

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State Office
7620 S.W. Mohawk Street
Tualatin, OR 97062-8121

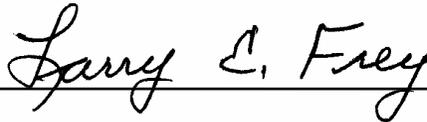
**Oregon Notice
GEN-112**

For: County Offices

Farm Business Plan (FBP) Training for Program Technicians (PTs) and Others

Approved By: State Executive Director

LEF:LEV:lv



1 Overview

A Background

Notices FLP-344 and FLP-345 announced the implementation of FSA's new web-based FBP system. Training on the new FBP system occurred for most Oregon FSA employees with loan approval authority during the week of June 7, 2004. Implementation of the FBP system as a replacement for the former Farm and Home Plan occurred on June 14, 2004.

B Purpose

The purpose of this Oregon Notice is to:

- announce FLB training for Program Technicians (PTs) and other interested FSA employees that support the delivery of Farm Loan Programs assistance
- specify the training date, location, and names of employees scheduled to attend
- provide a tentative agenda reflecting the subjects to be covered
- provide all employees with the accommodation statement required by Subparagraph 76 C of FSA Handbook 31-PM.

C Contact

Direct questions concerning this Oregon Notice to Lynn Voigt, Peter Halvorson, or Tami Hiltz in the State Office.

Disposal

October 1, 2004

08-10-04

Distribution

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

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2 Training Information

A Training Time and Location

FBP training for PTs and other interested parties will be held in the Conference Room at the Oregon State FSA Office in Tualatin, OR at the address shown below.

Oregon State FSA Office
7620 SW Mohawk Street
Tualatin, OR 97062-8121

The session will begin promptly at 1:00 pm on Wednesday, September 8, 2004, and finish on Thursday, September 9, 2004 at approximately 12:30 pm.

Note: Participants that have been assigned laptop computers are asked to bring them to the training session, and report to the training site at least 30 minutes early so that their laptop computers can be connected to the training site network.

B Training Attendance

This training is intended for all PTs and other FSA employees that are or will be supporting the delivery of FLP assistance by entering FBP data and preparing Security Agreements.

Exhibit 1 of this Oregon Notice provides a listing of the FSA employees expected to attend this training.

C Per Diem

The training session has been scheduled to minimize the need for the payment of overtime and the costs of hotel accommodations. The late afternoon of Tuesday, September 7, 2004 and morning of Friday, September 10, 2004, however, will be travel days for some participants.

Per diem for overnight lodging accommodations the evening before the scheduled training, and evening after the scheduled training is authorized for those training participants whose official duty station is 200 miles or more away from the designated training site.

Per diem for overnight lodging accommodations the evening of Wednesday, September 8, 2004 is authorized for those training participants whose official duty station is outside a 35-mile radius of the designated training site. The maximum per diem rate for the training session in the STO is shown in the following table.

Lodging Location	Maximum Lodging (Excluding Taxes)	Meals & Incidental Expense	Total
Washington County	\$59.00	\$43.00	\$102.00
Clackamas County	\$66.00	\$39.00	\$105.00

Participants needing overnight lodging accommodations need to make every effort to travel to their overnight accommodations during normal duty hours.

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2 Training Information (Continued)

D Hotel and Lodging Accommodations

Training participants needing lodging accommodations need to make their own arrangements and reservations. The following table lists some of the lodging choices available near or within a reasonable commuting distance of the training site.

Hotel	County	Address	Telephone
Comfort Inn & Suites	Washington	7640 SW Warm Springs St. Tualatin, OR 97062	(503) 612-9952
Sweetbrier Inn & Suites	Washington	7125 SW Nyberg Road Tualatin, OR 97062	(503) 692-5800
Residence Inn – Portland South	Clackamas	15200 SW Bangy Road Lake Oswego, OR 97035	(503) 684-2603
Courtyard by Marriot – Portland-Tigard	Washington	15686 SW Sequoia Parkway Tigard, OR 97224	(503) 684-7900
Embassy Suites Hotel – Portland-Wash. Sq.	Washington	9000 SW Washington Square Rd. Tigard, OR 97223	(503) 644-4000

E Mileage

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

F Overtime

Overtime is authorized for all Non-Exempt employees that are training participants. Time spent in travel from the training participant's official duty station to the training site that falls outside the training participant's normal duty hours, and time spent in training that falls outside the training participant's normal duty hours, may be considered for overtime pay. Overtime costs for Federal employees will be covered by Washington controlled funds, and overtime costs for Non-Federal employees will be covered by County controlled funds.

