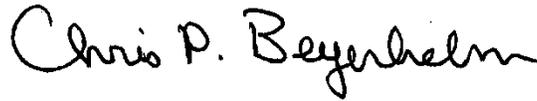


For: State and County Offices

2011 FLP Annual Conference

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

FLP will hold an annual conference to discuss:

- cultural transformation
- current policies and issues.

This year's conference will be held in Albuquerque, New Mexico.

B Purpose

This notice provides the following:

- scheduled date, time, and location of the conference
- information about hotel accommodations and transportation
- authorized participants.

C Contact

Direct questions about this notice to Marquita Peoples, LSPMD, by either of the following:

- e-mail at **marquita.peoples@wdc.usda.gov**
- telephone at 202-720-4572.

Disposal Date	Distribution
January 1, 2011 10-29-10	State Offices; State Offices relay to County Offices

Notice FLP-575

2 Conference Schedule

A Conference Location

The annual conference will be held at the following location:

Hotel Albuquerque at Old Town
800 Rio Grande Blvd. NW
Albuquerque, NM 87104.

Additional information about the Hotel Albuquerque at Old Town may be found by accessing the web site at www.hotelabq.com.

B Conference Dates and Times

Conference dates and times will be as follows:

- FLC's have a meeting on Monday, November 29, 2010, at 3 p.m.
- general session begins on Tuesday, November 30, 2010, at 8 a.m. and ends at 5 p.m.
- Wednesday session begins at 8 a.m. and ends at 5 p.m.

Note: The general session on Tuesday, November 30, 2010, and before 1 p.m. on Wednesday, is for SED's and FLC's only. All other attendees should attend sessions starting at 1 p.m. Wednesday.

- Thursday session begins at 8 a.m. and ends at 5 p.m.
- Friday session begins at 8 a.m. and ends at 12 noon.

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

3 Hotel and Travel Authorization

A Hotel Information

A block of rooms has been reserved at the Hotel Albuquerque at Old Town with check-in on Monday, November 29, 2010. Guest rooms are \$81 per night plus tax.

Participants shall:

- make reservations by calling the hotel directly at 505-843-6300 or toll-free 800-237-2133 **no later than November 12, 2010**

Notice FLP-575

3 Hotel and Travel Authorization (Continued)

A Hotel Information (Continued)

- identify themselves as part of the “**2010 Farm Loan Program Conference**” (or they may refer to Block Code GRPL16) when making reservations to ensure the contracted rate of \$81 per night.

Note: The check-in time is 3 p.m. and check-out time is 12 noon.

In the event that a reservation needs to be canceled, participants shall notify the hotel **24 hours before** the date of check-in to receive the full refund amount. Any reservation canceled **less than 24 hours before** check-in will result in the individual’s credit card being charged a minimum of 1 night’s charge.

B Travel Authorization

Monday and Friday will be travel days for FLC’s and SED’s.

All other attendees and invited guests are to travel on Wednesday, December 1, 2010, or if necessary, on Tuesday, November 30, 2010, to arrive by the Wednesday 1 p.m. general session.

Because of FSA’s conversion to the new financial system, each employee must enter their travel authorization in GovTrip **before** November 19, 2010.

Each employee **must** have a GovTrip electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Albuquerque, New Mexico is \$137 (\$81 for lodging and \$56 for M&IE) per day.

In GovTrip, select “Training Attendance” from the “Trip Purpose” drop-down menu.

This conference is considered Washington directed travel. Federal employees’ travel expenses are paid out of their State’s GS travel allotment. To request reimbursement of travel costs once travel is completed, provide the amount of total travel costs to the State’s budget contact. The budget contact will request reimbursement by entering Fund 84 “Additional Funding Request” in the Allotment Change Request model in the PCM tool and specifying the FLP conference in the “Justification” block. All requested travel reimbursements for any given month are to be compiled and entered into the model as part of 1 monthly request. The reimbursement request will be compiled with any others the State may have and entered into the model. Once the “Additional Funding Request” is submitted in the model by the budget contact, usually around the 20th of the month, OBF will review and process the request, as appropriate.

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

Notice FLP-575

3 Hotel and Travel Authorization (Continued)

C Airport Transportation

Transportation from the airport to the hotel is available by taxicabs and shuttle services located by the baggage claim area on the lower level of the airport. Shuttle service will cost \$26 per person roundtrip. Taxicab service will cost about \$20 one-way.

4 Participant Information

A Conference Participants

Participants are limited to the following:

- FLC's
- SED's.

B Documenting Conference

Each participant shall register for the conference through AgLearn according to the following table.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov .
2	Enter the user eAuthentication user ID and password and CLICK "Login".
3	CLICK "Catalog" located at the top of the screen.
4	On the left side of the page, CLICK "▶" next to "AgLearn Original Courseware Structure".
5	Scroll down and CLICK "Farm Service Agency" located on the left side of the screen.
6	Locate "2010 FLP Policy Meeting".
7	CLICK "Register".
8	In the "Comments" box, type the participant's title and State.
9	CLICK "Confirm".

If assistance is needed when signing up in AgLearn, contact Bessy Plaza, HRD, by either of the following:

- e-mail at bessy.plaza@wdc.usda.gov
- telephone at 202-401-0365.

C Reasonable Accommodations

Each participant should notify the airlines and the hotel of any accommodations that are necessary. Persons who require accommodations to attend or participate in this conference shall contact Angela Payton by COB November 12, 2010, by either of the following:

- e-mail at angela.payton@wdc.usda.gov
- telephone at 202-720-0482.