

For: State and County Offices

MIDAS End-User Training Logistics

Approved by: Acting Administrator



1 Overview

A Background

The MIDAS Project Team will provide comprehensive training to FSA State and County Office employees to prepare for MIDAS Release 1, Farm Records Deployment. Using a “Train-the-Trainer” model and concept, selected State trainers are responsible for delivering MIDAS End-User training to FSA State and County employees within their respective States.

Training delivery to FSA State and County employees will occur between April 3, 2013, and June 30, 2013.

B Purpose

This notice provides information on MIDAS End-User training logistics.

C Contact

If there are any questions about this notice, contact either of the following by e-mail:

- Nanette (Julie) Pena at julie.pena@ok.usda.gov
- Elizabeth Miller at elizabeth.miller@wdc.usda.gov.

Disposal Date	Distribution
July 1, 2013 3-29-13	State Offices; State Offices relay to County Offices

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2 Training Facilities

A Army Reserve National Guard Distributed Learning Classrooms

FSA negotiated a Memorandum of Agreement (MOA) with the Army Reserve National Guard to use their Distributed Learning classrooms. Each classroom has networked computer workstations and audio/video equipment. These facilities should be the first choice for MIDAS End-User training. To reserve space in an Army Reserve National Guard Distributed Learning facility, submit the following completed forms to the National Guard's United States Property and Fiscal Office for your State:

- DD Form 1144, "Support Agreement" that is available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1144.pdf>
- DD Form 448, "Military Interdepartmental Purchase Request" that is available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0448.pdf>
- DD Form 448-2, "Acceptance of MIPR" that is available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0448-2.pdf>.

To get DD Form 1144 signature approval and budgetary accounting classification data for DD Form 448 and DD Form 448-2, provide completed forms to Johnny Grace, ITSD, Budget Accounting Office, by e-mail at johnny.grace@wdc.usda.gov.

After approval, a signed copy of DD Form 1144 will be provided to the State Office along with the coded DD Form 448 and DD Form 448-2.

Costs for Army Reserve National Guard Distributed Learning classrooms will be covered by the National Information Technology (IT) MIDAS Budget.

B Other Facilities

If an Army Reserve National Guard Distributed Learning classroom is **not** available, other facilities may need to be rented. Every effort should be made to minimize facility costs. The costs to rent a facility, provide connectivity, and ship computers will be covered by the National IT MIDAS Budget. Submit AD-700 as follows:

- for MIDAS program approval, to Kara Cochran by e-mail at kara.cochran@wdc.usda.gov
- for accounting classification code and budgetary approval, **to both of the following:**
 - Lori Beutel by e-mail at lori.beutel@wdc.usda.gov
 - Crystal Somerville by e-mail at crystal.somerville@wdc.usda.gov.

After approval, a signed AD-700 will be provided to the State Office.

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2 Training Facilities (Continued)

C Other Supplies

Other supplies may be useful in the training environment, including flip charts, markers, power strips, cables, etc. These costs are **not** covered by the National IT MIDAS Budget.

3 Travel Authorizations

A Official Travel Days

At the State Office's discretion, training attendees are authorized to travel on the day immediately preceding and immediately following 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. In GovTrip, from the "Trip Purpose" drop-down menu, select "**Training Attendance**".

Participants need to search accounting codes in GovTrip using the description option, and then ENTER, "**13 MIDAS END USER TRAINING**", to locate this code in the drop-down menu. Employees should select "**13 MIDAS END USER TRAINING**" as the accounting code in GovTrip. The following are the codes to use in GovTrip for L-type authorizations/vouchers:

- FA employees: 384MIDASENDUSR
- CE employees: 387MIDASENDUSR.

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

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4 Additional Training Information

A Training Materials

Training materials will be available on USDA Connect at <https://connections.usda.gov/communities/service/html/communityview?communityUuiid=a5bb301c-e669-4fc2-a522-fe4451734746> on April 1, 2013. Training attendees should log onto the MIDAS training community on USDA Connect before attending instructor-led training. Training materials will be available to attendees through USDA Connect during class. Attendees are encouraged to access training materials electronically because the costs to print or ship training materials are **not** covered by the National IT MIDAS Budget. Training materials are approximately 300 pages.

USDA employees may **not** attach any electronic devices to the National Guard network, including flash drives, hard drives, laptops, and smart phones. The National Guard is part of our country's national defense network. **Penalties for connecting unauthorized equipment to the network are immediate and severe.** Attendees will be able to access all necessary materials through the Internet and USDA Connect.

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.

To ensure that all cost for MIDAS training and travel are captured, use Activity Reporting System Program "COMMON" and Activity "MIDAS" in WebTA.

Overtime and compensatory time are **not** covered by the National IT MIDAS Budget. Requests for this time should follow the standard approval process.

C Reasonable Accommodations

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 their State Office.