

UNITED STATES DEPARTMENT OF AGRICULTURE

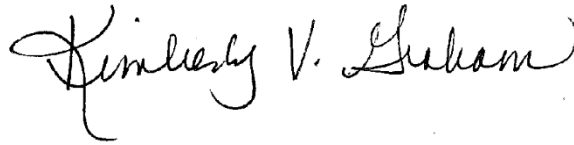
Farm Service Agency
Washington, DC 20250

Notice EQ-144

For: State and County Offices

National Environmental Compliance Training

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The national environmental compliance training will be instructor-led training and information sessions for all State Environmental Coordinators (SEC's) who will be responsible for training other field office employees in all aspects of environmental compliance. The training will provide FSA SEC's a forum to ask specific questions, receive hands-on experience and training (that is, wetlands and cultural resources), provide feedback on the included wetlands training package, and receive skills and job aids to help with completing end user training within their respective States.

B Purpose

This notice informs State and County Offices about the 2016 national environmental compliance 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:

- Nell Fuller by e-mail at **nell.fuller@wdc.usda.gov**
- Donna Dickriede by e-mail at **donna.dickriede@wdc.usda.gov**.

Disposal Date	Distribution
September 1, 2016 5-26-16	State Offices; State Offices relay to County Offices

2 Training Information

A Train-the-Trainer Approach

The 2016 national environmental compliance 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/states/cepd/FSAEC/SitePages/Home.aspx> on or before **July 15, 2016**. 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, July 18, 2016, at 8 a.m. and end Friday, July 22, 2016, at noon**. 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 Hyatt Regency Rochester in Rochester, NY. See subparagraph 3 C for detailed hotel information.

C State Training Attendee Slots

SED's were provided by e-mail a **draft** number of training attendee slots based on several factors, including the number of employees in a State to be trained (number of SEC's) and expected environmental compliance workload. At this time, capacity is limited to attendees who are the proposed (FSA-855's submitted) and approved SEC's. Each State's attendees will be clarified with SED's over the next few weeks using SharePoint.

Note: This training is mandatory for all SEC's.

The list of training participants is posted on the DAFP SharePoint at https://sharepoint.fsa.usda.net/states/cepd/FSAEC/EnvComp2016Training-Attendees/Lists/EnvComp2016Training_Attendees/ForSTO.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 Rochester, NY is \$160 (\$101 for lodging and \$59 for M&IE) per day.

In CONCUR, enter the information according to the following:

- type code: single trip
- trip purpose: training
- document detail: 2016 National Environmental Compliance Training.

Note: These fields will not populate automatically when the traveler prepares an authorization.

B Centrally Billed Account (CBA) and Cash Advances

Travelers who do **not** have a valid Government-issued travel credit card will use the 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.

Travelers will cover all additional expenses including M&IE and voucher for reimbursement post travel.

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.

C Travel Codes

All travel expenses associated with this trip should be coded as follows:

- for headquarters and State Offices (Fund 84): 161616-ENVIRON-COMP
- for County Offices (Fund 87): 16XX16-COF-ENVIRON-COMP.

3 Travel and Hotel Authorizations (Continued)

D Hotel Accommodations

Rooms have been reserved at the:

Hyatt Regency Rochester
125 East Main Street
Rochester, NY 14604
(585) 546-1234.

The per diem rate for lodging is \$101 and M&IE is \$59. To receive the government per diem rate, participants **must** book under FSA's block of rooms using the following information:

Group Name:	Environmental Compliance Training
Per Diem Rate:	\$101/night
Check-In:	July 18, 2016
Check-Out:	July 22, 2016.

Make reservations using the hotel's online group reservations system

<https://resweb.passkey.com/go/Agriculture2016>. 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 **June 30, 2016**. After this date any rooms not confirmed will be released to hotel inventory.

Check in time is 3 pm. Checkout time is 11 am. 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.

E Hotel Transportation Options

Transportation from area airports to the Hyatt Regency Rochester is available by the following:

- **hotel shuttle (complimentary)**
- **taxicab** from Rochester International Airport fee is approximately \$25 one way
- **hotel overnight self-parking** is available for overnight guests at a discounted rate of \$4; daily max parking rate is \$10
- **valet parking** is available at a discounted rate of \$14.

3 Travel and Hotel Authorizations (Continued)

F 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 Kym Pritchett by **June 30, 2016**, by either of the following:

- e-mail to **Kimberly.Pritchett@wdc.usda.gov**
- telephone at 202-720-1023.

4 Additional Training Information

A Documenting Training Attendance in WebTA

Record training and travel in the **Activity Reporting System** section of WebTA according to the following:

- program Common with activity Training
- program Common with activity Travel.

B Subsequent “In-State” Training Sessions

State Office employees will receive the appropriate regional wetland training following the national environmental compliance training. The regional wetland training will be conducted and facilitated by the University of Wisconsin (UWI). No additional training should be needed from SEC’s at this time.

SEC’s should conduct VTC or other training on the new NEPA rule and 1-EQ policy changes. UWI will not be conducting any training on the NEPA rule or 1-EQ. Depending on the timing of the regional wetland training sessions (which will differ nationwide), it may be prudent to host the VTC State training in advance of the regional wetland training. All NEPA and 1-EQ training materials for the State VTC trainings will be accessible electronically and made available before the national environmental compliance training.

States will need to absorb any training costs with their FY 2016 travel allotments.