

U.S. DEPARTMENT OF AGRICULTURE
 Farm Production and Conservation Mission Area
 Business Center
 Washington, D.C. 20250

FPAC NOTICE		FPAC-N 2300-010
Subject:	Fiscal Year (FY) 2023 Farm Production and Conservation (FPAC) Annual Plan for Conferences, Meetings, and Trainings	Effective Date: July 7, 2022
Approved By:	<i>/s/ Sherry Laws for</i> Chief Financial Officer Farm Production and Conservation Business Center	Expiration Date: September 30, 2022

1. PURPOSE

a. This notice:

- (1) Announces the requirements and provides instructions for the FPAC Annual Conference Plan (ACP) to assist FPAC agencies in complying with [Departmental Regulation \(DR\) 2300-005, Agriculture Travel Regulation](#), dated December 8, 2015. The ACP ensures conferences support the FPAC core mission and that funding is available throughout FY 2023 for approved conferences and trainings (\$20,000 and above) and qualifying operational event requests (greater than \$250,000).
- (2) Includes the process to gather agency conference data to create the ACP, submit ACP into the USDA Conference Management System (AgCMS) for FPAC review, obtain approval, and submit to the Office of the Chief Financial Officer (OCFO).

Note: Approval is provided by FPAC Senior Accountable Travel Official (SATO), relevant Agency Head, and FPAC Under Secretary (USEC).
- (3) Applies to the Farm Service Agency (FSA), FPAC Business Center, Natural Resources Conservation Service (NRCS), and Risk Management Agency (RMA).

b. Background

- (1) FPAC ACPs capture conferences, trainings, and qualifying operational events planned for FY 2023 and hosted, sponsored, or attended by FPAC agencies.
- (2) **The following are definitions of the event types:**
 - (a) **Conference Event:** A conference is a trip, event or meeting **not** organized primarily for operational or training purposes.

Examples: All Employee Meetings, Joint Agency Meetings, National Wild Turkey Federation (NWTF) Convention and Conservation Conference, American Society of Agricultural and Biological Engineers meeting (ASABE).

- (b) **Training Event:** A training is a trip, event or meeting organized substantially to dispense new or additional orientation and training.

Examples: General Employee Training, State Leadership Development Program, ESRI User Conference, Working Effectively with Alaskan Natives, Farm Bill Training, Program Training (FLP & FP).

- (c) **Operational Event:** An operational event is a trip, event or meeting organized primarily to coordinate or execute USDA business.

Examples: State Director Meeting, Regional Meeting, District Director Meeting, Soil and Plant Science Division, State NCSS Cooperators Meetings.

(3) **Event Engagement Definitions**

- (a) **Host:** To be responsible for all event costs for all attendees.
- (b) **Sponsor:** To be responsible for a portion of the event's costs, joint responsibility with another Agency or group.
- (c) **Attend:** To be responsible for no portion of event costs. Another Agency or group is hosting or sponsoring the event and has assumed responsibility for all costs.

c. Explanation

OCFO requires that for planning purposes, agencies prepare the ACP (which includes conferences, training events, and qualifying operational events as detailed in section 6a of this notice and submit through their USEC prior to the start of the FY. In addition, OCFO requires that agencies use the AgCMS to submit and obtain approval for the actual conference requests which include more detail than is provided in the ACP.

2. **SOURCES OF AUTHORITY**

- a. [Federal Travel Regulation \(FTR\), Part 301-74](#), implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at the Government's expense.
- b. [Agriculture Travel Regulation \(ATR\), DR 2300-005](#), supplements the FTR and is USDA's primary temporary duty travel policy. ATR applies to all Department employees and other non-contractor individuals executing official Department activities.

3. **RELATED POLICY**

A forthcoming notice will provide guidance on submitting a conference request in AgCMS in accordance with the approved ACP.

