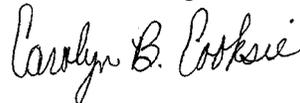


For: State Offices

**Farm Loan Officer Trainee (FLOT) Train-the-Trainer Session**

Approved by: Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

For States to remain in compliance with 6-PM, subparagraph 191 G, a “Train-the-Trainer” session has been scheduled and will be held June 19 through 21, 2007.

**B Purpose**

This notice provides:

- scheduled dates, times, and the location for the training
- information about hotel accommodations and transportation
- a list of authorized participants for each State.

**C Contact**

Questions about this notice, travel, or participants shall be addressed to Chuck Ropp, PDEED by either of the following:

- e-mail at [clarence.ropp@wdc.usda.gov](mailto:clarence.ropp@wdc.usda.gov)
- telephone at 202-690-4008.

**Disposal Date**

September 1, 2007

5-30-07

**Distribution**

State Offices

## Notice FLP-465

### 2 Session Information

#### A Dates and times

Training will begin and end each day as follows:

- Tuesday, June 19, 2007, 8 a.m. to 4:30 p.m.
- Wednesday, June 20, 2007, 8 a.m. to 4:30 p.m.
- Thursday, June 21, 2007, 8 a.m. to 12 noon.

**Note:** Participants shall **not** schedule return flights **before** 2 p.m. on Thursday, June 21, 2007.

#### B Location

The training will be held at the following location:

Embassy Suites Tampa Downtown  
513 S. Florida Ave.  
Tampa, Florida 33602  
Telephone: 813-769-8300  
Reservations: 888-219-6653.

#### C Hotel Information

A block of rooms has been reserved at the Embassy Suites Tampa Downtown. The room rate is \$88 per night. Check in time is 4 p.m. with checkout at noon on Thursday. Participants shall make reservations according to the following:

- contact the hotel **no later than June 4, 2007**
- identify themselves as part of the “USDA FLOT Train-the-Trainer” meeting
- guarantee rooms with their government travel charge card.

**Note:** Participants must pay with a government credit card to be tax exempt.

#### D Local Transportation

The hotel is located approximately 6 miles from the airport. The following methods may be used for transportation to the hotel:

- BlueOne Transportation:
  - telephone 813- 927-3602 or 816- 282-7351
  - cost \$20 round trip or \$12 one-way
- taxi cost \$20 one-way.

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**2 Session Information (Continued)**

**E Authorized Participants**

States are authorized to send the individuals listed in the following table to the training:

<b>State</b>	<b>Name of Participant(s)</b>	<b>State</b>	<b>Name of Participant(s)</b>
Arkansas	John Stringfellow Jeanette Clem	Mississippi	Bobbie Butler
California	Ehab El Liessy Michelle (Mickie) Larrick	Montana	Allen Jenne
Connecticut, Massachusetts, Rhode Island	Ellen Losee	North Dakota	Bradley Johnson Loren Drege
Florida	Anthony McCarty	Nebraska	Maureen Mausbach Dave Hansen
Georgia	Joseph (Steve) Griffin	New York	Rebecca DeSorbe Linda Whiteman
Iowa	John Vote Dale Behrends	Ohio	John Varner Maria Koerner
Illinois	Lori Fink	Oklahoma	Steven Dusek Edgardo Delgado
Kansas	Kevin Vondra Dwight Jurey	Oregon	Shrilyn Millette Patty Dadey
Kentucky	Donna Marsch Earl Reynolds	Pennsylvania	Sherry Potocek Jim Tominelli
Maine	Brenda Wells	South Carolina	Glenda Risinger
Michigan	Mike Jordan John Anton	Texas	David Dunmon Sara Webb John Cowan
Minnesota	Russell Miller Randy Dufner	Virginia	Jeff Jones
Missouri	Rick Lepage	Wyoming	Brian Harrell

**3 Administrative Issues**

**A Travel Authorizations**

Each participant shall have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization.

**Note:** Per diem for Tampa, Florida is \$142 per day (\$88 for lodging and \$54 for M&IE).

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### 3 Administrative Issues (Continued)

#### A Travel Authorizations (Continued)

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

States participating in any National training should submit monthly requests for reimbursement to their travel allotment to BUD with a copy to DAFO, Attention Arleen Moncalieri; FAX: 202-720-1096.

#### B Documenting Training

HRD, Training and Development Branch, will document the participants attending this training session through AgLearn.

#### C Reasonable Accommodations

Participants shall notify the airlines and hotel of any special accommodations that are necessary.

Persons with disabilities who require special accommodations to attend or participate in the training should contact Chuck Ropp, PDEED at [clarence.ropp@wdc.usda.gov](mailto:clarence.ropp@wdc.usda.gov) by COB June 8, 2007.