

For: State Offices

2023 National Farm Loan Programs Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Announcement

A National Farm Loan Programs training has been scheduled for Monday, May 22, 2023, through Thursday, May 25, 2023, in New Orleans, Louisiana.

B Purpose

This notice:

- informs State Offices about the training and provides detailed information on:
 - dates and location
 - hotel accommodations
 - transportation travel authorization
- obsoletes Notice FLP-890 to provide hotel accommodations.

C Contact

Direct questions about this notice to both of the following:

- Ryan Lukassen, Director, POAD, by either of the following:
 - e-mail to ryan.lukassen@usda.gov
 - telephone at 308-222-0525
- Houston Bruck, Assistant to the DAFLP, by either of the following:
 - e-mail to houston.bruck@usda.gov
 - telephone at 202-650-7874.

Disposal Date

December 1, 2023

5-9-23

Distribution

State Offices

Notice FLP-891

2 Meeting Information

A Training Location

The Roosevelt New Orleans, A Waldorf Astoria Hotel

130 Roosevelt Way

New Orleans, LA 70112

B Meeting Dates, Times, and Agenda

The following are training dates and times:

- Monday, May 22, 2023, from 8:00 a.m. – 5:00 p.m CDT.
- Tuesday, May 23, 2023, from 8:00 a.m. – 5:00 p.m. CDT
- Wednesday, May 24, 2023, from 8:00 a.m. – 5:00 p.m. CDT
- Thursday, May 25, 2023, from 8:00 a.m. – 5:00 p.m. CDT

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

A detailed agenda will be provided to attendees before the meeting.

C Attendance

Each State has identified selected attendees before the issuance of this notice.

Each State is authorized the following attendees:

- one SED
- one FLC
- one DD
- one FLS
- two Loan Approval Officials from an Application Fast Track Pilot Program site.

In addition, the following States are authorized to identify one additional attendee that is either a Loan Approval Official from an Application Fast Track Pilot Program office or is a FLS who will assist with the Application Fast Track Training in their State.

Arkansas	Kentucky	North Dakota	Texas
California	Louisiana	Ohio	Utah
Georgia	Michigan	Oklahoma	Virginia
Illinois	Minnesota	Oregon	Wisconsin
Indiana	Mississippi	Pennsylvania	
Iowa	Missouri	South Dakota	
Kansas	Nebraska	Tennessee	

2 Meeting Information (Continued)

C Attendance (Continued)

For substitution requests, should an authorized attendee be unavailable, e-mail the contacts in subparagraph 1 C.

Note: Some States are not piloting the Application Fast Track, or may not have loan approval officials from a pilot office who are available to attend the meeting. Reallocation of unused attendance slots will be prioritized to another State for additional Application Fast Track pilot office employees to attend the meeting.

3 Travel and Hotel Authorizations

A Travel Authorization

Sunday, May 21, 2023, and Friday, May 26, 2023, will be travel days for all participants.

Note: Participants who are unable to arrive before the start time on Monday, May 22, 2023, should communicate with any of the contacts provided in subparagraph 1 C before making travel arrangements.

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 New Orleans, Louisiana, is \$232 (\$158 for lodging and \$74 for M&IE) per day.

In CONCUR, enter information according to the following:

- type code - single trip
- trip purpose - training
- document detail - 2023 Farm Loan Programs National Policy Training.

Participants must:

- make their own travel arrangements, as soon as possible, using the most efficient means of transportation
- **not schedule return flights that would require them to leave before the conclusion of training.**

3 Travel and Hotel Authorizations (Continued)

B Travel Codes

For CONCUR, participants should utilize the following accounting codes, as appropriate, for:

- National Office non-FLP employees, select 232323-HQ-NATL-FLP-TRAINING
- State Office non-FLP employees, select 232323-STO-NATL-FLP-TRAINING
- FLP employees whether in National Office, State Office, or County Office locations, select 232323-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 related to TDY travel or the use of the CBA and cash advances, submit questions to the FPAC Business Center, FMD, TDY Travel Section through **FPACNow**.

D Hotel Accommodations

The Roosevelt New Orleans, A Waldorf Astoria Hotel
130 Roosevelt Way
New Orleans, LA 70112

All reservations should be made no later than May 20, 2023 and attendees will use the following link to book hotel reservations: <https://book.passkey.com/go/d9c4cd90>.

4 Additional Information

A 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.

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.