4. SPECIAL INSTRUCTIONS

Action Required by Dates

- (1) Agencies return ACP to Agency point of contact (POC) by **Friday July 15, 2022.**
- (2) Agency POCs and Agency Heads review proposed plans, Agency POC uploads to AgCMS to commence review and approval process between **Monday, July 18 and Friday, July 29, 2022.**
- (3) SATO review between **Monday, August 1 and Friday, August 5, 2022.**
- (4) Agency Head review between **Monday, August 8 and Friday, August 12, 2022.**
- (5) Under Secretary (USEC) review between **Monday, August 15 and Wednesday, August 31, 2022.**
- (6) Proposed ACP advances within AgCMS to “Pending Deputy Secretary Approval,” concluding Agency required actions.
- (7) Deputy Secretary/OCFO Review and Approval. Plans in AgCMS “Go Live” no later than **Friday September 30, 2022.**

5. ROLES AND RESPONSIBILITIES

- a. **FSA, NRCS, RMA Regional Offices, and FPAC Business Center divisions:** Responsible for preparing and submitting ACPs to Agency POCs.
- b. **Agency Heads:** Responsible for approving and defending agency ACPs.
- c. **Agency POC:** Responsible for creation and management of ACP and serves as lead for all AgCMS responsibilities for the agency.
- d. **FMD POC:** Responsible for centralizing management of AgCMS for FPAC.
- e. **Management Services Division (MSD) Event Coordinator:** Responsible for assisting FPAC agencies with event coordination and execution, as needed.
- f. **OCFO:** Responsible for policy to promote fiscally sound, cost-effective program delivery, supported by reliable financial management information and infrastructure.
- g. **SATO:** Responsible for approval of all FPAC Agency ACPs.
- h. **USEC:** Responsible for approving the FPAC aggregate ACP.
- i. **Host:** Responsible for all event costs for all attendees.
- j. **Sponsor:** Responsible for a portion of the event’s costs, joint responsibility with another agency or group.
- k. **Attendee:** Responsible for no portion of event costs. Another agency or group is hosting or sponsoring the event and takes responsibility for all costs.

6. CONFERENCE PLAN CREATION, APPROVAL, AND SUBMISSION

a. ACP Content

- (1) Include: Conferences and training events over \$20,000, and operational events over \$250,000, not including salaries and benefits.
- (2) State Offices do not include:
 - (a) National Office conferences, meetings, and trainings.
 - (b) FPAC Business Center Human Resources Division (HRD) Employee Development Section sponsored training courses. These events are being captured by HRD.

b. Agencies Complete ACP

Start with the FPAC 2022 ACP template provided by your Agency POC. Then:

- (a) Enter all planned events meeting the cost threshold of \$20,000 and above, populate template tab “FY23 ACP Template - \$20,000 and ABOVE.”
- (b) For those events that fall below \$20,000, populate template tab “FY23 ACP Template – BELOW \$20,000.”

Note: This step is requested by OCFO so that they may upload events into ConcurGov to ensure consistency across platforms.

- (c) For those events requiring MSD logistical support, use column “O” labeled “MSD Assistance/High-Cost Justification” for this purpose.

Note: MSD will contact agencies at the start of the FY about conferences **requesting** event coordinator support. After initial contact, communicate with MSD through ServiceNow to initiate preparations.

c. Agencies Submit ACP for FPAC Approval

See “Action Required by Dates” in section 4a of this notice.

7. CONTACTS

a. Questions about this notice may be directed to the respective Agency POC as follows:

- (1) FSA:
 - (a) Julia King at Julia.King@usda.gov; or
 - (b) Shannon Peterson at Shannon.Peterson@usda.gov.
- (2) FPAC Business Center – Ray Bonner at Ray.Bonner@usda.gov.

- (3) NRCS:
 - (a) Yvette Dillard at Yvette.Dillard@usda.gov;
 - (b) Rebecca Salazar at Rebecca.Salazar@usda.gov; or
 - (c) Lona Leeson at Lona.Leeson@usda.gov.
- (4) RMA:
 - (a) Young Kim at Young.Kim@usda.gov; or
 - (b) Marissa Persetic at Marissa.Persetic@usda.gov.
- b. FMD Primary POC - William Willer at William.Willer@usda.gov.
- c. Questions about event execution support should be directed to either of the following at the MSD Business Management Branch:
 - (1) Tammera Wright at Tammera.Wright@usda.gov; or
 - (2) Kimberly Pritchett at Kimberly.Pritchett@usda.gov.