

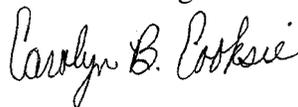
**For:** State and County Offices

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

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



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**1 Overview**

**A Background**

DLS, a key part of the Farm Loan Programs Information Delivery System (FLPIDS), will be implemented in the near future. DLS coordinators have been trained on the FLPIDS operation.

DLS coordinators are responsible for coordinating and facilitating a net conferencing training in their respective States. Additional guidance on this training is provided in this notice.

**B Purpose**

This notice provides:

- the scheduled date and times of the DLS training
- information about the URL link and training instructions.

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

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## Notice FLP-432

### 1 Overview (Continued)

#### 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**
- net conference issues to Emily Waldron, Verizon Communications, by either of the following:
  - telephone at 703-749-7127
  - email to **emily.waldron@verizonbusiness.com**.

### 2 Training Schedule

#### A Training Location

The DLS training will be held at sites determined by each State or servicing area for multiple State jurisdictions. The National Office has a limited amount of net conference terminal connections available; therefore, States must estimate the minimal number of sites necessary for training delivery.

**Note:** States shall select training sites in centralized locations to minimize travel expenses. Participants should **not** be required to incur overnight travel expenses.

State Offices shall e-mail the name, address, and telephone number of proposed site locations to Sam Snyder at **sam.snyder@wdc.usda.gov** by **COB August 31, 2006**.

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### 2 Training Schedule (Continued)

#### B Training Dates and Times

The DLS training is **mandatory** for Program Technicians with FLP responsibilities. Additionally, any other employees the State deems necessary to be trained may attend the training. These additional participants may include FLM's, FLO's, DD's, COR's, and State Office Specialists. Participants will be trained according to the following.

- September 12, 2006, from 9 a.m. – 11 a.m. e.t for the following States:
  - AL    • DE/MD    • FL    • GA    • IN    • MA/CT/RI
  - ME    • MI    • NC    • NH/VT    • NJ    • NY
  - OH    • PA    • PR    • SC    • VA    • WV.
  
- September 12, 2006, from 1:30 p.m. – 3:30 p.m. e.t. for the following States:
  - AK    • AR    • AZ    • CA    • CO    • HI
  - IA    • ID    • IL    • KS    • LA    • MN
  - MO    • MS    • MT    • ND    • NE    • NM
  - NV    • OK    • OR    • SD    • TN    • TX
  - UT    • WA    • WY.

### 3 Net Conference Access Instructions

#### A Training URL and Access Instructions

The training URL and access instructions will be provided to the State DLS coordinators by e-mail before September 12, 2006.

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### 4 Participant Information

#### A Travel Authorizations

Each employee must have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization. State Offices will provide the necessary authorization.

Participants are responsible for making their own travel arrangements using Government vehicles when available. Otherwise, the most efficient means of transportation will be used.

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

By August 31, 2006, State Offices should submit requests for reimbursement of Washington-directed travel for the month of September to Vernell Jones, BUD, Administrative Expenses Branch, Federal Operations Section.

#### B Documenting Training

Each participant shall register for the DLS training:

- by **COB September 11, 2006**
- through AgLearn according to the following table.

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>• CLICK "Login".</li></ul>
4	At the top of the screen, CLICK "Catalog".
5	Under "Subject Area Menu", CLICK "Farm Service Agency".
6	Find " <b>Direct Loan System Net Conference Training</b> " and either CLICK " <b>9/12/2006 9:00:00 AM EST</b> " or " <b>9/12/2006 01:30:00 PM EST</b> ", and 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.

#### C Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training shall contact Sam Snyder at 202-720-0599 by **COB August 31, 2006**.