

For: State Offices

Conservation Automation Training

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

1 Overview

A

Background

Changes are being made to conservation cost/share software to accommodate farm bill changes which affect 2002 program enrollment. Because of these changes it is necessary to conduct conservation automation training.

Note: This training will cover **only** automation. Policy for the affected programs will not be covered. Questions concerning policy will need to be directed to the appropriate policy person by telephone or in writing.

B

Purpose

This notice provides:

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

Important: Participants **must** be those employees who will provide training to County Office employees.

C

Contact

If there are questions about this notice, contact Sharon Rafter, CEPD at 202-690-1612 or Doug Peterson, CEPD at 202-720-5783.

Disposal Date	Distribution
October 1, 2002	State Offices

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2 General Information

A

Training Location

This is automation training and will be hands on. Attendees will use the information to subsequently train County Office employees and respond to questions about the conservation cost/share automation areas covered.

All training sessions will be held at:

The Beacon Building
6501 Beacon Drive
Kansas City, MO 64133.

All attendees will need to wear their government identification badges for entrance into the building.

The training has a full agenda. It is anticipated that the entire time frame allotted for the training will be used.

B

Persons With Disabilities

Persons with disabilities who require accommodations to attend or participate in the training should contact KCAO at 816-926-6517.

C

Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Kansas City area is \$127 per day (\$85 for lodging and \$42 for M&IE).

Travel for only Federal State Office participants shall be charged to Washington-controlled travel funds.

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

D

Documenting Training

Participants or the State Training Officer shall document this training using the Combined Administrative Management System (CAMS). The CAMS **course number is 020076** and the session numbers for this course are as follows: Group 1 - 0001; Group 2 - 0002; Group 3 - 0003; Group 4 - 0004; and Group 5 - 0005.

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

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3 Group 1 Information

A
Group 1
Participants

The following table lists the attendees for Session 1.

Group 1	
State	Number of Authorized Attendees
Connecticut	1
Iowa	2
Maine	1
Missouri	2
New Hampshire	1
New Jersey	1
New York	2
Pennsylvania	2
Vermont	1
Virginia	2
West Virginia	1

B
Schedule

Conservation automation training for Group 1 will:

- begin on Wednesday, July 31, 2002, at 1 p.m.
- end on Friday, August 2, 2002, at noon.

Transportation to and from training sessions will be provided according to the following table.

Date	Departure From Hotel	Departure From Training
Wednesday, July 31	12:30 p.m.	4:30 p.m.
Thursday, August 1	7:15 a.m.	4:30 p.m.
Friday, August 2	7:15 a.m.	noon

Note: Group 1 participants should **not** schedule departing flights on August 2 any earlier than 2:30 p.m. central time.

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3 Group 1 Information (Continued)

C
Airport
Transportation

Participants are responsible for transportation to and from Kansas City International Airport. The following services are available.

Service	Cost	Additional Information
KCI Shuttle	\$15 one way \$25 round trip	The KCI Shuttle provides service from the airport to the Sheraton Suites Country Club Plaza. Purchase a ticket for the shuttle: <ul style="list-style-type: none">• by dialing 5000 on any white airport courtesy phone• at the KCI Shuttle ticket counter located in the baggage claim areas.
Quicksilver Airport Service	\$23.50	Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

D
Hotel
Information

A block of rooms has been reserved for Group 1 at:

Sheraton Suites Country Club Plaza
770 West 47th Street
Kansas City, MO 64112
Telephone: 816-931-4400
Reservations: 888-627-7043.

Participants shall call the hotel to confirm reservations and specify the USDA/FSA/CEPD training room block. The cost of the room is \$85 plus tax. Hotel sales tax is reimbursable under miscellaneous charges. **Make reservations with the hotel by July 20, 2002, at 888-627-7043.**

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4 Group 2 Information

A
Group 2
Participants

The following table lists the attendees for Session 2.

Group 2	
State	Number of Authorized Attendees
Colorado	2
Kansas	2
Nebraska	2
North Dakota	2
Oklahoma	2
South Dakota	2
Texas	4
Wyoming	2

B
Schedule

Conservation automation training for Group 2 will:

- begin on Monday, August 5, 2002, at 1 p.m.
- end on Wednesday, August 7, 2002, at noon.

Transportation to and from training sessions will be provided according to the following table.

Date	Departure From Hotel	Departure From Training
Monday, August 5	12:30 p.m.	4:30 p.m.
Tuesday, August 6	7:15 a.m.	4:30 p.m.
Wednesday, August 7	7:15 a.m.	noon

Note: Group 2 participants should **not** schedule departing flights on August 7 any earlier than 2:30 p.m. central time.

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4 Group 2 Information (Continued)

C
Airport
Transportation

Participants are responsible for transportation to and from Kansas City International Airport. The following services are available.

Service	Cost	Additional Information
KCI Shuttle	\$15 one way \$25 round trip	The KCI Shuttle provides service from the airport to the Sheraton Suites Country Club Plaza. Purchase a ticket for the shuttle: <ul style="list-style-type: none">• by dialing 5000 on any white airport courtesy phone• at the KCI Shuttle ticket counter located in the baggage claim areas.
Quicksilver Airport Service	\$23.50	Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

D
Hotel
Information

A block of rooms has been reserved for Group 2 participants at:

Sheraton Suites Country Club Plaza
770 West 47th Street
Kansas City, MO 64112
Telephone: 816-931-4400
Reservations: 888-627-7043.

Participants shall call the hotel to confirm reservations and specify the USDA/FSA/CEPD training room block. The cost of the room is \$85 plus tax. Hotel sales tax is reimbursable under miscellaneous charges. **Make reservations with the hotel by July 29, 2002, at 888-627-7043.**

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5 Group 3 Information

A
Group 3
Participants

The following table lists the attendees for Session 3.

