

For: State and County Offices

Rescheduled 2008 National Farm Bill Training Conference

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Because of the potentially threatening conditions created by Hurricane Ike, the 2008 National Farm Bill Training has been rescheduled in Dallas, Texas, for October 6 through October 10, 2008. Policy and procedure for common provisions, livestock and crop disaster, NAP, price support, and conservation programs will be covered as provided for by the Food, Conservation, and Energy Act of 2008. The 2008 National Farm Bill Training session may include, but is **not** limited to, the following topics:

- common provisions:
 - adjusted gross income
 - direct attribution
 - payment eligibility
 - payment limitation
 - reconstitutions
 - determinations/certifications
- average crop revenue election
- DCP
- NAP/actual production history
- Supplemental Revenue Assistance Payments Program
- LFP

Disposal Date	Distribution
November 1, 2008	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

A Background (Continued)

- Livestock Indemnity Program
- Emergency Assistance for Livestock, Honey Bees, and Farm-Raised Fish Program
- price support programs
 - cotton
 - farm storage facility loans
 - marketing assistance loans and LDP's
 - milk income loss contract
- conservation programs
 - Biomass Crop Assistance Program
 - CRP
 - ECP
 - Emergency Forest Restoration Program
 - environmental compliance
 - Grassland Reserve Program.

Note: No specific training for Geographical Information System (GIS) Specialists will be included in the 2008 National Farm Bill Training.

B Purpose

This notice provides information about the following:

- rescheduled dates and times of sessions for the 2008 National Farm Bill Training
- authorized attendees
- hotel accommodations
- airport transportation.

C Contact

For additional information about the 2008 National Farm Bill Training, contact Mike Sienkiewicz, Program Specialist, PECD, CPB, at 202-720-8959.

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2 Training Information

A Training Location

The 2008 National Farm Bill Training will be held at the following:

Hyatt Regency Dallas
300 Reunion Blvd
Dallas TX 75207-4409.

B Training Dates and Times

The rescheduled 2008 National Farm Bill Training session will:

- begin Monday, October 6, 2008, at 8:00 a.m.
- end Friday, October 10, 2008, at noon.

Sunday and Friday will be travel days for participants. Participants are **not** authorized to leave before the end of the training and shall **not** schedule return flights before 2 p.m. on October 10, 2008, unless they are **not** specifically assigned to attend training sessions through Friday.

C Hotel Information

A block of rooms has been reserved at the following, with check-in Sunday, October 5, 2008:

Hyatt Regency Dallas
300 Reunion Blvd
Dallas, Texas 75207-4409
Phone: 214-651-1234 or 800-233-1234.

Note: Additional information and amenities about the hotel is available at www.hyattregencydallas.com.

Attendees who previously made reservations and do not have arrival and departing changes do not need to call the hotel as the hotel has automatically rolled prior reservations to the rescheduled dates.

Attendees only need to call the hotel if their reservation changed for check-in and check-out days, or if they do not plan to attend.

Examples: If attendee had reservations to check in on Monday and out on Friday and that is what they will do in October; then they **do not** need to call the hotel.

If an attendee previously intended to check-in on Monday and now plans to check-in on Tuesday; then they **do** need to call the hotel to update their reservation.

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2 Training Information (Continued)

C Hotel Information (Continued)

New attendees shall:

- make hotel reservations with the Hyatt Regency Dallas directly by calling 214-651-1234 or 800-233-1234 by **September 30, 2008**

Note: All reservation made **after** September 30, 2008, will be accepted on a space available basis **only**.

- identify themselves as an attendee of the “**USDA National Farm Bill Programs Training Session**”.

The government room rate:

- is \$109 per night plus tax for a single room
- **must** be guaranteed by using the travel charge card.

Note: Tax exempt forms will be provided to each attendee by the hotel when they check-in.

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.

D Travel Authorization

Each employee must have a GovTrip electronic travel authorization before incurring travel expenses. This notice does **not** constitute an approved travel authorization. The per diem rate for Dallas, Texas is \$168 a day (\$109 for lodging and \$59 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 allotments. Farm Bill funding will be used to reimburse State Offices for the 2008 National Farm Bill Training. DAFO will, at a later date, provide instructions for reporting the actual costs of both National and State Farm Bill Training.

