

For: State and County Offices

2002 Training for State Environmental Coordinators (SEC's)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Annual environmental and cultural resource training for SEC's is necessary to implement a successful environmental program. The training provides an overview and update of FSA's requirements to comply with various environmental laws, regulations, Executive Orders, and Departmental directives.

B

Purpose

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

- writing effective environmental assessments
- reviewing revised 1-EQ and 7 CFR 799
- improving consultation with American Indian tribes on historic preservation issues
- completing programmatic environmental assessments for Conservation Reserve Enhancement Program agreements
- reviewing wetland and highly erodible land issues
- reviewing new Farm Bill programs and related environmental requirements.

Disposal Date October 1, 2002	Distribution State Offices; State Offices relay to County Offices
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Notice EQ-115

2 Training Information

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Training Dates

The training will be held in Philadelphia, Pennsylvania, on September 16 through 20, 2002. Registration will begin at 11 a.m. and training will begin promptly at noon on Monday, September 16, and end no later than noon on Friday, September 20.

B

Attendees

The following personnel are authorized to attend the meeting.

State Office	Only the designated SEC, 1 per State. Texas will be authorized to send their SEC and their assistant SEC. If the designated SEC is unable to attend the meeting, contact James Fortner at 202-720-5533 or Kathleen Schamel at 202-690-1164 for assistance.
National Office	Individuals who serve as the environmental liaison for divisions at the National Office may be invited to attend.

C

Hotel Information

The training will be held at:

Loews Philadelphia Hotel
1200 Market Street
Philadelphia, PA 19107
Telephone: 215-627-1200
FAX: 215-231-7305.

Reservations must be made directly with the hotel by calling the above number by COB August 23, 2002, or participants will be subject to regular room rates.

When making reservations with the hotel, participants must specify that they will be attending the USDA 2002 Environmental Training to receive the special Government rate of \$118 single rate. A Government ID is required to receive the government rate.

Continued on the next page

Notice EQ-115

2 Training Information (Continued)

C

Hotel Information (Continued)

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

Reservation may be guaranteed using a Federal Government credit card or by other means.

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

Information about the hotel may be obtained at the following website:
<http://www.loewshotels.com/hotels/philadelphia/default.asp>.

D

Travel Authorization

Travel expenses shall not exceed \$164 per diem rate for authorized attendees. The maximum reimbursement for lodging will be \$118 with an M&IE rate of \$46. Travel for Federal State Office participants shall be charged to Washington-controlled State travel funds. Rental cars are not authorized.

E

Arrival and Departure Times

Registration will take place on Monday, September 16, 2002, from 11 a.m. to noon. The training will start promptly at noon and will end by noon on Friday, September 20, 2002.

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

F

Airport Transportation

Transportation from the airport is available by Lady Liberty Shuttle which is located at the baggage area. The shuttle runs every 10 minutes and can be accessed by using the courtesy phone by dialing 27. The cost of the shuttle is \$8 each way.

Transportation from the Philadelphia train station is about \$10 by cab.

Continued on the next page

Notice EQ-115

2 Training Information (Continued)

G
Additional Information or Assistance

Follow this table to request additional information.

IF additional information is needed on...	THEN contact...
training	James Fortner at 202-720-5533 or Kathleen Schamel at 202-690-1164.
travel or hotel accommodations	airline or hotel directly.

H
State Office and Participant Action

State Offices and participants shall take the following action.

Step	Action
1	By COB August 23, 2002, participants shall register with the Loews Philadelphia.
2	By August 23, 2002, each SEC must notify James Fortner and Kathleen Schamel that they will be attending the training. The notification may be FAXed to 202-720-4619 or e-mailed to jfortner@wdc.fsa.usda.gov Be sure to cc: kathleen_schamel@wdc.usda.gov .
3	Participants or your State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is 020083, and the session number is 0001. Document the training by September 13, 2002. Direct questions about processing in CAMS to your State Training Officer or Training and Development Branch, HRD, to Joe Hoffman at 202-418-9048.
