

For: County Offices

NAP Training

Approved by: State Executive Director



1 Overview

A Background

NAP Training sessions have been scheduled at various locations across the state. Policy and procedure, including approved yield calculations, will be covered.

B Purpose

This notice provides:

- scheduled dates and times
- designated attendees
- travel authorization.

2 Training Information

A Training Dates and Times

Four training sessions will be held. Training has been scheduled as follows:

- May 4 Woodward Districts 1 and 4
- May 5 Lawton Districts 2 and 3
- May 11 McAlester District 6 and Hughes, Okfuskee/Creek, Okmulgee, Pontotoc, Pottawatomie and Seminole Counties
- May 12 Pryor District 5 and Lincoln, Pawnee, and Payne Counties

The training session will start at 9:00 a.m. and conclude by 3:30 p.m.

Disposal Date	Distribution
August 1, 2004	County Offices

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2 Training Information (Continued)

B Training Attendance

The following employees shall attend the training:

- DD's
- CED's
- CPT's
- PT responsible for NAP
- COR's
- COT's

C Training Materials

The attendees shall bring a calculator. A package of training materials will be provided. It is recommended that each participant bring an empty binder.

D Training Request/Authorization

Attendees shall document this training by using the Combined Administration Management System (CAMS). The CAMS course code is OK0210. The training reason is "to improve present performance."

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

E Accommodation Requirements

Persons with disabilities who require accommodations to attend or participate in the training session should contract Gloria McLemore at 405-742-1161 or gloria.mclemore@ok.usda.gov by Friday, April 23, 2004.

3 Training Locations

A Woodward

Northwestern Electric Inc. – located at 2925 Williams Ave. South of 412 on 183/270 Highway. West side of highway.

B Lawton

Great Plains Technology Center – located at 4500 S.W. Lee Blvd. approximately 1 ½ miles west of the intersection of Sheridan (Hwy. 7). Building 200 – Worley Seminar Center, Room 301 A. Use Entrance at East end of campus.

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3 Training Locations (Continued)

C McAlester

Kiamichi Technology Center – located at 301 Kiamichi Drive in McAlester. The meeting room will be in the auditorium on the south end of the technology center. Use the south entrance door.

D Pryor

The Northeast Technology Center – approximately 8 miles east of Claremore and 6 miles west of Pryor on Highway 20. The meeting room is called the Board Room and located in the building on the east of campus.

4 Travel

A Coordination

Travel and per diem as applicable is authorized in accordance with applicable handbook procedure, on the 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.

B Overnight

The following counties are authorized to incur travel expenses the day before the applicable training meeting:

- Cimarron
- Kay
- Roger Mills