

For: State Offices

MIDAS “Train-the-Trainer” Phase 1 and Phase 2 Training Sessions

Approved by: Administrator



1 Overview

A Background

The MIDAS Project Team will provide comprehensive training to FSA State and County Office employees in preparation for MIDAS Release 1, Deployment 1.0. MIDAS training will be delivered using the “Train-the-Trainer” model and concept.

MIDAS Super Users will receive training on the MIDAS, Release 1.0 and Deployment 1.0 functionality, and then subsequently deliver training to selected State Trainers in 2 phases, as follows.

Phase	Training Content
1	Basic Navigation, Business Partner, Product Master
2	Farm Records With GIS

All State Trainers MIDAS “Train-the-Trainer” training will take place in Kansas City, Missouri.

Note: State Trainers will be responsible for delivering end-user MIDAS training to FSA State and County employees within their respective States.

B Purpose

This notice provides travel authorization and specific details about the MIDAS “Train-the-Trainer” training.

C Contact

If there are any questions about this notice, contact Nanette (Julie) Pena at julie.pena@ok.usda.gov.

Disposal Date	Distribution
January 1, 2013	State Offices; State Offices relay to all MIDAS State Trainers and Super Users

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2 MIDAS “Train-the-Trainer” Phases

A MIDAS Phase 1 “Train-the-Trainer”

Because of space limitations, MIDAS Phase 1 training is being divided into 2 sessions, according to Exhibit 1.

The first session (Phase 1a) will be conducted November 27 and 28, and the second session (Phase 1b) will be conducted November 29 and 30, 2012. The following functionality and training content will be covered in both Phase 1a and 1b sessions:

- basic MIDAS CRM navigation
- business partner
- product master.

MIDAS Training Phases 1a and 1b will take place at the following location:

USDA Beacon Building
6501 Beacon Drive
Kansas City MO 64133.

The training dates and hotel information for MIDAS Phase 1a are as follows.

Session	Training Dates and Times	Hotel Accommodations
Phase 1a	<ul style="list-style-type: none">• Tuesday, November 27, from 8 a.m. to 5 p.m.• Wednesday, November 28, from 8 a.m. to 5 p.m. <p>Note: Do not schedule return flights before 6:45 p.m. on the last day of the applicable training session date.</p>	<p>Sheraton Suites at Country Club Plaza 770 West 47th Street Kansas City, MO 64112.</p> <p>Training attendees:</p> <ul style="list-style-type: none">• have an existing reservation and just need to guarantee their reservations by calling 888-627-7043 no later than November 20, 2012, and provide their credit card information• shall identify themselves as part of the “MIDAS Train-the-Trainer – November” group when guaranteeing their reservation• shall check-in on Monday, November 26, 2012.

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2 MIDAS “Train-the-Trainer” Phases (Continued)

A MIDAS Phase 1 “Train-the-Trainer” (Continued)

The training dates and hotel information for MIDAS Phase 1b are as follows.

Session	Training Dates and Times	Hotel Accommodations
Phase 1b	<ul style="list-style-type: none"> • Thursday, November 29, from 8 a.m. to 5 p.m. • Friday, November 30, from 8 a.m. to 5 p.m. <p>Note: Do not schedule return flights before 6:45 p.m. on the last day of the applicable training session date.</p>	<p>InterContinental Kansas City at the Plaza 401 Ward Parkway Kansas City, MO 64112.</p> <p>Training attendees:</p> <ul style="list-style-type: none"> • have an existing reservation and just need to guarantee their reservations by calling 866-856-9717 no later than November 20, 2012, and provide their credit card information • shall identify themselves as part of the “MIDAS Train-the-Trainer” group when guaranteeing their reservation • shall check-in on Wednesday, November 28, 2012. <p>Note: Overflow rooms for Phase 1b are available at:</p> <p style="text-align: center;">Sheraton Suites at Country Club Plaza 770 West 47th Street Kansas City, MO 64112.</p>

If a reservation needs to be canceled, attendee shall notify the hotel 24 hours **before** the date of check-in to avoid a cancellation fee. Any reservation canceled less than 24 hours before check-in will result in the individual’s credit card being charged a minimum of 1 night’s stay.

