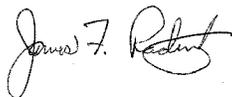


For: State Offices

Farm Loan Program (FLP) Training

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A

Purpose

This notice informs State Offices of the national training meeting for employees involved with FLP delivery.

B

Contact

If there are any questions, contact Veldon Hall or Marquita Peoples, LSPMD, at 202-720-4572.

Persons with disabilities who require accommodations to attend or participate in this training should contact Marquita Peoples, LSPMD, at 202-720-4572.

2 Training Schedule

A

Training Location, Dates, and Times

The training will be held at the:

Royal Sonesta Hotel
300 Bourbon Street
New Orleans, LA 70140.

The training will begin on Tuesday, November 27, 2001, at 8 a.m. and end on Friday, November 30, 2001, by 12:00 noon.

Monday and Friday will be travel days for many participants. Since the meeting is scheduled to end at 12:00 noon on Friday, November 30, travel reservations should not be made before 2 p.m.

Note: Complete SF-182 for participants according to 6-PM.

Disposal Date	Distribution
February 1, 2002	State Offices

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3 Hotel and Travel Authorization Information

A Hotel Information

Participants are required to make their own reservations as follows:

- call the Royal Sonesta Hotel at **1-504-586-0300** by **Wednesday, November 14, 2001**
- identify yourself as a participant of the USDA/Farm Loan Program Training.

Notes: The room rate will be **\$89**, plus tax, for a single or double room each night and must be guaranteed by using a credit card by November 14.

Tax will be charged as a miscellaneous expense.

A block of rooms has been reserved for check-in on Monday, November 26, 2001.

B 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. The total per diem rate for New Orleans, Louisiana, is \$131 a day (\$89 for lodging and \$42 for M&IE).

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

State Office employees shall charge this training to the Washington-controlled State travel code according to 98-FI, Exhibit 11.

Note: 98-FI, Exhibit 11 contains a separate code for FLP employees.

C Airport Transportation

Airport transportation to and from the hotel is available from either of the following.

- Taxi cabs. Taxi rides cost \$24 from the airport to the central business district for 1 person and \$10 per person for 3 or more passengers.
 - Airport shuttle. Shuttle service is available from the airport to the hotels in the central business district for \$10 per person one-way. Ticket booths are located on the lower level in the baggage claim area.
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4 Participant Information

A

**Training
Participants**

Training participants may include the following:

- SED's
 - Farm Loan Chiefs
 - other FLP staff.
-

B

**Number of
Attendees per
State**

State Offices shall send participants as follows.

State	No. of Attendees						
AL	2	HI	2	MT	2	PA	2
AK	2	ID	2	NE	3	PR	2
AZ	2	IL	3	NV	2	SC	2
AR	3	IN	2	NH	2	SD	4
CA	2	IA	4	VT	2	TN	2
CO	2	KS	3	NJ	2	TX	4
CT	2	KY	3	NM	2	UT	2
MA	2	LA	3	NY	2	VA	2
RI	2	ME	2	NC	3	WA	2
DE	2	MI	3	ND	3	WV	2
MD	2	MN	3	OH	2	WI	3
FL	2	MS	3	OK	4	WY	2
GA	2	MO	3	OR	2		
