

For: State and County Offices

National Farm Bill Training for CRP, ECP, and BCAP

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

To ensure successful delivery and implementation of CRP, ECP, and BCAP, FSA will conduct a “train-the-trainer” National training session for FSA field office employees. The training session will include specific policies, procedures, and hands-on exercises to gain an understanding of program requirements, procedures, and automation/IT processes.

The training will prepare FSA field office staff to train other FSA employees to deliver CRP, ECP, and BCAP services and benefits to our producers, ranchers and farmers.

B Purpose

This notice informs State and County Offices of the 2014 Farm Bill National Conservation and Energy Training and provides detailed information on:

- dates and location
- hotel accommodations
- transportation travel authorization.

C Contacts

If there are questions about this notice, contact either of the following:

- Beverly Preston by e-mail at beverly.preston@wdc.usda.gov
- Martin Bomar by e-mail at martin.bomar@wdc.usda.gov.

Disposal Date	Distribution
November 1, 2015	State Offices; State Offices relay to County Offices
8-19-15	Page 1

Notice CONSV-106

2 National Conservation and Energy Training

A “Train-the-Trainer” Approach

The 2014 Farm Bill National Conservation and Energy 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.

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

Training participants who have a government laptop are required to bring their laptop to the training to view training materials, which will be made available on the DAFP SharePoint at https://sharepoint.fsa.usda.net/mgr/dafp/FarmBill/Farm_Bill_national_training/Training%20Documents%20Published/Forms/AllItems.aspx on or before **September 10, 2015**. Training participants are encouraged to download the training materials and have them available on their laptop **before** they attend the National training.

B Training Dates and Location

The training session will begin on **Monday, September 14, 2015, at 8 a.m. and end Friday, September 18, 2015, at 1 p.m.** Attendees are **not** authorized to make airline reservations that would require them to leave the training session before the scheduled end time.

The training will be held at the Denver Marriott Tech Center in Denver, Colorado. See subparagraph 3 C for detailed hotel information.

C State Training Attendee Slots

SED’s were provided by e-mail a specific number of training attendee slots based on several factors, including the number of employees in a State to be trained, expected CRP, ECP, and BCAP workload and/or participation, and the timeframe to complete end user training in the applicable State.

The final list of training participants is posted on the DAFP SharePoint at https://sharepoint.fsa.usda.net/mgr/dafp/FarmBill/Farm_Bill_national_training/Lists/ConservationEnergyTraining_attendees/AllItems.aspx.

Notice CONSV-106

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 Denver, Colorado is \$229 (\$163 for lodging and \$66 for M&IE) per day.

At the “General” tab in CONCUR, the trip type is “single trip” and the trip purpose is “training”. The traveler should also enter a brief description of the training. These fields will not populate automatically when the traveler prepares an authorization.

Travelers who **do not** have a valid Government-issued travel credit card may use the centrally billed account (CBA) option in CONCUR for the purchase of **airfare**. To reserve **hotel accommodations**, the traveler should contact the hotel and secure their reservation using their personal credit card. Only airfare can be paid on behalf of the traveler using CBA, hotel accommodations are paid using the traveler’s personal credit card, and subsequently reimbursed to the traveler as part of the per diem during the post-travel expense vouchering process.

M&IE may also be charged to the traveler’s personal credit card for reimbursement through the post-travel vouchering process.

Travelers whose circumstances may require using a **cash advance**, may 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 about using CBA or cash advance, contact either of the following in the Debt Management and Travel Policy Office:

- Arthur Holmes by e-mail to arthur.holmes@wdc.usda.gov
- Cynthia Chesley by e-mail to cynthia.chesley@wdc.usda.gov.

B Travel Codes

All travel expenses associated with this trip should be coded to the CONCUR travel/accounting “FB Training” according to Notice BU-759.

Example:

State - Texas State Office shall use *151515-TX-STO-FB-TRAINING*
County - Clay, Texas Service Center shall use *15XX15-48077-FB-TRAINING*
National Office - CEPD shall use *151515-CEPD-FB-TRAINING*.

Your HQ budget analyst will provide reimbursements through the BPMS model based on accounting data retrieved from the FMMI accounting system.

Notice CONSV-106

3 Travel and Hotel Authorizations (Continued)

C Hotel Accommodations

Rooms have been reserved at the:

Denver Marriott Tech Center
4900 S. Syracuse Street
Denver, CO 80237-2725
303-779-1100.

The per diem rate for lodging is \$163 and M&IE is \$66. To receive the Government per diem rate, participants **must** book under FSA's block of rooms using the following information:

Group Name:	National Conservation and Energy Farm Bill Training
Per Diem Rate:	\$163/night
Check-In:	September 13, 2015
Check-Out:	September 18, 2015.

Make reservations using the hotel's online group reservations system (Passkey) at https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14104184. Confirm your room reservation with a Government credit card or a deposit equal to the first night room charge as soon as possible but no later than **COB Thursday, September 3, 2015**. After this date any rooms not confirmed will be released to hotel inventory.

Check in time is 3 pm. Checkout time is 12 noon. In the event that a reservation needs to be cancelled, the participant must notify the hotel 24 hours before the date of check-in to avoid a cancellation fee. Any reservation canceled less than 24 hours before check-in will result in the participant's credit card being charged a minimum of one night's stay and tax. Also, guests must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid a \$75 early departure fee.

Notice CONSV-106

3 Travel and Hotel Authorizations (Continued)

D Hotel Transportation Options

Transportation from area airports to the Denver Marriott Tech Center is available by airport shuttle or taxi according to the following:

- **Super Shuttle**

From Denver International Airport: fee is \$22 per person, each way.

From Colorado Springs Airport: fee is \$50 per person, each way.

Reservations are required for airport pickup.

- **Taxicab**

From Denver International Airport: fee is approximately \$65 one way.

From Colorado Springs Airport: fee is \$160 one way.

E Reasonable Accommodations

Participants may notify the airline and hotel directly if special accommodations are necessary.

If special accommodations are necessary to attend this training, notify Barbara Harris by **September 3, 2015**, by either of the following:

- e-mail to **barbara.harris@wdc.usda.gov**
- telephone at 202-720-3135.

Notice CONSV-106

4 Additional Training Information

A Documenting Training Attendance in WebTA

When reporting in the **Activity Reporting System** section of WebTA use the program and activity codes as follows:

- ECP – ECP with activity Training
- CRP – CRP-Gen or CRP-Cont, depending upon which program is discussed, with activity code NOAUTH-A2
- BCAP with activity code NOAUTH-A2.

Note: Use CRP-Gen/NOAUTH-A2 codes for reporting travel time.

B Subsequent “In-State” Training Sessions

It is recommended that State training be conducted for CRP, ECP, and BCAP by November 20, 2015.

When developing training delivery options, States may consider past training practices that have been effective, as well as innovative training methods that are cost-effective.

Note: No more than 3.5 days is needed for each training session.

States are required to input the type of in-State training being planned/performed and estimated training costs into the DAFO SharePoint site for reporting planned in-State Farm Bill training.