

For: State and County Offices

**Supplemental Revenue Assistance Payments (SURE) Training**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The SURE program represents a major shift in the way that FSA delivers crop disaster program benefits. Because of the complexity of the program, national SURE training will consist of a four-part plan which includes train-the-trainer and web-cast training sessions directly to FSA employees. Selected State Office employees will attend the national training conference in St. Louis, MO. Other FSA employees will participate in a series of interactive web-cast sessions and in-State training.

**B Purpose**

This notice provides information about the following:

- national training format
- mandatory State training plans
- 2009 National SURE Training information
- number of authorized State Office attendees.

**C Contact**

For additional information about the 2009 National SURE training, contact Mike Sienkiewicz, Program Specialist, PECD, CPB, at 202-720-8959.

<b>Disposal Date</b>  November 1, 2009	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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## Notice CM-654

### 2 National Training Format and Mandatory Training Plans

#### A National Training Format

National training will be conducted according to the following schedule.

- The week of September 21, 2009, State Office employees will receive 8 hours of web-cast training, broken into 4 sessions over 2 days. This interactive web session will be used to train participants on basic SURE policies and application process.
- The 2009 National SURE Training conference has been scheduled in St. Louis, Missouri, for September 28, 2009, and September 29, 2009. Advanced policy and procedure topics for SURE will be covered as provided for by the Food, Conservation, and Energy Act of 2008.
- The week of October 5, 2009, an updated version of the 8 hour web-cast training will be delivered to State and County Office employees. This training will provide County Office employees consistent information on the SURE policies and application processes. This web training is intended to be the basis for the State delivered training designed to address local and regional variability.

#### B Mandatory State SURE Training Plans

State Offices shall submit a State SURE Training Plan to DAFP outlining how the State intends to conduct SURE training for County Office employees. The State's SURE Training Plan must include, at a minimum, the following items:

- list of counties and corresponding number of County Office employees that the State will train
- dates of State SURE training sessions with County Office employees
- names of State SURE trainers/presenters
- State SURE training methodology to be used (i.e. conference call, face-to-face)
- estimated costs of State SURE training sessions
- list of 2009 National SURE Training conference attendees.

**Note:** Approved attendee numbers for each State assumes SED's are **not** attending. SED's should select appropriate employees to attend based on program responsibilities and ability to train State Office employees.

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### 2 National Training Format and Mandatory Training Plans (Continued)

#### B Mandatory State SURE Training Plans (Continued)

See Exhibit 1 for the authorized number of attendees for each State. List names as wanted to appear on name badge.

State Offices shall submit State SURE Training Plans to Amy Mitchell, Special Programs Manager, PECD, at [amy.mitchell1@wdc.usda.gov](mailto:amy.mitchell1@wdc.usda.gov) by **September 16, 2009**.

### 3 2009 National SURE Training Conference Information

#### A Training Location

The 2009 National SURE Training conference will be held at the following:

Hyatt Regency St. Louis Riverfront  
315 Chestnut Street  
St. Louis, MO 63102  
Telephone: 314-655-1234  
FAX: 314-241-9839  
Web site: <http://www.stlouisriverfront.hyatt.com>.

#### B Training Dates and Times

The 2009 National SURE Training conference will:

- begin on Monday, September 28, 2009, at 8:00 a.m.
- end on Tuesday, September 29, 2009, at 5:00 p.m.

Sunday and Wednesday 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 Wednesday September 30, 2009.

#### C Hotel Information

A block of rooms has been reserved at the Hyatt Regency St. Louis Riverfront, with check-in on Sunday, September 27, 2009. The Government room rate:

- is \$100 (discounted contract rate) per night plus tax for a single room
- must be guaranteed by using the travel charge card.

The check-in time is 2 p.m. and check-out time is 12 p.m. If rooms are available, early check-in will be accommodated; if not, Guest Services will provide luggage storage.

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### 3 2009 National SURE Training Conference Information (Continued)

#### C Hotel Information (Continued)

Attendees shall:

- make hotel reservations with the Hyatt Regency St. Louis Riverfront directly at 314-655-1234 or 800-233-1234 by **September 18, 2009**

**Note:** All reservation made **after September 18, 2009**, will be accepted on a space available basis only.

- identify themselves as an attendee of the “**USDA National SURE Training Conference**”.

