

For: State Offices

**Service Center Information Management System (SCIMS) National Training**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

The SCIMS training conference has been scheduled in Houston, Texas, for the following 2 sessions:

- the first session from October 17-19, 2001
- the second session from October 22-24, 2001.

Policy, procedure, and security, including software procedures for SCIMS, will be covered.

**B**

**Purpose**

This notice provides the following:

- the scheduled dates and times of the training sessions
- information about hotel accommodations and transportation
- travel authorization for the attendees from each State
- the authorized number of participants for each State (Exhibits 1 and 2).

**C**

**NRCS and Rural  
Development  
Personnel**

NRCS employees from each State will be:

- attending the subject training also
- notified by their Agency accordingly.

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|----------------------|---------------------|
| <b>Disposal Date</b> | <b>Distribution</b> |
| December 1, 2001     | State Offices       |

## Notice CM-419

### 1 Overview (Continued)

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#### C

#### NRCS and Rural Development Personnel (Continued)

Rural Development:

- has elected not to attend the national training conference
- will be trained in their respective States.

**Note:** Instructions about this training will be issued at a later date.

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### 2 Registration and Training Schedule

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#### A

#### Training Dates

Each training session will:

- begin at 8:30 a.m. the first day
- end by 4:30 p.m. on the last scheduled day.

**Note:** Do **not** schedule flights or plan to leave until after 7:30 p.m. on the last day of training, as the last session is critical to the deployment of SCIMS.

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### 3 Hotel and Travel Authorization Information

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#### A

#### Hotel Information

Hotel rooms have been reserved at the J.W. Marriott Hotel, 5150 Westheimer Road. Participants should confirm lodging arrangements by calling the Reservations Department of the hotel at 713-961-1500. Participants should tell the hotel staff that a room has been reserved for them under USDA. All reservations should be confirmed immediately upon receipt of this notice.

The guest room accommodation:

- charges \$73, plus tax, for a single room each night
- must be guaranteed for late arrival (after 6:00 p.m.) by using a credit card.

**Note:** Participants must have their government credit card and a copy of their travel authorization to receive the government rate.

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**Notice CM-419**

**3 Hotel and Travel Authorization Information (Continued)**

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**B  
Travel  
Authorization**

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Houston, Texas, is \$115 a day (\$73 for lodging and \$42 for M&IE).

Participants shall make their own travel arrangements as soon as possible using the most efficient means of transportation.

Travel for Federal State Office participants shall be charged to Washington-controlled State travel funds.

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**C  
Airport  
Transportation**

Express Shuttle U.S.A. offers services from both George Bush Intercontinental and William P. Hobby Airports. Shuttles run every 30 minutes. Fares from:

- George Bush Intercontinental Airport are between \$17 and \$21
- William P. Hobby Airport are between \$11 and \$21.

An average trip is about 45 minutes to 1 hour to downtown. The telephone number for Express Shuttle U.S.A. is 713-523-8888.

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**D  
Training  
Materials**

A package of training materials will be provided to each participant at the SCIMS training conference.

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## Notice CM-419

### 4 Action

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#### A State Office Action

State Offices shall:

- inform the participants who are attending the SCIMS Training Program
- make hotel reservations by calling 713-961-1500 and asking for group housing

**Notes:** Individuals must specify that they are with USDA/SCIMS.

The cutoff date for the:

- first group is October 14, 2001
  - second group is October 19, 2001.
- advise participants that the hotel will charge the full room rate for all nights guaranteed, if participants check out earlier than the date indicated when the reservation was made
  - advise participants with disabilities, who require accommodations to attend or participate in this training, that arrangements shall be made to notify the following:
    - airline or hotel of the special accommodations needed
    - EDSO with any questions or the need for accommodation, such as a sign language interpreter
  - FAX a list of participants to the National Office by noon October 10, 2001, at 202-720-0051
  - have participants fill out SF-182 for State Office records.
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**Number of State Participants Authorized to Attend First Session From October 17-19, 2001**

| State          | Number of Authorized Participants |
|----------------|-----------------------------------|
| Arizona        | 1                                 |
| California     | 4                                 |
| Florida        | 2                                 |
| Georgia        | 3                                 |
| Illinois       | 3                                 |
| Indiana        | 3                                 |
| Kansas         | 4                                 |
| Kentucky       | 3                                 |
| Louisiana      | 4                                 |
| Michigan       | 3                                 |
| Minnesota      | 3                                 |
| Missouri       | 5                                 |
| North Carolina | 2                                 |
| North Dakota   | 3                                 |
| New York       | 2                                 |
| Oregon         | 2                                 |
| Pennsylvania   | 2                                 |
| Tennessee      | 2                                 |
| Texas          | 5                                 |
| Wisconsin      | 3                                 |
| West Virginia  | 1                                 |
| Total          | 60                                |

**Note:** SED's are invited to attend and should not be counted in the number of authorized attendees listed in this exhibit.

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**Number of State Participants Authorized to Attend Second Session From October 22-24, 2001**

| State         | Number of Authorized Participants |
|---------------|-----------------------------------|
| Alaska        | 1                                 |
| Alabama       | 2                                 |
| Arkansas      | 1                                 |
| Colorado      | 2                                 |
| Connecticut   | 1                                 |
| Delaware      | 1                                 |
| Hawaii        | 1                                 |
| Idaho         | 2                                 |
| Iowa          | 3                                 |
| Louisiana     | 2                                 |
| Massachusetts | 1                                 |
| Maryland      | 1                                 |
| Maine         | 1                                 |
| Mississippi   | 2                                 |
| Montana       | 2                                 |
| Nebraska      | 3                                 |
| New Jersey    | 1                                 |
| Nevada        | 1                                 |
| New Hampshire | 1                                 |
| New Mexico    | 1                                 |
| Ohio          | 3                                 |
| Oklahoma      | 3                                 |

**Note:** SED's are invited to attend and should not be counted in the number of authorized attendees listed in this exhibit.

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**Number of State Participants Authorized to Attend Second Session From October 22-24, 2001  
(Continued)**

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| <b>State</b>   | <b>Number of Authorized Participants</b> |
|----------------|--|
| Rhode Island   | 1  |
| South Carolina | 2  |
| South Dakota   | 3  |
| Utah           | 1  |
| Vermont        | 1  |
| Virginia       | 1  |
| Washington     | 2  |
| Wyoming        | 2  |
| Puerto Rico    | 1  |
| Total          | 50                                       |

**Note:** SED's are invited to attend and should not be counted in the number of authorized attendees listed in this exhibit.

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