

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
7620 SW Mohawk
Tualatin, Oregon 97062

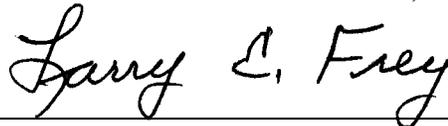
**Oregon
Notice GEN-92**

FOR: County Offices

Statewide Direct and Counter-Cyclical Program (DCP) Training

Approved by:

State Executive Director,



1 Overview

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Background

Statewide DCP training is scheduled to be held July 31-August 1, 2002 at the Phoenix Inn, Tigard, OR.

National training will be held July 22-26, 2002 in Chicago, IL.

2 Purpose

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**Service Center
Training**

This notice provides:

- the locations, dates, and times of the training session
- lodging accommodations
- travel authorization and other information.

3 Training Schedule

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Date, and Times

Training is scheduled to:

- begin July 31, 2002 at 8:00 a.m.
- end August 1, 2002 in the afternoon.

Continued on the next page.

Disposal Date	Distribution
October 1, 2002	All County Offices

Oregon Notice GEN-92

3 Training Schedule, Continued

B

Location

Training will be held at the Phoenix Inn, 9575 SW Locust, Tigard, OR 97223. The Phoenix Inn is East of the Washington Square Mall.

From Hwy 217, take the Greenburg Rd. exit. Head North on Greenburg Rd. The Phoenix Inn will be on the right at Locus Street. The entrance to the Phoenix Inn is off of Locus Street. Refer to Exhibit 1 for a map.

C

Lodging Information

Lodging will be at the Phoenix Inn. Participants shall make reservations with the Phoenix Inn by calling 1-800-624-6884 no later than July 15, 2002. When making reservations, identify yourself as being with Farm Service Agency.

Room rates are:

- King, \$59.00, plus 7% tax
- Double Queen, \$59.00, plus 7% tax

The hotel will accept tax exempt form. Present tax exempt form at the time of arrival. Have government ID available upon request. Refer to Exhibit 2 for the tax exempt form.

D

Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization

Per diem for Tigard, OR is \$97.00 a day (\$59.00 for lodging and \$38.00 for M&IE.)

Per diem is not authorized if the employee's official station is within 35 miles of the training site. The following County Offices are not authorized overnight per diem:

- Clackamas-Multnomah
 - Washington- Columbia
 - Yamhill
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4 Participants

