

For: County Offices

Crop Disaster Program (CDP) Training

Approved by:



1 Overview

A Background

The Agriculture Appropriations Act of 2003 established a program to pay crop disaster losses for 2001 or 2002. A training session is scheduled to discuss policy and procedure, including software applications.

B Purpose

This notice provides:

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

2 Scheduled Training

A Training Dates and Times

The CDP training session will begin Tuesday, June 3, 2003, at 10:00 a.m. and will conclude late afternoon on Wednesday, June 4, 2003.

B Training Location

The training will take place at the Westin Hotel in downtown Oklahoma City.

Disposal	Distribution
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2 Scheduled Training (Continued)

C Attendance

The following employees shall attend the training:

- DDs
- CEDs
- CPTs
- PT responsible for crop disaster program
- CORs
- COTs
- At the discretion of the DD, the following are authorized attendance if they will be assisting with CDP:
 - District Credit Specialist
 - FLMs.

D Training Materials

A package of training materials will be provided to each participant at the training; however, each participant shall bring an empty 2" binder.

3 Hotel and Travel Authorization Information

A Hotel Information

Participants, including 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:

Westin Hotel
One North Broadway
Oklahoma City, OK 73102
1-800-285-2780

The hotel is just north of the Cox Business Services Convention Center (formerly the Myriad).

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 by May 22, 2003, in order to obtain the contracted room rate.

**OK Notice DAP-101
OK Notice PM-1378**

3 Hotel and Travel Authorization Information (Continued)

B 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. The per diem rate for Oklahoma City is \$107 a day (\$65, excluding tax, for lodging and \$42 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 (June 2, 2003):

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 Training Request/Authorization

Attendees shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course code is OK0144. The training reason is "Mission or Program Change."

For questions concerning processing in CAMS, contact Penney Park at 405-742-1141.

D Accommodation Requirements

Persons with disabilities who require accommodations to attend or participate in the training session should contact Gloria McLemore at 405-742-1161 or Gloria.McLemore@ok.usda.gov by Friday, March 23, 2003.

4 County Office Action

A Required Actions

County Office and/or employees shall:

- by COB, May 23, 2003, e-mail the name of attendees to Gloria.McLemore@ok.usda.gov
- make hotel reservations by May 22, 2003, directly with the Westin Hotel according to subparagraph 3 A
- enroll in course through CAMS.