

For: State Offices

**National Debt and Loan Restructuring System for the Web (eDALR\$) Coordinator's Training**

Approved by: Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

eDALR\$ State coordinators are the first line support for using eDALR\$ and other issues about eDALR\$. eDALR\$ State coordinator's training will enable eDALR\$ State coordinators to update their knowledge and provide better eDALR\$ support in their State.

Upon completing eDALR\$ training, eDALR\$ State coordinators will be responsible for coordinating and facilitating training within their States.

**B Purpose**

This notice informs State Offices of the eDALR\$ training sessions scheduled for the new eDALR\$.

**Notes:** These are train-the-trainer sessions.

Participants are expected to provide training on eDALR\$ to other FLP employees in their State.

**C Contact**

Address questions about this training to Sharilyn Hashimoto, LSPMD by either of the following:

- e-mail to [sharilyn.hashimoto@wdc.usda.gov](mailto:sharilyn.hashimoto@wdc.usda.gov)
- telephone at 202-720-2743.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2008	State Offices

**Notice FLP-493**

**2 Participant Information and Training Schedule**

**A Participant Information**

Each State is limited to 2 participants; 1 **must** be the eDALR\$ State coordinator and the other **must** be the FLP employee primarily responsible for direct loan servicing. By January 31, 2008, State Offices **must** e-mail the name, title, and eAuthentication ID for each selected participant to **sharilyn.hashimoto@wdc.usda.gov**.

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

**Group 1** participants are **required** to bring their **laptops and network cables** to access the FSA Intranet.

Participants are expected to return to their States and provide eDALR\$ training to at least 1 representative from each local FLP office. States should plan to complete this training during 1 normal workday. Funding details to cover the costs associated with State eDALR\$ training sessions will be provided to SED's at a later date.

**B Training Schedule**

There are 4 sessions scheduled for eDALR\$ training. This table provides the schedule for the eDALR\$ training sessions and other related information.

<b>Training Dates</b>	<b>February 11–13, 2008</b>	<b>February 19–21, 2008</b>	<b>February 25–27, 2008</b>	<b>February 27–29, 2008</b>
<b>Group</b>	Group 1 Southeast	Group 2 Midwest/Plains	Group 3 West	Group 4 Northeast
<b>States</b>	AL, AR, FL/VI, GA, KY, LA, MS, NC, OK, SC, TN, TX, VA, WV	CO, IA, IL, IN, KS, MI, MN, MO, MT, ND, NE, PR, SD, WI, WY	AK, AZ, CA, HI, ID, OR, NM, NV, UT, WA	CT/MA/RI, DE/MD, ME, NH/VT, NJ, NY, OH, PA
<b>Training Location</b>	Louisiana State Office 3737 Government St Alexandria, LA	ADC Facility 6501 Beacon Dr Kansas City, MO	ADC Facility 6501 Beacon Dr Kansas City, MO	ADC Facility 6501 Beacon Dr Kansas City, MO
<b>Start and End Time</b>	All sessions will begin at 1 p.m. on the first day of training and end at noon on the last day. Interim days will begin at 8 a.m. and end at 4:30 p.m.			
	<b>Note:</b> Participants are <b>not</b> authorized to leave <b>before</b> the end of training. Return flights <b>must</b> be scheduled <b>after</b> 2 p.m. on the last day of training.			

**Notice FLP-493**

**2 Participant Information and Training Schedule (Continued)**

**B Training Schedule (Continued)**

<b>Training Dates</b>	<b>February 11–13, 2008</b>	<b>February 19–21, 2008</b>	<b>February 25–27, 2008</b>	<b>February 27–29, 2008</b>
<b>Group</b>	Group 1 Southeast	Group 2 Midwest/Plains	Group 3 West	Group 4 Northeast
<b>Hotel Information</b>	<p>A block of rooms has been reserved under the Group Name, “USDA FSA” at:</p> <p>Baymont Inn and Suites Alexandria Convention Center 2301 N MacArthur Alexandria LA 71303 318-619-3300.</p> <p>Reservations <b>must</b> be made no later than February 4.</p> <p>Cancellations without penalty are allowed up to 4 p.m. c.s.t. 1 day before arrival.</p>	<p>A block of rooms has been reserved under the Group Name, “USDA FSA” at:</p> <p>Embassy Suites Kansas City Plaza 220 W 43rd St Kansas City MO 64111 816-756-1720.</p> <p>Reservations <b>must</b> be made <b>no</b> later than February 15.</p> <p>Cancellations without penalty are allowed up to 24 hours before arrival.</p>		
<b>Maximum Per Diem Rates</b>	Alexandria, Louisiana’s maximum per diem rate is \$109 (\$70 for lodging and \$39 for M&IE).	Kansas City, Missouri’s maximum per diem rate is \$152 (\$103 for lodging and \$49 for M&IE).		
<b>Authorized Travel Dates</b>	Authorized travel date is the morning on the first day of training, unless an appropriate flight is <b>not</b> available, at which time travel is authorized the day before training begins.			

## Notice FLP-493

### 2 Participant Information and Training Schedule (Continued)

#### C Travel Authorization and Funds

Each participant **must** have an approved AD-202 **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. In AD-202, block 25, ENTER “3” for Training Attendance.

**Notes:** The training is called “FLP eDALR\$ System Training”.

**When submitting AD-616, enter the same line of accounting as on AD-202.**

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

Federal employee travel expenses are paid out of the State’s GS travel allocation. State Offices shall submit actual travel expenses in their monthly submission of requests for reimbursement to their travel allotment by e-mail to the State Office’s budget analyst for:

- Northeast and Southeast areas, Christine Pyles at [christine.pyles@wdc.usda.gov](mailto:christine.pyles@wdc.usda.gov)
- Midwest, Northwest, and Southwest areas, Tracey Blom at [tracey.blom@kcc.usda.gov](mailto:tracey.blom@kcc.usda.gov).

**Note:** E-mail a copy to [arleen.moncalieri@wdc.usda.gov](mailto:arleen.moncalieri@wdc.usda.gov).

#### D Documenting Training

The HRD, Training and Development Branch will document participants attending this training through AgLearn. Instructors will **not** be included in the documentation process. Each participant shall register for the training through AgLearn according to the following.

Step	Action
1	Go to AgLearn at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> ; enter eAuthentication user ID and password, and CLICK “Enter”.
2	CLICK “Catalog” tab.
3	On the left side of the page, CLICK “▶” next to AgLearn Original Courseware Structure and CLICK “Farm Service Agency”.
4	Locate FLP Debt and Loan Restructuring System for eDALR\$ Coordinator Training, CLICK “more offering” to view all dates.
5	CLICK “Register”. In the comments box, enter user’s title and State, and CLICK “Confirm”.

**Notes:** If assistance in signing up for the training is needed, contact Bessy Plaza at [bessy.plaza@wdc.usda.gov](mailto:bessy.plaza@wdc.usda.gov) or 202-401-0365. Persons with disabilities who require accommodations to attend or participate in this training should contact Sharilyn Hashimoto at [sharilyn.hashimoto@wdc.usda.gov](mailto:sharilyn.hashimoto@wdc.usda.gov).

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