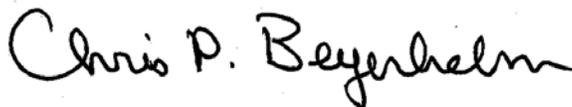


For: State Offices

DLS-Loan Servicing (DLS-LS) State Coordinator’s Training for Debt Restructure Transactions (DRT) Module for Nonpilot States Only

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

DAFLP is preparing to release the DRT module that provides new functionality in DLS to create and submit related debt restructure transactions for processing to affect loan restructuring changes to PLAS. Deployment of this new module will eliminate the need for Field Offices to use ADPS for processing most related debt restructure transactions.

DRT has been in a 6 State pilot program (Georgia, Kansas, Kentucky, Michigan, Pennsylvania, and Texas) since September 2012. This module is scheduled for National deployment on April 1, 2013.

The DLS-LS Team will provide comprehensive training to DLS-LS coordinators in preparation for the upcoming DLS-LS DRT module release. DLS DRT training will be delivered using the “Train-the-Trainer” model and concept.

Note: DLS-LS State coordinators will be responsible for delivering end-user training to all FSA State and County Office FLP employees within their respective States. Also, FLP employees in the DRT pilot States are **not** required to be trained again as part of this training effort.

B Purpose

This notice informs State Offices of the National training sessions scheduled for the release of the new DLS DRT module. This is a web-based “train-the-trainer” session. Trainees are **required** to provide DLS training to their State Office and FLP Service Centers employees after this training and **before** National deployment that is scheduled for **April 1, 2013**.

Disposal Date	Distribution
May 1, 2013	State Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice, contact Sharilyn Hashimoto by either of the following:

- e-mail to sharilyn.hashimoto@wdc.usda.gov
- telephone at 202-720-2743.

2 Prerequisites for All Trainees

A DRT Marketing Clip

A new DRT marketing clip has been developed to provide information on the new DRT module. The new DRT market clip is about 10 to 15 minutes in length, **must** be viewed **before** attending the training, and will be available online **January 22, 2013**.

The link to the DRT marketing clip and the certification sheet will be provided to each DLS-LS coordinator by e-mail. Each DLS-LS coordinator **must** view the DRT marketing clip and complete the certification. The completed certification will be scanned and returned by e-mail to Tami Wilson at tamara.wilson@wdc.usda.gov by **COB January 31, 2013**.

B Training Requirements

Training will be completed by using Microsoft Office 2007 Live Meeting and teleconference capabilities.

The following are hardware requirements:

- computer with network connection to the FSA Intranet
- telephone
- conference room or private office.

3 Participant Information and Training Schedule

A Participant Information

Each nonpilot State DLS-LS coordinator **must** attend the training. If there are multiple DLS co-coordinators in a State, the person attending this training **must** be the DLS-LS coordinator. State Offices shall e-mail the names of the selected participants to Sharilyn Hashimoto, according to subparagraph 1 C, by **COB January 31, 2013**. State Offices may have more than 1 participant; however, because of limited connectivity, there will be a limit of 2 teleconference line connections per State. If more teleconference line connections are needed, contact Sharilyn Hashimoto to see if additional lines are available for a given session.

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3 Participant Information and Training Schedule (Continued)

A Participant Information (Continued)

The training agenda will be forthcoming in an e-mail to all trainees.

Participants trained are to provide DLS training to each FLP State and Service Center employee **before** National deployment.

B Training Schedule

There will be the following 4 training sessions.

Training Dates	Group	States	Start Time	End Time
February 4, 2013	1	CT/MA/RI, DE/MD, FL/VI, IN, ME, NC, NH/VT, NY, OH, SC, TN, VA	9 a.m. e.t.	12 p.m. e.t.
February 4, 2013	2	AK, AZ, CA, CO, HI/WP, NV, OR, WA	1 p.m. e.t.	4 p.m. e.t.
February 6, 2013	3	AL, AR, IA, IL, LA, MN, MO, MS, NJ, PR, WI, WV	9 a.m. e.t.	12 p.m. e.t.
February 6, 2013	4	ID, MT, ND, NE, NM, OK, SD, UT, WY	1 p.m. e.t.	4 p.m. e.t.

There will be the following 4 **optional** support sessions provided for all groups on the day after their training session was held. These optional support sessions will provide live support while coordinators complete practice exercises on the DLS Training web site. While these sessions are not mandatory, it is encouraged that trainees attend to gain practical experience of the new DRT functionality.

Optional Support Session Training	Group	Start Time	End Time
February 5, 2013	1	9 a.m. e.t.	12 p.m. e.t.
February 5, 2013	2	1 p.m. e.t.	4 p.m. e.t.
February 7, 2013	3	9 a.m. e.t.	12 p.m. e.t.
February 7, 2013	4	1 p.m. e.t.	4 p.m. e.t.

Notes: States may have more than 1 participant; however, because of limited connectivity, there will be a limit of 2 teleconference line connections per State. If more teleconference line connections are needed, contact Sharilyn Hashimoto according to subparagraph 1 C to see if additional lines are available for a given session.

Coordinators not able to attend at their scheduled times **must** contact another State to switch times. States that switch times must notify Sharilyn Hashimoto according to subparagraph 1 C.