

For: State Offices

MIDAS “Train-the-Trainer” Sessions

Approved by: Acting Administrator



1 Overview

A Background

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

In November 2012, both the MIDAS Super Users and State Trainers received Phase 1 training on Business Partner, Product Master, and Basic CRM Navigation.

Throughout March 2013, MIDAS Super Users and State Trainers will receive Phase 2 training around GIS Navigation refresher and Farm Records with GIS.

The March 2013 “Train-the-Trainer” sessions 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 the following MIDAS “Train-the-Trainer” training information:

- travel authorization
- scheduled dates, times, and location of training
- hotel accommodations and transportation
- list of authorized MIDAS Super Users (Exhibit 1) and State Trainers (Exhibit 2).

C Contact

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

Disposal Date May 1, 2013	Distribution 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 2: Super Users and State Trainers

MIDAS “Train-the-Trainer” sessions will be held for State Trainers and led by Super Users. MIDAS State Trainers will then lead training in each of their respective States. The following provides the “Train-the-Trainer” schedule.

Phase 2 Training		
Group	Session	Proposed Date
Super Users	One 3-day session	March 18-20, 2013
State Trainers (Train-the-Trainer)	Two 2-day sessions	Session A - March 25-26, 2013
		Session B - March 27-28, 2013

B MIDAS Phase 2 – Super Users as Trainers for the State Trainer Training

State Train the Trainer Phase 2 Training is being held March 25–28, 2013, in Kansas City, Missouri. Super Users serving as Phase 2 Trainers (Exhibit 1) for State “Train-the-Trainer” Phase 2 Training are authorized to travel to Kansas City, Missouri on March 24, 2013, as training begins at 8 a.m. March 25, 2013.

March 29, 2013, is an authorized travel day for anyone unable to arrange flights after the session ends on March 28, 2013. Attendees are **not** authorized to make any airline reservations that would require leaving the training before the scheduled end time. The scheduled end time is 5 p.m. on March 28, 2013.

C MIDAS Phase 2 – Sessions A and B: State Trainers “Train-the-Trainer”

Because of space limitations, MIDAS Phase 2 State Trainer training is being divided into Session A and Session B for State Trainers according to Exhibit 2.

Session A will be conducted March 25-26, 2013, and Session B will be conducted March 27-28, 2013. The following functionality and training content will be covered in both Sessions A and B:

- GIS Navigation refresher
- Farm Records with GIS.

MIDAS Training Phase 2 – Sessions A and B 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)

D Training Dates and Hotel Accommodations for State Trainers

The following provides training dates and hotel information for MIDAS Phase 2 - Session A.

Phase 2 - Session A	
Training Dates and Times	Hotel Accommodations
<ul style="list-style-type: none"> • March 25, 2013, from 8 a.m. to 5 p.m. • March 26, 2013, 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>A block of rooms has been reserved at the following 2 hotels with check-in on March 24, 2013, and check-out on March 27, 2013.</p> <ul style="list-style-type: none"> • Hampton Inn and Suites Kansas City – Country Club Plaza • Sheraton Suites at Country Club Plaza <p>Notes: Richard Bauer, Karen Borglum, and Annette Frederick will be lodged at The InterContinental Hotel.</p> <p>See subparagraph F for information on how to confirm your room at either of the hotels.</p>

The following provides training dates and hotel information for MIDAS Phase 2 – Session B.

Phase 2 - Session B	
Training Dates and Times	Hotel Accommodations
<ul style="list-style-type: none"> • March 27, 2013, from 8 a.m. to 5 p.m. • March 28, 2013, 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>A block of rooms has been reserved at the following hotels with check-in on March 26, 2013, and check-out on March 29, 2013.</p> <ul style="list-style-type: none"> • The InterContinental Kansas City at the Plaza • Hampton Inn and Suites Kansas City – Country Club Plaza • Sheraton Suites at Country Club Plaza. <p>Notes: All State Trainer Session B attendees will be lodged at the InterContinental Kansas City at the Plaza, except for the following individuals/States, who will be lodged as follows:</p> <ul style="list-style-type: none"> • Sheraton Suites at Country Club Plaza: California, Idaho, Illinois (letters K-W), Janet Ault/IN, Iowa, and Mississippi • Hampton Inn and Suites Kansas City - Country Club Plaza: Illinois (letter B-H), Washington. <p>See subparagraph F for information on confirming your room at any of these hotels.</p>

Important: In the event that a reservation needs to be cancelled, participants 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 one night’s stay. Also, guests must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid an early departure fee.

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

E Training Dates and Hotel Accommodations for Trainers and Support Staff

A block of rooms has been reserved for **all trainers and support staff** at the following hotel with check-in on March 24, 2013, and check-out on March 29, 2013:

Sheraton Suites at Country Club Plaza
770 West 47th Street
Kansas City, MO 64112.

Important: In the event that a reservation needs to be cancelled, participants 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 one night’s stay. Also, guests must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid an early departure fee.

F MIDAS Phase 2 – Sessions A and B “Train-the-Trainer” Hotel Information

Attendees of Sessions A and B “Train-the-Trainer” and support staff will have to **confirm** their reservation at 1 of following hotels according to subparagraph D.

