

For: State Offices

National Conservation Reserve Program (CRP) Farm Bill Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

FSA has scheduled training for CRP including policy, procedure, automation, and environmental compliance. Training has been scheduled in Kansas City, Missouri, for February 24 through March 7. There will be 2 identical one-week training sessions.

B

Purpose

This notice:

- provides the scheduled dates and times of the 2 training sessions
- provides information about hotel accommodations
- advises State Offices that training material is scheduled to be posted to the Intranet by COB February 28
- authorizes attendance and provides the number of participants authorized from each State
- requires States to notify CEPD via the Intranet of participant names and related information
- requires State training to be completed by the start of general signup.

Note: National training will include hands-on training for newly developed Common Computing Environment (CCE) software. State Offices shall ensure that County Offices also receive similar hands-on training.

<p>Disposal Date</p> <p>September 1, 2003</p>	<p>Distribution</p> <p>State Offices; State Offices relay to NRCS State Offices</p>
--	--

Notice CRP-426

2 Scheduled Training

A

Training Dates and Times

The training will be conducted in 2 identical one-week sessions as follows:

- Session I is scheduled to begin at 9 a.m. on Monday, February 24 and end by 1 p.m. on Friday, February 28
- Session II is scheduled to begin at 9 a.m. on Monday, March 3 and end by 1 p.m. on Friday, March 7.

The first 3 days of training will be conducted at the hotel. The last 2 days of training will be conducted at the Kansas City complex. Transportation will be provided between the hotel and the Kansas City complex.

There will be a review of the newly developed software at the hotel on Thursday morning of each session. The presentation will be for SED's, State Conservationists, State Program Managers, and Regional Program Managers.

The State Environmental Coordinator's will attend training for the first 3 days. They are not required to attend the automation training on the fourth and fifth day.

There will be a reception for all attendees on Monday evening of each session.

Exhibit 1 provides the number of authorized attendees by State and session.

Note: The authorized number of participants for each State, including the environmental coordinator, is included in Exhibit 1. It is strongly encouraged that at least 1 participant be a County Office employee.

B

Topics To Be Covered

CRP policy, procedure, automation and environmental compliance requirements will be covered.

3 Hotel and Travel Authorization Information

A
Hotel
Information

A block of rooms has been reserved at:

Kansas City Marriott Country Club Plaza
4445 Main Street
Kansas City, MO 64111
Telephone: 816-531-3000.

Participants shall:

- contact the hotel to confirm reservations and specify the USDA/CRP Training room block
- identify themselves as being part of the “USDA CRP Training” to ensure the correct room rate of \$84, sales tax exempt
- make reservations by February 17, 2003, using either of the following methods:
 - call the hotel at 816-531-3000
 - reserve online at **www.marriottccplaza.com** according to the following:
 - under reservations, click on rates and availability
 - enter check-in and -out dates and scroll to the bottom of the page and enter group code “crpcrpa”
 - click on “Check rates and availability”, then click on “reserve” under “USDA CRP program”.

Charges are \$84 for a single room each night and must be guaranteed for late arrival using a credit card. Check-in time is 3 p.m. and check-out time is 12 noon.

Note: This training has a very full and aggressive agenda. The entire time frame allotted for the training will be used. Participant shall **not** schedule departing flights on Friday earlier than 3 p.m. central time.

Continued on the next page

Notice CRP-426

3 Hotel and Travel Authorization Information (Continued)

B 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, Missouri is \$130 (\$84 for lodging and \$46 for M&IE) a day.

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

Travel for non-Federal participants shall be paid with County Office administrative funds. Travel for Federal participants shall be charged to Washington-controlled State travel.

C Airport Transportation

Transportation to and from Kansas City International (KCI) Airport is the responsibility of the participant. The following services are available.

- **KCI Shuttle Service.** The KCI Shuttle provides service from the airport to the Kansas City Marriott Country Club Plaza for \$14 one-way and \$23 round trip. Purchase a ticket for the shuttle by dialing 5000 on any white courtesy phone or at the KCI Shuttle ticket counter located in the baggage claim areas.
- **Quicksilver Airport Service.** Quicksilver charges \$23.50 round trip. Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

Transportation will be provided from the:

- hotel to the airport after the Thursday morning session at approximately 12 noon
 - Kansas City complex to the airport after the Friday session at approximately 2 p.m.
-

Continued on the next page

Notice CRP-426

3 Hotel and Travel Authorization Information (Continued)

D

**Training
Materials**

Copies of PowerPoint presentations and the training material are scheduled to be posted to Intranet by COB on February 28.

