UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

**For:** State and County Offices

## National Farm Bill Training for NAP

**Approved by:** Deputy Administrator, Farm Programs

*J. Michael Schmidt*

## 1 Overview

### A Background

The Agricultural Act of 2014 (2014 Farm Bill) amended NAP, which is administered by FSA. NAP now provides, in addition to catastrophic (CAT) level crop coverage, additional buy up levels of coverage. NAP has been authorized to provide eligible producers this additional buy up protection for the 2015 through 2018 crop years.

To ensure successful delivery and implementation of NAP, FSA will conduct a "train-the-trainer" National training session for FSA field office employees. The training session will include specific NAP policies, procedures, "hands-on" exercises to gain an understanding of program requirements, loss adjustment procedures, and a general overview of automation/IT processes.

The training will prepare FSA field office staff to train other FSA employees and to deliver NAP to provide services and benefits to our producers, ranchers and farmers, according to the 2014 Farm Bill.

### B Purpose

This notice informs State and County Offices of the NAP training and provides detailed information on:

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

### C Contacts

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

- Rick Blackwood by e-mail at **Rick.Blackwood@wdc.usda.gov**
- Steve Peterson by e-mail at **Steve.Peterson@wdc.usda.gov**.

| Disposal Date | Distribution |
|---|---|
| | |
| February 1, 2015 | State Offices; State Offices relay to County Offices |

**2      National NAP Training**

   **A   "Train-the-Trainer" Approach**

   The National NAP 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 shall bring their laptop with them to the training to view training materials, which will be made available on the DAFP intranet site on Thursday, October 30, 2014.  Training participants are encouraged to download the training materials and have them available on their laptop when they attend the National training.

   **B   Training Dates and Location**

   The training session will begin on **Monday, November 3, 2014, at 8 a.m. and end Friday, November 7, 2014, at noon.**  Training participants shall make travel arrangements to ensure that they are able to attend the entire training.  Attendees are **not** authorized to make any airline reservations that would require them to leave the training session before the scheduled end time.

   The training will be held at the Wyndham San Antonio Riverwalk Hotel, San Antonio, TX.  Detailed hotel information is provided in subparagraph 3 C.

   **C   State Training Attendee Slots**

   SED's were provided by e-mail on September 24, 2014, a specific number of training attendee slots based on several factors including, number of employees in a State to be trained, expected NAP workload and/or participation, and timeframe to complete end user training in the applicable State.  See Exhibit 1 for a list of training slots by State.

   The final list of training participants is posted on the DAFP SharePoint at **https://sharepoint.fsa.usda.net/mgr/dafp/FarmBill/Farm_Bill_Training_Dev/Lists/NAP %20Training%20List%20of%20Attendees/NAP%20listing.aspx**.  Arrival and departure dates are defaulted to November 2 and 7, respectively.  If a participant from your State has an arrival or departure date that differs, the SharePoint must be updated by COB Wednesday, October 22, 2014.

   **Note:**  NAP Taskforce members may have different arrival and departure dates.

**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 GovTrip electronic travel authorization **before** incurring travel expenses.  This notice does **not** constitute an approved travel authorization.  Per diem for San Antonio, TX is $181 ($115 for lodging and $66 for M&IE) per day.

In GovTrip, the trip type is "trip by trip" and the trip purpose is "training".  This will populate automatically when the traveler prepares an authorization.  Employees shall select the accounting code that begins with their normal accounting code, but ends in "**FB-OTHER**" as the accounting code in GovTrip.

**B   Travel Codes**

The 2014 Farm Bill funds for training and for TDY (GovTrip) travel have had accounting codes created with "-FB-OTHER" added at the end of existing accounting codes for all offices.

For example, someone who is traveling:

- for State training from the Texas State Office would search in GovTrip for code "15-TX-STO-FB-OTHER"

- from the Clay, Texas Service Center would use GovTrip code "15-48077-FB-OTHER".

The travel software codes for local travel have the last 6 zeroes replaced with "FBOTHR" for Farm Bill expenses for both FA and CE.

For example, someone traveling locally for Farm Bill training from the:

- Texas State Office would use FA code "48404884FBOTHR".
- Knox, Missouri Service Center would use CE code "48729103FBOTHR".

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

**C   Hotel Accommodations**

A block of rooms have been reserved at the:

Wyndham San Antonio Riverwalk Hotel
111 E Pecan Street
San Antonio, TX, 78205
Telephone:  210-354-2800.

The per diem rate for lodging is $115 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:**    **2014 NAP Farm Bill Training**
**Per Diem Rate**:  $115/night
**Check-In:**        November 2, 2014
**Check-Out:**       November 7, 2014.

The hotel uses an online group reservations system for guests to make reservations.  To make an **online** reservation, go to **https://resweb.passkey.com/go/2014NAPFarmBillTraining**.

At "Make Your Selection", scroll to "Attendee".  Choose check in and check out dates, then click on "Find".  Select room type—there are multiple room types and they are issued on a first come, first serve basis.  Click "Next" on the following page and complete the online registration information.  Guarantee your reservation using a Government credit card or a deposit equal to the first night room charge as soon as possible, but no later than COB **Friday, October 24, 2014**.  After this date, any rooms not reserved will be released to hotel inventory.

If problems are encountered when using the online system, participants can make their reservations by calling the Reservations Department at 1-866-764-8536.  Ask for the 2014 NAP Farm Bill Training reservation block.

Check in time is 3 pm.  Checkout time is 11 am.  In the event that a reservation needs to be cancelled, participants shall notify the hotel 72 hours before the date of check-in to avoid a cancellation fee.  Any reservation canceled less than 72 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 $75.

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

**D   Hotel Transportation Options**

The San Antonio International Airport is approximately 8 miles from the hotel. Transportation from the airport to the hotel is available by airport shuttle or taxicabs located by the baggage claim area of the airport.  The hotel does not offer an airport shuttle. Transportation options include the following:

- **Super Shuttle** fee is $19 per person, each way; call 210-281-9900 or go to **www.gosaairportshuttle.com**

- **taxicab** fee is approximately $30 each way.

**E   Reasonable Accommodations**

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

If special accommodations are necessary to attend this training, notify Barbara Harris by **noon EST October 24, 2014**, by either of the following:

- e-mail to **Barbara.Harris@wdc.usda.gov**
- telephone at 202-720-3135.

**4      Additional Training Information**

**A   Documenting Training Attendance in WebTA**

When reporting in the **Activity Reporting System** section of WebTA use program code "NAP" for NAP and activity code "NOAUTH-A2" for Farm Bill activity.

**Note:**  Use this same code for reporting travel time.

**B   Subsequent "In-State" Training Sessions**

It is recommended that State training be conducted for NAP by December 12, 2014.  If the full NAP training cannot be completed by this date, the NAP Buy-up training, at a minimum, should be provided by teleconference or other appropriate means to all County Offices by December 12, 2014, and the remainder of the training **must** be completed by January 30, 2015.

When developing training delivery options States shall 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 shall 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.

**Training Slots by State**

The following table provides the number of training slots for each State.

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