

For: AL, FL, LA, MS, NC, and TX State Offices

USDA Section 32 Hurricane Disaster Program Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Hurricanes Dennis, Katrina, Rita, and Wilma significantly impacted the gulf coast region, and Hurricane Ophelia impacted North Carolina in 2005. Because of the severity and widespread devastation, the Secretary has determined to use the authority under Section 32 of the Agriculture Adjustment Act of August 24, 1935, to implement 4 disaster programs to assist in re-establishing farmers' purchasing power in these areas.

A Section 32 Hurricane Disaster Program training session has been scheduled in Memphis, Tennessee, for April 18, 2006, through April 20, 2006, to provide training on policy and software for the following programs:

- Feed Indemnity Program
- Hurricane Indemnity Program
- Livestock Indemnity Program
- Tree Indemnity Program.

Note: Program procedure will be issued in forthcoming notices.

B Purpose

This notice provides:

- the scheduled dates and times of the training
- the authorized number of participants for each State
- information about hotel accommodations and transportation.

C Obsolete Material

Notice NAP-86 is obsolete.

Disposal Date	Distribution
October 1, 2006	Above State Offices

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2 Training Dates, Materials, and Participants

A Training Dates

The training session will:

- begin on Tuesday, April 18, 2006, at 9 a.m.
- end on Thursday, April 20, 2006, at 12 noon.

B Training Materials

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

C Number of Authorized Participants

The authorized number of participants for each State are as follows.

State	Number of Authorized Participants
Alabama	10
Florida	5
Louisiana	10
Mississippi	10
North Carolina	1
Texas	2

3 Hotel and Travel Authorization

A Hotel Information

Participants shall make their own hotel reservations directly with the Memphis Marriott Downtown Hotel located at 250 North Main Street, Memphis, TN 38103. Participants may call 1-800-228-9290 or call the hotel directly at 901-527-7300. The hotel reservation **cut-off date is April 4, 2006.**

The guest room rate:

- will be \$78, plus tax, for a single room each night
- must be guaranteed for late arrival (after 6 p.m.) by using a credit card.

Note: Participants shall identify themselves as attendees of the “USDA Section 32 Hurricane Disaster Program Training”. All reservations should be confirmed immediately upon receipt of this notice, but no later than April 4, 2006. Participants must also have their Government credit card and a copy of their travel authorization to receive the Government rate.

Travel for all Federal participants shall be charged to their individual State-controlled travel funds.

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3 Hotel and Travel Authorization (Continued)

A Hotel Information (Continued)

States participating in any national training should submit monthly requests for reimbursement to their travel allotment through DAFO to BUD. The monthly requests should be based on actual travel expenses of participants who attended national training. BUD will then prepare FSA-308 increasing the State Office FY 2006 travel allotment.

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 Memphis, Tennessee, is \$127 a day (\$78 for lodging and \$49 for M&IE).

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

C Airport Transportation

Tennco Express Airport Shuttle offers services from Memphis International Airport. Shuttles run every 30 minutes with a 10-minute waiting period. Fares for the shuttle are:

- one-way - \$15
- roundtrip - \$25.

The telephone number for the Tennco Express Airport Shuttle is 901-345-7962 or 901-859-8377. The Tennco Express Airport Shuttle is located in the third lane farthest from the baggage claim in the #14 parking space. An average trip is about 15 minutes from the airport to the hotel.

D Parking

The Memphis Marriott Downtown Hotel offers parking at the following rates:

- valet parking - \$18
- public parking - \$12 and is located at the Memphis Cook Convention Center.

Note: Hourly rates are as follows:

- 0-4 hours for \$7
- 4-8 hours for \$9
- 8 hours or more for \$12.

All parking costs are subject to change. Cash can be paid directly to garage attendants, or the cost can be applied to the guest's room account.

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4 Action

A State Office Action

State Offices shall take the following action:

- by 12 noon e.s.t. Thursday, April 6, 2006, e-mail a list of attendees to **Rena.Russell@wdc.usda.gov**
- have each participant make a reservation with the Memphis Marriott Downtown Hotel upon receipt of this notice

Note: If participants call before noon on Monday, April 3, and the hotel only offers a room at the \$98 room rate, wait to make the reservations on Tuesday morning. There is a chance that the hotel will not have updated their computer system with the contract enabling FSA to receive the \$78 government room rate.

- ensure that travel itineraries for attendees provide for an arrival time of no later than April 17, 2006, and departures no earlier than noon on April 20, 2006.

B Reasonable Accommodations

Notify the airlines and the hotel of any accommodations that are necessary.

Persons who require special accommodations to attend or participate in this training should contact the Deputy Administrator for Field Operations by telephone at 202-690-2807.

C Documenting Training

The Training and Development Branch, HRD, will document participants attending this training through AgLearn.

D Additional Information or Assistance

For additional information about the training, contact Rena Russell at 202-720-9882 or by e-mail at **Rena.Russell@wdc.usda.gov**.