Attendees **must** have the following:

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

#### D Travel Authorization

Each employee **must** have an approved travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. The per diem rate for St. Louis, MO is \$170 a day (\$111 for lodging and \$59 for M&IE).

Federal employees’ travel expenses are paid out of the State’s GS travel allotments. Because of the travel occurring late in FY, State Offices will be reimbursed only when forecasted levels are not available. If these expenses can be absorbed within the allotment, the allotment will **not** be increased.

When in GovTrip creating the travel authorization, select 1 of the following:

- “Training Attendance” for those attending
- “Speech or presentation” for those attending as trainers.

**Note:** The training is called the “National SURE Training”.

Attendees are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

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### 3 2009 National SURE Training Conference Information (Continued)

#### E Airport Transportation

Ground transportation from the airport from Lambert International Airport, located 15 miles from the hotel, is available through any of the following:

- Go Best Express Airport Shuttle: \$21 one-way; \$32 roundtrip
- taxi service is available outside of the baggage claim area: approximately \$38
- MetroLink Lightrail Service: \$3.75 per person one-way from the airport. The nearest MetroLink State is located 4 blocks west of the hotel at 8<sup>th</sup> and Pine.

**Note:** Rental cars are **not** authorized for this training session.

#### F Training Materials

Training materials will be provided to each attendee at the training session. The training will include sessions for participants to work examples manually and using PC-based program software. **Attendees shall bring a hand held calculator, and to the extent available, a laptop computer.**

**Note:** Attendees that intend to ship training materials to their offices should bring shipping, Federal Express labels, and account information to the training session. The training manual will be a 2 inch, 3-ring binder

#### G Registration

A general registration will be held on Sunday, September 27, 2009, from 4 p.m. until 7 p.m. and also Monday, September 28, 2009, beginning at 7 a.m.

#### H 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 2009 National SURE Training conference should contact Mike Sienkiewicz by **September 18, 2009**, by 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 2009 National SURE Training Conference Information (Continued)

I Documenting Training

Participants shall register for the 2009 National SURE Training conference through AgLearn. Direct questions about AgLearn processing to the State Training Officer.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov/">http://www.aglearn.usda.gov/</a> .
2	Under “Learner Center”, CLICK: <ul style="list-style-type: none"> <li>• “Learner Login”</li> <li>• “I agree”.</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 “Catalog”.
5	Under “Subject Area Menu”, CLICK “▶” next to “AgLearn Original Courseware Structure”.  <b>Note:</b> This may take a moment to open.
6	CLICK “Farm Service Agency”.
7	Find “National SURE Training”.
8	CLICK “Register”.
9	Under the “Registration Comments” section, in the “Comments” box: <ul style="list-style-type: none"> <li>• enter title and State name</li> <li>• CLICK “Confirm”.</li> </ul>
10	An e-mail confirmation will be received in the next hour.

## Number of Authorized State Office Attendees

State Office	Number Of Authorized Attendees	State Office	Number Of Authorized Attendees
Alabama	3	Nebraska	4
Alaska	1	Nevada	1
Arizona	2	New Hampshire	1
Arkansas	3	New Jersey	1
California	4	New Mexico	2
Colorado	3	New York	3
Connecticut	1	North Carolina	3
Delaware	1	North Dakota	3
Florida	3	Ohio	3
Georgia	3	Oklahoma	3
Hawaii	1	Oregon	3
Idaho	2	Pennsylvania	3
Illinois	4	Puerto Rico	2
Indiana	4	Rhode Island	1
Iowa	4	South Carolina	3
Kansas	4	South Dakota	3
Kentucky	3	Tennessee	3
Louisiana	3	Texas	5
Maine	1	Utah	1
Maryland	1	Vermont	1
Massachusetts	1	Virginia	2
Michigan	3	Washington	3
Minnesota	3	West Virginia	2
Mississippi	3	Wisconsin	3
Missouri	3	Wyoming	2
Montana	2	<b>Total</b>	<b>127</b>