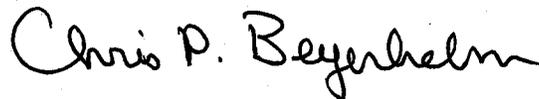


For: State Offices

2007 Farm Loan Chiefs (FLC's) Meeting

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Farm Loan Programs will hold a meeting for FLC's in Louisville, Kentucky, from March 26 through 28, 2007.

B Purpose

This notice provides the:

- scheduled date, time, and location of the meeting
- information about hotel accommodations and transportation.

C Contact

Address questions about this notice, travel, or participants to Teresa Martin, PDEED, by either of the following:

- e-mail at teresa.martin@wdc.usda.gov
- telephone at 202-690-0431.

Disposal Date

May 1, 2007

Distribution

State Offices

Notice FLP-449

2 Meeting Session

A Meeting Location

The meeting will be held at the following location:

Louisville Marriott Downtown
280 West Jefferson
Louisville, KY 40202
(Telephone) 800-533-0127 or 502-627-5045
(Fax) 502-627-5044.

Additional information about the hotel is available on the Marriott web site at www.marriott.com/sdfm.

B Meeting Dates and Times

Meeting dates and times will be as follows:

- FLC's Association will meet on Sunday, March 25, 2007, from 5 p.m. to 6:30 p.m.
- general meeting will begin on Monday, March 26, 2007, at 8 a.m. and end on Wednesday, March 28, 2007, at 12 noon.

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

C Hotel Information

A block of rooms has been reserved at the Louisville Marriott Downtown with check-in on Sunday, March 25, 2007. The cost of the room is \$94 plus tax. Hotel room tax is reimbursable under miscellaneous charges. Participants shall contact the hotel on or before Thursday, March 8, 2007, to make reservations using the group name "USDA".

Note: Check-in time is 3 p.m. and check-out time is 11 a.m.

Important: Individuals **must identify themselves as an attendee of the USDA training session** to be guaranteed the negotiated government rate.

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2 Meeting Session (Continued)

D Parking and Transportation to Hotel

The hotel has on-site parking at \$16 daily and valet parking at \$20 daily. Contact the hotel for off-site parking details.

Taxi service is available for approximately \$15 each way. The hotel does **not** have a shuttle. A public shuttle is available at the airport that provides transportation to the hotel at a cost of \$10 each way.

3 Travel Authorization and Reimbursement

A AD-202

Each participant must have an approved AD-202 **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. The per diem rate for Louisville, KY is \$143 (\$94 for lodging and \$49 for M&IE) per day.

Participants shall:

- make their own travel arrangements, as soon as possible, using the most efficient means of transportation
- travel on Sunday, March 25, 2007, and Wednesday, March 28, 2007.

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

B Reimbursement for Travel Costs

States participating in any National meeting should request reimbursement of their travel costs. The request for reimbursement may be included as part of the State's routine, monthly request for travel reimbursement that is submitted to BUD with a copy to DAFO. The request should include actual travel expenses of participants who attended the National meeting. BUD will prepare FSA-308 increasing the State Office's FY 2007 travel allotment.

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4 Participant Action

A Reasonable Accommodations

Each participant shall notify the airlines and hotel of any accommodations that are necessary. Persons with disabilities, who require accommodations to attend or participate in this meeting, shall contact Teresa Martin, PDEED, by e-mail at teresa.martin@wdc.usda.gov by COB March 15, 2007.

B Documenting Training

Training shall be documented in AgLearn according to the following table.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov and under “ Student ” CLICK “ Login ”. On the Warning Screen, CLICK “ Continue ” to access the eAuthentication Login Screen. Enter eAuthentication user ID and password , and CLICK “ Login ”.
2	CLICK “ Catalog ” located at the top of the screen.
3	Under “ Subject Area Menu ”, locate and CLICK “ Farm Service Agency ”.
4	Locate “ 2007 Farm Loan Chiefs (FLC's) Meeting ” and click “ Register ”.
5	Under “ Registration Comments ” enter State name and employee title in the “ Comments ” box and CLICK “ Confirm ”.
6	An e-mail confirmation will be received in the next hour.

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