Group 3	
State	Number of Authorized Attendees
Alabama	2
Florida	2
Georgia	2
Kentucky	2
Louisiana	2
Mississippi	2
North Carolina	2
Puerto Rico	1
South Carolina	2
Tennessee	2

B
Schedule

Conservation automation training for Session 3 will:

- begin on Wednesday, August 7, 2002, at 1 p.m.
- end on Friday, August 9, 2002, at noon.

Transportation to and from training sessions will be provided according to the following table.

Date	Departure From Hotel	Departure From Training
Wednesday, August 7	12:30 p.m.	4:30 p.m.
Thursday, August 8	7:15 a.m.	4:30 p.m.
Friday, August 9	7:15 a.m.	noon

Note: Group 3 participants should **not** schedule departing flights on August 9 any earlier than 2:30 p.m. central time.

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5 Group 3 Information (Continued)

C
Airport
Transportation

Participants are responsible for transportation to and from Kansas City International Airport. The following services are available.

Service	Cost	Additional Information
KCI Shuttle	\$19 one way \$33 round trip	The KCI Shuttle provides service from the airport to the Holtz Executive Village. Purchase a ticket for the shuttle: <ul style="list-style-type: none">• by dialing 5000 on any white airport courtesy phone• at the KCI Shuttle ticket counter located in the baggage claim areas.
Quicksilver Airport Service	\$23.50	Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

D
Hotel
Information

A block of rooms has been reserved for Group 3 at:

Holtze Executive Village
11400 College Boulevard
Overland Park, KS 66210
Telephone: 913-344-8100.

Participants shall call the hotel to confirm reservations and specify the USDA/FSA/CEPD training room block. The cost of the room is \$85 plus tax. Hotel sales tax is reimbursable under miscellaneous charges. **Make reservations with the hotel by July 29, 2002.**

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6 Group 4 Information

A
Group 4
Participants

The following table lists the attendees for Session 4.

Group 4	
State	Number of Authorized Attendees
Arkansas	2
Delaware	1
Illinois	2
Indiana	2
Maryland	1
Massachusetts	1
Michigan	2
Minnesota	2
Ohio	2
Rhode Island	1
Wisconsin	2

B
Schedule

Conservation automation training for Group 4 will:

- begin on Monday, August 26, 2002, at 1 p.m.
- end on Wednesday, August 28, 2002, at noon.

Transportation to and from training sessions will be provided according to the following table.

Date	Departure From Hotel	Departure From Training
Monday, August 26	12:30 p.m.	4:30 p.m.
Tuesday, August 27	7:15 a.m.	4:30 p.m.
Wednesday, August 28	7:15 a.m.	noon

Note: Group 4 participants should **not** schedule departing flights on August 28 any earlier than 2:30 p.m. central time.

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6 Group 4 Information (Continued)

C
Airport
Transportation

Participants are responsible for transportation to and from Kansas City International Airport. The following services are available.

Service	Cost	Additional Information
KCI Shuttle	\$19 one way \$33 round trip	The KCI Shuttle provides service from the airport to the Holtz Executive Village. Purchase a ticket for the shuttle by: <ul style="list-style-type: none">dialing 5000 on any white airport courtesy phonepurchasing a ticket at the KCI Shuttle ticket counter located in the baggage claim areas.
Quicksilver Airport Service	\$23.50	Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

D
Hotel
Information

A block of rooms has been reserved for Group 4 at:

Holtze Executive Village
11400 College Boulevard
Overland Park, KS 66210
Telephone: 913-344-8100.

Participants shall call the hotel to confirm reservations and specify the USDA/FSA/CEPD training room block. The cost of the room is \$85 plus tax. Hotel sales tax is reimbursable under miscellaneous charges. **Make reservations with the hotel by August 5, 2002.**

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7 Group 5 Information

A
Group 5
Participants

The following table lists attendees for Session 5.

Group 5	
State	Number of Authorized Attendees
Alaska	1
Arizona	2
California	2
Hawaii	1
Idaho	2
Montana	2
Nevada	1
New Mexico	2
Oregon	2
Utah	2
Washington	2

B
Schedule

Conservation automation training for Group 5 will:

- begin on Wednesday, August 28, 2002, at 1 p.m.
- end on Friday, August 30, 2002, at noon.

Transportation to and from training sessions will be provided according to the following table.

Date	Departure From Hotel	Departure From Training
Wednesday, August 28	12:30 p.m.	4:30 p.m.
Thursday, August 29	7:15 a.m.	4:30 p.m.
Friday, August 30	7:15 a.m.	noon

Note: Group 5 participants should **not** schedule departing flights on August 30 any earlier than 2:30 p.m. central time.

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7 Group 5 Information (Continued)

C
Airport
Transportation

Participants are responsible for transportation to and from Kansas City International Airport.

Service	Cost	Additional Information
KCI Shuttle	\$19 one way \$33 round trip	The KCI Shuttle provides service from the airport to the Holtz Executive Village. Purchase a ticket for the shuttle: <ul style="list-style-type: none">• by dialing 5000 on any white airport courtesy phone• the KCI Shuttle ticket counter located in the baggage claim areas.
Quicksilver Airport Service	\$23.50	Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

D
Hotel
Information

A block of rooms has been reserved for Group 5 at:

Holtze Executive Village
11400 College Boulevard
Overland Park, KS 66210
Telephone: 913-344-8100.

Participants shall call the hotel to confirm reservations and specify the USDA/FSA/CEPD training room block. The cost of the room is \$85 plus tax. Hotel sales tax is reimbursable under miscellaneous charges. **Make reservations with the hotel by August 16, 2002.**
