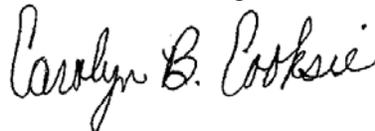


For: State Offices

National FLP Guaranteed Loss System (GLS) Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Purpose

This notice informs State Offices of the National training sessions scheduled for the new automated GLS.

B Contact

Any questions about this notice should be directed to either of the following:

- Jeff King , LSPMD at 202-720-1651
- Courtney Dixon, LSPMD at 202-720-1360.

2 Training Schedule and General Information

A Training Location

The training will be held at the following:

L. Douglas Abrams Federal Building
1520 Market Street
St. Louis, Missouri.

Note: A Government-issued ID card is required for entrance to the Federal Building.

Disposal Date	Distribution
March 1, 2008	State Offices

Notice FLP-487

2 Training Schedule and General Information (Continued)

B Training Dates

The training will be conducted in the following 2-day sessions.

- Group 1 will begin on Monday, January 14, 2008, at 1 p.m. and end at noon on Wednesday, January 16, 2008.
- Group 2 will begin on Wednesday, January 16, 2008, at 1 p.m. and end at noon on Friday, January 18, 2008.
- Group 3 will begin on Monday, January 28, 2008, at 1 p.m. and end at noon on Wednesday, January 30, 2008.
- Group 4 will begin on Wednesday, January 30, 2008, at 1 p.m. and end at noon on Friday, February 1, 2008.

Monday, Wednesday, and Friday will be travel days for many participants. Participants are **not** authorized to leave before the end of training and shall **not** schedule return flights before 2 p.m. on the last day of the training.

C Groups

State Offices are limited to 1 participant. States are divided into the following 4 groups.

Group 1 States		Group 2 States		Group 3 States		Group 4 States	
CA	NM	AL	NE	AK	MS	AZ	NJ
GA	OK	CO	NH/VT	AR	ND	FL	OH
IL	SC	CT/MA/RI	NV	DE/MD	NY	ID	PA
LA	WA	HI	OR	IA	PR	KY	TN
MO	WV	IN	TX	KS	SD	MI	UT
NC		MN	WY	ME	VA	MT	WI

Notice FLP-487

2 Training Schedule and General Information (Continued)

D Travel Authorizations

Each employee **must** have an approved AD-202 **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. The maximum per diem for St. Louis, Missouri is \$165 per day (\$106 for lodging and \$59 for M&IE).

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

AD-202, block 25 should be filled in with either of the following:

- Code 3 - "Training attendance", for those attending
- Code 4 - "Speech or presentation", for those attending as trainers.

Notes: The training is called "FLP Guaranteed Loss System Training".

Use the same line of accounting as on AD-202 when submitting AD-616.

Federal employees' travel expenses are paid out of the State's GS travel allocation. State Offices shall submit travel expenses in their monthly submission of requests for reimbursement to their travel allotment by e-mail to either of the following respective budget analysts:

- for Northeast and Southeast areas, Christine Pyles at **christine.pyles@wdc.usda.gov**
- for Midwest, Northwest, and Southwest areas, Tracey Blom at **tracey.blom@kcc.usda.gov**.

Note: FAX a copy to DAFO (Attention: Arleen Moncalieri) at 202-720-1096.

E Hotel Information

A block of rooms has been reserved at the following:

Drury Hotel (Union Station)
201 South 20th Street
St. Louis, Missouri
1-800-325-0720.

Notice FLP-487

2 Training Schedule and General Information (Continued)

E Hotel Information (Continued)

Participants attending:

- Group 1 and 2 sessions must make reservations by Friday, December 28, 2007
- Group 3 and 4 sessions must make their reservations by Monday, January 14, 2008.

Participants shall:

- make reservations by calling the Drury Hotel directly at 1-800-325-0720
- identify themselves as a participant of the “USDA/Farm Service Agency Group”.

The room rate:

- will be \$106 plus tax each night

Note: Tax will be reimbursed as a miscellaneous expense.

- **must** be guaranteed by using a major credit card.

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

F Airport Transportation

Transportation from the St. Louis, Lambert Airport to the Drury Hotel (Union Station) is available by either of the following:

- shuttle service at the airport
- taxi with fares generally costing \$25.

3 Participant Information

A Selection

Each State shall select 1 State Office FLP employee to attend the training. The selected participant shall:

- have thorough knowledge the Guaranteed Loan Program
- be capable of providing training to other State and Field Office personnel.

Notice FLP-487

3 Participant Information (Continued)

A Selection (Continued)

By December 20, 2007, State Offices **must**:

- e-mail the name of the participant to **jeffrey.king@wdc.usda.gov**
- provide participants GLS and eAuthentication ID's to either:
 - Jeffrey King at 202-720-1651
 - Courtney Dixon at 202-720-1360.

Note: GLS and eAuthentication ID's are required for **all** participants to be set up to have access to the test site used in the training.

B Documenting Training

Each participant shall register for the training no later than **January 11, 2008**, through AgLearn.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov .
2	Enter user eAuthentication ID and password and CLICK " Enter ".
3	CLICK " Catalog " tab.
4	On the left side of the page CLICK " ▶ " next to AgLearn Original Courseware Structure.
5	CLICK " Farm Service Agency ".
6	Under FLP Guaranteed Loss System Training , CLICK " more offering ".
7	CLICK " Register ".
8	In the Comments box, enter title and State.
9	CLICK " Confirm ".

If assistance is needed when signing up for the course, contact Bessy Plaza by either of the following:

- e-mail at **bessy.plaza@wdc.usda.gov**
- telephone at 202-401-0365.

Persons with disabilities who require accommodations to attend or participate in this training should contact Courtney Dixon at **courtney.dixon@wdc.usda.gov** or 202-720-1360.

Note: Each participant is responsible for canceling registration as soon as possible if necessary. To cancel, log into AgLearn and withdraw the registration.