

For: State Offices

Rescheduling Class Action Settlement Agreement Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

The Class Action Settlement Agreement Training scheduled for March 14 and 15, 2000, was canceled and has been rescheduled.

B

Purpose

This notice informs State Offices of a training meeting for FLP employees involved in the Class Action Settlement Suit.

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Date, Time, and Location

The training meeting begins on Tuesday, April 25, at 8 a.m. and ends on Wednesday, April 26, at 4 p.m. The training meeting will be held at the following:

Wyndham Atlanta
160 Spring Street
Atlanta, GA 30303.

Notes: Monday, April 24, and Thursday, April 27, are authorized travel days.

Participants should not make return reservations before 6 p.m. on April 26.

Participants shall complete SF-182 according to 6-PM, except for State Offices that have been included in the Combined Administrative Management System (CAMS). State Offices that have access to CAMS may document this training using the CAMS approach instead of completing SF-182.

D

Contact

Direct questions about this notice to Ann Smith, LMD, at 202-720-1656.

Disposal Date	Distribution
May 1, 2000	State Offices

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2 Hotel and Travel Information

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Hotel Information

Participants shall make their own lodging reservations as follows:

- directly call Wyndham Atlanta at 1-404-688-8600 by **Friday, April 14, 2000**
- identify yourself as a participant of the USDA/Farm Loan Programs Training.

FLP employees shall charge travel expenses under their **new** index codes for Washington-controlled State travel.

All guest rooms must be guaranteed using a credit card by Friday, April 14, 2000, to receive the \$93 lodging rate, or the rooms will be available on a first-come, first-served basis.

Note: Tax will be charged as a miscellaneous expense.

B

Reasonable Accommodations

Persons with disabilities who require accommodation to attend or participate in this training should contact Ann Smith, LMD, at 202-720-1656, or Federal Relay Service at 1-800-877-8339.

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Travel Authorization

Each participant 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 maximum per diem rate for Atlanta, Georgia, is \$131 (\$93 lodging and \$38 M&IE).

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

D

Airport Transportation

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

- Atlanta Shuttle at a cost of \$10 one-way or \$17 round trip per person

Note: The shuttle is located outside the baggage claim area and leaves the airport every 10 minutes.

- taxi service at a cost of \$22 one-way.
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3 Training Participants

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State Office Action

State Offices shall select training participants from the following:

- FLP Chief
- other employees selected by SED and FLP Chief.

Note: Training participants are responsible for relaying training information to other employees, as needed.

SED's and FLP Chiefs shall:

- determine who attends the training
 - ensure that the number of participants in subparagraph C attend the training
 - FAX a list of participants to Ann Smith at 202-720-6797 by **COB Wednesday, April 12, 2000.**
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B

Documenting Training

Participants of **non-CAMS States** shall complete SF-182 according to 6-PM.

Participants of **CAMS States** shall:

- select training session course number 020003 from the CAMS Training Course Catalog
- go to CAMS web, select "Training" and "Request Course Session" to make a "request to" attend this training. Once the training is requested in CAMS, the participant's training request will flow into the supervisor, the State Training Officer, for approval. After approval, the training request will flow into HRD, Training and Development Branch for processing.

Note: Direct questions about processing to Tom Montgomery or Joe Hoffman at 202-418-9041.

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3 Training Participants (Continued)

C

**Number of
Attendees per
State**

State Offices may send participants as follows.

State	Number of Attendees						
AL	5	HI	0	MT	1	PA	1
AK	0	ID	1	NE	1	PR	1
AZ	1	IL	2	NV	1	SC	4
AR	5	IN	1	NH	0	SD	1
CA	2	IA	1	VT	1	TN	4
CO	1	KS	1	NJ	1	TX	4
CT	0	KY	2	NM	1	UT	1
MA	2	LA	4	NY	1	VA	3
RI	0	ME	1	NC	4	WA	1
DE	0	MI	2	ND	1	WV	1
MD	1	MN	1	OH	1	WI	1
FL	4	MS	5	OK	4	WY	1
GA	5	MO	2	OR	1		
