

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074

**OK Notice DCP-2
OK Notice PM-1337
OK Notice PS-392**

For: County Offices

Farm Bill Training

Approved by:



1 Overview

**A
Background**

A Farm Bill training session has been scheduled to address policy and procedure, including software applications, for Farm Programs and Price Support provisions as dictated by the Farm Security and Rural Investment Act of 2002.

**B
Purpose**

The purposes of this notice are to provide:

- scheduled dates and times of the training session
- information about hotel accommodations
- travel authorization information for the attendees from each county
- authorization to attend.

2 Scheduled Training

**A
Training Dates
and Times**

The Farm Bill training session will begin Monday, September 23, 2002, at 10:00 a.m. and will conclude late afternoon on Wednesday, September 25, 2002.

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<p>Disposal</p> <p>October 1, 2002</p>	<p>Distribution</p> <p>County Offices</p>
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2 Scheduled Training (Continued)

B
Training Location The training will take place at the Clarion Meridian Convention Center in Oklahoma City. The Convention Center is in the same complex as the Clarion Meridian Hotel and is located directly behind the Hilton Garden Inn at 801 S. Meridian.

C
Training Attendance The DDs, CEDs, CPTs, one PT per service center, CORs, and COTs shall attend. Optional attendance at the discretion of the employee, with DD concurrence, is authorized for the District Credit Specialist, FLMs, FLOs, and FLOTs who will be assisting with work associated with DCP or Price Support activities.

DCP related activities will be discussed Monday and Tuesday. Price Support training will be provided on Wednesday. Offices are authorized to change PT's, as applicable, for the various sessions.

D
Training Materials A package of training materials will be provided to each participant at the training.

3 Hotel and Travel Authorization Information

A
Hotel Information Participants, excluding DDs and CORs, shall make their own reservations directly with the hotel. A block of rooms has been reserved for the Farm Service Agency. The rooms have been reserved at the:

Clarion Meridian Hotel and Convention Center
737 S. Meridian
Oklahoma City, OK 73108
Phone: 405-942-8511

The hotel is just south of I-40 at the Meridian exit.

Participants shall identify themselves as employees of the Farm Service Agency. The room rate will be \$65.00 plus tax for a single room. Reservations shall be made as soon as possible, but must be made by COB September 8, 2002, in order to obtain the contracted room rate.

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3 Hotel and Travel Authorization Information (Continued)

B
Travel
Authorization

Each employee must have an approved FSA-164 or AD-202, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate for Oklahoma City is \$103 per day (\$65, excluding tax, for lodging and \$38 for M&IE).

Travel and per diem are authorized in accordance with applicable handbook procedure, beginning on the first day of the session. Travel shall be coordinated according to DD instructions, with a suggested minimum of three to four individuals per vehicle. Some exceptions per DD approval may be necessary.

The following counties are authorized to incur travel expenses the day before the training meeting (September 22, 2002):

Beaver	Cimarron	Greer	LeFlore	Ottawa
Bryan	Craig	Harmon	McCurtain	Pushmataha
Choctaw	Delaware	Harper	Nowata	Texas

The following counties are not authorized overnight lodging:

Canadian	Grady	Lincoln	McClain
Cleveland	Kingfisher	Logan/Oklahoma	Pottawatomie

C
Alternative
Method of
Training

Persons with disabilities who require accommodations to attend or participate in the training session should contact Debbie Hughes at 405-742-1131 or Debbie.Hughes@ok.usda.gov by Wednesday September 18, 2002.

4 County Office Action

A
Required Actions

County Offices shall:

- by COB September 10, 2002, e-mail the name of attendees to Gloria.McLemore@ok.usda.gov
 - make hotel reservations by September 8, 2002, directly with the Clarion Meridian Hotel according to subparagraph 3 A.
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