A copy of the training material will be provided to each participant at the National training sessions.

Note: Attendees that intend to ship training materials to their respective offices should bring Federal Express labels and account information.

E

**Submitting
Participant
Information to
CEPD**

For each participant designated to attend the National CRP Farm Bill training, follow the instructions in Exhibit 2 to submit participant information using CEPD's Intranet site.

F

**USDA
Identification**

USDA identification is required to enter the Kansas City complex. Participants shall bring USDA identification to the training.

Notice CRP-426

4 Action

A State Office Action

State Offices shall:

- designate the FSA participants to attend the National training session according to the number of participants approved for each State (Exhibit 1)

Note: The number of participants approved in Exhibit 1 does not include SED, State Conservationists, State Program Managers, or Regional Program Managers.
- notify CEPD of designated participants' information for FSA participants according to paragraph 3 and Exhibit 2
- ensure that participants make hotel reservations by February 17
- advise participants that the hotel will charge the full room rate for all nights guaranteed, if the participant checks out earlier than the date indicated when the reservation was made
- advise participants that return flights shall not be scheduled earlier than 2 hours following the end of the respective training session
- make plans for FSA State training to be completed no later than the start of general signup.

Note: National Training will include hands-on training for newly developed CCE software. State Offices shall ensure that County Offices also receive similar hands-on training.

Persons with disabilities who require accommodations to attend or participate in this training shall contact KCAO at 816-926-6517 or TTY at 816-926-7440.

B Document Training

Participant or State Training Officer shall document this training using the Combined Administrative Management System (CAMS). The CAMS course number is 020104.

Direct questions about processing in CAMS to either of the following:

- State Training Coordinator
 - Tom Montgomery or Joe Hoffman, Training and Development Branch, HRD, at 202-418-9048.
-

Number of State FSA Participants

Session 1 Participants, February 24 through February 28					
State	FSA Participants	State	FSA Participants	State	FSA Participants
Alabama	5	Georgia	4	Idaho	4
Illinois	4	Indiana	4	Iowa	4
Kansas	4	Maryland	2	Michigan	4
Minnesota	4	Mississippi	3	Missouri	4
Nebraska	4	New York	3	North Dakota	4
Oklahoma	3	South Dakota	4	Texas	6
Utah	2	Washington	4	Wisconsin	4
Session 2 Participants, March 3 through March 7					
State	FSA Participants	State	FSA Participants	State	FSA Participants
Alaska	2	Arizona	2	Arkansas	3
California	2	Colorado	4	Connecticut	2
Delaware	2	Florida	2	Hawaii	2
Kentucky	3	Louisiana	3	Maine	2
Massachusetts	2	Montana	4	Nevada	2
New Hampshire	2	New Jersey	2	New Mexico	2
North Carolina	3	Ohio	4	Oregon	3
Pennsylvania	3	Puerto Rico	2	Rhode Island	2
South Carolina	2	Tennessee	3	Vermont	2
Virginia	3	West Virginia	2	Wyoming	2

Note: National Training will include hands-on training for newly developed CCE software. State Offices shall ensure that County Offices also receive similar hands-on training.

Submitting Participant Information

Step	Action
1	<p>Access the FSA Intranet site at http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm using the State Office Internet account.</p>  <p>Result: CEPD's State Office CRP Information Center Screen will be displayed.</p>

Continued on the next page

Submitting Participant Information (Continued)

Step	Action
2	<p>Select Option 12 “CRP Farm Bill Training Registration”.</p> <p>Result: CEPD’s Registration Page will be displayed.</p> 
3	<p>Provide the information requested. If you have any questions about completing the form, contact Sharon Rafter, CEPD, at 202-690-1612.</p>
4	<p>Click on the “Submit Form” button on the bottom of the “CRP Training Registration” page to submit.</p> <p>Result: Confirmation that the “CRP Training Registration” form has been processed will be displayed.</p>