

For: Alabama, Florida, Louisiana, Mississippi, and Texas State Offices

Emergency Conservation Program (ECP) Training for Hurricane Supplemental Programs

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Emergency Supplemental Appropriations to Address Hurricanes in the Gulf of Mexico and Pandemic Influenza Act, 2006, (2006 Act) provided emergency funding and new requirements for ECP and the Emergency Forestry Conservation Reserve Program (EFCRP). The new requirements require new policies and procedures for ECP and EFCRP. Therefore the National Office is holding a training session to provide the information needed to administer ECP and EFCRP.

B Purpose

This notice provides:

- scheduled times and dates of the training
- information about participants for this training
- information about hotel accommodations and airport transportation.

2 Training Information

A Training Dates

The training session will:

- be held in Memphis, TN
- begin on Tuesday, May 23, 2006, at 8:30 a.m.
- end on Thursday, May 25, 2006, at 12 noon.

Disposal Date	Distribution
October 1, 2006	Above State Offices

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2 Training Information (Continued)

B Participants

FSA participation is limited to 4 persons per State. Participants for this training may be SED's, Conservation Specialists, or other persons from each of the following States:

- Alabama
- Florida
- Louisiana
- Mississippi
- Texas.

Send the names of attendees to Clayton Furukawa at clayton.furukawa@wdc.usda.gov no later than COB May 16.

State Forestry representatives will also be attending.

C Hotel Information

The training will be held at:

The Peabody Memphis Hotel
149 Union Avenue
Memphis, TN 38108
Telephone: 901-529-4000
FAX: 901-529-3600
Hotel web site: <http://www.peabodymemphis.com/home.cfm>.

Each participant must make their own travel and hotel reservation. To receive the Government rate, the participants must identify themselves as part of the “**USDA ECP Training**”. Participants **must** show their Government ID to receive the Government rate.

The cut off date for reservations is May 16, 2006. Check in is available after 4 p.m. Check out is at 11 a.m.

Daily rate for parking at the hotel is \$16 or \$21 (valet).

D 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.

Travel expenses are authorized not to exceed \$127 (\$78 for lodging and \$49 for M&IE) per diem daily rate for each authorized participant. Travel for Federal State Office participants shall be charged to their individual State-controlled travel funds. States participating in any national training should submit monthly requests for reimbursement to their travel allotment to BUD. Rental cars are **not** authorized.

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2 Training Information (Continued)

E Airport Transportation

Taxi service is available from the Memphis International Airport. The one-way fare from the airport to the hotel is \$30.

Shuttle service is available from TENNCO Express Airport Shuttle located in the 3rd lane farthest from the baggage claim (shuttle space #14). The shuttle rates are \$15 one-way or \$25 round trip. The shuttle service can be contacted by telephone at 901-345-7962 or 901-859-8377.

F Reasonable Accommodations

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

Persons with disabilities who require accommodations to attend or participate in this training shall contact Clayton Furukawa by either of the following:

- telephone at 202-690-0571
- e-mail at clayton.furukawa@wdc.usda.gov.

G Documenting Training

Each participant shall document the training no later than **May 22, 2006**, through AgLearn according to the following table.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Click on "Student Login", then click "Continue".
3	Enter your eAuthentication user ID and password, then PRESS "ENTER".
4	Once in AgLearn, click the "Catalog" tab, then on the left side of the Subject Area, click on "Farm Service Agency".
5	Scroll down to find "Emergency Conservation Program (ECP) Training for Hurricane Supplemental Programs".
6	Click on the " May 23 " date; do not add to learning plan , then click on "Register".
7	Enter your State and your title in the "Comments" box and click "Confirm" under the "Registration Comments" section.
8	An e-mail confirmation will be received in the next hour.