

For: State and County Offices

National Training for CRP, ECP, and EFRP

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Agriculture Improvement Act of 2018 (the 2018 Farm Bill) amended CRP and ECP provisions. CRP has been authorized through 2023. ECP authority remains independent of the Farm Bill.

To ensure successful delivery and implementation of CRP, ECP, and EFRP, FSA and NRCS will conduct a train-the-trainer training session for FSA and NRCS employees. The training session will include specific policies, procedures, and hands-on exercises to gain an understanding of program requirements, procedures, and a general overview of automation/IT processes.

The training will prepare FSA and NRCS staff to train other FSA and NRCS employees to deliver CRP, ECP, and EFRP to provide services and benefits to our producers, ranchers, farmers, and forest landowners according to the 2018 Farm Bill and other authorizing legislation.

B Purpose

This notice informs State and County Offices of the 2018 Farm Bill National Conservation Training and provides detailed information on:

- dates and location
- hotel accommodations
- transportation travel authorization
- State-level training expectations.

C Contacts

Questions about this notice can be sent to Michele Proctor-Hall by e-mail to michele.proctor@usda.gov.

Disposal Date	Distribution
December 1, 2019	State Offices; State Offices relay to County Offices
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2 National Conservation Programs Training

A Train-the-Trainer Approach

The 2018 Farm Bill National Conservation Programs Training was designed using the train-the-trainer model. Training attendees will be responsible for delivering training to applicable FSA and NRCS employees in their respective States.

The training sessions will include lectures and group exercises. The presenters will provide training and communication materials to all training participants to support their training of others in their respective States.

The training materials will be made available electronically; paper copies will not be available at the training. Training participants who have a government laptop must bring their laptop with them to the training to view training materials, which will be made available on the AO SharePoint site at https://usdagcc.sharepoint.com/sites/fsa-0a/field-office/Conservation_Training/SitePages/Home.aspx on or before **October 21, 2019**. Training participants are encouraged to download the training materials and have them available on their laptop when they attend the National training.

B Training Dates and Location

The training session will begin on **Monday, October 28, 2019, at 8 am EDT and end Friday, November 1, 2019, at 12 Noon**. Training attendees will make travel arrangements to ensure that they are able to attend the entire training. Attendees are authorized to make travel arrangements on Sunday, October 27, 2019. Attendees are **not** authorized to make airline reservations that would require them to leave the training session before the scheduled end time.

The training will be held in Orlando, Florida. Detailed hotel information is provided in subparagraph 3 C.

C State Training Attendee Slots

SED's received by e-mail a specific number of training attendee slots based on several factors including, number of employees in a State to be trained, expected CRP, ECP, and EFRP workload and/or participation, and timeframe to complete end user training in the applicable State.

The final list of training participants is posted on the AO SharePoint site at https://usdagcc.sharepoint.com/sites/fsa-0a/field-office/Conservation_Training/SitePages/Home.aspx.

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3 Travel and Hotel Authorizations

A Travel Authorization

Travelers are responsible for making their own travel arrangements as soon as possible, using the most efficient means of transportation. The local airport is Orlando International Airport (MCO).

Note: Travelers are encouraged to book fully refundable airfare.

Each traveler **must** use CONCUR for commercial travel reservations and **must** have an approved CONCUR electronic travel authorization before incurring travel expenses. This notice does **not** constitute an approved travel authorization. Once in the authorization, enter the following fields at the general tab:

- type code – single trip
- purpose – training
- document detail – 2019 National Conservation Programs Training.

Travelers who do not currently possess a valid Government-issued travel (credit) card may use the “Default” Centrally Billed Account (CBA) option in Concur for the purchase of **airfare**.

To reserve **hotel accommodations**, the traveler will contact the hotel and secure their desired reservation using a valid Government-issued travel (credit) card or their own personal credit card. Only airfare can be paid on behalf of the traveler using CBA; therefore, travelers who do not currently possess a valid Government-issued travel (credit) card must pay for their hotel accommodations using the traveler’s personal credit card. Hotel expenses will be subsequently reimbursed to the traveler as part of the per diem during the post-travel expense vouchering process.