Hotel Location	Hotel Reservations
Sheraton Suites at Country Club Plaza 770 West 47th Street Kansas City, MO 64112	<ul style="list-style-type: none"> • Reservations have already been made. Contact the hotel directly at 1-816-931-4400 and ask for Sherri Williams by March 20, 2013, and guarantee your reservation with a credit card. If you speak with anyone else, tell the representative that you are calling to confirm your existing room reservation. Do not make a reservation. If they are unable to assist you or you encounter a problem, contact Barbara Harris by both of the following: <ul style="list-style-type: none"> • telephone at 202-720-3135 • e-mail at barbara.harris@wdc.usda.gov. • Identify yourself as part of the “USDA MIDAS State Trainer” group to ensure the Government rate of \$99 per night.
The InterContinental Kansas City at the Plaza 401 Ward Parkway Kansas City, MO 64112	<ul style="list-style-type: none"> • Reservations have already been made. Contact Hotel Reservations at 1-816-756-1500 by March 20, 2013, ask for the front desk, and tell the representative that you are calling to confirm your existing room reservation. Do not make a reservation. If they are unable to assist you or you encounter a problem, contact Barbara Harris by both of the following: <ul style="list-style-type: none"> • telephone at 202-720-3135 • e-mail at barbara.harris@wdc.usda.gov. • Identify yourself as part of the “USDA MIDAS State Trainer” group if needed to ensure the Government rate of \$99 per night.

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

F MIDAS Phase 2 – Sessions A and B “Train-the-Trainer” Hotel Information (Continued)

Hotel Location	Hotel Reservations
Hampton Inn and Suites Kansas City-Country Club Plaza 4600 Summit Kansas City, MO 64112	<ul style="list-style-type: none">• Reservations have already been made. Call Hotel Reservations at 1-816-448-4600 by March 20, 2013, to guarantee your reservation with a credit card. Tell the representative that you are calling to confirm your existing room reservation. Do not make a reservation. If they are unable to assist you or you encounter a problem, contact Barbara Harris by both of the following:<ul style="list-style-type: none">• telephone at 202-720-3135• e-mail at barbara.harris@wdc.usda.gov. <p>Identify yourself as part of the “USDA MIDAS State Trainer” group if needed to ensure the Government rate of \$99 per night.</p>

G MIDAS Phase 2 – Sessions A and B “Train-the-Trainer” Resources Needed

Attendees of Sessions A and B “Train-the-Trainer” will need to bring the following with them to the training:

- laptop and power cords
- Government ID to access the Beacon Building
- PIN for Linc Pass
- space in luggage to take a large binder home; approximately 4 pounds.

H MIDAS Phase 2 – Sessions A and B: “Train-the-Trainer” Training Transportation

Transportation from the hotels to the USDA Beacon Building will be provided by the hotels. The bus schedule is as follows:

- 7:20 am – bus departs the hotel each morning
- 5:15 pm – bus departs the USDA Beacon Building each evening.

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

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3 Travel Authorizations

A Official Travel Days

Training attendees for:

- Phase 2 – Session A are authorized to travel on March 24, 2013, and March 27, 2013, after the training session
- Phase 2 – Session B are authorize to travel on March 26, 2013, and March 29, 2013, 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 TRAINTHETRAINER”, to locate this code in the drop-down list. **Employees must select “13 MIDAS TRAINTHETRAINER” 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 Hotel 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 about 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 2 attendees, including Super Users, are listed in Exhibit 1. All State Trainers and Super Users listed in Exhibit 1, 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 do 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 March 21, 2013, by either of the following:

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

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

The following provides the Super Users serving as trainers for Train-the-Training.

Super User Phase 2 Training “Train-the-Trainer” March 24-29, 2013		
First Name	Last Name	State
Jennifer	Blair	Colorado
Lindsay	Caragher	New Jersey
Suzette	Cooper	Florida
Sarah	Falk	Kansas
Tyler	Gilkey	Nebraska
Debbie	Goin	Nevada
Chris	Hare	Indiana
Connie	Hedge	Illinois
Ryan	Hunt	Arizona
Matthew	Kleski	Ohio
Krista	Knight	Georgia
Sandra	Knox	Texas
Michael	Kresin	Nebraska
Corey	Moore	Texas
Jessica	Mullins	Michigan
Cindy	Owens	Alabama
Robin	Talley	Delaware
Geraldine	Taylor	Kentucky
Victor	Youngblood	North Carolina
Brenda	Zachman	Wisconsin

MIDAS “Train-the-Trainer” State Trainer Phase 2 Attendees

The following provides Session A “Train-the-Trainer” attendees.

“Train-the-Trainer” Session A Attendees March 25-26, 2013		
Alabama	Louisiana	Oklahoma
Arizona	Maine	Pennsylvania
Arkansas	Maryland	Puerto Rico
Colorado	Massachusetts	Rhode Island
Connecticut	Mississippi	South Carolina
Delaware	Nevada	Tennessee
Florida	New Hampshire	Texas
Georgia	New Jersey	Utah
Hawaii	New Mexico	Vermont
Kansas	New York	Virginia
Kentucky	North Carolina	West Virginia

The following provides Session B “Train-the-Trainer” attendees.

“Train-the-Trainer” Session B Attendees March 27-28, 2013		
California	Minnesota	Ohio
Idaho	Missouri	Oregon
Illinois	Montana	South Dakota
Indiana	Nebraska	Washington
Iowa	North Carolina	Wisconsin
Michigan	North Dakota	Wyoming