

For: State Offices

Emergency Seed Loan Program Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A

Purpose

This notice informs State Offices of a training meeting for FLP employees involved in the delivery of the newly implemented seed loan program.

B

Contact

If there are questions, contact Mike Hinton, LMD at 202-720-1472.

2 Training Schedule

A

Training Location, Dates, and Time

The training session will be held at the Silver Legacy Hotel, 407 North Virginia Street, Reno, Nevada.

The training will begin on Wednesday, November 1, at 10 a.m. and end on Thursday, November 2, by 1 p.m.

Note: Tuesday and Friday are authorized travel days. Participants should not make return reservations before 2 p.m. on November 2.

Disposal Date	Distribution
December 1, 2000	State Offices

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3 Hotel and Travel Authorization Information

A Hotel Information

Participants shall make lodging reservations as follows:

- directly call the Silver Legacy at 1-775-329-4777 by Friday, October 27, 2000
- identify yourself as a participant of group code: USDA-FSA-FLP Training.

Travel for Federal FLP employees shall be charged to Washington-controlled State travel funds, according to 98-FI. See Notice FI-2454, Exhibit 4 for new State Office FY 2001 accounting codes.

The room rate will be \$55, plus tax, for a single room each night and must be guaranteed by a government-issued credit card.

Note: Tax will be charged as a miscellaneous expense.

All guest rooms must be guaranteed by October 27, 2000, to receive the \$55 lodging rate, or the rooms will be available on a first-come, first-served basis.

B Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this meeting should contact Mike Hinton at 202-720-1472, or Federal Relay Service at 1-800-877-8339.

C 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 Reno, Nevada is \$93, (\$55 for lodging and \$38 for M&IE.) State Offices should review Notice FI-2453 for FY 2001 travel instructions.

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:

- hotel shuttle
 - taxi.
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4 Training Participants

A

State Office Action

This training will be technical in nature and deal primarily with the delivery of the program. State Offices shall select training participants from the following:

- FLP Chief or designee
- other FLP employees selected by SED in consultation with the FLP Chief.

FLP Chiefs shall FAX a list of participants to Mike Hinton at 202-720-6797 by Friday, October 27, 2000.

B

Documenting Training

Participants of **non-Combined Administrative Management System (CAMS) States** shall complete SF-182 according to 6-PM.

Participants of **CAMS States** shall:

- select training session from the CAMS Training Course Catalog

go to CAMS web site, 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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4 Training Participants (Continued)

C

**Number of
Participants**

The following table shows the number of participants allowed to attend this training for each State.

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