B MIDAS Phase 2 “Train-the-Trainer”

MIDAS Phase 2 training will be conducted December 17 through 20, 2012, from 8 a.m. to 5 p.m. This session is for **all** State Trainers, and the Super Users listed in **Exhibit 2**.

MIDAS Training Phase 2 will take place at the following location:

USDA Beacon Building
6501 Beacon Drive
Kansas City MO 64133.

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2 MIDAS “Train-the-Trainer” Phases (Continued)

B MIDAS Phase 2 “Train-the-Trainer” (Continued)

The training dates and hotel information for MIDAS Phase 2 are as follows.

Midas Phase 2 “Train-the-Trainer”	
<p>A block of rooms has been reserved at the following 2 hotels, with check-in on Sunday, December 16, 2012. Guestrooms are \$99 per night plus tax. Participants may make reservations at either hotel.</p> <p>Notes: The check-in time is 3 p.m. and the check-out time is 12 noon.</p> <p style="text-align: center;">Training attendees shall not schedule return flights before 6:45 p.m. on Thursday, December 20, 2012.</p>	
Hotel	Reservation Instructions
Sheraton Suites at Country Club Plaza 770 West 47 th Street Kansas City, MO 64112	Training attendees shall: <ul style="list-style-type: none"> • make reservation by calling 888-627-7043 no later than November 30, 2012 • identify themselves as part of the “MIDAS Train-the-Trainer – December” group when making their reservation to ensure that they are given the contracted rate of \$99 per night.
InterContinental Kansas City at the Plaza 401 Ward Parkway Kansas City, MO 64112	Training attendees shall: <ul style="list-style-type: none"> • make reservations by calling 866-856-9717 no later than November 30, 2012 • identify themselves as part of the “MIDAS Train-the-Trainer - 2” group when making their reservation to ensure that they are given the contracted rate of \$99 per night.

If a reservation needs to be canceled, attendees shall notify the hotel 24 hours **before** the date of check-in to avoid a cancellation fee. Any reservation canceled less than 24 hours before check-in will result in the individual’s credit card being charged a minimum of 1 night’s stay.

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3 Travel Authorizations

A Official Travel Days

Training attendees for:

- Phase 1a are authorized to travel on the Monday before and the Thursday after the training session
- Phase 1b are authorize to travel on the Wednesday before the training and the Saturday after the training session
- Phase 2 are authorized to travel the Sunday before and the Friday after the training session.

B Travel Authorization Details

Each employee **must** have a GovTrip electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Kansas City, Missouri, is \$160 (\$99 for lodging and \$61 for M&IE) per day.

In GovTrip, from the “Trip Purpose” drop-down list, select “**Training Attendance**”.

This training is Washington-directed travel. Participants need to search accounting codes in GovTrip using the description option and then ENTER, “13 MIDAS TRAINHETRAINER”, to locate this code in the drop-down list. **Employees should select “13 MIDAS TRAINHETRAINER” as the accounting code in GovTrip.**

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

According to Notice FI-3115, ensure that the following statement is entered in the “Comment” box **before** attendee stamps the authorization “signed” or “T-signed”:

“It is understood and agreed that funding of this travel authorization is contingent upon the passage of an appropriation by Congress for FY 2013 from which expenditures there under are authorized and can be legally used for the purpose of this travel authorization and shall not obligate FSA upon failure of the Congress to so appropriate.

This travel authorization may also be reduced or terminated if Congress only provides FSA funds for a finite period under a Continuing Resolution.”

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3 Travel Authorizations (Continued)

C Transportation Options

The Kansas City International Airport is approximately 30 miles from either hotel. Transportation from the airport to the hotels is available by airport shuttle or taxicabs located by the baggage claim area on the lower level of the airport. Transportation options to the:

- **Sheraton Suites** include the following:

- **Super Shuttle**

Fee is \$19 per person, each way.

Call 816-243-5000.

Reservations are not required for airport pickup; however, **return trips require reservations.**

- **Taxicab**

Fee is approximately \$55 each way.

- **Intercontinental Kansas City** include the following:

- **KCI Shuttle**

Fee is \$18 per person, each way or \$34 per person, roundtrip.

