

For: State and County Offices

Additional Information for National Environmental Compliance (EC) Training

Approved by: Associate Administrator for Policy and Programs



1 Overview

A Background

The national EC 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 (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:

- provides additional information to State and County Offices about the 2016 national EC training and provides detailed information on:
 - dates and location
 - hotel accommodations
 - transportation travel authorization
 - field day
 - associated online training
- obsoletes Notice EQ-144 to provide additional information.

C Contacts

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

- Rebecca Deaton by email at **rebecca.deaton@wdc.usda.gov**
- Donna Dickriede by e-mail at **donna.dickriede@wdc.usda.gov**.

Disposal Date	Distribution
September 1, 2016	State Offices; State Offices relay to County Offices

Notice EQ-146

2 Training Information

A Train-the-Trainer Approach

The 2016 national EC 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. Accordingly, those States with multiple SEC's should designate a primary and experienced "lead" SEC with responsibility for filtering questions and coordinating concerns with the National Office.

The training sessions will include lectures, group exercises, and a half day of field work for which participants should plan to dress accordingly with sturdy foot wear. The presenters will provide training and communication materials to all training participants to support their training of others in their respective States. While all of the training materials will be made available electronically, binders will also be provided.

In addition, there is a mandatory online AgLearn training component which attendees are required to complete **before** attending the July training with a passing score of at least 80 percent. Participants should plan to dedicate 4 hours for completion of these AgLearn modules. The course will be added to each participant's AgLearn "To Do List" as soon as it is available, and participants will be notified by e-mail within the next two to three weeks. The course is a beta version for which participant feedback and input will be solicited at the training before the product is finalized for release to the field.

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> by **Thursday July 14, 2016**. In the upcoming FSA EC Newsletter, details about which training materials will be provided in the binder and which will not will be included. Training participants should plan to download the training materials before arriving at the national EC training. Participants who do not have laptops available should plan to print hard copies of the materials to bring with them to the national EC training. Again, watch for the FSA EC Newsletter for additional details.

If you would like to mail your binder home, we will make large UPS boxes available (18x13x3, approx. 8 lbs.), but complete your mailing label with your account code and bring it with you. We will not know your codes and will not be providing a national code to use, so we advise you to complete the label ahead of time.

Notice EQ-146

2 Training Information (Continued)

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 may travel as necessary on Sunday and 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.

C State Training Attendee Slots

All of the training attendee slots have been filled.

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.

Notice EQ-146

3 Travel and Hotel Authorizations (Continued)

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
- for FLP employees (Fund 84), 161616-ACIF-ENVIRON-COMP.

Notice EQ-146

3 Travel and Hotel Authorizations (Continued)

D Hotel Accommodations

A block of 78 hotel rooms has been reserved at:

Radisson
120 East Main Street
Rochester, NY 14604
Telephone: 585-546-6400.

To receive the Government per diem rate, participants **must** book under FSA's block of rooms using the following information:

Group Name: USDA – Farm Service Agency
Per Diem Rate: \$101/Night (7/17/16 – 7/22/16)
Check-In: July 17, 2016
Check-Out: July 22, 2016
Reservations Link: <https://www.radisson.com/usdafsa2016>.

Reservations must be guaranteed with a Government credit card or a deposit equal to the first night room charge.

Please make your reservation as soon as possible but no later than **Friday, July 8, 2016**. After this date, any rooms not confirmed will be released to hotel inventory.

Check in time is 3 p.m. Checkout time is 11 a.m. In the event that a reservation needs to be cancelled, participants shall 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 individual'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 an early departure fee of \$100.

The per diem rate for lodging is \$101 and M&IE is \$59.

E Hotel Transportation Options

Transportation from area airports to the Radisson 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.

Notice EQ-146

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 **July 7, 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 EC training.

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