

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FLP-886

1-FLP

For: State Offices

**Executive Order 14058 Training “Transforming Federal
Customer Experience and Service Delivery to Rebuild Trust in Government”**

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

DAFLP Loan Making Division will conduct training as a direct result of Executive Order 14058 “Transforming Federal Customer Experience and Service Delivery to Rebuild Trust in Government.”

The training may include, but is not limited to, the following topics:

- Loan Assistance Tool
- Loan Making IT Modernization
- Simplified Application
- Credit Quality Reviews.

B Purpose

This notice provides:

- meeting dates, location, and attendee information
- personnel authorized to attend
- hotel accommodations information.

C Contact

State Offices with questions about this notice will contact Adriana Aguilar, Loan Specialist, by e-mail to adriana.aguilar@usda.gov.

Disposal Date

January 1, 2024

Distribution

State Offices; State Offices relay to County
Offices

2 Meeting Information

A Location

Astor Crowne Plaza New Orleans French Quarter

739 Canal Street at Bourbon Street

New Orleans, LA 70130

B Agenda

The agenda for this training will be forwarded to States before the meeting.

C Attendance

Each State is allocated 4 registrations for this training and are asked to identify the following attendees:

- FLC
- at least one FLS
- at least one County Office FLP employee
- one additional FLP employee who will assist with State level training.

Training attendance is mandatory. SED, in consultation with FLC, will determine which FLP employees will attend. Selection of alternate attendees is at the discretion of SED and FLC.

Note: Participants of the **2022 FLP Fellows Program** and the **Executive Order Task Forces:** Loan Assistance Tool (LAT), Online application (OLA), and Simplified Application are invited to attend and register for Session 2 or 3.

These participants will not be counted as a State's allocated attendees and must receive concurrence from a supervisor and coordinate group assignments through **Adriana Aguilar** before completing registration and booking travel.

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2 Meeting Information (Continued)

D Training Dates

Once notified by FLC, attendees will register by clicking on the link that corresponds to the assigned session in the following table.

Session 1: April 24, 8:00 a.m. through April 26, 11:00 a.m.	Session 2: April 26, 1:00 p.m. through April 28, 4:00 p.m.	Session 3: May 1, 8:00 a.m. through May 3, 11:00 a.m.
Connecticut, Massachusetts, Rhode Island	Alaska	Alabama
Florida	Arizona	California
Hawaii/Guam	Arkansas	Colorado
Illinois	Delaware, Maryland	Idaho
Louisiana	Georgia	Kansas
Michigan	Indiana	Maine
Mississippi	Iowa	Missouri
New Hampshire, Vermont	Kentucky	Montana
New Mexico	Minnesota	Nebraska
New York	New Jersey	Nevada
North Carolina	North Dakota	Ohio
Tennessee	Oklahoma	Oregon
Texas	Pennsylvania	South Carolina
Washington	Puerto Rico	South Dakota
West Virginia	Wisconsin	Utah
	Wyoming	Virginia
<u>Session #1 Registration</u>	<u>Session #2 Registration</u>	<u>Session #3 Registration</u>

E Training Materials

Training materials will be posted on the Farm Loan Programs Training SharePoint under the Continuing Education page at [Farm Loan Programs Training - Home \(sharepoint.com\)](#) before the meeting. Attendees who want printed material will be responsible for printing their own materials to bring to the training.

Note: Attendees are encouraged to bring their government furnished laptop.

F Special Accommodations

Contact Kimberly Pritchett by telephone at 202-720-1023 or by e-mail to kimberly.pritchett@usda.gov if special accommodations are needed.

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3 Travel Authorization and Hotel Information

A Travel Authorization

Travel is authorized according to 118-FI. This notice does not constitute an approved travel authorization. **Attendees must have a CONCUR travel authorization before incurring travel expenses.** FLP employees not designated as HQ employees will use the following accounting code in CONCUR: **23-STO-NATL-FLP-Traing.**

Attendees will coordinate with their supervisor to take a different day off during the same pay period if training is scheduled on their non-workday. Attendees should note session times in subparagraph 2 D and plan to attend for the duration.

Travel days on either end of the attendee's training session are an optional courtesy if they are unable to travel within normal business hours. Attendees wishing to travel the day of the training may do so when practical. For example, an attendee in session #2 may elect to travel earlier than normal business hours the morning of Wednesday, April 26, so long as they can be available for the 1:00 p.m. start time. However, that attendee is also authorized to travel to the event Tuesday, April 25, if preferred.

Invited HQ employees will travel using the budget code for their respective division. Division Directors have been provided a list of confirmed employees.

B Lodging

Astor Crowne Plaza New Orleans French Quarter

739 Canal Street at Bourbon Street

New Orleans, LA 70130

Phone: (504) 962-0500

Reservations should be made with the booking websites listed in the following table.

Session	Check-In	Check-Out	Book By	Hotel Registration Link
1	April 23	April 27	April 10	https://book.passkey.com/e/50509301
2	April 25	April 29	April 10	https://book.passkey.com/e/50509309
3	April 30	May 04	April 10	https://book.passkey.com/e/50509310

C Per Diem

To receive the Government per diem lodging rate, attendees must book under FSA's block of rooms using the following information:

M&IE: \$74

Per Diem Rate: \$158