

For: State Offices

National Direct and Counter-Cyclical Program (DCP) Base and Yield Workshop

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

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Background

A DCP Base and Yield Workshop has been scheduled in Chicago, Illinois, for July 22 through July 26, 2002. Policy and procedure, including software applications for calculating both bases and yields, will be covered as dictated by the Farm Security and Rural Investment Act of 2002. This workshop will also:

- include a review of acreage history letters and software
- cover multiple examples of farm and yield data that producers will use to make base and yield elections for DCP payment purposes
- provide procedure and policy for owners' options.

B

Purpose

This notice provides the following:

- the scheduled dates and times of the workshop
- 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 is included in Exhibit 1. At least 1 participant shall be a County Office employee. SED's are authorized to attend the workshop and are **not** to be included in the numbers in Exhibit 1.

Disposal Date	Distribution
January 1, 2003	State Offices

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2 Registration and Training Schedule

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Training Dates and Times

Registration for the training session will be on Monday, July 22, 2002, at 10 a.m.
The workshop will:

- begin on Monday, July 22, 2002, at 1 p.m.
- end on Friday, July 26, 2002, at noon.

Note: This workshop has a very full and aggressive agenda. It is anticipated that the entire timeframe allotted for the workshop will be used. Participants should **not** schedule departing flights on Friday, July 28, 2002, any earlier than 2 p.m. central time.

3 Hotel and Travel Authorization Information

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Hotel Information

Participants shall make their own hotel reservations directly with the Chicago Marriot Downtown Hotel. Participants may call either of the following:

- the hotel directly at 312-836-0100 and ask for the reservation desk
- 800-228-9290.

Reservations shall be made by Monday, July 8, 2002.

The hotel address is:

540 North Michigan Avenue
Chicago, IL 60611.

Note: Participants shall identify themselves as an attendee of the USDA-Farm Bill Workshop. 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 \$150, plus tax, for a single room each night and must be guaranteed for late arrival (after 6 p.m.) by using a credit card.

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3 Hotel and Travel Authorization Information (Continued)

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 Chicago, Illinois is \$201 a day (\$155 for lodging and \$46 for M&IE).

Travel for only 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

Ground transportation to the Chicago Marriott Downtown Hotel from the airport can be obtained by Airport Express, which is located at the baggage claim area. Shuttle service is:

- \$19 per person 1-way or \$34 round trip from O'Hare International
- \$14 per person 1-way or \$25 round trip from Midway Airport.

The telephone number for Airport Express is 312-454-7800.

D Training Materials

A package of training materials will be provided to each participant at the DCP Base and Yield Workshop. **Attendees will need to bring a calculator to participate in the "hands on" portion of the workshop.**

Note: Attendees that intend to ship training materials back to their respective States should bring **all** shipping materials, including boxes, tape, Fed Ex labels, and account information. The workshop manuals will be in either 3-inch or 4-inch 3-ring binders.

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4 Action

A State Office and Participant Action

State Offices and participants shall take the following actions:

- by noon EST Friday, June 28, 2002, each State Office with participants attending this training shall FAX a list of attendees to PECD at 202-720-0051
 - each participant shall make a reservation directly with the Chicago Marriot Downtown Hotel upon receipt of this notice, but no later than **July 8, 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 June 28, 2002.
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B Documenting Training

Participants or the State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is 020075.

Direct questions about processing in CAMS to either of the following:

- the State Training Coordinator
 - Tom Montgomery or Joe Hoffman, Training and Development Branch, HRD, at 202-418-9048.
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C Additional Information or Assistance

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

Number of State Participants

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

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Number of State Participants (Continued)

State	Number of Authorized Participants
New Hampshire	2
New Jersey	2
New Mexico	3
New York	3
North Carolina	3
North Dakota	3
Ohio	3
Oklahoma	4
Oregon	3
Pennsylvania	3
Puerto Rico	4
Rhode Island	2
South Carolina	3
South Dakota	4
Tennessee	3
Texas	6
Utah	2
Vermont	2
Virginia	3
Washington	3
West Virginia	2
Wisconsin	3
Wyoming	3
Total	148

Note: SED's are authorized to attend and are **not** to be included in the number of authorized participants in this exhibit.