

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FLP-67

For: State Offices

Management of Agricultural Credit (MAC) and FLP Technician Training

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A

Purpose

This notice provides:

- participants with information on authorization, hotel, travel, and training
- information on the selection of the participants.

2 Training Schedule

A

**General
Information**

Four 5-day training sessions on the newly-developed S/36 MAC System and FLP Technician Training have been scheduled. All sessions will be held at 8930 Ward Parkway, Kansas City, MO. Travel for the training will be paid using Washington-controlled travel funds for the number of slots listed for each State.

Important: Additional training slots are available in each session. States may request that additional employees attend the training. **The State must pay for the travel of any additional participants.** Additional slots will be filled on a first-come first-served basis. Efforts will be made to ensure that each State has 1 additional slot. It is strongly recommended that each State send an FLP State Specialist to the training.

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Disposal Date

December 1, 1999

Distribution

State Offices

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2 Training Schedule (Continued)

B First Session Information

The **first session** will be held from August 9 through 13, 1999, from 8 a.m. to 4:30 p.m. each day except Friday, August 13, 1999, when training will end at 2 p.m. The following table lists the States that shall participate in this session and the number of participants from each State whose travel costs shall be paid using Washington-controlled travel funds.

State	Number of Participants	State	Number of Participants	State	Number of Participants
CO	2	NE	3	UT	2
ID	2	NM	2	VA	2 *
KS	3 *	OR	2 *	WA	2
ME	2	PA	2 *	WI	3 *
MO	3 *	SD	3 *	WY	2
MT	2				

The following employees who will be beta-testing the MAC system or assisting with training shall also attend this session.

State	Participant(s)	State	Participant(s)
FL	Sharon Teston *	OR	Lora Surmeyer * Nancy Thompson
IA	Tammy Maddy	PA	Rick Steis *
KS	Ray Bartholomew Diane Vincent *	SD	Diane Jo Cronkhite M. Kay Schmidt *
MA	Carrie Novak	VA	Kim DePasquale Beverly Saville *
MO	Janet Bollinger Brian Bagnell Annette Simmons *	WI	Pamela Ades Karla Morgan *
OK	Joanna Morgan		

States marked with an "*" have a field office that is a MAC beta test site. Program technicians marked with an "*" shall:

- attend their assigned training session
- be counted toward their State's allocated training slots.

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2 Training Schedule (Continued)

C

Second Session Information

The **second session** will be held from August 16 through 20, 1999, from 8 a.m. to 4:30 p.m. each day except Friday, August 20, 1999, when training will end at 2 p.m. The following table lists the States that shall participate in this session and the number of participants from each State whose travel costs shall be paid using Washington-controlled travel funds.

State	Number of Participants	State	Number of Participants	State	Number of Participants
HI/GU	2	MI	3	ND	3
IL	3 *	MN	3	OK	4
IN	3	NV	1	TX	5
IA	4				

The following MAC/Technician trainers shall also attend this session.

State	Participant(s)	State	Participant(s)
IA	Tammy Maddy	OK	Joanna Morgan
KS	Ray Bartholomew	SD	Diane Jo Cronkhite Janet Hohn *
LA	Brad Smith	VA	Kim DePasquale
MA	Carrie Novak	WI	Pam Ades
MO	Janet Bollinger		

Program technicians marked with an "*" shall:

- attend their assigned training session
- be counted toward their State's allocated training slots.

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2 Training Schedule (Continued)

D

Third Session Information

The **third session** will be held from September 13 through 17, 1999, from 8 a.m. to 4:30 p.m. each day except Friday, September 17, 1999, when training will end at 2 p.m. The following table lists the States that shall participate in this session and the number of participants from each State whose travel costs shall be paid using Washington-controlled travel funds.

State	Number of Participants	State	Number of Participants	State	Number of Participants
AL	2	FL/VI	3 *	NY	3
AK	1	GA	3	NC	3
AR	3	LA	3	SC	2 *
CA	3	MS	3		

The following MAC/Technician trainers shall also attend this session.

State	Participant	State	Participant
IL	Joan Keller *	OH	Sharon Harris
IA	Tammy Maddy	OK	Joanne Morgan
KS	Ray Bartholomew	SD	Diane Jo Cronkhite
MA	Carrie Novak	VA	Kim DePasquale
MO	Janet Bollinger	WI	Pam Ades

States marked with an "*" have a field office that is a MAC beta test site. Program technicians marked with an "*" shall:

- attend their assigned training session
- be counted toward their State's allocated training slots.

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2 Training Schedule (Continued)

E

Fourth Session Information

The **fourth session** will be held from September 20 through 24, 1999, from 8 a.m. to 4:30 p.m. each day except Friday, September 24, 1999, when training will end at 2 p.m. The following table lists the States that shall participate in this session and the number of participants from each State whose travel costs shall be paid using Washington-controlled travel funds.

