

**For:** CMA's, LSA's, and State and County Offices, Except AK, HI, and PR

**2001 National Cooperative Marketing  
Association/Loan Servicing Agent (CMA/LSA) Training Meeting**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

The 2001 National CMA/LSA Training meeting will be held:

- in Houston, Texas
- March 27 through March 29, 2001.

Topics covered at this training session will include:

- updates on cotton, grain, and rice program policy
- updates on beneficial interest and payment limitation policy
- IRS tax reporting issues
- maintaining CMA/LSA status
- commodity loan and loan deficiency payment eligibility requirements
- resolving producer eligibility, excess benefit, and overpayment problems
- FSA County Office responsibilities
- updates on the Automated Cotton Reporting System, Cotton Receipt Tracking System, and Cotton On-line Processing System
- the automated CMA eligibility process, including Kansas City processing.

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<p><b>Disposal Date</b></p> <p>March 1, 2002</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices, <b>and FAX</b> to CMA's and LSA's</p>
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**Notice CMA-59**

**1 Overview (Continued)**

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**B**

**Purpose**

This notice provides:

- the number of participants authorized from each State
  - the scheduled dates and times of the training session
  - information about hotel accommodations and transportation
  - travel authorization information for attendees from each State.
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**2 Number of Attendees**

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**A**

**Number of State  
Office  
Participants**

State Offices are authorized to send 1 or 2 participants from each of the following States.

<b>Southeast</b>	<b>Midwest</b>	<b>Southwest</b>	<b>Northwest</b>
Alabama	Illinois	Arizona	Idaho
Arkansas	Indiana	California	Nebraska
Florida	Iowa	Kansas	North Dakota
Georgia	Michigan	New Mexico	South Dakota
Kentucky	Minnesota	Oklahoma	Washington
Louisiana	Missouri	Texas	
Mississippi	Ohio		
North Carolina	Wisconsin		
South Carolina			
Tennessee			
Virginia			

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## Notice CMA-59

### 2 Number of Attendees (Continued)

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#### B

##### Additional County Attendees

For authorized attendees from each State Office, travel will be paid out of Washington-controlled travel funds.

County employees are encouraged to attend contingent on:

- the State paying travel and related expenses
- space available at the training session
- the attendee being familiar with Control County subsidiary file responsibilities.

**Note:** State Offices shall inform PSD immediately at 202-720-9889 or 7935 of any additional attendees.

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#### C

##### CMA and LSA Attendance

Hotel arrangements have been made anticipating 2 attendees from each of the approved CMA's and LSA's. Attendees should be:

- familiar with day-to-day CMA or LSA operations
  - responsible for resolving problems.
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#### D

##### CMA, LSA, and State Office Action

CMA's, LSA's, and State Offices shall take the following actions:

- by **COB Friday, March 9, 2001**, each CMA, LSA, and State Office with participants attending this training shall FAX a list of attendees to **Bruce Lake, PSD, at 202-690-3307**
  - by **COB Wednesday, March 14, 2001**, participants shall register directly with the Westin Galleria and Westin Oaks Hotels.
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#### E

##### Documenting Training

Participants or your State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is 020016 and session number is 0001.

Direct questions about processing in CAMS to your State Training Officer or Training and Development Branch, HRD to Joe Hoffman or Tom Montgomery at 202-418-9041.

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Notice CMA-59

**3 Hotel and Travel Information**

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**A**

**Training Dates  
and Hotel  
Information**

Training attendees shall plan to arrive on **Monday, March 26, 2001**. A block of rooms has been reserved.

The training session will begin **Tuesday, March 27, 2001, at 8 a.m.** and end **Thursday, March 29, 2001, at 12 noon.**

Participants shall:

- make their own reservations directly with the hotel by COB, March 14, 2001
- identify themselves as participants of the **USDA National CMA/LSA Training.**

The training will be held at the:

Westin Galleria and Westin Oaks Hotels  
5011 Westheimer St.  
Houston, TX 77056-5895  
1-713-960-8100  
1-800-228-3000.

The daily room rate:

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

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**B**

**Airport  
Transportation**

Transportation to and from the hotel is at your own discretion.

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**Notice CMA-59**

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

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**C**

**Per Diem and  
Travel  
Authorization**

The per diem rate for Houston, Texas, is \$115 a day (\$73 for lodging and \$42 for meals and incidental expenses).

Each State and County Office employee attending must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization.

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

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**D**

**Special Needs**

Persons with disabilities who require accommodations to attend or participate in this training shall contact the hotel and airlines.

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