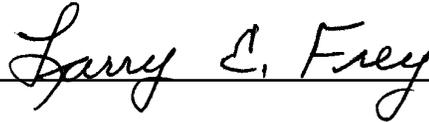


For: County Offices

Farm Loan Officer Training Program Meeting

Approved By: Acting State Executive Director

LEF:LEV:lv



1 Overview

A

Background

FSA initiated a structured training program for Farm Loan Officer Trainees and others pursuing delegated loan approval authority in October of 1997. Shortly thereafter, initial “train-the-trainer” instruction on the Farm Loan Officer Training program was provided to all Farm Loan Managers in Oregon.

Retirements, personnel changes, new training opportunities, changing Agency needs, and changes in the Farm Loan Officer Training program itself, suggest that updated training be provided to Farm Loan Officer Training Program trainers, potential trainers, and trainees alike.

B

Purpose

The purpose of this Oregon Notice is to:

- announce the Farm Loan Officer Training Program meeting
- provide a tentative agenda for the training meeting
- specify which FSA employees should attend various portions of the training meeting
- provide all employees with the accommodation statement required by Subparagraph 76 C of FSA Handbook 31-PM.

Disposal

Distribution

March 1, 2003

STO, DD, COR, COC, COF - Including Farm Loan Programs

Oregon Notice GEN-100

2 Training Information

A

Training Meeting

The Farm Loan Officer Training Program meeting will be held February 12 – 13, 2003 at in the Conference Room of the Union County USDA Service Center located at 10507 N. McAllister Road in Island City, OR 97850-9801.

The Training meeting will begin promptly at 8:00 am on Wednesday, February 12, 2003, and will adjourn by 4:30 pm on Thursday, February 13.

The first day of the training meeting will include a training update for existing and potential FLOT Trainers. Participants will also help develop a generic or prototype Individual Development Plan (IDP). The second day of the training meeting will include a general overview of the Farm Loan Officer Training Program. A detailed explanation of the FLOT Module training, program area and comprehensive final testing, docket review requirements, performance expectations, and the evaluation process, will be provided.

A tentative agenda for the FLP Training meeting is attached as Exhibit 1.

B

Training Attendance

All DDs, all FLMs, and the FLOs and CEDs listed in the table below, should attend both days of the training session. The COR may attend if desired.

Name	Title	Location
Patty Dadey	Farm Loan Officer	Harney County
Barbara Chadwell	Farm Loan Officer	Baker County
Suzanne Hayes	Farm Loan Officer	Clackamas County
Dorothy Scull	Farm Loan Officer	Klamath County
Pam Davis	County Executive Director	Douglas County
Jennifer Isley	County Executive Director	Union County

All FLOTs, all COTs, all SCEP students, and those CEDs that have not completed the FLOT training modules and FLP Program Area Tests, should attend the second day of the training session.

With DD concurrence, any CED interested in eventually pursuing a delegation of loan approval and servicing authority as provided in Notice FLP-282 is highly encouraged to attend the second day of the training.

Continued on the next page

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2 Training Information, *Continued*

C

Lodging and Hotel Information

Training participants needing lodging accommodations need to make their own arrangements and reservations.

The table below lists the hotels shown on the OAG website that are reported to be offering government rates at the applicable per diem rate in La Grande.

Motel	Address	Phone & FAX
Best Western Rama Inn & Suites	1711 21st St La Grande, OR 97850	Phone: 800-528-1234 Fax: 541-963-8621
Howard Johnson Inn	2612 Island Ave La Grande, OR 97850	Phone: 800-446-4656 Fax: 541-963-4498
Sandman Inn	2410 East R Ave La Grande, OR 97850	Phone: 888-726-2466 Fax: 541-963-0224
Super 8 Motel	2407 East R Ave La Grande, OR 97850	Phone: 800-800-8000 Fax: 541-963-2925
Travelodge	2215 E Adams La Grande, OR 97850	Phone: 800-578-7878 Fax: 541-963-2015

D

Accommodation Statement

Persons with disabilities who require accommodation to attend or participate in this meeting should contact Roger Tresham, Chief Administrative Officer, at (503) 692-1973, extension 224, [TDD (202) 720-2600 at the USDA's TARGET Center or through the Federal Relay Service at 1-800-877-8339], or by e-mail at Roger.Tresham@or.usda.gov, by Friday, February 7, 2003

E

Mileage and Per Diem

Government vehicles should be used for travel when available. Mileage is authorized for all employees. Carpooling is encouraged.

