

For: Cotton State and County Offices

**Training Meeting for State and County Offices for
the New Centralized Cotton Redemption (CCR) System and Cotton e-LDP System**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

PSD has developed 2 new systems:

- CCR that:
 - resides in the Cotton Online Processing System
 - allows a merchant to redeem upland cotton from multiple loans in multiple counties in a single transaction
- Cotton e-LDP that:
 - enables a producer's LDP application to be processed in a web-based environment by County Office users
 - will be available to producers for calendar year 2005.

A series of training meetings will be held for State and County Offices.

<p>Disposal Date</p> <p>December 1, 2004</p>	<p>Distribution</p> <p>Cotton State Offices; State Offices relay to applicable County Offices</p>
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1 Overview (Continued)

B Purpose

This notice provides:

- the schedule for the training sessions
- a list of States authorized to attend the training session
- information about hotel accommodations and transportation
- travel authorization information for participant.

C Contact

State Offices shall direct questions about this notice to Julie Floriani by:

- telephone at 202-720-8374
- e-mail to julie.floriani@wdc.usda.gov.

2 Training Schedule and Participants

A Location, Dates, and Times

Training will be held according to the following schedule. Meeting times are from 10 a.m. to 5 p.m. the first day and from 8 a.m. to 11 a.m. the second day.

Meeting Dates	Locations	Participating States
October 26 and 27, 2004	Cooperative Extension Service Conference Room 5565 Shelby Oaks Drive Memphis, TN 38134	Group 1 – Arkansas, Mississippi, Missouri, Tennessee
October 28 and 29, 2004	Cooperative Extension Service Bamboo Farm and Coastal Garden Conference Center #2 Canebrake Rd Savannah, GA 31419	Group 2 – Alabama, Florida, Georgia, Kentucky, North Carolina, South Carolina, Virginia
November 16 and 17, 2004	Tulare Cooperative Extension Auditorium 4437 South Las Pina Tulare, CA 93274	Group 3 – Arizona, California
November 18 and 19, 2004	Texas Agricultural Experiment Station Auditorium 1102 East FM 1294 Lubbock, TX 79403	Group 4 – Kansas, Louisiana, New Mexico, Oklahoma, Texas

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2 Training Schedule and Participants (Continued)

B Participants

State Offices outside of the State hosting the training are authorized to send no more than 10 participants from each State. In addition to State Price Support Specialists, participants shall include Program Technicians with responsibility for cotton price support activity.

Washington-controlled travel funds are authorized for 1 Federal State Office participant from each State.

3 Hotel and Travel Information

A Per Diem and Travel Authorization

Each State and County Office participant 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 travel arrangements as soon as possible.

Transportation to the meeting site from the hotels will not be provided. Local travel shall be coordinated with other meeting participants via taxi or personal vehicle.

Note: The Lubbock, Texas, training location is out of town so a catered lunch is being planned at a cost of approximately \$6 to \$8 per person. State Specialists are asked to e-mail Kirk Goodman at **kirk.goodman@tx.usda.gov** no later than November 5, 2004, with the number of participants from each State so that a guarantee can be provided to the caterer.

B Reasonable Accommodations

Notify the airlines and hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to participate in this training should contact Julie Floriani by October 22, 2004, by:

- telephone at 202-720-8374
- e-mail to **julie.floriani@wdc.usda.gov**.

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3 Hotel and Travel Information (Continued)

C Hotel Information

Participants may make reservations by calling the hotels listed in the following table. PSD has **not** blocked rooms at any of the listed hotels.

Meeting	Hotel	Room Rate	Per Diem Rate
Group 1 – Memphis, TN	Drury Inn (Memphis NE Location) 1556 Sycamore View Memphis, TN 38134 800-378-7946	\$69 + tax	\$123 ((\$80 for lodging and \$43 for M&IE)
	Hampton Inn 2935 N. Germantown Rd Bartlett, TN 38133 901-382-2050	\$79 + tax	
Group 2 – Savannah, GA	Wingate Inn 11 Gateway Blvd Savannah, GA 31419 912-925-2525	\$74 + tax	\$146 ((\$103 for lodging and \$43 for M&IE)
	Best Western 1 Gateway Blvd Savannah, GA 31419 912-925-2420	\$55 + tax	
Group 3 – Tulare, CA	Hawthorn Inn and Suites 1016 East Prosperity Tulare, CA 93274 559-685-9500	Between \$70 and \$83 + tax	\$109 ((\$66 for lodging and \$43 for M&IE)
	Quality Inn 1010 East Prosperity Tulare, CA 93274 559-686-3432	\$56 + tax	
Group 4 – Lubbock, TX	La Quinta Inn Civic Center 601 Avenue Q Lubbock, TX 79401 806-763-9441	\$60 + tax	\$91 ((\$60 for lodging and \$31 for M&IE)
	Holiday Inn Civic Center 801 Avenue Q Lubbock, TX 79401 806-763-1200	\$55 + tax	

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3 Hotel and Travel Information (Continued)

C Hotel Information (Continued)

Driving directions to all hotels can be obtained using **Mapquest.com** by entering the hotel ZIP Code. The following may also be helpful:

- Lubbock, Texas: <http://lubbock.tamu.edu>
- Tulare, California: take Paige Avenue exit from highway 99 East to South Laspina Street, then right to 4437B South Laspina Street
- Savannah, Georgia:
<http://pubs.caes.uga.edu/caespubs/horticulture/coastalgarden/Facility.htm>.

4 Action

A State Office and Participant Action

State Offices and/or participants shall do the following:

- each State Office with participants attending this training shall e-mail a list of participants to Julie Floriani at julie.floriani@wdc.usda.gov
- participants shall make reservations directly with the applicable hotel according to paragraph 3
- participants or State Training Officer shall document this training by using the Internet Combined Administrative Management System (ICAMS).

Notes: The ICAMS course number is #020145 and the session number is 0001.

Direct questions about processing in ICAMS to the State Training Officer.

Training will devote at least 2 hours on the second day for topics of concern to County Offices.