

For: Cotton State and County Offices

2000 National Cotton Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

PSD's 2000 crop year National Cotton Policy and Automation Training meeting will be held:

- in Kansas City, Missouri
- October 24 and 25, 2000.

Topics covered at this training session will include:

- cotton loan and LDP policy
- processing loans and LDP's on APSS
- cotton PC software
- Cotton On-line Processing System
- Cotton Receipts Tracking System
- National Information Technology Center security issues.

B

Purpose

This notice provides:

- the schedule for the training session
- information about hotel accommodations and transportation
- travel authorization information for attendees from each State.

<p>Disposal Date</p> <p>January 1, 2001</p>	<p>Distribution</p> <p>Cotton State Offices; State Offices relay to applicable County Offices</p>
--	--

Notice CN-915

2 Training Schedule and Participants

A

Location and Dates

The training session will:

- begin Tuesday, October 24, 2000, at 8:30 a.m.
 - end Wednesday, October 25, 2000, at 4:45 p.m.
 - be located at KC-ITSDO, 6501 Beacon Drive, Kansas City, Missouri
 - include transportation between the hotel and the training site.
-

B

State Participants

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

Alabama	Kansas	Oklahoma
Arizona	Louisiana	South Carolina
Arkansas	Mississippi	Tennessee
California	Missouri	Texas
Florida	New Mexico	Virginia
Georgia	North Carolina	

Cotton States are authorized at least 1 attendee.

Additional State and County Office employees may attend contingent on:

- space available at the training session
 - informing PSD immediately, at 202-720-8374, of any additional attendees.
-

Notice CN-915

3 Hotel and Travel Information

A Hotel Information

Participants shall make their own reservations directly with the:

Four Points Barcelo - Sheraton Hotel
One East 45th Street
Kansas City, MO 64111.

Reservations must be made **no later October 12, 2000**. The hotel telephone number is 816-753-7400, ext. 3316. Participants shall identify themselves as participants of the FSA National Cotton Training.

The daily room rate \$85, plus tax, for a single room and must be guaranteed for late arrival (after 6 p.m.) by using a credit card.

B Per Diem and Travel Authorization

The per diem rate for Kansas City, Missouri, is \$127 a day (\$85 for lodging and \$42 for M&IE).

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.

Travel for State Office participants shall be charged to Washington-controlled State Travel Funds.

Participants shall make their own travel arrangements as soon as possible. The KCI Airport Shuttle provides transportation to and from the Four Points Barcelo - Sheraton Hotel. Cost for KCI Shuttle service is \$14 one way.

C Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact the hotel, airlines, or Kim Graham at 202-720-8374.

Notice CN-915

4 Action

A State Office and Participant Action

State Offices and participants shall take the following actions:

- **by COB October 10, 2000**, each State Office with participants attending this training shall FAX a list of attendees to Kim Graham, PSD, at 202-690-3307
 - **by COB October 12, 2000**, participants shall register directly with the Four Points Barcelo - Sheraton Hotel
 - if a participant needs special accommodations, notify the hotel and airline directly.
-

B Documenting Training

Participants of:

- **non-CAMS States** shall complete SF-182 according to 6-PM
- **CAMS States** shall:
 - select training session Course Number 020007 from the CAMS Training Course Catalog
 - go to CAMS web, select "Training", then "Request Course Session" to make a "request to" attend this training.

Notes: Once the training is requested in the CAMS system, the participant's training request will flow into the supervisor, the State Training Officer for approval. After approval, the training will flow into HRD, TDB for processing.

Direct questions about processing to Tom Montgomery or Joe Hoffman at 202-418-9041.
