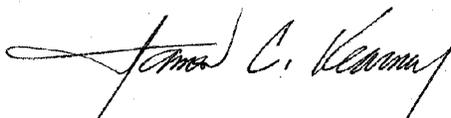


For: State Offices

**Farm Loan Program Training**

Approved by: Acting Administrator



**1 Overview**

**A**

**Purpose**

This notice informs State Offices of the national training meeting for SED's and Farm Loan Chiefs involved with Farm Loan Program delivery.

The meeting will provide training to:

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

**B**

**Contact**

If there are questions, contact Pat Elzinga, LMD at 202-690-1729.

**2 Training Schedule**

**A**

**Training Location, Dates, and Time**

The training sessions will be held at the Hyatt Regency, One Market Place, San Diego, CA.

The training will begin on Tuesday, November 30, at 8:00 a.m. and end on Thursday, December 2, by 2:00 p.m.

Monday and Friday will be travel days for many participants. The meeting is scheduled to end at 2:00 p.m. on Thursday, December 2. Therefore, travel reservations should not be made before 4:00 p.m.

**Note:** Complete SF-182 for participants in accordance with 6-PM.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2000	State Offices

## Notice FLP-91

### 3 Hotel and Travel Authorization Information

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#### A Hotel Information

Participants are required to make their own reservations as follows:

- make reservations directly with Hyatt Regency, One Market Place, San Diego, California 92101, by **Monday, November 8, 1999**

**Note:** The telephone number is **1-619-232-1234**.

- identify yourself as a participant of USDA/Farm Loan Program Training.

State Office employees shall charge this training to Washington Controlled State Travel Code according to 98-FI and Farm Loan employees shall charge this training under their **new** index codes for Washington Controlled State Travel.

A block of rooms has been reserved for check-in on Monday, November 29, 1999.

**Note:** All guest rooms must be guaranteed by November 8, or the rooms will be sold on a first-come first-served basis.

Persons with disabilities who require accommodations to attend or participate in this training should contact Pat Elzinga, LMD at 202-690-1729.

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#### 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 per diem rate for San Diego, California, is \$142 a day (\$96 for lodging and \$46 for M&IE).

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

The room rate will be **\$96**, plus tax, for a single room each night and must be guaranteed by using a credit card.

**Note:** Tax will be charged as a miscellaneous expense.

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#### C Airport Transportation

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

- Cloud Nine Shuttle at a cost of \$5.00 per person
  - taxi for approximately \$8.00.
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**Notice FLP-91**

**4 Number of Attendees**

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**A**

**Number of  
Attendees per  
State**

State Offices may send participants as follows.

State	No. of Attendees						
AL	3	HI	2	MT	2	PA	3
AK	2	ID	2	NE	4	PR	2
AZ	2	IL	4	NV	2	SC	3
AR	4	IN	3	NH	1	SD	3
CA	4	IA	4	VT	2	TN	3
CO	3	KS	4	NJ	2	TX	5
CT	1	KY	3	NM	2	UT	2
MA	3	LA	4	NY	3	VA	3
RI	1	ME	2	NC	3	WA	3
DE	1	MI	4	ND	4	WV	2
MD	2	MN	4	OH	3	WI	4
FL	3	MS	3	OK	3	WY	2
GA	4	MO	4	OR	3		

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