UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice EQ-101

For: State Offices

1999 Training for State Environmental Coordinators

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

Environmental training for FSA's State Environmental Coordinators (SEC's) is necessary to implement a successful environmental program. The training provides an overview of FSA's requirements to comply with environmental laws and regulations.

The training will provide an overview of the following environmental areas:

- National Historic Preservation Act
- awareness level training for hazardous materials/hazardous waste
- confined animal feeding operations
- due diligence
- completing environmental assessments
- FSA's conservation programs
- environmental justice.

Note: Within 6 months from the completion of this training, each SEC will be required to provide similar training to the appropriate State and County Office employees. A memorandum outlining the date of such training, along with a course outline and a list of participants, should be mailed to CEPD, Environmental Activities Branch, Attention: James P. Fortner, Stop Code 0513.

B Purpose

This notice provides:

- the scheduled dates and times of the training session
- information about hotel accommodations and transportation
- travel authorization information for attendees from each State.

Disposal Date	Distribution
November 1, 1999	All FSA State Offices

2 Training Information

A Training Dates and Time

The training will be held in Nashville, Tennessee, from September 27 through September 30, 1999.

Registration will take place on Monday, September 27, 1999, from 1:00 p.m. to 2:00 p.m. The training will start at 2:00 p.m. on Monday, September 27, and will end at 12:00 p.m. on Thursday, September 30, 1999.

For participants traveling excessive distances, Sunday travel will be allowed. Participants should **not** schedule departing flights before 2:00 p.m. on Thursday.

B Hotel Information

The training will be held at the Double Tree Hotel, 315 Fourth Avenue North, Nashville, Tennessee 37219. Reservations must be made directly with the hotel by **COB** August 27, 1999, or participants will be subject to regular room rates. The telephone number is 615-747-4840.

When making reservations with the hotel, participants shall specify that they will be attending the USDA/FSA Environmental Training Program to receive the special Government rate of $72.00 plus tax. Participants are authorized to deduct the tax as a miscellaneous expense on their travel vouchers.

Hotel check-in time is 3:00 p.m. on the day of arrival and check-out time is 12:00 p.m. on the day of departure. Any cancellations, no shows, or early departures without advance notice will result in forfeiture of 1 night's room revenue guarantee.

Reservations may be guaranteed by using the NationsBank Government credit card or by some other means.

Persons with disabilities who require accommodations to attend or participate in this training should contact the hotel directly.

C 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 Nashville, Tennessee, is $114 a day ($72, excluding tax, for lodging and $42 for M&IE).

Travel for GS employees shall be charged to Washington-controlled State travel. Rental cars are not authorized.

Continued on the next page

2 Training Information (Continued)

D
Airport Transportation

Transportation from the Nashville International Airport is available via the Greyline Airport express located on the ground level. The round trip cost is $15.00 and is available every 30 minutes.

E
Additional Information or Assistance

Follow this table to request additional information.

IF additional information is needed on...	THEN contact...
training	James P. Fortner at 202-720-1976 Steve Gilmore at 202-720-5104
travel or hotel accommodations	contact airlines or hotel directly

During registration, each participant will be supplied with 1 large 3-ring binder for training materials. Make allowance in planning your return trip in order to include this binder. It will be necessary that these training materials be retained after the training course for use as reference material in your daily duties as SEC.

H
State Office and Participant Action

State Offices and participants shall take the following action.

Step	Action
1	By COB August 27, 1999, participants shall register directly with the Double Tree Hotel.
2	By September 1, 1999, each SEC must notify James P. Fortner that they will be attending the training. The notification may be FAXed to 202-690-0691.
3	Each participant shall complete SF-182, according to 6-PM, to document this training.