

For: State and County Offices

**National Quality Loss Training**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

A training session has been scheduled in Kissimmee, Florida for May 19 through May 23, 2008. The training agenda includes payment and policy for the Quality Crop Disaster Program (CDP), as well as a refresher on select quantity issues.

**B Purpose**

This notice provides information about the following:

- 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.

**2 Training Information**

**A Training Dates**

The training session will:

- begin on Tuesday, May 20, 2008, at 8:00 a.m.
- end on Friday, May 23, 2008, at noon.

|   |  |
|---|--|
| <p><b>Disposal Date</b></p> <p>June 1, 2008</p> | <p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p> |
|---|--|

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### 2 Training Information (Continued)

#### B Authorized Number of Attendees

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

**Notes:** The authorized number of attendees for each State shall include 1 DD and at least 1 Service Center employee with applicable experience.

**SED's are authorized to attend the training and shall be included in the number of attendees listed in Exhibit 1 if they chose to attend.** Issues about authorized attendees shall be directed to DAFO.

#### C Hotel Information

Attendees shall make their own hotel reservations with the Omni Orlando Resort at ChampionsGate. The Omni Orlando Resort is located in Kissimmee, Florida. Attendees shall make hotel reservations by calling Omni Reservations at 1-800-843-6664. Reservations may be made starting upon receipt of this notice. The reservation cut-off date is **May 6, 2008**; any reservation made after May 6, 2008, will be accepted on a space available basis only.

**Notes: Attendees must identify themselves as an attendee of the USDA - FSA Quality Loss Training session to guarantee the negotiated government rate.**

**All guaranteed reservations that fail to arrive on the scheduled arrival date will be considered no-shows and the initial charge of 1 night's room and tax will be forfeited to the hotel.**

Attendees must have:

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

The hotel address is:

Omni Orlando Resort at ChampionsGate  
1500 Master Boulevard  
ChampionsGate, FL 33896

The government rate is \$83 per night plus tax for a single-room.

2 **Training Information (Continued)**

**C Hotel Information (Continued)**

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 noon. For additional hotel information and amenities visit the hotel's web site at [www.omniorlandoresort.com](http://www.omniorlandoresort.com).

**Early Departure Fee:** To avoid an early departure fee, attendees should notify the hotel 24 hours before departure. Failure to notify the hotel of early departure will result in the individual's account being charged 1 night's lodging plus tax.

**D Travel Authorization**

Each employee must have an approved AD-202, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate for Kissimmee, Florida is \$122 a day (\$83 for lodging and \$39 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.

AD-202, block 25 should be completed with either of the following:

- code 3, "Training Attendance", for attending
- code 4, "Speech or Presentation", for those attending as trainers.

**Note:** The training shall be called "National Quality Loss Trng."

**E Airport Transportation**

The hotel is approximately 25 minutes from the Orlando International Airport (MCO).

Ground transportation from the airport to the Omni Orlando Resort at ChampionsGate is available through Mears Shuttle located in the baggage claim area. Shuttle fare is \$19 one-way or \$31 round trip.

Taxi fare will be approximately \$65 one-way from Orlando International Airport.

**Note:** Rental cars are not an authorized expenditure during this training session.

## 2 Training Information (Continued)

### F Training Materials

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

#### **Attendees need to bring a hand held calculator**

**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 bound and 1 to 2 inches thick.

## 3 Action

### A State Office Action

State Offices and attendees shall take the following action:

- **not** schedule a return flight before 2 pm on Friday, May 23
- by noon EDT, Wednesday, April 23, 2008, FAX a list of attendees, including SED's, to PECD at 202-720-0051, Attn: Mike Sienkiewicz

**Note:** List names the way 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 Mike Sienkiewicz by April 30, 2008, at either of the following:
  - e-mail at [mike.sienkiewicz@wdc.usda.gov](mailto:mike.sienkiewicz@wdc.usda.gov)
  - telephone at 202-720-8959.

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**3 Action (Continued)**

**B Documenting Training**

Participants shall register for this training **no later than April 30, 2008**, through AgLearn. Direct questions about AgLearn processing to State Training Officer.

| <b>Step</b> | <b>Action</b>  |
|-------------|--|
| 1           | Access AgLearn at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .  |
| 2           | Under the “Student” tab, CLICK: <ul style="list-style-type: none"> <li>• “Login”</li> <li>• “Continue”.</li> </ul>   |
| 3           | On the eAuthentication Login Screen: <ul style="list-style-type: none"> <li>• Enter user ID and password</li> <li>• CLICK “Login”.</li> </ul>  |
| 4           | CLICK “ <b>Catalog</b> ” located at the top of the screen.   |
| 5           | Under the “Subjects” tab, click the triangle ( ▶ ) next to the “ <b>AgLearn Original Courseware Structure</b> ” tab.<br><br><b>Note:</b> This will take a moment to open.              |
| 6           | Click on the triangle ( ▶ ) next to “ <b>Farm Service Agency</b> ”.  |
| 7           | CLICK “ <b>Farm Programs</b> ” located on the left side of the screen.   |
| 8           | Locate “ <b>National Quality Loss Trng</b> ” and CLICK “ <b>Register</b> ”.  |
| 9           | Under the “Registration Comment” section: <ul style="list-style-type: none"> <li>• in the “Comments” box, enter the title and State name</li> <li>• CLICK “<b>Confirm</b>”.</li> </ul> |

**C Additional Information or Assistance**

For additional information about this training, contact Mike Sienkiewicz, Program Specialist, PECD, CPB, at 202-720-8959.

## Number of State Office Attendees

| State Office  | Number Of Authorized Attendees | State Office   | Number Of Authorized Attendees |
|---------------|--------------------------------|----------------|--------------------------------|
| Alabama       | 4                              | Nebraska       | 5                              |
| Alaska        | 3                              | Nevada         | 3                              |
| Arizona       | 4                              | New Hampshire  | 3                              |
| Arkansas      | 4                              | New Jersey     | 3                              |
| California    | 5                              | New Mexico     | 4                              |
| Colorado      | 4                              | New York       | 4                              |
| Connecticut   | 3                              | North Carolina | 4                              |
| Delaware      | 3                              | North Dakota   | 4                              |
| Florida       | 4                              | Ohio           | 4                              |
| Georgia       | 4                              | Oklahoma       | 4                              |
| Hawaii        | 3                              | Oregon         | 4                              |
| Idaho         | 4                              | Pennsylvania   | 4                              |
| Illinois      | 4                              | Puerto Rico    | 3                              |
| Indiana       | 4                              | Rhode Island   | 3                              |
| Iowa          | 5                              | South Carolina | 4                              |
| Kansas        | 5                              | South Dakota   | 4                              |
| Kentucky      | 4                              | Tennessee      | 4                              |
| Louisiana     | 4                              | Texas          | 5                              |
| Maine         | 3                              | Utah           | 3                              |
| Maryland      | 3                              | Vermont        | 3                              |
| Massachusetts | 3                              | Virginia       | 4                              |
| Michigan      | 4                              | Washington     | 4                              |
| Minnesota     | 4                              | West Virginia  | 3                              |
| Mississippi   | 4                              | Wisconsin      | 4                              |
| Missouri      | 4                              | Wyoming        | 3                              |
| Montana       | 4                              | <b>Total</b>   | <b>193</b>                     |

**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 the **Quality** task force members.

Questions and concerns about attendance issues shall be directed to the DAFO, Steve Connelly.