

For: State and County Offices

2009 National Farm Loan Programs (FLP) Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

FLP conducts annual training to inform Field Offices of program updates and current policy issues for proper and consistent delivery of direct and guaranteed loan programs. The 2009 training focuses on implementation of the new Farm Bill requirements. This year’s training meeting will be held in Nashville, Tennessee.

B Purpose

This notice provides the following:

- scheduled location, dates, and times of the training
- information about hotel accommodations and transportation
- authorized number of participants per State.

C Contact

Direct questions about this notice to Ken Hill, LMD, at either of the following:

- e-mail at **kenneth.hill@wdc.usda.gov**
- telephone at 202-720-5199.

Disposal Date January 1, 2009	Distribution State Offices; State Offices relay to County Offices
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2 Training Schedule

A Training Location

The training will be held at the following location.

Gaylord Opryland Conference Center
2800 Opryland Drive
Nashville, TN 37214
Telephone: 888-777-6779 or 615-889-1000
Web site: <http://www.gaylordhotels.com/gaylord-opryland/>

B Training Dates and Times

Training dates and times will be as follows:

- Farm Loan Chiefs (FLC's) have a meeting on Monday, December 1, 2008, at 4 p.m.
- general session begins on Tuesday, December 2, 2008, at 8 a.m. and ends at 5 p.m.
- Wednesday and Thursday sessions begin at 8 a.m. and end at 5 p.m.
- Friday session begins at 8 a.m. and ends by 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 Gaylord Opryland with check-in on Sunday, November 30 or Monday, December 1, 2008. Guest rooms are \$117 per night, plus tax.

Note: The check-in time is 3 p.m. and the check-out time is 11 a.m.

Participants shall:

- make reservations by calling the hotel directly at 888-777-6779 **no later than Thursday, November 20, 2008**
- provide the code "**S-USDA**" when making reservations to ensure the contracted rate of \$117 per night
- reserve their rooms and make airline reservations using the Bank of America travel card and use the new U.S. Bank travel card when checking into the hotel. Participants shall ensure that they have both travel cards with them.

Note: The group rate will apply 3 calendar days before and 3 calendar days following the dates of the training. Each additional person to a room is \$20 per night.

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3 Hotel and Travel Authorization (Continued)

B Reservation Cancellation Policy

In the event that a reservation needs to be canceled, the hotel requires a 72-hour notice before the date of check-in to receive the full refund amount.

Any reservation canceled less than 72 hours before check-in will result in the individual's credit card being charged a minimum of 1 night's lodging.

C Travel Authorizations

Monday and Friday will be travel days for most participants. Sunday will be a travel day for FLC's who are unable to arrive on Monday by 2 p.m.

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 Nashville, Tennessee is \$171 per day (\$117 for lodging and \$54 for M&IE).

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

Note: See Notice FI-2858 for information on preparing travel documents using GovTrip.

Federal employees' travel expenses are paid out of their State's GS travel allotment. A budget allotment change request should be completed and e-mailed to the State's Federal budget analyst to request an increase in the Federal travel allotment for the actual amount of travel costs. The State's budget contact should:

- prepare an allotment change request once a month
- include the travel costs to be reimbursed
- e-mail the request to either of the following:
 - Tracey Blom at **tracey.blom@kcc.usda.gov** for Midwest, Northwest, and Southwest areas
 - Christine Pyles at **christine.pyles@wdc.usda.gov** for Northeast and Southeast areas.

Note: When the e-mail is sent to the budget analyst, include a "cc" to Arleen Moncalieri, DAFO, at **arleen.moncalieri@wdc.usda.gov**.

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

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3 Hotel and Travel Authorization (Continued)

D Airport Transportation

Transportation from the Nashville International Airport to the Gaylord Opryland is available by hotel shuttle for \$28 one-way or \$38 roundtrip.

Note: The flat rate for a taxi from the airport to the Gaylord Opryland is \$29.

To participate in the hotel shuttle service, visit the “Gaylord Opryland” concierge at either of the following:

- in the airport located 1 level below the baggage claim area

Note: The concierge service operates 7 days a week from 5 a.m. until 11 p.m.

- online at <http://www.gaylordhotels.com/gaylord-opryland/directions-transportation/transportation-services/book-transportation.html>.

Note: The shuttle service schedule operates every:

- 30 minutes from 5 a.m. to 11 a.m.
- 20 minutes from 11 a.m. to 7 p.m.
- 30 minutes from 7 p.m. to 11 p.m.

4 Participant Information

A Training Participants

Participants may include, but are not limited to, the following:

- FLC's
- DD's
- FLP marketing coordinators
- other FLP staff.

Note: Required attendees include FLP marketing coordinators and one DD from each State. However, States sharing FLP State Office staff shall coordinate the selection of training participants and select only one DD, not 1 from each State.

Example: Vermont and New Hampshire will send one DD, not 1 from each State.

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4 Participant Information (Continued)

B Documenting Training

Each participant shall register for the training no later than November 7, 2008, through AgLearn according to the following.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov .
2	CLICK "Learner Login".
3	Enter the user ID and password and CLICK "Login".
4	CLICK "Catalog" located at the top of the screen.
5	On the left side of the page, CLICK "▶" next to "AgLearn Original Courseware Structure".
6	Scroll down and CLICK "Farm Service Agency" located on the left side of the screen.
7	Locate " 2009 National Farm Loan Programs (FLP) Training ".
8	CLICK "Register".
9	In the " Comments " box, type your title and State.
10	CLICK "Confirm".

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

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

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4 Participant Information (Continued)

C Number of Participants per State

State Offices are limited to the number of participants according to this table.

State	Attendees	State	Attendees
Alabama	4	Nebraska	7
Alaska	2	Nevada	2
Arizona	3	New Hampshire/Vermont	4
Arkansas	7	New Jersey	3
California	5	New Mexico	4
Colorado	4	New York	5
Connecticut/Massachusetts/ Rhode Island	4	North Carolina	5
Delaware/Maryland	4	North Dakota	7
Florida	4	Ohio	6
Georgia	5	Oklahoma	7
Hawaii	3	Oregon	4
Idaho	4	Pennsylvania	5
Illinois	6	Puerto Rico	4
Indiana	5	South Carolina	4
Iowa	7	South Dakota	6
Kansas	6	Tennessee	6
Kentucky	5	Texas	7
Louisiana	5	Utah	4
Maine	4	Virginia	4
Michigan	6	Washington	4
Minnesota	7	West Virginia	4
Mississippi	4	Wisconsin	7
Missouri	6	Wyoming	4
Montana	5	Total	228

D Reasonable Accommodations

Each participant should notify the airlines and hotel of any accommodations that are necessary. Persons who require accommodations to attend or participate in this training shall contact Ken Hill at 202-720-5199 by COB November 14, 2008.