

For: Cotton State and County Offices

Scheduling 2001 National Cotton Training

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

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Background

PSD's 2001 crop year National Cotton Policy and Automation Training meeting will be held :

- in Louisville, Kentucky
- September 11, 12, and 13, 2001.

Topics covered at this training will include:

- cotton loan and loan deficiency payment policy
- new cotton PC software
- Cotton On-line Processing System
- Centralized Certificate Repayments.

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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, 2002</p>	<p>Distribution</p> <p>Cotton State Offices relay to County Offices and FAX to LSA's</p>
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Notice CN-926

2 Training Schedule and Participants

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Location and Dates

The training session will:

- begin Tuesday, September 11, 2001, at 8 a.m.
 - end Thursday, September 13, 2001, at 12 noon.
 - be located at Louisville, Kentucky.
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Participants

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

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

Cotton States are authorized at least 1 attendee. Representatives of authorized Loan Servicing Agents are also authorized to attend at their own expense.

Additional State and County Office employees may attend contingent on:

- the State paying travel and related expenses
 - space available at the training session
 - informing PSD immediately of any additional attendees by:
 - telephone at 202-720-8374
 - e-mail at Julie_Law@wdc.usda.gov.
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3 Hotel and Travel Information

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Hotel Information

Participants shall make their own reservations directly with the:

**Galt House
Fourth Street at River
Louisville, Kentucky**

Reservations must be made **not later than August 30, 2001**. The hotel telephone number is 1-800-843-4258. Attendees shall identify themselves as participants of the USDA/FSA/National Price Support Cotton Training.

The daily room rate is \$69, plus tax, for a single room and must be guaranteed for late arrival (after 6 p.m.) by using a credit card.

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Per Diem and Travel Authorization

The per diem rate for Louisville, KY is \$107 a day (\$69 for lodging and \$38 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. Departing flights shall not be scheduled before 1:00 p.m. local time on Thursday, September 13, 2001.

The Executive Transportation System provides transportation to and from the hotel. Cost for the shuttle is \$10 per person. Group rates can be arranged before arrival by calling 502-727-0268 or 1-800-479-6548.

Taxi service to and from the hotel is available for a flat fee of \$14 for up to 4 passengers.

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Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact Julie Law at 202-720-8374.

Notice CN-926

4 Action

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State Office and Participant Action

State Offices and participants shall take the following actions:

- **by COB August 27, 2001**, each State Office with participants attending this training shall e-mail a list of attendees to Julie Law, PSD, at Julie_Law@wdc.usda.gov
 - **by COB August 30, 2001**, participants shall register directly with the Galt House
 - if a participant needs special accommodations, notify the hotel and airline directly.
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Documenting Training

Participants of:

- **non-CAMS States** shall complete SF-182 according to 6-PM
- **CAMS States** shall:
 - select training session Course Number 020047 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.
