

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

OK Notice CP-680 OK Notice PM-1379

For: County Offices

Loss Adjuster Update Training

Approved by: State Executive Director



1 Overview

A Background

Loss Adjusters are required to receive eight hours of update training each year, in order to be eligible to be used for FSA crop loss activities. County Office employees are eligible to do loss adjuster work in critical loss situations if they have received the necessary training. CED's received the necessary training to do loss adjuster work in critical loss situations, and the STO has determined that CED's shall continue to be trained in 2003 to be eligible to do loss adjuster work.

B Purpose

The purpose of this notice is to inform CED's and Loss Adjusters of the scheduled update training.

Disposal Date	Distribution
December 1, 2003	County Offices

2 Training Schedule

A Training Dates, Location, and Lodging

The training will be held on July 22, 2003, in Oklahoma City at the Clarion Hotel, Meridian Convention Center, located at 737 S. Meridian (I-40 at Meridian). The training will begin at 9:30 a.m. and will conclude by 4:00 p.m. The meeting will be held in Salon A & B. The applicable FSA employee and Loss Adjuster from the following counties are authorized overnight lodging on Monday, July 21, 2003:

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

CED's from the following counties are authorized overnight lodging on Tuesday, July 22, 2003:

Beaver	Cimarron	McCurtain	Texas
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Participants authorized overnight lodging shall make their reservations directly with the hotel. The Clarion's phone number is 405-942-8511. Participants shall identify themselves as employees of the Farm Service Agency. The room rate will be \$65.00 plus tax. Reservations shall be made prior to July 8, 2003, in order to obtain the contracted room rate.

B Attendance

District Directors, County Executive Directors, County Operation Trainees, and Loss Adjusters shall attend the training.

All training material will be provided.

C Training Request/Authorization

All attendees except Loss Adjusters shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course code is OK0156. The training reason is "Compliance." For questions concerning processing in CAMS, contact Penney Park at 405-742-1141.

Each FSA employee must have an approved AD-202, Travel Authorization, before incurring travel expenses. This does not apply to Loss Adjusters. This notice does not constitute an approved travel authorization. The per diem rate in Oklahoma City is \$107 per day (\$65 lodging and \$42 M&IE). Travel and per diem are authorized in accordance with the travel desk reference guide.