M&IE may also be charged to the traveler’s personal credit card for later reimbursement through the post-travel vouchering process.

Travelers whose circumstances may require using a **cash advance** may notify a member of the travel staff before initiating a travel authorization. A traveler may request an advance of up to 80 percent of estimated travel expenses (excluding airfare).

For questions about using the CBA or cash advance, submit a ServiceNow intake form for the Financial Management Division at <https://myfpac.usda.gov/>, using the “myFPAC Services” tool.

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3 Travel and Hotel Authorization (Continued)

B Travel Codes

In CONCUR, participants must select the appropriate accounting code below, based on their work location:

- County Office employees: 20-COF-WDC-TRAVEL
- State Office employees: 20-STO-WDC-TRAVEL
- Headquarters employees: 20-HQ-WDC-TRAVEL.

C Hotel Accommodations

A block of rooms has been reserved at the:

Renaissance Orlando at Sea World
6677 Sea Harbor Dr
Orlando, Florida 32821
407-351-5555 or 1-800-266-9432.

The per diem rate for lodging is \$127 and M&IE is \$66. To receive the Government per diem rate, participants **must** book under FSA's block of rooms using the following information as soon as possible but no later than **October 15, 2019**; after this date any rooms not confirmed will be released to hotel inventory:

Group Name: USDA Conference
Hotel Room Rate: \$127/night
Check-In: October 27, 2019
Check-Out: November 1, 2019.

- Hotel booking link: <https://book.passkey.com/e/49990701>
- Check-in time is 4 pm. Check-out time is 11am. In the event that a reservation needs to be cancelled, participants must notify the hotel 24 hours before the date of check-in to avoid a cancellation fee. Any reservation canceled less than 24 hours before check-in will result in the individual's credit card being charged a minimum of one night's stay and tax. Also, guests must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid an early departure fee of \$75.
- Parking is available, if necessary, for \$28/night.

3 Travel and Hotel Authorizations (Continued)

D Hotel Transportation Options

Transportation options from area airports to the Renaissance Orlando at Sea World include the following:

- Uber/Lyft; fee is approximately \$30 one way
- airport shuttle.

Note: See the AO SharePoint site at https://usdagcc.sharepoint.com/sites/fsa-0a/field-office/Conservation_Training/SitePages/Home.aspx for additional information about airport shuttle service.

Rental vehicles are not authorized.

E Reasonable Accommodations

Participants must notify the airline and hotel directly if any special accommodations are necessary.

If special accommodations are necessary to attend this training, notify Kimberly Pritchett by **October 15, 2019**, by either of the following:

- e-mail to Kimberly.Pritchett@usda.gov
- telephone at 202-720-1023.

4 Additional Training Information

A Documenting Training Attendance in WebTA

When reporting in the **Activity Report System** section of webTA, use the applicable program code and activity code “training”.

For travel time use the appropriate program code and activity code “travel”.

B Training Attire

Participants are expected to attend training sessions in business attire.

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4 Additional Training Information (Continued)

C Subsequent State Training Sessions

It is recommended that State training be conducted for CRP, ECP, and EFRP by November 29, 2019.

In accordance with guidance from the Farm Production and Conservation Mission Area, it is expected that SED's and State Conservationists will plan and conduct joint FSA and NRCS State training. Duration of training should be tailored to individual State's needs with regard to workload supporting CRP, ECP, and EFRP programs.

State Offices are reminded to submit training requests through CTAT. Additional details regarding CTAT submissions forthcoming.

State Offices must notify the Deputy Administrators for Farm Programs and Field Operations when all State training has been completed but no later than December 4, 2019, by e-mail to Jody Kenworthy at jody.kenworthy@usda.gov (DAFP), and to Allison Bridges by e-mail to allison.bridges@usda.gov (DAFO).