

For: County Offices

**CRP General Signup 29 Training**

Approved by: State Executive Director



**1 Overview**

**A Background**

Notice CRP-476 announced general signup 29 to begin August 30, 2004, and conclude September 24, 2004. In preparing for signup 29, a series of training meetings will be held across the state on CRP policy and software.

**B Purpose**

This notice provides the scheduled dates, times, and locations of three training sessions and authorized attendees.

**2 Scheduled Training**

**A Training Dates, Times, and Locations**

CRP general signup 29 training will begin at 10:00 a.m. and conclude at 3:00 p.m. each session. Training will be held in the following locations for applicable districts.

**August 24, 2004      Districts 001 and 002**

Cheyenne Fire Station  
Cheyenne, Oklahoma

The Fire Station is located one block south of the only stop sign on U.S. Highway 283 in Cheyenne, then two blocks east.

**August 25, 2004      Districts 003 and 004**

OSU Extension Office  
930 N. Portland  
Oklahoma City, Oklahoma

Park on the north side of the building and use the north entrance to access the meeting location.

**Disposal Date:**  
November 1, 2004

**Distribution:**  
County Offices

**2 Scheduled Training (continued)**

**A Training Dates, Times, and Locations (continued)**

**August 26, 2004      Districts 005, 006, and 007**

Henryetta Inn and Dome  
810 East Trudgon Street  
Henryetta, Oklahoma

The meeting will be held in the Regal room.

**B Attendance**

The CED, CRP PT, COT and CORs shall attend the training. If an employee would desire to attend a training session other than the one designated for their district, due to a schedule conflict or location convenience, contact your DD. The DD shall inform the STO of these changes.

**C Lodging and Per Diem**

Cimarron and Texas counties are authorized overnight lodging the evening before training begins. Lodging accommodations will need to be secured by the county.

**D Training Request/Authorization**

All attendees shall document this training in ICAMS. The course code is OK0238. The training reason is "improve present performance." For questions concerning processing in ICAMS, contact Penney Park at 405-742-1141. Training documentation shall be recorded at least one day in advance of the scheduled training date.

Each employee must have an approved AD-202, Travel Authorization, before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate for the area 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 Accommodation Statement**

Persons with disabilities, who require accommodations to attend or participate in this meeting, should contact Rod Wanger at 405-742-1150 by August 20, 2004.

**3 CRP Policy Training**

**A Training Materials**

Counties shall bring the "2004 CRP Automation Training Handbook" provided during the March 9 and 10, 2004, training. This handbook contains information on policy, the CRP GIS Tool, and the GSOP software, which will be reviewed at the training. Additionally, handbook 2-CRP (Rev. 4) shall be brought to the meeting. Supplemental informational materials, to conduct signup, will be provided at the meeting.

**3 CRP Policy Training (continued)**

**B CRP GIS SU29 Tool User Guide**

Counties shall print the CRP GIS SU29 Tool User Guide as directed in Information Bulletin SYSCON-1456. Counties should become proficient in the use of the tool by utilizing the User Guide and practicing its functions prior to signup. It is not necessary to bring this guide to the training meeting.

**C General Signup Offer Process (GSOP) User Guide**

The GSOP User Guide shall be printed by the county office to utilize in practicing with the GSOP software and to reference during signup. To print the GSOP User Guide, access the intranet site at: <http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm>. After accessing the site, "click" on "CRP Signup 29 Activities," then "click" on the "GSOP User Guide" and print. It is not necessary to bring this guide to the training meeting.

**D GSOP**

The GSOP web-based software is available on the above intranet site. Access the GSOP software by utilizing your e-authentication ID and password. Follow the User Guide to navigate the software. The county office shall become proficient in the use of the GSOP by training on the software prior to signup.