

**UNITED STATES DEPARTMENT OF AGRICULTURE**

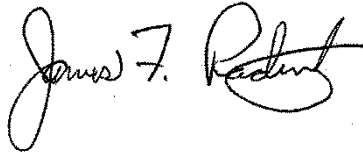
Farm Service Agency  
Washington, DC 20250

**Notice FLP-693**

**For:** State Offices

**2014 Farm Loan Programs National Farm Bill Training**

**Approved by:** Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Announcement**

A Farm Bill training meeting has been scheduled for Monday, December 1 through Friday, December 5, 2014, in Nashville, Tennessee.

**Note:** Farm Loan Chiefs (FLC's) only have a meeting on Monday, December 1 at 5 p.m.

**B Purpose**

This notice informs State Offices about the training and provides detailed information on:

- dates and location
- hotel accommodations
- transportation travel authorization.

**C Contact**

Direct questions about this notice to Connie Holman, Director, LMD, by either of the following:

- e-mail to [connie.holman@wdc.usda.gov](mailto:connie.holman@wdc.usda.gov)
- telephone at 202-690-0756.

**2 Training Schedule**

**A Training Location**

The meeting will be held at the Gaylord Opryland Resort & Convention Center, 2800 Opryland Drive, Nashville, TN. Additional information about the Gaylord Opryland Resort & Convention Center may be found by accessing their web site at <http://www.marriott.com/hotels/travel/bnago-gaylord-opryland/>.

**Disposal Date**

February 1, 2015

**Distribution**

State Offices

## 2 Training Schedule (Continued)

### B Meeting Dates and Times

Training dates and times will be as follows:

- Farm Loan Chiefs (FLC's) have a meeting on Monday, December 1, 2014, at 5 p.m.
- general session begins on Tuesday, December 2, 2014, at 8 a.m. and ends at 5 p.m.
- Wednesday and Thursday sessions begin at 8 a.m. and end at 5 p.m.
- Friday session begins at 8 a.m. and ends by 11 a.m.

## 3 Travel Authorization and Hotel Information

### A Travel Authorization

Monday and Friday will be travel days for all participants.

Participants shall:

- make their own travel arrangements, as soon as possible, using the most efficient means of transportation
- **not schedule return flights before 2 p.m. on Friday, December 5, 2014.**

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 Nashville, Tennessee, is \$198 (\$132 for lodging and \$66 for MI&E) per day.

In GovTrip, the trip type is "trip by trip" and the trip purpose is "training". This will populate automatically when the traveler prepares an authorization.

### B National Training Travel Codes

**District Directors (DD's) and SED's attending the National training shall follow instructions below for coding your travel.**

Employees shall select the accounting code that begins with their normal accounting code, but ends in "**FB-TRAINING**" as the accounting code in GovTrip. FY 2015 Farm Bill funds for training and for TDY (GovTrip) travel have had accounting codes created with "**-FB-TRAINING**" added at the end of existing accounting codes for all offices, **except FLP (ACIF) employees.**

For example:

- for State training from the Texas State Office search in GovTrip for code "15-TX-STO-FB-TRAINING"
- from the Clay, Texas Service Center use GovTrip code "15-48077-FB-TRAINING".

## Notice FLP-693

### 3 Travel Authorization and Hotel Information (Continued)

#### B National Training Travel Codes (Continued)

FLP (ACIF) State and County Office level employees attending the National training will use your normal accounting codes.

Submit reimbursement of travel costs once travel is completed; provide the amount of total travel costs to your State budget contact. The budget contact will request reimbursement to the HQ budget analyst by:

- entering Fund 84 Credit Reform “Additional Funding Request” in the Allotment Change Request model in the Profitability and Cost Management Tool once the model opens
- specifying the Policy and Planning Meeting in the “Justification” block.

#### C Transportation to Hotel

Transportation from the airport to the hotel is available by taxicab and shuttle service is provided by the hotel. Taxicab service is approximately \$25. The hotel has a shuttle service that is located in the lower lobby of the airport, ground transportation. Proceed to the Gaylord kiosk to purchase a transportation ticket. The cost is approximately \$40 for a round trip and the shuttle is available every 30 minutes from the curb.

#### D Hotel Reservation Information

A block of rooms has been reserved at:

Gaylord Opryland Resort & Convention Center  
2800 Opryland Drive  
Nashville, TN 37214  
Telephone: 615-889-1000

The per diem rate for lodging is \$132 and M&IE is \$66. To receive the Government per diem rate, participants **must** book under FSA’s block of rooms using the following information.

Group Name:	FSA 2014 Farm Loan Program Session
Per Diem Rate:	\$132/Night
Check-In:	December 1, 2014
Check-Out:	December 5, 2014

**3 Travel Authorization and Hotel Information (Continued)**

**D Hotel Reservation Information (Continued)**

Participants shall contact the hotel to confirm the room with a credit card as soon as possible but no later than **Thursday, November 20, 2014**. After this date, any rooms not confirmed will be released to hotel inventory.

Participants will make their reservations by calling the Reservations department at 1-800-331-3131 or by accessing the hotel's website at **[https://resweb.passkey.com/Resweb.do?mode=welcome\\_gi\\_new&groupID=37650120](https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=37650120)**.

Reservations must be guaranteed with a Government credit card or a deposit equal to the first night room charge.

Check in time is 3 p.m. Checkout time is 11 a.m. In the event that a reservation needs to be canceled, participants shall notify the hotel 72 hours before the date of check-in to avoid a cancellation fee. Any reservation canceled less than 72 hours before check-in will result in the individual's credit card being charged a minimum of 1 night's stay and tax. Also, guests must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid an early departure fee of \$75.

**E Reasonable Accommodations**

Each participant should notify the airlines and the hotel when reservations are made of any accommodations that are necessary.

Persons who require accommodations to attend or participate in this training shall contact Barbara Harris by COB November 17, 2014, by either of the following:

- e-mail to **[barbara.harris@wdc.usda.gov](mailto:barbara.harris@wdc.usda.gov)**
- telephone at 202-720-3135.