

For: State Offices

National Farm Bill Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

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Background

A National Farm Bill Training session has been scheduled in New Orleans, Louisiana, September 9 through 13, 2002. Policy and procedure, including software applications for Farm Programs and Price Support provisions will be covered as dictated by the Farm Security and Rural Investment Act of 2002. This training session will include, but will not be limited to, the following topics:

- Direct and Counter-Cyclical Program (DCP)
- Peanut Quota Buyout Program and DCP
- Fruit and Vegetable Planting Restrictions
- Acreage Reporting
- Contact Violations and Payment Reductions
- Controlled Substance Violations
- Adjusted Gross Income (AGI) and Payment Limitation Provisions
- Price Support Programs
- Reconstitutions
- Conservation Compliance
- Equitable Relief
- Diversity/Customer Training
- Communication Issues
- e-Funds Control Applications
- Signature Requirements.

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Disposal Date	Distribution
February 1, 2003	State Offices

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1 Overview (Continued)

B

Purpose

This notice provides:

- the scheduled dates and times of the training
- 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 shall include at least **two** FSA Service Center employees. SED's are authorized to attend the training and are **not** to be included in the numbers noted in Exhibit 1.

2 Registration and Training Schedule

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Training Dates

Registration for the training session will begin on Monday, September 9, 2002, at 10:00 a.m. The training will:

- begin on Monday, September 9, 2002, at 1:00 p.m.
- end on Friday, September 13, 2002, at noon.

Note: This Farm Bill training session has a very full and aggressive agenda. It is anticipated that the entire timeframe allotted for the session will be used. Participants should **not** schedule departing flights on Friday, September 13, 2002, any earlier than 2:00 p.m. Central time.

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3 Hotel and Travel Authorization Information

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Hotel Information

Participants shall make their own hotel reservations directly with the New Orleans Astor Crowne Plaza Hotel. Participants may either call:

- the hotel directly at 504-962-0500 and ask for the reservation desk
- 888-696-4806.

Note: Reservation cut-off date is August 23, 2002.

The hotel address is:

739 Canal at Bourbon Street
New Orleans, Louisiana 70130
Website: www.astorcrowneplaza.com.

Note: Participants shall identify themselves as an attendee of the USDA Farm Bill Training. All reservations must be confirmed immediately upon receipt of this notice. Participants must also have their Government credit card and a copy of their travel authorization to receive the Government rate.

The guest room rate will be \$89, plus tax, for a single room each night and must be guaranteed for late arrival (after 6:00 p.m.) by using a credit card.

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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 New Orleans, Louisiana, is \$131 a day (\$89 for lodging and \$42 for M&IE).

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.

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3 Hotel and Travel Authorization Information (Continued)

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Airport Transportation

Ground Transportation to the Astor Crowne Plaza Hotel from the airport can be obtained by "Airport Shuttle" which is located at the baggage pickup area. Shuttle service is \$10 per person 1 way from the airport. The "Airport Shuttle" runs every 15 minutes.

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Training Materials

A package of training materials will be provided to each participant at the National Farm Bill training session.

Note: Attendees that intend to ship training materials back to their respective States should bring **all** shipping materials, including boxes, tape, Federal Express labels, and account information. The training manuals will be a 4" three-ring binder.

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4 Action

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State Office Action

State Offices and participants shall take the following action:

- by noon EST Friday, August 23, 2002, each State Office with participants attending this training shall FAX a list of attendees to PECD at 202-720-0051 identifying which primary interest that attendee will be serving at the training, i.e., Direct and Counter-Cyclical Program (DCP) or Price Support (PS). State Offices may split their authorized number of attendees as they feel necessary to conduct timely and quality training upon return to their respective States
 - each participant shall make a reservation directly with the New Orleans Astor Crowne Plaza Hotel upon receipt of this notice, but no later than August 23, 2002
 - notify the airlines and the hotel of any accommodations that are necessary
 - persons with disabilities who require accommodations to attend or participate in this training should contact Mike Sienkiewicz at 202-720-8959 or by e-mail at mike.sienkiewicz@wdc.usda.gov by September 2, 2002.
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Documenting Training

Participants or your State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is 020084.

Direct questions about processing in CAMS to your State Training Coordinator or Tom Montgomery or Joe Hoffman, Training and Development Branch, HRD, at 202-418-9048.

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Additional Information or Assistance

For additional information about training, State Offices may contact Mike Sienkiewicz at 202-720-8959.

Number of State Participants

State	Number of Authorized Participants
Alabama	6
Alaska	3
Arizona	4
Arkansas	6
California	10
Colorado	5
Connecticut	4
Delaware	4
Florida	6
Georgia	6
Hawaii	3
Idaho	6
Illinois	8
Indiana	8
Iowa	8
Kansas	8
Kentucky	6
Louisiana	6
Maine	4
Maryland	4
Massachusetts	4
Michigan	6
Minnesota	6
Mississippi	6
Missouri	6
Montana	6

Note: SED's are authorized to attend and are **not** to be included in the numbers above.

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Number of State Participants (Continued)

State	Number of Authorized Participants
Nebraska	8
Nevada	4
New Jersey	4
New Mexico	4
New York	6
New Hampshire	4
North Dakota	8
North Carolina	6
Ohio	6
Oklahoma	8
Oregon	6
Pennsylvania	6
Puerto Rico	4
Rhode Island	4
South Dakota	8
South Carolina	6
Tennessee	6
Texas	12
Utah	4
Vermont	4
Virginia	6
Washington	6
West Virginia	4
Wisconsin	6
Wyoming	6
Total	295

Note: SED's are authorized to attend and are **not** to be included in the numbers above.