

For: State and County Offices

National Conservation Reserve Program (CRP) Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

FSA has scheduled CRP training that will include policy, procedure, and automation. Training has been scheduled in Kansas City, Missouri, for March 1 through March 5, 2004. There will be 3 identical 1½-day sessions. In conjunction with this meeting, there will also be a meeting of the CEPD Common Computing Environment (CCE) Migration Group.

B Purpose

This notice:

- provides the scheduled dates and times of the 3 CRP training sessions
- provides the scheduled dates and times of the CEPD CCE Migration Group meeting
- provides information about hotel accommodations
- advises State Offices that training material is scheduled to be posted to the Intranet by COB March 1, 2004
- authorizes attendance and provides the number of participants authorized from each State
- requires State Offices to notify CEPD through the Intranet of participant names and related information
- requires State training to be completed by March 31, 2004.

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

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| Disposal Date July 1, 2004 | Distribution State Offices; State Offices relay to Service Centers and NRCS State Offices |
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2 Scheduled Training

A Training Dates and Times

The training will be conducted in the following 3 identical 1½-day sessions.

- Session I will begin at 8 a.m. on Monday, March 1, 2004, and end by 12:00 p.m. on Tuesday, March 2, 2004.
- Session II will begin at 1 p.m. on Tuesday, March 2, 2004, and end by 5 p.m. on Wednesday, March 3, 2004.
- Session III will begin at 8 a.m. on Thursday, March 4, 2004, and end by 12 p.m. on Friday, March 5, 2004.
- The CCE Migration Group will attend Session I as participants and attend a meeting on Tuesday, March 2, 2004, and Wednesday, March 3, 2004, which will end by 12 p.m.
- See Exhibit 1 for the number of authorized attendees by State and session.

Note: The authorized number of participants for each State 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, and automation requirements will be covered. About 90 percent of the time covered will be automation including hands-on training of new CCE software.

3 Hotel and Travel Authorization Information

A Hotel Information

A block of rooms has been reserved at the following:

Sheraton Suites Country Club Plaza
770 W. 47th Street
Kansas City, Missouri 64112
888-627-7043

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3 Hotel and Travel Authorization Information (Continued)

A Hotel Information (Continued)

Participants should contact the hotel to confirm reservations and identify yourself as a participant of the “USDA Training” to ensure the room rate of \$88.

Charges are \$88 for a single room each night and must be guaranteed for late arrival using a credit card. Check-in time is 3:00 p.m. and check-out time is 12 p.m.

Reservations shall be made no later than February 25, 2004.

Note: This training has a full and aggressive agenda. The entire timeframe allotted for the training will be used.

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 \$135 (\$88 for lodging and \$47 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 Federal State Office participants shall be charged to the Washington-controlled State Travel Funds.

C Airport Transportation

Transportation to and from Kansas City International Airport is the responsibility of the participant. Either of the following services are available:

- Kansas City Shuttle:
 - 1-800-243-6383
 - \$13.00 one-way
 - pickup is outside the baggage claim area
- taxi service is approximately \$30.00 one-way.

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3 Hotel and Travel Authorization Information (Continued)

D Training Material

Copies of PowerPoint presentations and the training material are scheduled to be posted to the Intranet by COB March 1, 2004.

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

E Submitting Participant Information to CEPD

For each participant designated to attend the National CRP training, see Exhibit 2 for CEPD's Intranet site instructions. This information will be used for the creation of name tags.

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 in Exhibit 1

Note: Space is limited and additional slots are not available.

- notify CEPD of designated participants' information for FSA participants according to paragraph 3 and Exhibit 2
- ensure participants make hotel reservations by February 25, 2004
- advise participants that the hotel will charge the full room rate for all nights guaranteed if the participants check 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 March 31, 2004.

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

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

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4 Action (Continued)

B Document Training

Participants or your State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is "020131".

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

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

5 CEPD CCE Migration Group Meeting

A CEPD CCE Migration Group Members

The CEPD CCE Migration Group includes the following people.

- David Perkins, Georgia
- Rick Sarff, Illinois
- David Mueller, Kansas
- Jerry Ursery, Louisiana
- Carrie Thomason, Minnesota
- Julie Crank, Missouri
- Kathi Glover, Montana
- Dave Poorbaugh, Pennsylvania
- Paula Miller, Texas
- Matthew Bobowski, Wisconsin
- Jean Greear, Idaho
- Brenda Minix, Indiana
- Dennis Gaschler, Kansas
- Colleen Cashell, Maryland
- Jeff Johnson, Minnesota
- Steve Melton, Mississippi
- Shanda Laflin, Nebraska
- Wilma Rose, Texas
- Craig Christensen, Washington
- Michael Kresin, Iowa

These employees, with the exception of COC members and State Environmental Coordinators, **will** count against the attendee numbers listed in Exhibit 1.

B CEPD CCE Migration Group Meeting

After attending Session I, the employees listed in subparagraph A will attend a meeting on Tuesday, March 2, 2004, and Wednesday, March 3, 2004, to review and make recommendations for future CEPD applications. This meeting is scheduled to end no earlier than 12 p.m. on Wednesday, March 3, 2004.

Number of State FSA Participants

| Session I Participants, March 1 through 12 p.m. on March 2, 2004 | | | | | |
|---|-----------------------------------|----------------|-----------------------------------|---------------|-----------------------------------|
| State | Number of FSA Participants | State | Number of FSA Participants | State | Number of FSA Participants |
| Georgia | 2 | Idaho | 2 | Illinois | 2 |
| Indiana | 2 | Iowa | 2 | Kansas | 2 |
| Louisiana | 2 | Maryland | 2 | Minnesota | 2 |
| Mississippi | 2 | Missouri | 2 | Montana | 2 |
| Nebraska | 2 | Pennsylvania | 2 | Texas | 3 |
| Washington | 2 | Wisconsin | 2 | | |
| Session II Participants, 1 p.m. on March 2 through March 3, 2004 | | | | | |
| State | Number of FSA Participants | State | Number of FSA Participants | State | Number of FSA Participants |
| Alabama | 3 | Alaska | 2 | Arizona | 2 |
| Colorado | 2 | Florida | 2 | Massachusetts | 2 |
| Michigan | 2 | New Jersey | 2 | New York | 2 |
| North Dakota | 2 | Ohio | 2 | Oklahoma | 2 |
| Puerto Rico | 2 | Rhode Island | 2 | South Dakota | 2 |
| Utah | 2 | Vermont | 2 | | |
| Session III Participants, March 4 and March 5, 2004 | | | | | |
| State | Number of FSA Participants | State | Number of FSA Participants | State | Number of FSA Participants |
| Arkansas | 2 | California | 2 | Connecticut | 2 |
| Delaware | 2 | Hawaii | 2 | Kentucky | 2 |
| Maine | 2 | Nevada | 2 | New Hampshire | 2 |
| New Mexico | 2 | North Carolina | 2 | Oregon | 2 |
| South Carolina | 2 | Tennessee | 2 | Virginia | 2 |
| 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 |
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| 1 | Access the FSA Intranet site at http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm using the State Office Internet account. The CEPD's State Office CRP Information Center Screen will be displayed. |
| 2 | Select "CRP Training Registration". The CEPD's Registration Page will be displayed |
| 3 | Provide the requested information. This information will be used for name tag development. If there are any questions on filling out the form, contact Jim Williams at 202-720-9562. |
| 4 | Click on " Submit " at the bottom of the CRP Training Registration page to submit. |