

For: AR, CA, LA, MS, TX State and Beta County Offices

Rice Electronic Warehouse Receipt (EWR) Beta System Training

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

FSA has authorized using EWR's to obtain MAL's and LDP's. During the 2006 crop year, a new web-based Rice EWR Beta System will be available to selected Beta County Offices in 5 rice-producing States. The Rice EWR Beta System shall enable Beta County Offices to:

- retrieve EWR's from an approved EWR provider
- use EWR's to complete MAL- and LDP-making processes in APSS
- transfer EWR's to the appropriate individual or entity when the loan is repaid.

To implement the new Rice EWR Beta System effectively, a training session has been scheduled to provide users the policy and software-related information about the Rice EWR Beta System.

B Purpose

This notice provides State and Beta County Offices the following information:

- scheduled dates, time, and location of training
- authorized number of training participants for each State
- hotel accommodations and transportation information.

C Contact

For additional information about the training, contact Shanita Hines by either of the following:

- telephone at 202-720-9888
- e-mail at shanita.hines@wdc.usda.gov.

<p>Disposal Date</p> <p>November 1, 2006</p>	<p>Distribution</p> <p>Above State Offices; State Offices relay to applicable Beta County Offices</p>
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2 Training Dates, Location, and Participants

A Training Dates

The training session will:

- begin August 1, 2006, 1 p.m. through 5:30 p.m. c.t.
- end August 2, 2006, 8 a.m. through noon c.t.

B Training Location

The training shall be held in:

GSA Training Room, 4th Floor – Room No. 4329
Federal Building
700 West Capitol Avenue
Little Rock, Arkansas.

C Number of Authorized Participants

The authorized number of participants for each State and Beta County Office are as follows.

State	Beta County Office	Number of Authorized Participants
Arkansas	Arkansas, Craighead, Cross, Desha, Jackson, Jefferson, Lonoke, Monroe, Poinsett, Prairie, St. Francis, Woodruff	14
California	Butte, Colusa, Glenn, Placer, Sacramento, Sutter	8
Louisiana	Jefferson Davis, Vermillion	4
Mississippi	Sunflower, Washington	5
Texas	Colorado, Wharton, Fort Bend	6

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3 Hotel and Travel Authorization

A Hotel Information

Participants shall:

- make their own hotel reservations directly with the Legacy Hotel and Suites **no later than July 17, 2006**, at

Legacy Hotel and Suites
625 West Capitol Avenue
Little Rock, AR 72201

Reservations: 888-456-3669
FAX: 501-685-1185
website: www.legacyhotel.com

- identify themselves as participants of the “**USDA Group**”.

B Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. **This notice does not constitute an approved travel authorization.** Maximum per diem rate for Little Rock, Arkansas, is \$125 a day (\$71 lodging and \$54 for M&IE).

Travel for Federal participants shall be charged to their individual State-controlled travel funds. States participating in any national training should submit monthly requests for reimbursement to their travel allotment through DAFO to BUD. The monthly requests should be based on actual travel expenses of participants who attended national training. BUD will then prepare FSA-308 increasing the State Office FY 2006 travel allotment.

Participants shall make their own travel arrangements as soon as possible using the most efficient means of transportation.

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4 Action

A State Office Action

State Offices shall:

- provide a list of attendees to Shanita Hines at **shanita.hines@wdc.usda.gov no later than July 7, 2006**
- ensure that the participants have made reservations according to subparagraph 3 A
- ensure that travel itineraries of attendees have an arrival time before the start of the training session on August 1, 2006, and departures no earlier than end of session on August 2, 2006.

B Documenting Training in AgLearn

Each participant shall document the training immediately upon receipt of this notice through AgLearn.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the "Student" tab, CLICK: <ul style="list-style-type: none">• "Login"• "Continue".
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter your user ID and password• CLCIK "Login".
4	CLICK "Catalog" located at the top of the screen.
5	CLICK "Farm Service Agency" located on the left side of the screen.
6	Find " Rice Electronic Warehouse Receipt Beta System Training " and click on the " 8/1/2006 " start date, then CLICK " Register ".
7	Enter your State name and your title in "Comments" box and CLICK "Confirm" under the "Registration Comment" section.
8	An e-mail confirmation will be received in the next hour.