

For: State Offices

2016 National Farm Loan Programs Training

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Announcement

A National Farm Loan Programs training has been scheduled for Monday, November 28, through December 1, 2016, in San Diego, California.

B Purpose

This notice informs State Offices about the training and provides detailed information on:

- dates and location
- hotel accommodations
- transportation travel authorization.

C Contact

Direct questions about this notice to:

- Courtney Dixon, Director, PDEED, by either of the following:
 - e-mail at **courtney.dixon@wdc.usda.gov**
 - telephone at 202-720-1360
- Bill Cobb, Deputy Director, PDEED, by either of the following:
 - e-mail at **bill.cobb@wdc.usda.gov**
 - telephone at 202-720-1059
- Niki Chavez, Senior Loan Officer, PDEED, by either of the following:
 - e-mail at **niki.chavez@wdc.usda.gov**
 - telephone at 202-690-6129.

Disposal Date	Distribution
January 1, 2017 11-14-16	State Offices

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2 Training Schedule

A Training Location

The training will be held at the Marriott Marquis San Diego Marina, 333 West Harbor Drive, San Diego, California 92101. Additional information can be found on the hotel's web site at <http://www.marriott.com/hotels/travel/sandt-san-diego-marriott-marquis-and-marina/>.

B Meeting Dates and Times

The following are training dates and times:

- Monday, November 28, 2016, from 2 p.m. - 5 p.m.
- Tuesday, November 29, 2016, from 8 a.m. - 5 p.m.
- Wednesday, November 30, 2016, from 8 a.m. - 5 p.m.
- Thursday, December 1, 2016, from 8 a.m. - 5 p.m.

Note: Participants are not authorized to schedule return flights before the end of the training.

3 Travel and Hotel Authorizations

A Travel Authorization

Monday, November 28, 2016, and Friday, December 2, 2016, will be travel days for all participants.

Notes: Participants who are unable to arrive before the start time on Monday, November 28, 2016, should communicate with any of the contacts provided in subparagraph 1 C, before making any travel arrangements.

Hotel accommodations will **not** be available on Friday, December 2, 2016. Participants unable to schedule return flights should communicate with any of the contacts provided in subparagraph 1 C, **no later than** November 18, 2016.

Each participant **must** use CONCUR for commercial travel reservations and **must** have an approved CONCUR electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for San Diego, California, is \$213 (\$149 for lodging and \$64 for M&IE) per day.

In CONCUR, enter information according to the following:

- type code - single trip
- trip purpose - training
- document detail - 2016 Farm Loan Programs national policy training.

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3 Travel and Hotel Authorizations (Continued)

A Travel Authorization (Continued)

Participants shall:

- make their own travel arrangements, as soon as possible, using the most efficient means of transportation
- **not schedule return flights before Friday, December 2, 2016.**

B Travel Codes

For Concur, participants should request their respective FATA to temporarily assign org GUSDAFADAFLP00, then select one of the following accounting codes as appropriate:

- For HQ non-FLP employees, select 171717-HQ-NATL-FLP-TRAINING
- For STO non-FLP employees, select 171717-STO-NATL-FLP-TRAINING
- For COF non-FLP employees, select 17XX17-COF-NATL-FLP-TRAINING
- For FLP employees whether in HQ, STO or COF locations, select 171717-ACIF-NATL-FLP-TRAINING.

C Centrally Billed Account (CBA) and Cash Advances

Participants who do not currently possess a valid government-issued travel credit card must use the CBA option in CONCUR to purchase airfare. For hotel accommodations, these participants must secure their reservation using their personal credit card and be reimbursed, as part of the trip per diem, during the expense vouchering process performed after travel. M&IE is also charged to the traveler's personal credit card for later reimbursement through the vouchering process.

For participants whose circumstances may require using a cash advance, notify a member of the travel staff **before** initiating a travel authorization. A participant may request an advance of up to 80 percent of estimated travel expenses (excluding airfare).

For questions regarding the use of CBA or a cash advance, contact either of the following in the FMD, Debt Management and Travel Policy Office (DMTPO):

- Arthur Holmes at arthur.holmes@wdc.usda.gov
- Cynthia Chesley at cynthia.chesley@wdc.usda.gov.

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3 Travel and Hotel Authorizations (Continued)

D Hotel Accommodations

A block of rooms has been reserved at the:

Marriot Marquis San Diego Marina,
333 West Harbor Drive,
San Diego, California 92101
Phone: 619-234-1500 or 800.228-9290

The per diem rate for lodging is \$149 and M&IE is \$64. To receive the Government per diem rate, participants **must** book under FSA's block of rooms using the following information:

Group Name: USDA FSA Farm Loan Programs Training
Per Diem Rate: \$149/Night
Check-In: Monday, November 28, 2016
Check-Out: Friday, December 2, 2016

Make reservations using the hotel's online reservations system at <https://aws.passkey.com/e/16386812>. Participants must confirm room reservation with a Government credit card or a deposit equal to the first night room charge as soon as possible but no later than COB **November 21, 2016**. After this date, any rooms not confirmed will be released to hotel inventory.

Check-in time is 3 p.m. and check-out time is noon. In the event that a reservation needs to be cancelled, participants shall notify the hotel 24 hours before the date of check-in to avoid a cancellation fee. Any reservation canceled less than 24 hours before check-in will result in the individual's credit card being charged a minimum of one night's stay and tax. Also, participants must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid an early departure fee of \$75.

E Hotel Transportation Options

Transportation from San Diego International Airport – Lindberg Field to the hotel is available by any of the following:

- shuttle fee is approximately \$8 to \$10 per person one way; contact one of the following:
 - Advanced Shuttle – 800-719-3499
 - Cloud 9 Shuttle/Super Shuttle – 800-974-8885
 - EZ Ride – 800-777-0585
 - Prime Time Shuttle – 800-733-8267
 - Sea Breeze Shuttle – 619-297-7463
- taxicab fee is approximately \$12 to \$15 one way
- uber fee is approximately \$10 to \$12 one way.

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4 Additional Information

A Reasonable Accommodations

Participants may notify the airline and hotel directly if any special accommodations are necessary.

If special accommodations are necessary to attend this training, notify Kimberly Pritchett by **November 21, 2016**, by either of the following:

- email to **kimberly.pritchett@wdc.usda.gov**
- telephone at 202-720-1023.

B Documenting Training Attendance in webTA

When reporting in the **Activity Report System** section of webTA, use program code FLPDL or FLPGL and activity code training. For travel time use either program code and activity code travel.