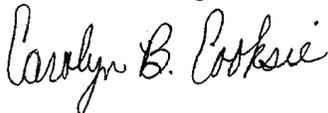


For: State Offices

2005 National Farm Loan Programs (FLP) Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

FLP conducts training each year to keep Field Office staff updated on vital program changes and current policy issues for proper and consistent delivery of the direct and guaranteed loan programs. This year's training meeting will be in Orlando, Florida.

B Purpose

This notice provides the following:

- scheduled date and time of the training
- information about hotel accommodations and transportation
- authorized number of participants for each State.

C Contact

Direct questions about this notice to either of the following:

- Marquita Peoples, LSPMD at 202-720-8320
- Shelley Davis, LSPMD at 202-720-0078.

2 Training Schedule

A Training Location, Dates, and Times

The training will be held at the:

Wyndham Orlando Resort
8001 International Drive
Orlando, FL 32819
1-407-351-2420 or 1-800-421-8001.

Disposal Date	Distribution
June 1, 2005	State Offices

Notice FLP-379

2 Training Schedule (Continued)

A Training Location, Dates, and Times (Continued)

Training for:

- Farm Loan Chiefs (FLC's) will begin on Monday, April 4, 2005, at 2 p.m.
- general session will begin on Tuesday, April 5, 2005, at 8 a.m. and end at 5 p.m.
- Wednesday and Thursday sessions will begin at 8 a.m. and end at 5 p.m.
- Friday session will begin at 8 a.m. and end by 12 noon.

Note: Do **not** schedule return flights before 2 p.m. on Friday.

3 Hotel and Travel Authorization Information

A Hotel Information

A block of rooms has been reserved at the Wyndham Orlando Resort with check-in on Sunday, April 3, 2005. Guest rooms are \$98 plus tax.

Participants shall:

- make reservations by calling the hotel directly at 407-351-2420 or at 1-800-421-8001 **no later than March 10, 2005**
- identify themselves as part of the "USDA/Farm Loan Program Meeting"
- guarantee rooms by using their government credit card.

Participants who do not cancel their reservations at least 72 hours before the arrival date will be charged 1 night's lodging.

B Travel Authorizations

Monday and Friday will be travel days for many participants. Sunday will be a travel day for FLC's, if they are unable to arrive on Monday by 2 p.m.

Each employee must have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Orlando, Florida is \$145 (\$98 for lodging and \$47 for M&IE) per day.

Participants are responsible for making their own travel arrangements using the most efficient means of transportation.

Travel for Federal participants shall be charged to Washington-controlled FLP Travel Funds. See 98-FI, Exhibit 11.

Notice FLP-379

3 Hotel and Travel Authorization Information (Continued)

C Airport Transportation

Transportation from the Orlando International Airport to the Wyndham Orlando Resort is available by either of the following:

- airport shuttle service for \$15 one-way and \$25 round-trip
- taxi for approximately \$40 one-way.

4 Participant Information

A Training Participants

The Farm Business Plan Coordinator **must** participate in the training. Other training participants may be selected from the following:

- FLC's
- other FLP staff.

DAFO has selected an SED from each area to attend the meeting. SED's are **not** counted in the number of authorized training participants.

State Offices shall e-mail the name of all participants to Shelley Davis at **Shelley.Davis@wdc.usda.gov** by 12 noon on March 2, 2005.

Notice FLP-379

4 Participant Information (Continued)

B Number of Participants per State

The following table provides the number of attendees for each State.

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

C Documenting Training

Participants or the State Training Officer shall document this training course by using the Internet Combined Administrative Management System (ICAMS). The ICAMS course number is 020148.

Participants shall direct questions about processing in ICAMS to their State Training Officer.

D Reasonable Accommodations

Each participant should notify the airlines and hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in this training should contact 1 of the persons in subparagraph 1 C by March 3, 2005.