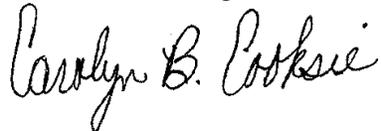


For: State Offices

Farm Loan Officer Trainee (FLOT) Train-the-Trainer Sessions

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

FLP will be conducting FLOT Train-the-Trainer training in 2 separate sessions. Session 1 will be in Oklahoma City, Oklahoma from September 12 through 14, 2006, and Session 2 will be in Raleigh, North Carolina from September 19 through 21, 2006.

B Purpose

This notice provides the following:

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

C Contact

Questions about this notice, travel, or participants shall be addressed to Chuck Ropp, Senior Loan Officer, PDEED, at either of the following:

- e-mail to clarence.ropp@wdc.usda.gov
- telephone at 202-690-4008.

Disposal Date	Distribution
October 1, 2006	State Offices

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2 Session 1 Information

A Training Location, Dates, and Times

Session 1 will be held:

- from September 12, 2006, starting at 8 a.m., to September 14, 2006, concluding at 11:30 a.m.
- at the following location:

Crowne Plaza Hotel
2945 Northwest Expressway
Oklahoma City, OK 73112
(Tel) 800-227-6963 or 405-848-4811
(Fax) 405-842-4328.

B Schedule

The following table provides the authorized participants for each State participating in Session 1.

State	Number of Participants	State	Number of Participants
Alaska	1	Nevada	1
Arizona	1	New Mexico	2
California	3	North Dakota	3
Colorado	1	Oklahoma	4
Hawaii	1	Oregon	1
Idaho	2	Puerto Rico	1
Kansas	3	South Dakota	2
Louisiana	2	Texas	7
Missouri	2	Utah	2
Montana	3	Washington	1
Nebraska	2	Wyoming	1

Notes: Participant selection was based on recommendations from State Offices.

PDEED will provide the Farm Loan Chiefs a list of participants by e-mail.

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2 Session 1 Information (Continued)

C Hotel Information

A block of rooms has been reserved at the Crowne Plaza Hotel with check-in at 3 p.m. and check-out at 12 p.m. The cost of the room is \$67 plus tax. Hotel room tax is reimbursable under miscellaneous charges. Participants shall:

- make reservations by contacting the hotel no later than August 21, 2006
- identify themselves as part of the “USDA - Train-the-Trainer”
- guarantee rooms by using their government travel charge card.

D Transportation

Transportation from the Oklahoma City Airport to the Crowne Plaza Hotel is available through:

- the Airport Express Shuttle at the following prices:
 - 1 passenger for \$20
 - 2 passengers for \$11 per person
 - 3 or more passengers for \$8 per person

Note: The expected wait for the vans is 8 to 10 minutes. The telephone number for the shuttle is 405-681-3311.

- taxi cabs for \$25 to \$30 each way.

3 Session 2 Information

A Training Location, Dates, and Times

Session 2 will be held:

- from September 19, 2006, starting at 8 a.m., to September 21, 2006, concluding at 11:30 a.m.
- at the following location:

Sheraton Raleigh Hotel
421 S. Salisbury Street
Raleigh, NC 27601
(Tel) 800-325-3535 or 919-834-9900
(Fax) 919-833-1217.

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3 Session 2 Information (Continued)

B Schedule

The following table provides the authorized participants for each State participating in Session 2.

State	Number of Participants	State	Number of Participants
Alabama	1	Mississippi	2
Arkansas	2	New Jersey	1
Florida	1	New York	2
Georgia	1	North Carolina	2
Illinois	2	Ohio	2
Indiana	1	Pennsylvania	3
Iowa	2	South Carolina	1
Kentucky	4	Tennessee	1
Massachusetts/ Connecticut/ Rhode Island	1	Virginia	2
Maine	1	Vermont/ New Hampshire	2
Maryland/Delaware	1	West Virginia	3
Michigan	2	Wisconsin	1
Minnesota	5		

Notes: Participant selection was based on recommendations from State Offices.

PDEED will provide the Farm Loan Chiefs a list of participants by e-mail.

C Hotel Information

A block of rooms has been reserved at the Sheraton Raleigh Hotel with check-in at 3 p.m. and check-out at 12 p.m. The cost of the room is \$73 plus tax. Hotel room tax is reimbursable under miscellaneous charges. Participants shall:

- make reservations by contacting the hotel no later than August 25, 2006
- identify themselves as part of the “USDA - Train-the-Trainer”
- guarantee rooms by using their government travel charge card.

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3 Session 2 Information (Continued)

D Transportation

Transportation from the Raleigh Airport to the Sheraton Raleigh Hotel is available through:

- Whitehorse Transportation Shuttle at \$40 round trip or \$35 one way

Note: Participants must call 1-888-624-6773 to make arrangements for pick-up before arrival.

- taxi cabs for \$30 each way.

In addition, the hotel has access to the parking deck across the street from the hotel and will provide parking to their guests at \$10 a day per car.

4 Participant Information

A Travel Authorization

Each participant shall have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Oklahoma City, Oklahoma is \$116 (\$67 for lodging and \$49 for M&IE) per day. Per diem for Raleigh, North Carolina is \$127 (\$73 for lodging and \$54 for M&IE) per day.

Participants for Session 1 are authorized to travel Monday, September 11, 2006, and Thursday, September 14, 2006, after 1 p.m. Participants for Session 2 are authorized to travel Monday, September 18, 2006, and Thursday, September 21, 2006, after 1 p.m.

Participants shall make their own travel arrangements as soon as possible, 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. Because of the timeframes of these training classes, State Offices will need to estimate their travel expenses and request reimbursement no later than August 31, 2006.

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4 Participant Information (Continued)

B Documenting Training

Each participant shall register for the training **no later than September 1, 2006**, through AgLearn.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the “Student” tab, CLICK: <ul style="list-style-type: none">• “Login”• “Continue”.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter your user ID and password• CLICK “Login”.
4	CLICK “Catalog” located at the top of the screen.
5	CLICK “Farm Service Agency” located on the left side of the screen.
6	Find “ Farm Loan Officer Trainee (FLOT) Train the Trainer ”.
7	Click on the designated training date, then CLICK “Register”.
8	Enter your State name and your title in the “Comments” box and CLICK “Confirm” under the “Registration Comment” section.
9	An e-mail confirmation will be received in the next hour.

Note: Instructors, presenters, and/or observers should not document their participation in AgLearn.

C 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 Chuck Ropp at clarence.ropp@wdc.usda.gov by COB August 21, 2006.