

**For:** State and County Offices

**2001 Training for State Environmental Coordinators (SEC's)**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

Annual environmental and cultural resource training for FSA 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.

**B**

**Purpose**

This notice invites and authorizes SEC's to attend the training session. The training provides an overview and update of the following environmental areas:

- consultation with American Indians on historic preservation issues
- due diligence review
- wetland determinations
- lead based paint
- completing better environmental assessments
- development of a new environmental regulation
- global positioning system use in environmental compliance.

<b>Disposal Date</b>  September 1, 2001	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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**Notice EQ-109**

**2 Training Information**

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**A**

**Training Dates**

The training will be held in Minneapolis, Minnesota, on August 6-10, 2001. Training will begin promptly at 12 p.m. on Monday, August 6, 2001, and end no later than 12 p.m. on Friday, August 10, 2001.

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**B**

**Attendees**

The following personnel are authorized to attend the meeting.

<b>State Office</b>	Only the designated SEC. If the designated SEC is unable to attend the meeting, contact CEPD at 202-720-5533 for assistance.
<b>National Office</b>	Each division may send 1 employee who serves as an environmental liaison for that division.

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**C**

**Hotel  
Information**

The training will be held at the:

Hyatt Regency Minneapolis  
1300 Nicollet Mall  
Minneapolis, Minnesota.

Reservations must be made directly with the hotel by calling 612-370-1234 by **COB July 11, 2001**, or participants will be subject to regular room rates.

When making reservations with the hotel, participants must specify that they will be attending the U. S. Department of Agriculture 2001 Environmental Training to receive the special Government rate of \$95. Government ID is required to receive the Government rate.

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

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Continued on the next page

## Notice EQ-109

### 2 Training Information (Continued)

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#### C

##### Hotel Information (Continued)

Reservations may be guaranteed by using the Bank of America 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.

Information about the hotel may be obtained by visiting the following website:  
[www.hyatt.com/usa/minneapolis/hotels/hotel\\_msprm.html](http://www.hyatt.com/usa/minneapolis/hotels/hotel_msprm.html).

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#### D

##### Travel Authorization

Travel expenses shall not exceed the \$141 per diem rate for authorized attendees. The maximum reimbursement for lodging will be \$95 with an M&IE rate of \$46. Travel for State Federal employee participants shall be charged to Washington-controlled State travel. Rental cars are not authorized.

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#### E

##### Arrival and Departure Times

Registration will take place on Monday, August 6, 2001, from 11 a.m. to 12 p.m. The training will start at 12 p.m. and will end at 12 p.m. on Friday, August 10, 2001.

**Note:** Participants should not schedule departing flights before 2 p.m. on Friday.

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#### F

##### Airport Transportation

Transportation from the airport is available by the Coach USA Shuttle which can be located outside the main baggage area. The cost of the shuttle is either:

- \$13 for a one-way trip
  - \$25 for a round trip.
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Notice EQ-109

2 Training Information (Continued)

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**G**  
**Additional Information or Assistance**

Follow this table to request additional information.

<b>IF additional information is needed on...</b>	<b>THEN contact...</b>
training	James P. Fortner at 202-720-5533 Kathleen Schamel at 202-690-1164.
travel or hotel accommodations	contact airlines or hotel directly.

A field trip is scheduled for Wednesday, August 8, 2001. Participants are encouraged to bring appropriate attire to include walking shoes and clothing for inclement weather.

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**H**  
**State Office and Participant Action**

State Offices and participants shall take the following action.

<b>Step</b>	<b>Action</b>
1	By <b>COB July 11, 2001</b> , participants shall register directly with the Hyatt Regency Minneapolis.
2	By <b>July 13, 2001</b> , each SEC must notify James P. Fortner that they will be attending the training. The notification may be FAXed to 202-720-4619 or sent by email to <b>jfortner@wdc.fsa.usda.gov</b> .
3	Participants or your State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is 020039 and session number is 0001. <b>Document the training by August 3, 2001.</b>  Direct questions about processing in CAMS to your State Training Officer or Training and Development Branch, HRD to Joe Hoffman or Tom Montgomery at 202-418-9041.

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