

January 2, 2002

TO: ALL EMPLOYING OFFICES

The National Finance Center (NFC) will conduct a Payroll/Personnel Operational Procedures Training class in Boston, Massachusetts on April 2 - 4, 2002. All client agencies are invited to participate. The class is recommended instruction for payroll and personnel employees. The attached sample agenda and the following course information are provided for your convenience in scheduling participants.

The training will be for a period of 3 days beginning on Tuesday, April 2, 2002 and ending on Thursday, April 4, 2002. On Tuesday, registration will be from 8:00 - 8:30 a.m. with class starting immediately thereafter. Classes will begin each day at 8:30 a.m. and end at approximately 4:00 p.m.

Location of the training will be the Sheraton Braintree Hotel, 37 Forbes Road, Braintree, Ma. To reserve rooms at the Sheraton Braintree Hotel and obtain check in/checkout and airport shuttle information, please call 781-848-0600 and request group name, "USDA Payroll/Personnel OPS Training". The room rate is \$74.00/day and is guaranteed for our block of rooms through March 11, 2002.

Please complete training Form SF-182 and telefax to Nadine Michelle, Payroll/Personnel Operations Section, 504-255-6816. (NOTE: Block 24, Agency Location Code, ALC, must be completed on Form SF-182 and the accounting.) The cost of the training is \$225.00 per person. Slots for this class will be accepted on a first come, first serve basis. Notify us of participants requiring special accommodations. Please include your telephone number and you will be notified of your acceptance as soon as your SF-182 is received. The deadline for course registration is March 26, 2002. Cancellations of course registration must be received at NFC by March 25, 2002 to prevent charge of tuition.

Should you have questions concerning the training or if you are awaiting a confirmation call, please contact Nadine Michelle at 504-255-3566.

Sincerely,

**MOSE LINDSAY, JR., CHIEF
Payroll/Personnel Operations**

Attachments

USDA - NATIONAL FINANCE CENTER
AGENDA FOR PAYROLL/PERSONNEL OPERATIONAL PROCEDURES TRAINING
BOSTON - APRIL 2 - 4, 2002

FIRST DAY - TUESDAY

8:00 A.M.	! REGISTRATION	
8:30 A.M.	! INTRODUCTION	MOSE LINDSAY
8:40 A.M.	! TEAM BUILDING	MOSE LINDSAY
9:30 A.M.	! OVERVIEW OF PAYROLL/PERSONNEL INQUIRY	NADINE MICHELLE
9:45 A.M.	BREAK	
10:00 A.M.	! DOTSE INQUIRY PROCEDURES	NADINE MICHELLE
10:45 A.M.	! DOTSE RECERTIFICATION PROCEDURES	NADINE MICHELLE
12:15 P.M.	LUNCH	
1:15 P.M.	SHOWTIME	STAFF
1:30 P.M.	! DOTSE RECERTIFICATION CONTINUED	NADINE MICHELLE
2:00 P.M.	! DOTSE (MANLOG)	NADINE MICHELLE
2:30 P.M.	BREAK	
2:45 P.M.	! PROCEDURES FOR T&A	MOSE LINDSAY
3:00 P.M.	! PROCEDURES FOR SAVINGS BONDS	MOSE LINDSAY
3:15 P.M.	! PROCEDURES FOR TSP-22 (LOAN IN SERVICE WITHDRAWAL)	MOSE LINDSAY
3:30 P.M.	! REVIEW QUESTIONS AND WORKSHOP	STAFF

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SECOND DAY - WEDNESDAY

8:30 A.M.	! RECAP OF DAY 1	MOSE LINDSAY
8:45 A.M.	! OVERVIEW OF MANUAL PAY	NADINE MICHELLE
9:00 A.M.	! TYPES OF MANUAL PAYMENTS & ADJUSTMENTS ! PROCEDURES FOR AD-581 (LUMP SUM) ! PROCEDURES FOR AD-287 (CASH AWARD) ! PROCEDURES FOR LEAVE BUY BACK ! PROCEDURES FOR THRIFT SAVINGS PLAN ! PROCEDURES FOR INTEREST ON BACK PAY ! OTHER TYPES OF MANUAL PAYMENTS & ADJUSTMENTS	NADINE MICHELLE
9:30 A.M.	! PROCEDURES FOR AD-343 (PAYROLL ACTION REQUEST)	NADINE MICHELLE
9:45 A.M.	! PROCEDURES FOR NFC-29	NADINE MICHELLE
10:00 A.M.	i BREAK i	
10:15 A.M.	! PROCEDURES FOR ADJP	MOSE LINDSAY
11:15 A.M.	! SPPS - QUICK SERVICE REQUEST	NADINE MICHELLE
11:30 A.M.	i LUNCH i	
12:30 P.M.	! COMMENTARY OF ADJUSTMENT	STAFF
12:45 P.M.	! SPPS - INDEBTEDNESS	NADINE MICHELLE
1:30 P.M.	! SPPS - DEATH	NADINE MICHELLE
2:30 P.M.	i BREAK i	
2:45 P.M.	! CAPPs - AGPUG	MOSE LINDSAY
3:45 P.M.	! MANUAL PAY REVIEW & WORKSHOP	STAFF



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THIRD DAY - THURSDAY

8:00 A.M.	! RECAP OF DAY TWO	MOSE LINDSAY
8:30 A.M.	! PROCEDURES FOR FEDERAL EMPLOYEE HEALTH BENEFITS (FEHB - SF- 2809)	
9:45 A.M.	 BREAK 	
10:00 A.M.	! PROCEDURES FOR DIRECT PREMIUM REMITTANCE SYSTEM (DPRS)	
10:15 A.M.	! PROCEDURES FOR RETIREMENT	
10:45 A.M.	! TEAM BUILDING ACTIVITY	
12 NOON	 LUNCH 	
1:00 P.M.	 DAY THREE ANALYSIS 	
1:15 P.M.	! PROCEDURES FOR ADMINISTRATIVE BILLINGS & COLLECTIONS (ABCO)	
2:30 P.M.	 BREAK 	
2:45 P.M.	! FINAL EXAMINATION	
3:15 P.M.	! REVIEW OF FINAL EXAMINATION	
3:30 P.M.	CLOSING REMARKS	