

For: State and County Offices

Policy and Software Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

A training session has been scheduled in Orlando, Florida, for January 29 through February 2, 2007. The training agenda includes:

- all payment limitation policies
- new web-based software
- signature authority
- conservation compliance overview.

B Purpose

This notice provides information for:

- scheduled dates and times of the training session
- number of authorized attendees for each State Office (Exhibit 1)
- hotel accommodations
- travel authorization for attendees from each State Office
- airport transportation
- training materials
- required action
- documenting training
- contact for additional information.

<p>Disposal Date</p> <p>April 1, 2007</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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2 Training Information

A Training Dates

The training session will:

- begin on Monday, January 29, 2007, at 8:30 a.m.
- end on Friday, February 2, 2007, at noon.

B Authorized Number of Attendees

This is a train-the-trainer session; attendees will be responsible for training the appropriate employees in each State. See Exhibit 1 for authorized number of attendees for each State.

Note: The authorized number of attendees for each State shall include 1 DD and at least 1 Service Center employee with applicable experience, except as noted on Exhibit 1. SED's are authorized to attend the training and are **not** included in the numbers in Exhibit 1.

C Hotel Information

Attendees shall make their own hotel reservations with the Caribe Royale Orlando by calling the hotel directly at 800-823-8300. Reservation may be made starting December 23, 2006. The reservation cut-off date is **January 18, 2007**; any reservation made after January 18, 2007, will be accepted on a space available basis **only**.

Note: Attendees **must identify themselves as an attendee of the USDA training session** to guarantee the negotiated government rate.

Attendees **must** have:

- their government credit card
- a copy of their travel authorization to receive the government rate.

The hotel address is:

Caribe Royale Orlando
8101 World Center Drive
Orlando, FL 32821.

The government rate is \$114 per night plus tax for a single-room suite.

Check-in time is 3 p.m. If rooms are available, early check-in will be accommodated; if not, Guest Services will provide luggage storage. Check-out time is 11 a.m. For additional hotel information and amenities, access **www.cariberoyale.com**.

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2 Training Information (Continued)

D 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. The per diem rate for Orlando, Florida, is \$163 a day (\$114 for lodging and \$49 for M&IE).

County Office employees' travel expenses are paid out of County Office administrative funds. Federal employees' travel expenses are paid out of the State's GS travel allocation. State Offices' should submit both travel expenses in their monthly submission of requests for reimbursement to their travel allotment to BUD with a carbon copy to DAFO, attention Arleen Moncalieri by FAX at 202-720-1096.

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

E Airport Transportation

The hotel is approximately 15 miles from the airport. Ground transportation from the airport to the Caribe Royale Orlando can be obtained from Mears Transportation. Their service booths are located on Level 1 right outside the baggage claim area. Mears Transportation provides 24-hour service; however, booths are only staffed between 8 a.m. and midnight. If arrival is outside of their normal business hours, call 407-423-5566. The cost is \$19 one-way or \$31 round-trip. Shuttles leave every 20 to 30 minutes. The hotel is the 1st stop on their route.

Attendees **must** call Mears for a reservation at least 24 hours before departure. Mears Transportation suggests reserving a return trip to the airport at least 3 hours before scheduled flights.

F Training Materials

Training materials will be provided to each attendee at the training session.

Note: Attendees that intend to ship training materials to their offices should bring all shipping supplies, including boxes, tape, Federal Express labels, and account information to the training session. The training manual will be a spiral bound book approximately 1 to 1-1/2 inches thick.

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3 Action

A State Office Action

State Offices and attendees shall take the following action:

- shall not approve any attendee to schedule a return flight within 2 hours of the schedule dismissal
- by noon e.s.t., Wednesday, **January 10, 2007**, FAX a list of attendees, including SED's, to PECD at 202-720-0051, attention Paul Manol

Note: List names as attendees want them to appear on their name badge.

- notify airlines and hotel of any accommodations that are necessary
- persons with disabilities requiring accommodations to attend or participate in this training session should contact Paul Manol by **January 17, 2007**, at either of the following:
 - e-mail at **paul.manol@wdc.usda.gov**
 - **telephone** at 202-720-6336.

B Documenting Training

Participants shall register for this training **no later than January 24, 2007**, through AgLearn. Direct questions about AgLearn processing to State Training Officer.

Step	Action
1	Access AgLearn at http://ww.aglearn.usda.gov .
2	Under the "Student" tab, CLICK "Login", and CLICK "Continue".
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• Enter user ID and password• CLICK "Login".
4	CLICK "Catalog" located at the top of the screen.
5	CLICK "Farm Service Agency" located on the left side of the screen.
6	Find "Policy and Software Training".
7	click the designated training date and CLICK "Register".
8	Enter user's State name and user's title in the "Comments" box and CLICK "Confirm" under the "Registration Comment" section.
9	An e-mail confirmation will be received in the next hour.

C Additional Information or Assistance

For additional information about this training, contact Paul Manol, Program Specialist, PECD, CPB, at 202-720-6336.

Number of State Office Attendees

State Office	Number Of Authorized Attendees	State Office	Number Of Authorized Attendees
Alabama	4	Nebraska	4
Alaska	1	Nevada	3
Arizona	3	New Hampshire	2
Arkansas	4	New Jersey	2
California	4	New Mexico	3
Colorado	3	New York	3
Connecticut	2	North Carolina	3
Delaware	2	North Dakota	4
Florida	4	Ohio	4
Georgia	4	Oklahoma	4
Hawaii	2	Oregon	3
Idaho	4	Pennsylvania	3
Illinois	4	Puerto Rico	2
Indiana	4	Rhode Island	2
Iowa	4	South Carolina	4
Kansas	4	South Dakota	4
Kentucky	3	Tennessee	4
Louisiana	4	Texas	5
Maine	2	Utah	3
Maryland	3	Vermont	2
Massachusetts	2	Virginia	3
Michigan	4	Washington	3
Minnesota	4	West Virginia	3
Mississippi	4	Wisconsin	4
Missouri	4	Wyoming	3
Montana	3	Total	166

Note: The authorized number of attendees for each State Office:

- must include a DD
- must include at least 1 Service Center employee
- does **not** include SED's
- does **not** include members of the Eligibility/Payment Limitation Task Force.

Exception: The following States **must** send a Service Center employee plus **either** a State Office employee **or** a DD, but **not** both:

Connecticut	Delaware	Maine	Massachusetts
New Hampshire	New Jersey	Rhode Island	Vermont.