

For: State Offices

National Pasture Recovery Program (PRP) Training

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

PRP has been approved by the Secretary that would provide assistance to producers who suffered damage or destruction of their pasture lands because of drought in 1999. National training in administering PRP has been scheduled for March 13 and 14, 2000, in Raleigh, North Carolina.

B Purpose

This notice:

- indicates which States have eligible PRP counties and authorizes 1 participant from each applicable State Office listed in Exhibit 1 to attend the training
- provides the scheduled dates and times of the training session
- provides information about hotel accommodations
- advises attendees of material that will be provided at the training session
- advises State Offices that training material is scheduled to be posted to the Intranet by March 13, 2000.

Disposal Date	Distribution
April 1, 2000	State Offices

Notice DF-322

2 Scheduled Training

A

Training Dates and Times

The training is scheduled to begin at 1 p.m. on March 13, 2000, and end by 2 p.m. on March 14, 2000. One training session will be conducted.

B

Topics To Be Covered

The subjects to be covered include PRP eligibility, practices, contracts, payments, and applicable automation.

3 Hotel and Travel Authorization Information

A

Hotel Information

Participants are required to make their own reservations.

- Make reservations **no later than COB March 6, 2000**, directly with:

Hilton North Raleigh Hotel
3415 Wake Forest Road
Raleigh, North Carolina
Telephone: 919-872-2323.

- Identify yourself as a participant of the USDA/PRP meeting.

Charges are \$74, plus tax, for a single room each night and must be guaranteed for late arrival by using a credit card.

A block of rooms has been reserved with check-in for March 13, 2000.

B

Travel Authorization

Each employee must have an approved AD-202 before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Raleigh, North Carolina, is \$112 (\$74 for lodging and \$38 for M&IE) a day.

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

Continued on the next page

Notice DF-322

3 Hotel and Travel Authorization Information (Continued)

C

Airport Transportation

Airport transportation to and from the hotel is available on the hotel shuttle between the hours of 6 a.m. and 11 p.m. Go to the baggage claim area and use the courtesy telephone to contact the hotel, giving them your name and airline. Average wait for pickup is about 20 minutes. The hotel is 17 miles from the airport.

D

Training Materials

Copies of PowerPoint presentations are scheduled to be posted to the Intranet by the March 13 training session. Presentations will be saved in PowerPoint 97.

- State Offices may download and print copies of the training materials to be provided to Service Center employees during State training sessions.
 - A copy of the material will be provided to each participant at the national training sessions.
 - The applicable DF notice containing PRP procedure and CONSV notice containing automation instructions are scheduled to be issued before the meeting. Participants shall bring a copy of the notices to the meeting.
-

4 Action

A

State Office Action

State Offices shall:

- ensure participants make hotel reservations no later than COB March 6, 2000
 - advise participants that the hotel will charge the full room rate for all nights guaranteed if participants check out earlier than the date indicated when the reservation was made
 - notify participants that return flights shall not be scheduled before 4 p.m. on March 14, 2000
 - make plans to conduct State Office training before the beginning of PRP signup on March 20, 2000
-

Continued on the next page

Notice DF-322

4 Action (Continued)

A

State Office Action (Continued)

- make arrangements to access and use PowerPoint and other training material provided when conducting State training
- complete SF-182 for each participant, according to 6-PM, to document this training, except for those State Offices that have access to the Combined Administrative Management System (CAMS)

Note: State Offices with access to CAMS shall document this training using the CAMS approach instead of doing SF-182's.

- advise participants needing special accommodations to notify the:
 - airline and hotel of the special accommodations needed
 - National Office with any questions or the need for special accommodations, such as a sign language interpreter.
-

State FSA Participants

Unless otherwise provided, 1 participant is authorized from each of the following State Offices.

State Offices	
Alabama	New York
Arkansas	North Carolina
Connecticut	Ohio
Georgia	Oklahoma
Indiana	Pennsylvania
Kentucky	Rhode Island
Maryland	Tennessee
Massachusetts	Texas
Missouri	Vermont
Montana	Virginia
New Hampshire	West Virginia
