

**For:** State and County Offices

**2015 FSA Administrative and Leadership Training**

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**Approved by:** Administrator



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**1 Overview**

**A Background**

The Agricultural Act of 2014 (Farm Bill) changed numerous provisions impacting the implementation of multiple program policies and procedures, and their administration and oversight. Since the last administrative officer leadership training in 2008, there have been significant changes to departmental and Office of Personnel Management regulations effecting various management issues.

The national office will conduct training to provide field staff with current information about these provisions and a forum to discuss them with national office staff, ask specific questions, share best practices, and provide insight on provisions still being developed.

The training agenda will cover a range of topics including specific policies, procedures, and exercises. The topics covered will provide an understanding of program requirements, procedures, and a general overview of processes. The results of the training will be field staff who are better informed about administrative responsibilities and resources to support program delivery more efficiently and effectively. This will assist the field staff with aligning to departmental and FSA strategic and operational objectives.

**B Announcement**

The 2015 FSA state office and state committee administrative training has been scheduled in Omaha, Nebraska for Monday, October 19 through Friday, October 23, 2015.

**Note:** Sunday, October 18 and Friday, October 23 are travel days.

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<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2016	State Offices; State Offices relay to County Offices

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## Notice AO-1634

### 1 Overview (Continued)

#### C Purpose

This notice provides the following:

- informational overview,
- dates and location,
- travel and hotel accommodations and/or authorizations, and
- additional training information.

#### D Contacts

For questions regarding this notice, contact John Blanchard by either of the following:

- e-mail at [john.blanchard@wdc.usda.gov](mailto:john.blanchard@wdc.usda.gov), or
- telephone at 202-720-7212.

### 2 2015 FSA Administrative and Leadership Training

#### A Training Information

The 2015 FSA administrative and leadership training was designed using the train-the-trainer model. Training attendees will be responsible for delivering training to applicable FSA employees in their respective states and counties.

The training sessions will include lectures and group exercises. The presenters will provide training and communication materials to all training participants to support the training of others in their respective states. The training materials will be made available electronically.

Training participants who have a government laptop must bring their laptop to review the training materials, which will be available on the AO Share Point web site by October 5, 2015. The laptop must have Junos Pulse access and a LincPass is required.

**Note:** Training participants are advised to download the training materials to their laptop before attending the training to ensure the content is available.

## Notice AO-1634

### 2 2015 FSA Administrative and Leadership Training (Continued)

#### B Training Date and Location

The 2015 administrative and leadership training will be held in Omaha, Nebraska and will begin with registration from 7 a.m. to 8 a.m. on **Monday, October 19, 2015, and end on Friday, October 23, 2015, at noon.** Training participants must make travel arrangements to ensure attendance for the entire applicable portion of the training. Attendees are not authorized to make any travel arrangements that would require leaving the training sessions before the scheduled end time.

The training will be held at the Double Tree by Hilton Hotel, 1616 Dodge Street, Omaha, NE 68102.

#### C State Training Attendee Slots

State executive director's (SED's), administrative officer's (AO's) and appointed staff were provided an e-mail on March 12, 2015, and a specific number of training attendee slots. Because space is limited, training slots **cannot** be increased. SED's, AO's, and appointed staff are required to attend the training October 19 through 23, 2015. State committee (STC) chairs will only attend the training on Monday, October 19, 2015.

The final list of training participants is posted on the MSD Share Point web site at <https://sharepoint.fsa.usda.net/mgr/msd/IMB/2015AOConference/SitePages/Home.aspx>

### 3 Travel and Hotel Authorizations

#### A Travel Authorization

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

Each employee **must** have a CONCUR electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Omaha, NE, is \$168 (\$104 for lodging and \$64 for M&IE) per day.

In CONCUR, the type code is single trip and the trip purpose is training. Employees must select the following accounting codes (this is a change from previous years):

- state office employees: 161616-STO-WDC-TRAVEL
- county office employees: 16XX16-COF-WDC-TRAVEL
- headquarter employees: 161616-HQ-WDC-TRAVEL.

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### 3 Travel and Hotel Authorizations (Continued)

#### B Travel Codes

Travelers incurring only local travel costs would use their normal 14-position accounting code ending in six zeros (000000) in WebTA.

For WebTA examples, someone who is traveling for the:

- Nebraska state office would use FA code 68403184000000, or
- Knox, Missouri service center would use CE code 68729103000000.

#### C Centrally Billed Account (CBA) and Cash Advances

Travelers 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 travelers 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 to be charged to the traveler's personal credit card, for later reimbursement through the vouchering process.

For travelers whose circumstances may require using a cash advance, notify a member of the travel staff **before** initiating a travel authorization. A traveler 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 Debt Management and Travel Policy Office (DMTPO):

- Arthur Holmes at [arthur.holmes@wdc.usda.gov](mailto:arthur.holmes@wdc.usda.gov), or
- Cynthia Chesley at [cynthia.chesley@wdc.usda.gov](mailto:cynthia.chesley@wdc.usda.gov).

**3 Travel and Hotel Authorizations (Continued)**

**D Hotel Accommodations**

A block of rooms have been reserved at the:

Double Tree by Hilton Omaha Downtown  
1616 Dodge Street  
Omaha, Nebraska 68102  
Telephone: 402-346-7600.

The per diem rate for lodging is \$104 and M&IE is \$64. To receive the government per diem rate, participants **must** reserve rooms under FSA's block of rooms using the following information:

Group Name:	<b>USDA FSA AO Training</b>
Per Diem Rate:	\$104
Check- In:	Sunday, October 18, 2015
Check-Out:	Friday, October 23, 2015.

**Important: Participants must confirm the room with a credit card upon check-in.**

Check in time is 3 pm. Check out is noon. You must advise the hotel by check-in of any change in the scheduled length of stay to avoid a \$50 early departure fee. The hotel will arrange for your checked baggage if you arrive early and your room is not available.

If a reservation must be canceled, attendees must notify the hotel 24 hours **before** the date of check-in to avoid a cancellation fee. A 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.

The Double Tree Hotel uses an online group reservation system for guests to make reservations. Use the web site to confirm room reservations with a government credit card or a deposit equal to the first night room charge as soon as possible, but no later than **COB Friday, September 25, 2015**. After this date, any rooms not confirmed will be released to the hotel inventory. The web site to reserve a hotel room is **[http://doubletree.hilton.com/en/dt/groups/personalized/O/OMAH-DT-FSA-20151017/index.jhtml?WT.mc\\_id=POG](http://doubletree.hilton.com/en/dt/groups/personalized/O/OMAH-DT-FSA-20151017/index.jhtml?WT.mc_id=POG)**

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### 3 Travel and Hotel Authorizations (Continued)

#### E Hotel Transportation

Transportation options for the Double Tree by Hilton Omaha Downtown include the following:

- complimentary shuttle service from the airport to the hotel, or

**Note:** Call the hotel once luggage is retrieved from the baggage claim and the hotel will tell you where to meet the shuttle for pick up.

- taxicab.

**Note:** Fee is approximately \$13 one way from the airport.

### 4 Additional Training Information

#### A Documenting Training Attendance in WebTA

When reporting in the **Activity Report System** section of Web TA, use program code non-program and activity code training. For travel time use program code non-program and activity code travel.

#### B Reasonable Accommodations

Participants must 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 **noon EST October 5, 2015**, by either of the following:

- e-mail to [kimberly.pritchett@wdc.usda.gov](mailto:kimberly.pritchett@wdc.usda.gov), or
- telephone at 202-720-3110.