

For: State and County Offices

**2006 National Farm Loan Programs (FLP) Training**

Approved by: Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

FLP conducts annual training to inform Field Office staff about program updates and current policy issues for proper and consistent delivery of direct and guaranteed loan programs. The training meeting will be held this year in Reno, Nevada.

**B Purpose**

This notice provides the following:

- scheduled date, time, and location of the training
- information about hotel accommodations and transportation
- authorized number of participants per State.

**C Contact**

Direct questions about:

- this notice to Sam Snyder, LMD, by either of the following:
  - telephone at 202-720-0599
  - email to **Sam.Snyder@wdc.usda.gov**
- SED travel to DAFO by either of the following:
  - telephone at 202-690-2807
  - email to John Chott at **John.Chott@wdc.usda.gov**.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2006	State Offices; State Offices relay to County Offices

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### 2 Training Schedule

#### A Training Location

The training will be held at the following location:

Harrah's Reno  
219 N. Center Street  
Reno, NV 89501  
(800) 423-1121  
(888) 726-6311 (reservations).

Additional information about the hotel is available from the Harrah's Web site at [www.harrahs.com](http://www.harrahs.com).

#### B Training Dates and Times

Training dates and times will be as follows:

- Farm Loan Chiefs (FLC's) will have a conference with DAFLP beginning on Monday, March 13, 2006, at 1 p.m.
- general session will begin on Tuesday, March 14, 2006, 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.

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### 3 Hotel and Travel Authorization Information

#### A Hotel Information

A block of rooms has been reserved at the Harrah's Reno Hotel with check-in on Sunday, March 12, 2006. Guest rooms are \$75 per night Sunday through Thursday and \$119 Friday through Saturday, plus tax. Additional occupants are \$10 per night.

Participants shall:

- make reservations by calling 888-726-6311 **no later than Thursday, February 23, 2006**
- identify themselves as part of the **Harrah's Reno and reference group code "SUSD306"**
- guarantee rooms by using their government travel charge card.

#### 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 1 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 Reno, Nevada is \$146 (\$97 for lodging and \$49 for M&IE) per day.

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

Travel for all Federal participants shall be charged to their individual State-controlled travel funds.

States participating in any national training should submit monthly requests for reimbursement to their travel allotment through DAFO to BUD. The monthly requests should be based on actual travel expenses of participants who attended national training. BUD will then prepare FSA-308 increasing the State Office FY 2006 travel allotment.

#### C Airport Transportation

Transportation from the Reno International Airport to the Harrah's Hotel is available by Harrah's Hotel free of charge. The Harrah's shuttle is located outside of the baggage claim area. The shuttle is available from 5 a.m. to 10 p.m. The hotel is located approximately 15 minutes from the airport.

Taxi fare is \$15 to \$18 one-way per person.

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### 4 Participant Information

#### A Training Participants

Training participants shall be selected from the following:

- FLC's
- other FLP staff
- SED's.

**Notes:** SED's are counted in the number of authorized training participants provided in the table in subparagraph B.

States sharing FLP staff shall coordinate the selection of training participants.

State Offices shall email the name of all participants to Sam Snyder at **Sam.Snyder@wdc.usda.gov** by close-of-business on February 10, 2006.

#### B Number of Participants by State

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

State	Attendees	State	Attendees
Alabama	3	Nebraska	6
Alaska	2	Nevada	3
Arizona	3	New Hampshire	1
Arkansas	5	New Jersey	3
California	5	New Mexico	3
Colorado	4	New York	5
Connecticut	1	North Carolina	4
Delaware	2	North Dakota	5
Florida	3	Ohio	3
Georgia	5	Oklahoma	6
Hawaii	3	Oregon	5
Idaho	4	Pennsylvania	5
Illinois	5	Puerto Rico	3
Indiana	4	Rhode Island	1
Iowa	6	South Carolina	4
Kansas	5	South Dakota	4
Kentucky	5	Tennessee	4
Louisiana	5	Texas	6
Maine	3	Utah	3
Maryland	2	Vermont	3
Massachusetts	3	Virginia	4
Michigan	3	Washington	4
Minnesota	5	West Virginia	3
Mississippi	4	Wisconsin	5
Missouri	5	Wyoming	3
Montana	4	<b>TOTAL</b>	<b>195</b>

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### **4 Participant Information (Continued)**

#### **C Documenting Training**

The Training and Development Branch, HRD will document participants attending this training through AgLearn.

#### **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 Sam Snyder at 202-720-0599 by close-of-business on February 17, 2006.