

**For:** State and County Offices

**National Crop Disaster Program (CDP) Training**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

A CDP training session has been scheduled in Nashville, Tennessee for May 20 through May 22, 2003. Policy and procedure including software applications will be covered.

**B Purpose**

This notice provides:

- the scheduled dates and times of the training session
- information about hotel accommodations and transportation
- travel authorization for the attendees from each State
- the authorized number of participants for each State (Exhibit 1).

**Note:** The authorized number of participants for each State in Exhibit 1:

- shall include at least one County Office employee
- does **not** include SED's who choose to attend.

**2 Registration and Training Schedule**

**A Training Dates**

Registration for the training session will be on Monday, May 19, 2003, from 4:00 p.m. until 6:00 p.m. and on Tuesday, May 20, 2003, beginning at 7:00 a.m. The training session will:

- begin on Tuesday, May 20, 2003, at 8:30 a.m.
- end on Thursday, May 22, 2003, at 4:30 p.m..

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2003	State Offices; State Offices relay to County Offices

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### 3 Hotel and Travel Authorization Information

#### A Hotel Information

Participants shall make their own hotel reservations directly with the Gaylord Hotel. Participants may either:

- call the hotel directly at 615-889-1000
- register on-line at [www.gaylordopryland.com](http://www.gaylordopryland.com).

**Note:** Participants shall identify themselves as an attendee of the USDA/Crop Disaster Program training meeting. All reservations must be confirmed immediately upon receipt of this notice. Participants must have their government credit card and a copy of their travel authorization in order to receive the government rate.

The guest room rate will be \$82.00, plus tax, for a single room each night and must be guaranteed for late arrival (after 6:00 p.m.) with a credit card.

The hotel address is:       Gaylord Hotel  
                                  2802 Opryland Drive  
                                  Nashville, TN 37214

#### 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 Nashville, TN, is \$128 a day (\$82 for lodging and \$46 for M&IE).

Travel for non-Federal participants, excluding spouses and guests shall be paid with County Office funds, even for States paying travel through NFC. Travel for Federal State Office participants shall be charged to Washington-controlled State travel funds.

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

#### C Airport Transportation

Shuttle service is available and located at the baggage claim area for \$18 round trip or \$11 one-way. Taxi fare is approximately \$20-25 one-way.

#### D Training Materials

A package of training materials will be provided to each participant at the CDP training session.

**Note:** Attendees shall bring their own shipping material to send training manuals back to their respective States.

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### 4 Action

#### A State Office/Participant Action

State Offices and/or participants shall take the following action:

- State Offices with participants attending this training shall FAX a list of attendees to PECD, CPB at 202-720-0051, by **noon** Eastern Daylight Time Friday, **May 9**, 2003,
- participants shall make a reservation directly with the Gaylord Hotel upon receipt of this notice, but **no later than** Monday, **May 12**, 2003
- participants shall complete SF-182 for State Office records
- participants with disabilities who require accommodations to attend this training, shall make arrangements by notifying:
  - airline or hotel of the special accommodations needed
  - DAFO with any questions or the need for accommodation, such as a sign language interpreter.

#### B Documenting Training

Participant or State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is 020114.

Direct questions about processing in CAMS to:

- State Training Officer
- Tom Montgomery or Joe Hoffman, Training and Development Branch, HRD, at 202-418-9048
- Bessy Plaza, Training and Development Branch, HRD, at 202-418-9050.

#### C Additional Information or Assistance

For additional information about training, contact Mike Sienkiewicz, PECD, at 202-720-8959.

**Number of State Participants**

Number of authorized participants by State.

State	Number of Authorized Participants
Alabama	3
Alaska	2
Arizona	2
Arkansas	3
California	5
Colorado	3
Connecticut	2
Delaware	2
Florida	3
Georgia	3
Hawaii	2
Idaho	3
Illinois	3
Indiana	3
Iowa	4
Kansas	4
Kentucky	3
Louisiana	3
Maine	2
Maryland	2
Massachusetts	2
Michigan	3
Minnesota	3
Mississippi	3
Missouri	3
Montana	3
Nebraska	3
Nevada	2
New Jersey	2
New Mexico	3

## Number of State Participants (Continued)

State	Number of Authorized Participants
New York	3
New Hampshire	2
North Dakota	3
North Carolina	3
Ohio	3
Oklahoma	4
Oregon	3
Pennsylvania	3
Puerto Rico	2
Rhode Island	2
South Dakota	3
South Carolina	3
Tennessee	3
Texas	6
Utah	2
Vermont	2
Virginia	3
Washington	3
West Virginia	2
Wisconsin	3
Wyoming	3
<b>Total</b>	<b>145</b>