

For: State Offices

Continuous CRP Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Continuous signup practices are widely regarded as key elements in achieving multiple environmental benefits and values and are critical to the Agency’s Strategic Plan and performance reporting under the Budget and Performance Management System. Certain CRP contracts enrolled under continuous signup or CRP contracts not extended or re-enrolled under the Re-enrollment or Extension (REX) process are scheduled to expire on September 30, 2008. Also, Notice CRP-578 provided FY 2008 enrollment goals.

CRP participants have a number of options for their expiring contracts. It is important that County Offices provide participants with all options available for re-enrolling expiring acres into CRP continuous signup practices.

To continue to address the natural resource concerns and realize the benefits and values of CRP, County Offices must answer all participants’ questions and assist participants with enrollment into continuous CRP. To achieve this objective, County Office employees must:

- understand the importance of continuous CRP practices
- be well trained in continuous policies
- be able to assist participants with enrolling land into continuous CRP.

State Offices shall conduct County Office employee training to achieve these objectives no later than **June 13, 2008**.

SED’s and DD’s were informed of the training requirement in March 2008 at the District Director and State Executive Director National Training.

For 2008, CEPD is coordinating an outreach effort to inform CRP participants with expiring CRP-1’s of the various options available under continuous signup.

Disposal Date	Distribution
October 1, 2008	State Offices

Notice CRP-591

1 Overview (Continued)

B Purpose

This notice:

- informs State Offices of mandatory County Office training requirements
- provides deadlines for completing training
- instructs State Offices to submit training completion reports to CEPD.

2 Training

A Requirements

State Offices shall prepare and conduct continuous signup CRP training for County Office employees. Training shall include, but is **not** limited to the following criteria:

- FY enrollment goals review, results achieved, and planned steps for the entire FY
- eligibility criteria for continuous practices
- continuous practice objectives
- on-site field visits to land with established continuous practices (include NRCS)
- practical application for re-enrolling expiring acres into continuous CRP.

Note: Training shall be completed by **June 13, 2008**.

B Reporting

State Office shall e-mail a notification of completion to Cynthia Beringer, CEPD, at **cynthia.beringer@wdc.usda.gov** no later than 5 workdays **after** training has been completed.

Notice CRP-591

2 Training (Continued)

C Travel Authorization and Funds

Each employee **must** have an approved AD-202 **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. In AD-202, block 25, ENTER “3”, “Training Attendance”.

Notes: The training is called “Continuous CRP Training”.

When submitting AD-616, enter the same line of accounting as on AD-202.

Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

County Office employees’ travel expenses are paid out of County Office administrative funds. Federal employees’ travel expenses are paid out of the State’s GS travel allocation. State Offices shall submit both travel expenses in their monthly submission of requests for reimbursement to their travel allotment by e-mail to either of the following respective budget analysts:

- Christine Pyles at christine.pyles@wdc.usda.gov for Northeast and Southeast areas
- Tracey Blom at tracey.blom@kcc.usda.gov for Midwest, Northwest, and Southwest areas.

Note: FAX a copy to DAFO, Attention: Arleen Moncalieri, at 202-720-1096.

D State Office Action

State Offices shall:

- complete County Office employee training by **June 13, 2008**
- submit training completion reports to CEPD within 5 workdays after training is completed.