State	Number of Participants	State	Number of Participants	State	Number of Participants
AZ	1	MA	1	RI	1
CT	1	NH	1	TN	3
DE	1	NJ	1	VT	1
KY	3	OH	3	WV	2
MD	1	PR	3		

The following MAC/Technician trainers shall also attend this session.

State	Participant	State	Participant
IA	Tammy Maddy	OK	Joanna Morgan
KS	Ray Bartholomew	SC	LeAnn Smith *
LA	Brad Smith	SD	Diane Jo Cronkhite
MA	Carrie Novak	VA	Kim DePasquale
MO	Janet Bollinger	WI	Pam Ades

Program technicians marked with an "*" shall:

- attend their assigned training session
- be counted toward their State's allocated training slots.

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2 Training Schedule (Continued)

F

Transportation To and From Training Sessions

Transportation will be provided to and from the training sessions. The bus will leave from in front of the hotel at 7:30 a.m. and will leave the training site at approximately 4:30 p.m., except for Friday when the bus will leave at approximately 2:00 p.m.

Note: Participants shall bring their luggage to the training session on Friday. The bus will transport participants directly to the airport after the training session concludes.

Participants who drive to and from the training sessions should be aware that there are lift gates at the entrances and exits to the building parking lot. Pull up to the gate and press the button on the intercom for a security guard to allow you to enter.

G

ID Badges

All participants are required to wear their Government ID badge for entrance into the building at 8930 Ward Parkway.

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3 Hotel and Travel Authorization Information

A Hotel Information

A block of rooms has been reserved at 3 hotels. Participants shall contact the hotel to confirm reservations specifying "MAC/USDA TRAINING." Information for each session and the cutoff date for reservations is as follows.

Reservation Dates	Hotel and Location	Reservation Cutoff Date
Session 1 August 8 through 13	Crowne Plaza 4445 Main Street Kansas City, MO 64111 816-531-3000	August 2, 1999
Session 2 August 15 through 20	Wyndham Garden - OP 7000 West 107 Street Overland Park, KS 66211 913-383-2550	August 9, 1999
Session 3 September 12 through 17	Wyndham Garden - Plaza One East 45 Street Kansas City, MO 64111 816-753-7400	September 3, 1999
Session 4 September 19 through 24	Crowne Plaza 4445 Main Street Kansas City, MO 64111 816-531-3000	September 15, 1999

The cost of the room for the Kansas City, Missouri hotels is \$85. The state of Missouri is tax exempt.

The cost of the room at the Wyndham Garden in Overland Park, Kansas is \$78 plus tax. Hotel sales tax is reimbursable under miscellaneous charges.

The per diem rate for Kansas City, Missouri (TDY location) is \$127 per day (\$85 for lodging and \$42 for MI&E).

B Travel Authorization

Each employee shall have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Participants shall make travel arrangements as soon as possible, using the most efficient means of transportation.

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3 Hotel and Travel Authorization Information (Continued)

C Airport Transportation

Participants are responsible for arranging transportation to and from Kansas City International (KCI) Airport. The following services are available.

Service	Cost	Additional Information
KCI Airport Shuttle	\$13 one-way \$22 round trip	Upon arrival at KCI Airport, do either of the following: - locate the red shuttle booth near the baggage claim area - dial 5000 on any white airport courtesy telephone.
Quicksilver Airport Service	\$19.50	Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

D Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact KCMO at 816-926-6517 or TTY at 816-926-7440. Notify the hotel and airline directly.

4 State Office Action

A Selecting Participants

Farm Loan Chiefs, with the concurrence of SED, shall select participants to attend the training (slots paid using Washington-controlled travel funds) based on the following criteria. Participants shall:

- be aware of the basic System 36 function in Notice IRM-293
- have solid working knowledge of the Management Records System and AGCREDIT
- be knowledgeable of train-the-trainer concepts and be able to apply these concepts in training their State's field office employees on the MAC system on the S/36

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4 State Office Action (Continued)

A
Selecting
Participants
(Continued)

- have solid experience working as a program technician in FLP
- complete SF-182, according to 6-PM, to document this training.

Important: Additional requests for slots, including the number of slots requested with names, job titles, and training session dates, shall be faxed to Kathleen Miller at 202-720-6797 **or** emailed to kathleen_miller@wdc.fsa.usda.gov by Friday, July 30, 1999. Requests received after that date will not be considered. States shall be notified by August 2, 1999, of the number of additional slots approved.

State Offices shall provide a list of **all** proposed attendees to Kathleen Miller either by fax or email by:

- August 2, 1999, for those attending the August sessions
 - September 6, 1999, for the those attending the September sessions.
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