friday, sessions begin at 8 a.m.**

Central Park Plaza  
222 South 15<sup>th</sup> Street, Suite 802S  
Omaha, NE 68102

Participants may register on the first day of each session between 9 a.m. and 1 p.m. at the registration table located in the lobby of the Hilton Omaha. Each participant will be provided with information packets and course material when registered.

### B Hotel Information

Monday and Friday will be travel days for many participants. Travel reservations should not be made for return flights before 2 p.m. on Friday. There will be no exceptions.

Lodging arrangements have been made with check-in scheduled on Monday. Sunday arrival is permitted for **only** those States unable to arrive on Monday before the 1 p.m. scheduled starting time. Those unable to schedule return flights after 2 p.m. on Friday are authorized to stay Friday and return on Saturday morning.

Participants shall:

- make reservations by calling the Hilton Omaha directly at 1-402-998-3400 **no later than 3 weeks before their training date**
- ask for reservations and identify themselves as participants of the “USDA/Farm Business Plan” training.

**Notes:** The room rate:

- will be \$63 plus tax each night
- must be guaranteed by using a major credit card.

Tax will be reimbursed as a miscellaneous expense.

Participants who do not cancel their reservations 24 hours before the arrival date will be charged for 1 night’s lodging.

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### 2 Training Schedule and Arrangements (Continued)

#### C FLP Chief and FBP State Coordinator Training

FLP Chiefs and FBP State Coordinators will be trained during the week of April 5, 2004. In addition, FBP State Coordinators are also required to attend the training with their respective State.

FLP Chiefs may attend the training with their State providing they obtain prior approval from the National Office. Their travel expenses are paid by their State.

#### D General State and Service Center Training Schedule

The following table provides the dates and number of attendees for each State.

State	Number of Participants	Dates	State	Number of Participants	Dates
AK	1	June 21 - 25	NC	46	May 10 - 14
AL	29	May 10 - 14	ND	73	September 20 - 24
AR	72	July 19 - 23	NE	71	June 14 - 18
AZ	10	May 17 - 21	NH/VT	19	April 12 - 16
CA	38	July 26 - 30	NJ	9	April 19 - 23
CO	22	June 21 - 25	NM	16	May 10 - 14
CT/MA/RI	17	April 19 - 23	NV	5	May 3 - 7
DE/MD	10	July 19 - 23	NY	50	August 2 - 6
FL	27	April 19 - 23	OH	35	May 24 - 28
GA	42	August 23 - 27	OK	77	April 26 - 30
HI	8	August 2 - 6	OR	29	June 7 - 11
IA	84	May 17 - 21	PA	37	April 19 - 23
ID	37	September 13 - 17	PR	39	June 14 - 18
IL	57	August 9 - 13	SC	23	August 23 - 27
IN	41	August 9 - 13	SD	85	August 16 - 20
KS	58	July 26 - 30	TN	43	September 13 - 17
KY	62	Aug. 30 - Sep. 3	TX	117	September 27 - 30
LA	60	June 28 - July 2	UT	27	June 7 - 11
ME	21	May 3 - 7	VA	32	June 28 - July 2
MI	39	June 7 - 11	WA	25	August 23 - 27
MN	78	April 12 - 16	WI	61	May 24 - 28
MO	69	June 21 - 25	WV	22	April 26 - 30
MS	67	May 3 - 7	WY	14	August 16 - 20
MT	36	Aug. 30 - Sep. 3			

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### 2 Training Schedule and Arrangements (Continued)

#### E Travel Authorizations

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Omaha, Nebraska is \$106 (\$63 for lodging and \$43 for M&IE) per day.

Participants are responsible for making their own travel arrangements as soon as possible using the most efficient means of transportation.

State Offices:

- shall charge this training to:
  - the Washington control FLP travel code for Federal participants
  - their County Office budget for non-Federal participants

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

- are asked to consider making travel arrangements that would reduce the amount of travel expense incurred, such as the use of carpools or charter buses for those within driving distance.

#### F Airport and Training Facility Transportation

Transportation from Eppley Airfield to the Hilton Omaha is available through either of the following:

- taxi – fares generally run \$20
- hotel shuttle service – call the Hilton Omaha from the phone board at the airport.

Parking is available at the Hilton Omaha at the rate of \$8 per day.

The Hilton Omaha will provide shuttle service between the training facility and the Hilton Omaha. Exact times and location of the shuttle will be provided to participants at the first day of training.

#### G Documenting Training

Participants or the State Training Officer shall document this training course by using the Internet Combined Administrative Management System (ICAMS). The ICAMS course number is 020133.

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### 2 Training Schedule and Arrangements (Continued)

#### G Documenting Training (Continued)

Participants shall direct questions about processing in ICAMS to:

- their State Training Officer
- Bessy Plaza, Training and Development Branch, HRD, at 202-418-9050.

### 3 Participant Information

#### A Training Participants

The participant numbers shown in subparagraph 2 D reflect the list of FBP users that were provided by each State. The numbers do not include the FLP Chief. All 1165 series employees at State Offices and Service Centers, DD's, and those CED's who have FLP loan approval authority will attend the training. Any new hires into these positions before the State training are also required to attend the training. The FLP Chief is to notify the National Office of new employees from their State to be trained.

FLP Program Technicians are not authorized to attend the training sessions. It will be the responsibility of the Farm Loan Manager, DD, and FLP Chief to ensure that FLP Program Technicians are provided adequate training.

#### B Reasonable Accommodation

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 Steven Rubin by telephone at 202-690-8595 or by e-mail at [steven\\_rubin@wdc.usda.gov](mailto:steven_rubin@wdc.usda.gov) at least 3 weeks before the scheduled training.

## 4 Preparing for the Implementation of FBP System

### A Exporting PCFHP Data to the System 36

FHP data residing on the System 36 will be converted and uploaded to the web-based FBP system. Service Centers must export PCFHP data to the System 36 for those FHP plans to be converted. The data conversion process will only be completed 1 time for each State. Any FHP plan not on the System 36 at the time of the data conversion process will not be converted. See the PCFHP User Guide for instructions on exporting PCFHP data.

KC-ADC, Farm Credit Applications Office will:

- begin converting FHP data from the System 36 the week before the States scheduled training date
- complete the process during the State training.

Therefore, the System 36 FHP system will not be available during these 2 weeks. States can still use the PCFHP application; however, data entered during this time will not be converted. Data not moved to the System 36 can be directly entered into the new web-based system. Additional information related to data conversion will be provided at the training.

### B Other Required Actions

Service Centers must ensure that all FHP accounts being converted to the FBP system are also residing in SCIMS. Entity type FHP accounts must have each member of that entity entered into SCIMS. Any FHP account without a matching SCIMS record will not be converted.

Service Centers must ensure that there are no duplicate borrower records in SCIMS of the accounts being converted. Any FHP account that has duplicate records in SCIMS will not be converted.

In some instances, the data conversion between the FHP system and the new web-based application are not compatible. Service Centers should try to populate the “Asset Flag” for livestock entered in the Chattel Livestock Screen to distinguish current or intermediate. If livestock are not flagged as intermediate or current assets, the records will be moved as current assets in the new system. Users will need to revise the converted data to reflect intermediate assets.