In GovTrip, select either of the following from the “Trip Purpose” drop-down menu:

- “Training Attendance” for attendees
- “Instructor” for trainers.

Note: See Notice FI-2858 for instructions on how to prepare travel documents using GovTrip.

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2 Training Information (Continued)

E Airport Transportation

There are 2 airports in Dallas. Love Field is smaller and is approximately 12 miles from the hotel. Dallas/Ft. Worth airport is larger and is 20 miles from the hotel.

Ground transportation from the Dallas/Ft. Worth airport to the Hyatt Regency Dallas can be obtained by Super Shuttle. Super Shuttle is onsite and no reservations are required. The shuttle cost is \$17 one-way and makes other stops from the airport to the hotel; from the hotel to the airport the shuttle is direct with **no** stops. Taxi service is available for approximately \$40-\$50 one-way.

Ground transportation from the Love Field airport to the Hyatt Regency Dallas can be obtained by advance reservation through Super Shuttle by calling 1-800-BLUEVAN. The shuttle cost is \$17 one-way and makes other stops from the airport to the hotel; from the hotel to the airport the Super Shuttle is direct with **no** stops. Taxi service is available for approximately \$20 one-way.

Note: Rental cars are **not** authorized for the National Farm Bill Training session.

3 Attendee Information

A Authorized Attendees

This is a train-the-trainer session. Attendees will be responsible for training the appropriate employees in each State. State Offices previously provided a list of authorized attendees according to Notice CM-609, subparagraph 3 A. If there are changes to the previous attendee list, resubmit the Excel spreadsheet list of authorized attendees.

Notes: Disaster assistance, price support, and conservation task force members are authorized to attend and do **not** have to be included as a DD or Service Center employee attendee, if applicable.

Attendees shall be assigned specific training sessions to attend. It is crucial to the planning and success of the conference that attendees attend the assigned training sessions, as space and training materials will be limited to scheduled attendees only.

B Training Materials

Training materials will be provided to each attendee at the training session. **Attendees shall bring a hand-held calculator.**

Note: Attendees that intend to ship training materials to their offices should bring shipping, Federal Express labels, and account information to the training session. There may be up to 5 spiral bound training manuals.

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3 Attendee Information (Continued)

C Registration

General registration will be held on Sunday, October 5, 2008, from 4 p.m. until 7 p.m. and Monday, October 6, 2008, beginning at 7 a.m.

Note: Attendees shall attend sessions as assigned to ensure adequate seating and training materials. All DD's and Service Center employee attendees are required to attend the General Session on Monday, October 6, 2008, and the NAP/LIP/LFP/Emergency Livestock Assistance Program sessions on Tuesday, October 7, 2008, and Wednesday, October 8, 2008.

D State Office Action

State Offices and attendees shall:

- **not** approve any attendee to schedule a return flight within 2 hours of the scheduled dismissal unless they are **not** assigned to attend specific sessions through the end of the conference
- by noon e.s.t., Wednesday, September 24, 2008, e-mail any **revisions** to the previously submitted Excel spreadsheet of attendees to Mike Sienkiewicz at **mike.sienkiewicz@wdc.usda.gov**.

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

E Reasonable Accommodations

Each attendee shall notify airlines and hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in the 2008 National Farm Bill Training should contact Mike Sienkiewicz by **September 26, 2008**, by either of the following:

- e-mail at **mike.sienkiewicz@wdc.usda.gov**
- telephone at 202-720-8959.

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3 Attendee Information (Continued)

F Documenting Training

Participants shall register for the 2008 National Farm Bill Training through AgLearn. Direct questions about AgLearn processing to the State Training Officer.

Note: Attendees previously enrolled for the postponed conference **do not have to re-register**. AgLearn will update training dates accordingly.

Step	Action
1	Access AgLearn at http://ww.aglearn.usda.gov .
2	Under the “Learner Center” tab, CLICK: <ul style="list-style-type: none">• “Learner Login”• “Continue”.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter user ID and password• CLICK “Login”.
4	CLICK “Catalog”.
5	CLICK “Aglearn Original Courseware Structure”
6	CLICK “Farm Service Agency”.
7	Find “National Farm Bill Training Conference”.
8	Click the designated training date and CLICK “Register”.
9	Enter user’s State name and user’s title in the “Comments” box and CLICK “Confirm”.
10	An e-mail confirmation will be received in the next hour.