

**For:** State Offices

**Farm Loan Program (FLP) Training**

**Approved by:** 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, State Offices shall contact Galen VanVleet, LMD at 202-720-1186.

**2 Training Schedule**

**A**

**Location, Hotel Information, and Dates**

The training will be held at the:

Tempe Mission Palms  
60 East 5<sup>th</sup> Street  
Tempe, Arizona 85281  
1-800-547-8705

The training will begin Tuesday, December 3, 2002, at 8:00 a.m. and end Friday, December 6, 2002, by 12:00 noon.

Monday and Friday will be travel days for many participants. Travel reservations should not be made to return before 2:00 p.m. on Friday.

Continued on the next page

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2003	State Offices

## Notice FLP-277

### 2 Training Schedule (Continued)

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#### A

#### Location, Hotel Information, and Dates (Continued)

A block of rooms has been reserved with check-in on Monday, December 2, 2002.

Participants shall:

- make reservations by calling the Tempe Mission Palms hotel directly at 1-800-547-8705 by **Monday, November 11, 2002**
- identify themselves as a participant of the “**USDA/Farm Loan Program Meeting**”.

**Notes:** The room rate:

- will be \$90 plus tax each night

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

- must be guaranteed by using a credit card.

Participants who do not cancel their reservations 48 hours before the arrival date, will be charged for 1 night.

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#### B

#### Travel Authorizations

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. Per diem for Maricopa County, Arizona, is \$136 (\$90 for lodging and \$46 for M&IE) per day.

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 control FLP travel code. See 98-FI, Exhibit 11.

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#### C

#### Airport Transportation

Transportation from the airport to the hotel will be provided by the hotel courtesy shuttle which runs every half hour from 6:00 a.m. to 11:00 p.m. Courtesy phones are located in the baggage claim area.

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**4 Participant Information**

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**A  
Training  
Participants**

Training participants may include:

- SED's
  - Farm Loan Chiefs
  - other FLP staff.
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**B  
Documenting  
Training**

Each participant shall document his or her training using CAMS.

Direct questions about processing in CAMS to the State Training Officer or Training and Development Branch, HRD at 202-418-9041.

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Continued on the next page

**Notice FLP-277**

**4 Participant Information (Continued)**

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**C**  
**Number of** State Offices shall send participants as follows.  
**Participants Per**  
**State**

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

\* Participants may come from any State under the jurisdiction of the Farm Loan Chief assigned to this State Office.

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