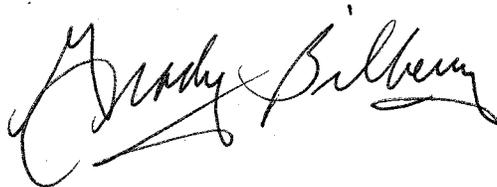


For: State and County Offices

National Continuous CRP Training

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

FSA has:

- developed web-based software for the Continuous CRP offer process
- scheduled five 2-hour training sessions through Live Meeting from January 8 through 10, 2008.

B Purpose

This notice:

- provides the schedule and assigns dates and times for States to attend 1 of 5 Continuous CRP web-based software training sessions
- requires training of State Office Specialists to be completed by January 10, 2008
- requires County Office training to be completed by February 11, 2008.

Note: National training will include Live Meeting and a PowerPoint presentation for the Continuous CRP offer software.

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Katina Hanson, CEPD, at 202-720-0062.

Disposal Date	Distribution
March 1, 2008 12-27-07	State Offices; State Offices relay to County Offices

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2 Scheduled Training

A Training Dates and Times

The training will be conducted in the following five 2-hour sessions.

Session	States	Time
Session I	CT, MA, ME, NH, NJ, NY, PA, PR, RI, VT	Begin at 1 p.m. EST on Tuesday, January 8, 2008, and end by 3 p.m.
Session II	DE, IN, KY, MD, MI, NC, OH, SC, VA, WV	Begin at 10 a.m. EST on Wednesday, January 9, 2008, and end by 12 p.m.
Session III	AR, CO, KS, LA, MT, ND, NE, OK, SD, TX, WY	Begin at 2 p.m. EST on Wednesday, January 9, 2008, and end by 4 p.m.
Session IV	AL, FL, GA, IA, IL, MN, MO, MS, TN, WI	Begin at 10 a.m. EST on Thursday, January 10, 2008, and end by 12 p.m.
Session V	AK, AZ, CA, GU, HI, ID, NM, NV, OR, UT, WA	Begin at 4 p.m. EST on Thursday, January 10, 2008, and end by 6 p.m.

B Live Meeting

An e-mail will be sent to each State with the following:

- link to the Live Meeting training
- toll-free number to call for audio
- password information before the scheduled session.

Note: Sign in on the computer and call in 10 minutes before the session time.

C Topics To Be Covered

Use the Continuous CRP web-based software to do the following:

- collect producer's basic information to create the initial Continuous CRP offer
- generate and print CRP-1 and CRP-2C
- create the initial offer
- view, edit, and delete offers.

D Training Material

Training material will be posted to the State and County Office CEPD Information Center web site at <http://dc.ffasintranet.usda.gov/dafp/cepdsto.htm> by COB January 7, 2008.

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3 Action

A State Office Action

FSA State Office Specialists shall complete training no later than January 10, 2008.

State Office Specialists shall ensure that County Offices receive Continuous CRP offer training.

B County Office Action

County Offices shall complete Continuous CRP offer training by February 11, 2008.

C Feedback

State Offices shall submit any feedback about training or software to CEPD no later than COB February 11, 2008.