Per diem rates for the training meeting is shown in the following table:

Location	Maximum Lodging	Meals & Incidental Expense	Total
La Grande, OR	\$55.00	\$30.00	\$85.00

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3 Action

A

STO Action

During the first day of the training, the FLP staff in the STO will distribute an updated Farm Loan Officer Training Program “Instructor’s Training Guide,” along with a master set of current Farm Loan Officer Training Program Modules for each trainer or potential trainer. Other handouts and training aids will be distributed during the training meeting.

B

Participant Action In Bringing Required Training Materials

All participants need to bring the following equipment or training aids with them to the FLP Training meeting:

- pen or pencil to take notes with
- paper to take notes on
- *for those attending the first day*, 15 copies of IDPs that have been developed in connection with FLOT training or other similar training you have given or participated in.

NOTE: Please redact (white-out or otherwise remove) employee names and Social Security Numbers from the copies of the example IDPs brought to the training session.

C

Participant Action in Being Prepared

Prior to the FLP Training meeting, participants need to review and become familiar with:

- Notice FLP-236
- Notice FLP-238
- Notice FLP 282
- Part 7 of FSA Handbook 6-PM
- Part 6 of FSA Handbook 16-AO
- Paragraphs 22 and 25 of FSA Handbook 1-FLP

Participants should also advise the Farm Loan Programs Section in the STO of any specific issues, subjects, or questions they would like to have addressed during the general work session of the training meeting.

4 Contacts

A

District Director

Direct questions about authorization for attendance, and other similar matters to your DD.

B

STO Contacts

Direct questions concerning the following subjects to the designated contacts:

- Roger Tresham or Marjorie Crooker for questions concerning the training site or facilities, and accommodation requirements
 - Lynn Voigt, Roger Tresham, or Peter Halvorson concerning specific details of the subject matter or materials to be presented during the training meeting.
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Farm Loan Officer Training Program Meeting
February 12 – 13, 2003
La Grande, Oregon

Farm Service Agency	<u>Date and Time</u>	<u>Subject</u>	<u>Presenter</u>
<i>Wednesday, February 12</i>			
	8:00 am - 8:30 am	Opening Remarks	Voigt & Tresham
	8:30 am - 8:45 am	Training Significance	Voigt
	8:45 am - 9:15 am	Structure and Guidance	Halvorson
	9:15 am - 9:30 am	Knowing Your Trainee	Voigt
	9:30 am - 9:45 am	BREAK	
	9:45 am - 10:30 am	Modules & Module Progression	Voigt
	10:30 am - 10:45 pm	Test Administration	Halvorson
	10:45 am - 11:30 pm	Docket Review & Submission	Voigt
	11:30 am - 12:30 pm	LUNCH	
	12:30 pm - 1:15 pm	Loan Approval Authority	Voigt
	1:15 pm - 1:30 pm	BREAK	
	1:30 pm - 2:30 pm	Individual Development Plans	Tresham
	2:30 pm - 2:45 pm	BREAK	
	2:45 pm - 4:30 pm	IDP Preparation Workshop	Voigt & Tresham
<i>Thursday, February 13</i>			
	8:00 am - 8:30 am	FLOT Training Program Overview	Voigt & Tresham
	8:30 am - 9:00 am	Enlightenment and Application	Voigt
	9:00 am - 9:30 am	The Timetable	Halvorson
	9:30 am - 9:45 am	BREAK	
	9:45 am - 10:45 am	Drawing the Road Map	Voigt
	10:45 am - 11:30 pm	Participating in Adult Education	Voigt
	11:30 am - 12:30 pm	LUNCH	
	12:30 pm - 1:30 pm	Modules and Docket Reviews	Halvorson
	1:30 pm - 2:30 pm	Evaluation and Testing	Voigt
	2:30 pm - 2:45 pm	BREAK	
	2:45 pm - 3:30 pm	Evaluation and Testing, (<i>Cont.</i>)	Voigt
	3:30 pm - 4:30 pm	Proficiency Maintenance & Evaluation	Voigt