

UNITED STATES DEPARTMENT OF AGRICULTURE

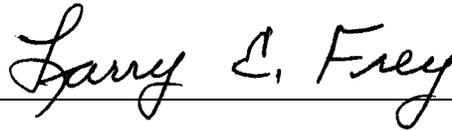
Farm Service Agency
Oregon State FSA Office
7620 SW Mohawk
Tualatin, Oregon 97062

**Oregon
Notice GEN-94**

FOR: County Offices

Statewide Farm Bill Training

Approved by: State Executive Director



1 Overview

**A
Background**

National Farm Bill training is scheduled for September 9-13, 2002 in New Orleans, Louisiana, and was announced in Notice DCP-20.

Statewide Farm Bill training is scheduled for September 23-25, 2002 at the Mount Bachelor Village Resort, Bend, OR.

2 Purpose

**A
Service Center
Training**

This notice provides:

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

3 Training Information

**A
Date and Times**

Training is scheduled to:

- begin September 23, 2002 at 1:00 p.m.
- end September 25, 2002.

Continued on the next page.

Disposal Date	Distribution
November 1, 2002	All County Offices

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3 Training Information, Continued

B

Location

Training will be held at the Mount Bachelor Village Resort, 19717 Mount Bachelor Drive, Bend, Oregon.

Information about the resort, including directions, can be found at their website: <http://www.mtbachelorvillage.com>

C

Lodging Information

Lodging will be at the Mount Bachelor Village Resort. Participants shall make reservations by calling 1-800-452-9846 no later than August 30, 2002. When making reservations, identify yourself as being with FSA – Farm Bill Training. Reservations must be guaranteed by major credit card. Cancellations must be made 14 days prior to arrival to avoid being charged one night's lodging.

Room rates are:

- River Ridge Executive - one bed, \$69.00, plus 11.5% tax
- Ski House One Bedroom with additional bed in Loft, \$128.00 plus 11.5% tax.

Tax exempt forms will be accepted when you check in. Refer to Exhibit 1 for the tax exempt form.

Check in time is 5:00 p.m. Check out time is 12:00 Noon

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 Bend, OR is \$107.00 a day (\$69.00 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 Office are not authorized overnight per diem:

- Central Oregon
-

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4 Participants

A

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.

Note: The major emphasis of this training will be DCP. Other programs affected by the Farm Bill will also be covered. The CED will be responsible for providing training for staff not attending this training session.

Other attendees:

- District Directors
- COR
- CED trainees.

No later than August 30, 2002, each CED shall email a list of attendees to: tony.meeuwsen@or.usda.gov.

5 Action

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County Office Action

No later than August 30, 2002:

- attendees shall make reservations directly with Mount Bachelor Village Resort
 - CED's shall email a list of attendees to: tony.meeuwsen@or.usda.gov.
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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: Mount Bachelor Village Resort, Bend OR

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)

_____,200____
(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.