

For: State Offices

**Crop Disaster Program Training**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

The Crop Disaster Program training session has been scheduled in San Antonio, Texas, for January 7 through January 11, 2001. Policy and procedure, including software procedures for the Crop Disaster Program, will be covered.

**Note:** Thursday morning's session will be devoted to NAP.

**B**

**Purpose**

This notice provides:

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

**2 Registration and Training Schedule**

**A**

**Training Dates**

Registration for the training session will be on Sunday, January 7, 2001, from 4 p.m. to 6 p.m.

The training session will:

- begin on Monday, January 8, 2001, at 8:30 a.m.
- end on Thursday, January 11, 2001, at noon.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2001	State Offices

## Notice DAP-87

### 3 Hotel and Travel Authorization Information

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#### A

#### Hotel Information

Participants shall make their own reservations directly with the Marriott San Antonio Riverwalk at 711 E. Riverwalk, San Antonio, Texas, by Friday, December 29, 2000. The telephone number is 1-800-648-4462 or 210-224-4555.

**Note:** Participants shall identify themselves as a participant of the USDA/Disaster Training.

The room rate:

- will be \$91, plus tax, for a single room each night
- must be guaranteed for late arrival (after 6 p.m.) by using a credit card.

A block of rooms has been reserved with check-in on Sunday, January 7, 2001.

**Note:** All guest rooms must be guaranteed by Friday, December 29, 2000, or the rooms will be available on a first-come, first-served basis.

Persons with disabilities who require accommodations to attend or participate in this training shall contact the hotel and airlines.

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#### 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. The per diem rate for San Antonio, Texas, is \$133 a day (\$91, excluding tax, for lodging and \$42 for meals and incidental expenses).

State and Federal County Office personnel should use controlled travel funds. Use the following accounting code structure:

1843XX8403069X or 1847XX8603069X, substituting the 3XX84 or 7XX86 respectively with your State Office organization code.

**Notes:** See 98-FI, Exhibit 11, for Federal Washington-controlled State organization codes.

The accounting codes reflect the new FY01 Accounting Classification Code Structure (ACCS) format. If there are any questions about this new ACCS format, contact Karen Bretthauer, FMD at 703-305-1304.

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

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### 3 Hotel and Travel Authorization Information (Continued)

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#### C

##### Airport Transportation

Transportation to and from the hotel can be arranged by Star Shuttle at 210-366-3183. The cost of this shuttle is \$7 per person per trip. Taxi service is approximately \$14 to \$16 for 1 to 4 passengers.

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#### D

##### Training Materials

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

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### 4 Action

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#### A

##### State Office and Participant Action

State Office and participants shall take the following action.

- By **Wednesday, December 27, 2000**, each State Office that has participants attending this training shall FAX a list of attendees to PECD at 202-690-2130, Attention: Barbara Smith.
  - By **Friday, December 29, 2000**, participants shall register directly with the Marriott San Antonio Riverwalk.
  - Each participant shall complete SF-182, according to 6-PM, to document this training.
  - If a participant needs special accommodations, notify the hotel and airlines directly.
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### 4 Action (Continued)

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#### B

#### Documenting Training

Participants of non-Combined Administrative Management System (CAMS) States shall complete SF-182 according to 6-PM.

Participants of CAMS States shall:

- select training session (Course #020015; Session #0001) from the CAMS Training Course Catalog
- go to the CAMS website, select “Training”; then “Request Course Session” to make a “request to” attend this training. Once the training is requested in the CAMS system, the participant’s training request will flow into the supervisor, the State Training Officer for approval. After approval, the training request will flow into HRD, Training and Development Branch, for processing.

**Note:** Direct questions about processing to Tom Montgomery or Joe Hoffman at 202-418-9041.

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#### C

#### Additional Information or Assistance

For additional information about this training, contact Barbara Smith at 202-720-7641.

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Number of State Participants

State	Number of Authorized Participants
Alaska	1
Idaho	2
Montana	2
Nebraska	2
North Dakota	2
Oregon	2
South Dakota	2
Washington	2
Wyoming	2
<b>Total Northwest Area</b>	<b>17</b>
Connecticut	1
Rhode Island	1
Maine	1
Maryland	1
Massachusetts	1
New Hampshire	1
New Jersey	1
New York	2
Pennsylvania	2
Vermont	1
West Virginia	1
<b>Total Northeast Area</b>	<b>13</b>

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**Number of State Participants (Continued)**

State	Number of Authorized Participants
Alabama	2
Arkansas	2
Florida	2
Georgia	2
Kentucky	2
Louisiana	2
Mississippi	2
North Carolina	2
South Carolina	2
Tennessee	2
Virginia	2
Puerto Rico	1
<b>Total Southeast Area</b>	<b>23</b>

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Number of State Participants (Continued)

State	Number of Authorized Participants
Arizona	1
California	4
Colorado	2
Hawaii	1
Kansas	3
Nevada	1
New Mexico	2
Oklahoma	3
Texas	5
Utah	1
<b>Total Southwest Area</b>	<b>23</b>
Illinois	2
Indiana	2
Iowa	2
Michigan	2
Minnesota	2
Missouri	2
Ohio	2
Wisconsin	2
<b>Total Midwest Area</b>	<b>16</b>
<b>Grand Total</b>	<b>92</b>