

UNITED STATES DEPARTMENT OF AGRICULTURE

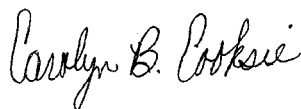
Farm Service Agency
Washington, D.C. 20250

Notice FLP-479

For: State Offices

2007 National Farm Loan Programs (FLP) Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Purpose

This notice informs State Offices of the National training meeting for employees involved with FLP delivery.

B Contact

Direct any questions about this notice to either of the following:

- Marquita Peoples, LSPMD, at 202-720-8320
- Veldon Hall, LSPMD, at 202-720-4572.

2 Training Schedule

A Location, Hotel Information, and Dates

The training will be held at the following location:

JW Marriott Starr Pass Resort and Spa
3800 West Starr Pass Blvd.
Tucson, AZ 85745
520-792-3500.

Training will begin on Monday, November 26, 2007, starting with a meeting at 3 p.m. for **Farm Loan Chiefs (FLC) only**. See subparagraph B.

The general training session will begin on Tuesday, November 27, 2007, at 8 a.m. and end on Friday, November 30, 2007, by 12 noon.

Disposal Date

December 1, 2007

10-22-07

Distribution

State Offices

2 Training Schedule (Continued)

A Location, Hotel Information, and Dates (Continued)

Monday and Friday will be travel days for many participants. Participants are **not** authorized to leave **before** the end of training and shall **not** schedule return flights **before** 2 p.m. on Friday.

A block of rooms has been reserved with check-in on Monday, November 26, 2007, at 4 p.m. and check-out at noon on Friday.

Participants shall:

- make reservations by calling the JW Marriott Starr Pass Resort and Spa directly at 1-800-228-9290 no later than **Friday, November 9, 2007**
- identify themselves as a participant of the “USDA/Farm Loan Program Group”.

The room rate:

- will be \$102 plus tax each night

Note: Tax will be reimbursed as a miscellaneous expense.

- **must** be guaranteed by using a major credit card.

Participants who do not cancel their reservations 24 hours **before** the arrival date will be charged for 1 night’s lodging.

B FLC Meeting

A meeting will be held on **Monday, November 26, 2007, from 3 p.m. to 6 p.m. for FLC’s only**. FLC’s participating in the meeting are authorized to travel on Sunday, November 25, 2007, if necessary.

C Travel Authorizations

Each employee **must** have an approved AD-202, **before** incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Tucson, Arizona is \$151 per day (\$102 for lodging and \$49 for M&IE).

County Office employees’ travel expenses are paid out of County Office administrative funds. Federal employees’ travel expenses are paid out of the State’s GS travel allocation. State Offices shall submit both travel expenses in their monthly submission of requests for reimbursement to their travel allotment to BUD, with a copy to DAFO (Attention: Arlene Moncalieri), by FAX at 202-720-1096.

2 Training Schedule (Continued)

C Travel Authorizations (Continued)

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

AD-202, Section D should contain either of the following purpose of travel codes:

- “3”, “Training Attendance”, for those **not** attending as trainers
- “4”, “Speech or Presentation”, for those attending as trainers.

Note: The training should be called “2007 National FLP Training”.

D Airport Transportation

Transportation from Tucson, Arizona Airport to the JW Marriott Starr Pass Resort and Spa is available by:

- shuttle service, provided by Arizona Stage Coach located by the baggage claim area

Note: Reservations may be made on line at <http://azstagecoach.com> and cost \$26 each way.

- taxi, with fares generally costing between \$35 - \$40 one way.

The hotel is approximately 13 miles from the airport. Valet parking is available at the hotel at the rate of \$18 per day.

3 Participant Information

A Training Participants

Training participants **must** be employees with FLP responsibilities. Participants may include, but are not limited to:

- SED's
- DD's
- FLC's
- other FLP staff.

3 Participant Information (Continued)

B Documenting Training

Each participant shall register for the training no later than November 5, 2007, through AgLearn according to the following.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov .
2	Enter user eAuthentication ID and password and CLICK “Enter”.
3	Click the Catalog tab.
4	On the left side of the page click on ► next to AgLearn Original Courseware Structure.
5	Locate and click on Farm Service Agency .
6	Locate 2007 National Farm Loan Programs (FLP) Training .
7	CLICK “Register”.
8	In the comments box type your title and State.
9	CLICK “Confirm”.

The training session will be filled on a first-come, first-served basis. Persons with disabilities who require accommodations to attend or participate in the training should contact Marquita Peoples by **November 9, 2007**, at either of the following:

- e-mail at marquita.peoples@wdc.usda.gov
- telephone at 202-720-8320.

If assistance is needed when signing up for the course, please contact Bessy Plaza, HRD, by either of the following:

- e-mail at bessy.plaza@wdc.usda.gov
- telephone at 202-401-0365.

Note: Each participant is responsible for canceling registration as soon as possible if necessary. To cancel, log into AgLearn and withdraw the registration.

C Number of Participants Per State

SED's are highly encouraged to attend the FLP training. One DD from each State shall also attend and the selected DD shall:

- have thorough knowledge of FLP
- provide training to other DD's within the State.

Arrangements have been made for a separate break-out session for SED's and DD's.

3 Participant Information (Continued)

C Number of Participants Per State (Continued)

State Offices are limited to the number of participants according to the following.

State	Number of Participants	State	Number of Participants	State	Number of Participants	State	Number of Participants
AK	4	ID	5	NC	5	PR	4
AL	5	IL	6	ND	6	SC	5
AR	6	IN	5	NE	6	SD	5
AZ	4	KS	6	NH/VT	7	TN	5
CA	6	KY	5	NJ	4	TX	7
CO	5	LA	6	NM	5	UT	4
CT/ MA/RI	11	ME	4	NV	4	VA	5
DE/MD	7	MI	6	NY	5	WA	5
FL	5	MN	6	OH	5	WI	6
GA	5	MO	6	OK	5	WV	4
HI	4	MS	5	OR	5	WY	4
IA	6	MT	4	PA	5		

Note: Number of participants includes 1 SED and 1 DD per State.