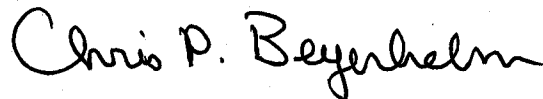


For: State Offices

2009 National FLP Strategic Planning Meeting

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

FLP will hold a strategic planning meeting to:

- discuss and explore effective and consistent delivery of direct and guaranteed loans
- provide current program and policy updates.

This year's meeting will be held in San Antonio, Texas.

B Purpose

This notice provides the following:

- scheduled date, time, and location of the meeting
- information about hotel accommodations and transportation
- authorized participants.

C Contact

Direct questions about this notice to Galen VanVleet, PDEED, by either of the following:

- e-mail at galen.vanVleet@wdc.usda.gov
- telephone at 202-720-6656.

Disposal Date	Distribution
January 1, 2010	State Offices

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2 Meeting Schedule

A Meeting Location

The strategic planning meeting will be held at the following location:

Marriott San Antonio Rivercenter
101 Bowie Street
San Antonio, Texas 78205
800-648-4462 or 210-223-1000

Additional information on the Marriott San Antonio Rivercenter may be found by accessing the web site at www.marriott.com/hotels/travel/satrc-san-antonio-marriott-rivercenter/.

B Meeting Dates and Times

Meeting dates and times will be as follows:

- FLC's have a meeting on Monday, November 30, 2009, at 3 p.m.
- general session begins on Tuesday, December 1, 2009, at 8 a.m. and ends at 5 p.m.
- Wednesday session begins at 8 a.m. and ends at 5 p.m.
- Thursday session begins at 8 a.m. and ends by 12 noon.

Note: Do **not** schedule return flights before 2 p.m. on Thursday.

3 Hotel and Travel Authorization

A Hotel Information

A block of rooms has been reserved at the Marriott San Antonio Rivercenter with check-in on Monday, November 30, 2009. Guest rooms are \$117 per night, plus tax.

Participants shall:

- make reservations by calling the hotel directly at 800-648-4462 **no later than Monday, November 16, 2009**
- identify themselves as part of the "**USDA Farm Loan Meeting**" when making reservations to ensure the contracted rate of \$117 per night.

Note: The check in time is 4 p.m. and check out is 12 p.m.

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3 Hotel and Travel Authorization (Continued)

A Hotel Information (Continued)

In the event that a reservation needs to be cancelled, participants shall notify the hotel **72 hours before** the date of check in to receive the full refund amount. Any reservation cancelled **less than 72 hours before** check in will result in the individual's credit card being charged a minimum of 1 night's charges.

B Travel Authorizations

Monday and Thursday will be travel days for most participants. Sunday will be a travel day for FLC's if they are unable to arrive on Monday by 2 p.m.

Each employee **must** have a GovTrip electronic travel authorization **before** incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for San Antonio, Texas is \$183 (\$117 for lodging and \$66 for M&IE) per day.

In GovTrip, select "Training Attendance" from the "Trip Purpose" drop-down menu.

Federal employees' travel expenses are paid out of their State's GS travel allotment. To request reimbursement of travel costs once travel is completed, provide the amount of total travel costs to the State's budget contact. The budget contact will request reimbursement by entering a Fund 84 "Additional Funding Request" in the Allotment Change Request model in the PCM tool. All requested travel reimbursements for any given month are to be compiled and entered into the model as part of 1 monthly request. The reimbursement request will be compiled with any others the State may have and entered into the model. Once the "Additional Funding Request" is submitted in the model by the budget contact, usually around the 20th of the month, OBF will review and process the request, as appropriate.

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

C Airport Transportation

Transportation from the airport to the hotel is available by SA Trans Shuttle for \$18 one way or \$32 roundtrip. The shuttle service is located by the baggage claim area and operates every 15 minutes. The approximate taxi rate from the airport to the hotel is \$25.

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4 Participant Information

A Meeting Participants

Participants are limited to:

- FLC's
- SED's.

B Documenting Meeting

Each participant shall register for the meeting 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 "Catalog" located at the top of the screen.
4	On the left side of the page CLICK on "▶" next to AgLearn Original Courseware Structure.
5	Scroll down and CLICK "Farm Service Agency" located on the left side of the screen.
6	Locate FLP Strategic Planning Meeting ".
7	CLICK "Register".
8	In the comments box type your title and State.
9	CLICK "Confirm".

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

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

C Reasonable Accommodations

Each participant should notify the airlines and the hotel of any accommodations that are necessary. Persons who require accommodations to attend or participate in this meeting shall contact Galen VanVleet by COB on **November 13, 2009**, by either of the following:

- e-mail at galen.vanVleet@wdc.usda.gov
- telephone at 202-720-6656.