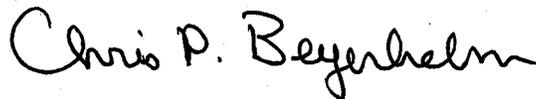


For: State and County Offices

**Farm Loan Programs (FLP) Direct Loan System (DLS) Training**

Approved by: Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

DLS, a key part of the Farm Loan Programs Information Delivery System (FLPIDS), will be implemented in the near future. Before implementation, DLS Coordinators will be trained on the system's operation. This training will be held at the Kansas City Administrative Office (KCAO) in Kansas City, Missouri.

DLS coordinators will be responsible for coordinating and facilitating a net conferencing training in their respective States. Additional guidance on this training will be provided during the Kansas City training.

**B Purpose**

This notice provides the following:

- scheduled date, time, and location of the training
- information about hotel accommodations and transportation
- authorized number of participants per State.

**C Contact**

Direct questions about:

- this notice, travel or participants to Sam Snyder, LMD, by either of the following:
  - telephone at 202-720-0599
  - email to **Sam.Snyder@wdc.usda.gov**
- DLS training issues to Kathleen Miller, LMD, by either of the following:
  - telephone at 202-720-1643
  - email to **Kathleen.Miller@wdc.usda.gov**.

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2006	State Offices; State Offices relay to County Offices

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### 2 Training Schedule

#### A Training Location

The training will be held at:

Kansas City Administrative Office  
6501 Beacon Drive  
Kansas City, Missouri 64133-4676.

#### B Training Dates and Times

DLS Coordinators will be trained during the dates and times as follows:

- August 22, 2006, for the following States:

AK, AL, AR, AZ, CA, CO, CT-MA-RI, DE-MD, FL, GA, HI, IA, ID, IL, IN

- August 23, 2006, for the following States:

MT, NC, ND, NE, NH-VT, NJ, NM, NV, NY, OH, OK, OR, PA, PR, SC, SD

- August 24, 2006, for the following States:

KS, KY, LA, ME, MI, MN, MO, MS, TN, TX, UT, VA, WA, WI, WV, WY.

All sessions will begin at 8 a.m. and end at 4:30 p.m.

**Note:** Participants are authorized to depart the day following training, if necessary.  
Participants departing the day of training must **not** schedule return flights before  
7 p.m.

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### 3 Hotel and Travel Authorization Information

#### A Hotel Information

A block of rooms has been reserved at the Kansas City Marriott Country Club Plaza Hotel, with check-in on the day before training is scheduled to begin. Following is the address for the hotel:

Kansas City Marriott Country Club Plaza  
4445 Main Street  
Kansas City, Missouri 64111.

Additional information about the hotel is available from the Kansas City Marriott Country Club Plaza's Web site at [www.marriott.com/property/propertypage/MCIPL](http://www.marriott.com/property/propertypage/MCIPL).

Participants shall:

- make reservations by calling 1-800-810-3708 or 816-531-3000 **no later than Friday, August 4, 2006**

identify themselves as part of the USDA Farm Service Agency

- guarantee rooms by using their government travel charge card.

#### B Travel Authorizations

Monday and Wednesday will be travel days for those participants training on August 22, 2006; Tuesday and Thursday for those participants training on August 23, 2006; and Wednesday and Friday for those participants training on August 24, 2006.

Each employee must have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Kansas City, Missouri is \$140 (\$91 for lodging and \$49 for M&IE) per day.

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

Travel for all Federal participants shall be charged to their individual State-controlled travel funds.

States participating in any national training should submit monthly requests for reimbursement to their travel allotment through DAFO to BUD. The monthly requests should be based on actual travel expenses of participants who attended national training. BUD will then prepare FSA-308 increasing the State Office FY 2006 travel allotment.

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

#### C Airport Transportation

Transportation from the Kansas City International Airport to the Kansas City Marriott Country Club Plaza Hotel is available through the KCI Shuttle for \$17 each way or \$29 round trip. Tickets can be bought for the KCI shuttle in the baggage claim area of the airport.

#### D Training Transportation

Transportation from the Marriott Country Club Plaza Hotel to KCAO will be made available by authorizing rental cars to specific trainees. Authorization will be provided via email once the trainee list is determined.

### 4 Participant Information

#### A Training Participants

Training participants selected shall be the person who serves in a collateral duty position as the DLS Coordinator.

**Notes:** States sharing FLP staff shall coordinate the selection of training participants.

State Offices shall email the name of all participants to Sam Snyder at [Sam.Snyder@wdc.usda.gov](mailto:Sam.Snyder@wdc.usda.gov) by COB July, 28, 2006.

#### B Number of Participants by State

States are authorized to send 1 trainee per State. States with multiple servicing jurisdictions (CT-MA-RI, DE-MD, and NH-VT) are authorized to send only 1 trainee for their entire servicing area.

There are some additional seats available in each training session on a first-come, first-served basis for each session for States that wish to send a second trainee. However, the travel expenses for those trainees must be paid by the State and will not be reimbursed. States sending more than 1 person must contact Sam Snyder at [Sam.Snyder@wdc.usda.gov](mailto:Sam.Snyder@wdc.usda.gov) before authorizing to ensure that a seat is still available.

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### 4 Participant Information (Continued)

#### C Documenting Training

Each participant shall register for the training no later than August 11, 2006, through AgLearn.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .
2	Under the "Student" tab, CLICK: <ul style="list-style-type: none"><li>• "Login"</li><li>• "Continue".</li></ul>
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"><li>• enter your user ID and password</li><li>• CLCIK "Login".</li></ul>
4	CLICK "Catalog" located at the top of the screen.
5	CLICK "Farm Service Agency" located on the left side of the screen.
6	Find <b>Direct Loan System Training</b> and click on the <b>August 22, August 23, or August 24</b> start date, then CLICK "Register".
7	Enter your State name and your title in "Comments" box and CLICK "Confirm" under the "Registration Comment" section.
8	An e-mail confirmation will be received in the next hour.

#### D 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 Sam Snyder at 202-720-0599 by COB August 4, 2006.