

For: County Offices

**FSA Guaranteed Loan Training**

Approved By: State Executive Director

LEF:LEV:lv

by *Ly E Joist*

**1 Overview**

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Background**

Lenders participating in the guaranteed loan program are expected to be experienced agricultural lenders who are or will become familiar with the Agency's guaranteed loan program. More specifically, Paragraphs 49 G and 52 J of FSA Handbook 2-FLP require designated employees of CLP and PLP lenders to attend agency sponsored training each year.

**B  
Purpose**

The purpose of this Oregon Notice is to:

- announce five regional training sessions to accomplish the training
- indicate which County Offices should attend each training session
- specify which FSA employees should attend the training sessions.

*Continued on the next page*

**FILING: Preceding FSA Handbook 2-FLP**

Disposal	Distribution
January 1, 2002	STO, DD, COR, COC, COF - Including Farm Loan Programs

## Oregon Notice GEN-90

### 2 Training Information

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#### Training Sessions

Five regional training sessions have been scheduled. Each session will begin at 9:30 a.m. and will adjourn by 3:00 p.m. The training sessions will cover the basics of the guaranteed loan program in the morning, and will cover line of credit ceiling increases, portfolio servicing requirements, loss request preparation, and more advanced subjects in the afternoon. The table below lists the dates, locations, and County Offices that should attend each session.

Date	Location	Facility and Address	FSA County Offices
Dec. 7, 2001	Salem, OR	Comfort Suites Oregon Room 630 Hawthorne, SE Salem, OR (503-585-9705)  (I-5 Exit 253, West on Santiam Hiway, right on Hawthorne, go 3 blocks to hotel)	Marion, Lane, Linn-Benton-Lincoln, Polk, Yamhill, Tillamook-Clatsop, Washington-Columbia, Clackamas-Multnomah, Coos-Curry, and Douglas
Dec. 11, 2001	Ontario, OR	Malheur County Extension Service Conference Room 710 SW Fifth Avenue Ontario, OR (541-881-1417)  (Exit 376 off I-84. West on Hwy 30/Idaho Ave. Left on SW 4th St. Right on SW 4th Ave. Left on SW 7th St./College Blvd. Right on SW 5 <sup>th</sup> Ave.)	Malheur, Harney, Baker, and Grant
Dec. 12, 2001	Pendleton, OR	Oxford Inn and Suites Town Meeting I Room 2400 SW Court Place Pendleton, OR (541-276-6000)  (Exit 209 off I-84. Travel south on Southgate to first stoplight. Turn left on S.W. 20th. Go to S.W. Court Place and turn left into parking lot.)	Morrow, Gilliam-Wheeler, Umatilla, Union, and Wallowa
Dec. 13, 2001	Redmond, OR	Inn at Eagle Crest Resort High Desert Conference Room 1522 Cline Falls Road Redmond, OR (541-923-2453)  (In Redmond, turn west onto Hwy. 126 and go about 5 miles. Take the Cline Falls Road exit South. Go 1 mile south on Cline Falls Road.)	Crook-Deschutes- Jefferson, Wasco-Hood River, and Sherman
Dec. 14, 2001	Klamath Falls, OR	Shilo Inn Clear Lake Room 2500 Almond Street Klamath Falls, OR (541-885-7980)  (Campus Exit from Hwy 97. Turn onto Campus Lane. Located just off Campus Lane in from of OIT on Almond Street.)	Jackson-Josephine, Lake and Klamath

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**2 Training Information, *Continued***

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**B  
Training  
Attendance**

Unless a scheduling conflict exists, FLMs, FLOs, and FLOTs should attend the training session designated for their County Office. DDs and the COR should attend the nearest training session that scheduling will permit.

CEDs and the PT with Farm Loan Programs as a primary responsibility in the County Office may, (but are not required), attend the training session with their FLM, *provided* no additional travel expense is incurred. CED and PT participation is encouraged to help meet the responsibilities listed in Part 6 of FSA Handbook 16-AO.

If FSA employees are unable to attend their designated training session, arrangements need to be made through the DD to attend an alternate session.

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**C  
Lodging**

Training session times and locations have been scheduled to minimize the need for overnight accommodations. Training attendees needing to travel to the training sessions the night before, or remain overnight after the sessions, need to obtain the concurrence of their DD before arranging lodging.

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

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**D  
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 locations are shown in the following table:

<b>Location</b>	<b>Maximum Lodging</b>	<b>Meals and Incidental Expense</b>	<b>Total</b>
Salem, OR	\$55.00	\$30.00	\$85.00
Ontario, OR	\$55.00	\$30.00	\$85.00
Pendleton, OR	\$55.00	\$30.00	\$85.00
Redmond, OR	\$59.00	\$38.00	\$97.00
Klamath Falls, OR	\$74.00	\$38.00	\$112.00

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## Oregon Notice GEN-90

### 3 Action

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#### STO Action

The FLP staff in the STO will distribute a supply of "FSA Guaranteed Loan Program Training" flyers to each County Office for use in inviting local lenders to the upcoming training sessions and encouraging their participation.

To assist COFs and lenders, a copy of the flyer and the tentative agenda will also be posted to the Oregon FSA website at <http://www.fsa.usda.gov/or/>.

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#### CED and FLM Action

FLMs and CEDs need to make immediate contact with the agricultural lenders in their County Office areas, and assure that they are aware of and invited to the upcoming meetings. When making contacts, please inform loan officers with *extensive experience* in making and servicing guaranteed loans that, while they are welcome to attend the entire training session, they need only attend the afternoon session to fulfill their annual training requirement.

STO will distribute a supply of "FSA Guaranteed Loan Program Training" flyers to each County Office. The flyers are for your use in personally inviting local lenders to the upcoming training sessions and encouraging their participation. The STO will not be making a separate mailing of flyers directly to lenders.

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### 4 Contacts

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#### District Director

Direct questions about authorization for overnight lodging, or scheduling conflicts requiring attendance at alternative session locations to your DD.

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#### FLM

Direct questions about the guaranteed loan program and its use in mutually serving agricultural lenders and their customers to your FLM.

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#### STO Contacts

Direct questions concerning the following subjects to the designated contacts:

- Marjorie Crooker for questions concerning the training sites and facilities
  - Lynn Voigt concerning specific details of the subject matter or materials to be presented during the training.
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