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3 Action

A Training Agenda

A tentative agenda showing the subject matter to be covered during the training session is shown as Exhibit 2 of this Oregon Notice.

B Training Participant Action

All training participants need to bring the following equipment or training aids with them to the training site:

- pen or pencil to take notes with
- paper to take notes on
- laptop computer, if one has been assigned.

Note: Participants that have been assigned laptop computers are asked to report to the training site at least 30 minutes early so that their laptop computers can be connected to the training site network.

C Accommodation Statement

Persons with disabilities who require accommodation to attend or participate in this training should contact Roger Tresham, Chief Administrative Officer, at (503) 692-1973, extension 227, [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, September 3, 2004.

Training Participants

Farm Business Plan (FBP) Training

For Program Technicians and Others

September 8 – 9, 2004

Conference Room Farm Service Agency Oregon State FSA Office 7620 SW Mohawk Street Tualatin, OR 97062-8121		
Name	Title	Service Center Name
Tim Gray	County Office Reviewer	Oregon State Office
Ann Hurley	Program Technician	Baker Service Center
Josh Hanning	County Executive Director	Baker Service Center
Ralph Meyer	County Executive Director	Clackamas Service Center
Dana Mahlberg	Program Technician	Douglas Service Center
Ilene Berry	Program Technician	Grant Service Center
Tom Falvey	County Executive Director	Grant Service Center
Debbie Arntz	Program Technician	Harney Service Center
Rowena Chase	Program Technician	Klamath Service Center
Patty Curtis	Program Technician	Linn Service Center
Maria Lujan	Program Technician	Malheur Service Center
Carla Dillon	Program Technician	Malheur Service Center
Lora Surmeyer	Program Technician	Marion Service Center
Elaine Urban	Program Technician	Umatilla Service Center
Tara Van Cleave	Program Technician	Union Service Center
Bill Williams	County Executive Director	Wallowa Service Center
Dorothy Waters	Program Technician	Wasco Service Center
Peggy Kinkade	Program Technician	Washington Service Center
Darca Glasgow	County Executive Director	Yamhill Service Center
Jim Worledge	County Executive Director	Tillamook Service Center

AGENDA

Farm Business Plan Training

September 8, 2004

1:00 pm – 4:30 pm

September 9, 2004

8:00 am – 12:30 pm

Attendees: FLP PT's and Other Selected FSA Personnel
Meeting Place: State Office Conference Room, 7620 SW Mohawk Street, Tualatin, OR 97062
Please Bring: Pen, Notepaper, and Laptop Computers if Assigned

September 8th

12:30 p.m. – 1:00 p.m.	Introduction to the FBP Overview of FSA's Farm Business Plan Process Presenters <i>Robert Perry & Lynn Voigt</i>	State Office Conference Room
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1:00 p.m. – 2:00 p.m.	System Overview and General Information Accessing the FBP, existing borrowers, adding a new customer, and creating sample plans.	
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2:00 p.m. – 2:45 p.m.	Class Input Exercise Break included	
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2:45 p.m. – 3:45 p.m.	Balance Sheet Basics Creating balance sheets, adding assets, and duplicating balance sheets.	
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3:45 p.m. – 4:30 p.m.	Class Input Exercise Break included	

September 9th

8:00 a.m. – 9:00 a.m.	Security Agreements Adding equipment, livestock, owned and rental land, co-borrowers, co-obligors, and co-owners.	
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9:00 a.m. – 9:45 a.m.	Class Input Exercise Includes a break	
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9:45 a.m. – 10:15 a.m.	Actual Income/Expense Schedules Adding actual income and expenses	
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10:15 a.m. – 11:00 a.m.	Class Input Exercise Includes a break	
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11:00 a.m. – 11:30 p.m.	Loan Schedule Adding a customer's liabilities to the balance sheet	
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11:30 a.m. – 12:00 p.m.	Class Input Exercise Break included	
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12:00 p.m. – 12:30 p.m.	Summary and Closing Q&A	
