

For: County Offices

CRP General Signup 29 Automation Training

Approved by: State Executive Director



1 Overview

A Background

Preparations are being made for CRP general signup 29. Like general signup 26, FSA will conduct all signup activities for general signup 29. A new intranet-based General Signup Offer Processing (GSOP) software will replace the Access General Signup Software (AGSS). GSOP will be utilized to accept CRP offers and calculate the EBI.

Two “hands-on” automation training sessions for the GSOP software have been scheduled for March 9 and 10 in Stillwater, Oklahoma.

B Purpose

This notice provides:

- the scheduled dates, times, and locations of the two training sessions
- information about hotel accommodations
- authorizes attendance

Disposal Date:

07-01-04

02-25-04

Distribution:

County Offices

OK Notice CRP-567
OK Notice PM-1390

2 Scheduled Training

A Training Dates, Times, and Locations

The training will be conducted at the State Office in the DD/Training room.

Session I is scheduled to begin at 9:00 a.m. on Tuesday, March 9, 2004, and conclude by 4:00 p.m.

A representative from counties in Districts 1, 4, and 5 plus Lincoln, Okfuskee, Pawnee, and Payne counties shall attend Session I.

Session II is scheduled to begin at 9:00 a.m. on Wednesday, March 10, 2004, and conclude by 4:00 p.m.

A representative from counties in Districts 2, 3, and 6 plus Hughes, Okmulgee, Pontotoc, Pottawatomie, and Seminole counties shall attend Session II.

B Attendees

One person per county is authorized to attend the applicable training session. The name of each county attendee shall be e-mailed to Ginger Lyde at Ginger.Lyde@ok.usda.gov by **March 4, 2004**.

District Directors and CORs will receive the automation training during the March state conference. COTs will receive automation training from the designated county office attendee.

C Lodging/Per Diem

A block of rooms has been reserved at the Hampton Inn. The telephone number is 405-743-1306. Please make your reservation by **March 3, 2004**. Identify that you are attending the FSA CRP training when making the reservation. Counties exceeding 90 miles from Stillwater are authorized overnight lodging the evening before training begins. Ensure you specify your lodging night with the Hampton Inn.

The room rate is \$55.00 plus tax. If an attendee finds that the room must be cancelled at a later date, it is the attendee's responsibility to take care of the cancellation. The cancellation policy, at the Hampton Inn, is 24 hours in advance of the stay.

2 Scheduled Training (Continued)

D Travel Authorization

Each employee must have an approved AD-202, Travel Authorization, before incurring travel expenses. This notice does not constitute an approved travel authorization. Travel should be coordinated by the DDs. The per diem rate in Stillwater is \$86 per day (\$55 lodging and \$31 M&IE). Travel and per diem are authorized in accordance with the travel desk reference guide.

E Training Materials

All training materials will be provided, excluding binder. Each attendee shall bring a two inch binder for the training materials.

F Accommodation Statement

Persons, with disabilities who require accommodations to attend or participate in this meeting, should contact Rod Wanger at 405-742-1150 by **March 3, 2004**.

G Document Training

Attendees shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is "OK0206." Select the appropriate training session in CAMS. Session I will be listed as **SESSION 0001 – 3/9/04**, and Session II will be listed as **SESSION 0002 – 3/10/04**. The training documentation shall be recorded at least one day in advance of the scheduled training date.

3 CRP Policy Training

A CRP Policy Training Notice

Plans are being made for the District Directors to conduct CRP general signup 29 policy training with follow-up State Office district conference calls. A forthcoming notice will announce CRP policy training and the manner in which it will be conducted.