Contact the Intercontinental Kansas City hotel concierge to arrange transportation.

- **Taxicab**

Fee is approximately \$60 each way.

Transportation from the hotels to the USDA Beacon Building will be provided by the hotels. Details regarding the daily departure times to and from the hotel to the training locations will be provided when training attendees check-in at the hotel.

Note: Rental cars or taxicabs are **not** authorized for travel to and from the hotel to the USDA Beacon Building.

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4 Additional Training Information

A Training Attendees

MIDAS Training Phase 1 attendees, including Super Users, are listed in Exhibit 1. All State Trainers, and Super Users listed in Exhibit 2, will attend Phase 2 training.

B Documenting Training Attendance

Attendance will be recorded in AgLearn based on daily attendance sheets at the training sessions. Participants will **not** need to preregister in AgLearn.

For WebT&A, code time spent in training as “COMMON/MIDAS”.

C Reasonable Accommodations for All Phases

Each participant shall notify the airlines and the hotel of any accommodations that are necessary. Persons who require accommodations to attend or participate in these training sessions shall contact Barbara Harris by COB November 28, 2012, by either of the following:

- e-mail at barbara.harris@wdc.usda.gov
- telephone at 202-720-3135.

MIDAS “Train-the-Trainer” State Trainer and Super User Phase 1 Attendees

This table provides Phase 1a “Train-the-Trainer” attendees.

“Train-the-Trainer” Phase 1a Attendees November 27 and 28, 2012		
Alabama	Kentucky	Oklahoma
Arizona	Louisiana	Pennsylvania
Arkansas	Maine	Puerto Rico
California	Maryland	Rhode Island
Colorado	Massachusetts	South Carolina
Connecticut	Mississippi	Tennessee
Delaware	Nevada	Texas
Florida	New Hampshire	Utah
Georgia	New Jersey	Vermont
Hawaii	New Mexico	Virginia
Kansas	New York	West Virginia

This table provides Phase 1b “Train-the-Trainer” attendees.

“Train-the-Trainer” Phase 1b Attendees November 29 and 30, 2012		
Idaho	Missouri	South Dakota
Illinois	Montana	Washington
Indiana	Nebraska	Wisconsin
Iowa	North Dakota	Wyoming
Michigan	Ohio	North Carolina
Minnesota	Oregon	

MIDAS “Train-the-Trainer” State Trainer and Super User Phase 1 Attendees (Continued)

This table provides Phase 1 Super User attendees.

Super User Phase 1 (a and b) November 27 through 30, 2012	
Name	State
Rebecca Csutoras	PA
Mary Davis	KC
Alison Groenwoldt	DC
Jolynn Khan	DC
Robert McCurry	ME
Marianne Morton	CA
Andrea Naughton	DC
Michelle Ontiveros	DC
Scott Reed	TX
Sue Reynolds	IA
Sharon Rolstad	SD
Kerry Sefton	DC
Pamela Stahlke	DC
Brandon Terrazas	NM
Amy Turner	SC
Jake Vandeburg	WI
Amanda Whitehurst	KS

MIDAS “Train-the-Trainer” State Trainer and Super User Phase 2 Attendees

All State Trainers that attended Phase 1 MIDAS training shall attend the Phase 2 training.

This table provides Phase 2 Super User attendees.

Super User Phase 2 December 17 through 20, 2012	
Name	State
Jennifer Blair	CO
Lindsay Caragher	NJ
Suzette Cooper	FL
Rebecca Csutoras	PA
Dan Culli	DC
Sarah Falk	KS
Tyler Gilkey	NE
Debbie Goin	NV
Monica Goulden	KC
Chris Hare	IN
Connie Hedge	IL
Ryan Hunt	AZ
Matthew Kleski	OH
Krista Knight	GA
Sandra Knox	TX
Michael Kresin	NE
Corey Moore	TX
Jessica Mullins	MI
Cindy Owens	AL
Scott Reed	TX
Steve Stark	DC
Robin Talley	DE
Geraldine Taylor	KY
Brandon Terrazas	NM
Gwen Uecker	DC
Mike Walter	KC
Tara Wedemeyer	KC
Amanda Whitehurst	KS
Victor Youngblood	NC
Brenda Zachman	WI