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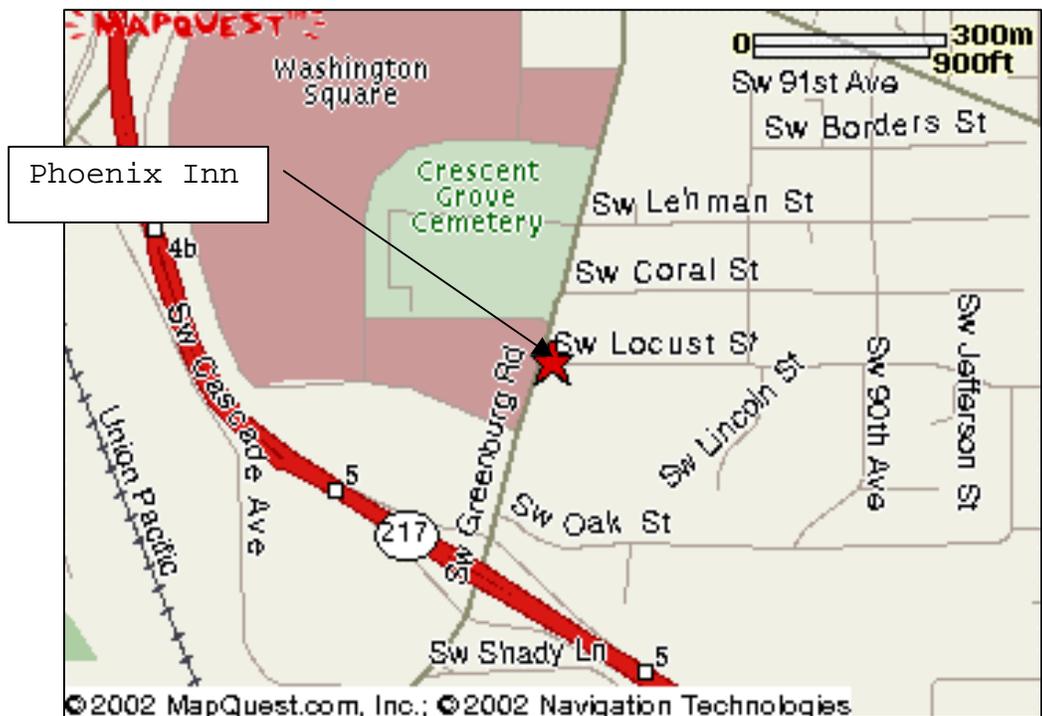
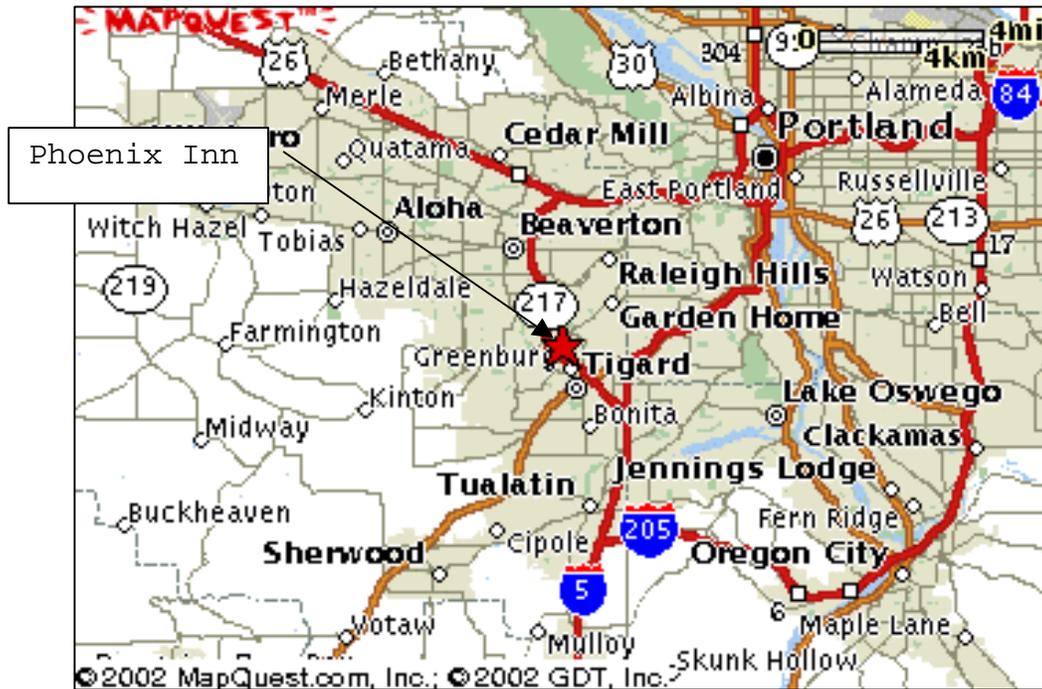
Authorized Attendees

The CED, Chief PT, and the PT responsible for the DCP from each County Office are to attend the training session. The District Director shall approve any additional PT's to attend.

Other attendees:

- District Directors
 - COR
 - CED trainees.
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Map for locating the Phoenix Inn, 9575 SW Locust, Tigard OR 97223





**United States
Department of
Agriculture**

Farm and Foreign
Agricultural
Services

Farm Service
Agency

Oregon State Office

7620 SW Mohawk
Tualatin, Oregon
97062-8121

Telephone
(503) 692-3688

FAX
(503) 692-8139

LODGINGS TAX ***GOVERNMENT EXEMPTION CERTIFICATE***

Name & Address of Hotel/Motel: **Phoenix Inn, 9575 Locust, Tigard, OR 97223**

Occupancy:

- From: (check-in date) _____

- To: (last date of occupancy) _____

This is to certify that I, the undersigned, am an employee of the United States Government Agency indicated below; that the charges for the occupancy at the above establishment on the dates indicated above have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as an employee of such Governmental Agency.

USDA – Farm Service Agency
(Federal Governmental Agency)

(Signature of Federal Employee)

_____, 20____
(Date)

IMPORTANT:
Operators of Hotels/Motels must not accept this certificate unless the person presenting it shows satisfactory credentials. A separate exemption certificate is required for each occupancy and for each federal employee.