

For: State and County Offices

**2004 Training for State Environmental Coordinators (SEC's)**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Annual environmental and cultural resources training for FSA SEC's is necessary to implement a successful 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 invites and authorizes SEC's and certain other National Office employees to attend the training session. The training provides an overview and update of the following environmental and cultural resources areas:

- developing and analyzing appropriate environmental alternatives when writing environmental assessments
- reviewing new environmental and cultural resources guidebooks
- updating hazardous materials training and qualifications
- consulting with the US Fish and Wildlife Service on threatened and endangered species.

A half-day visit to a nearby archaeological site and presentation by a professional archaeologist will take place Thursday afternoon. This will allow SEC's a better understanding of cultural resources and improve their ability to identify cultural resources. Hiking boots or sturdy sneakers and hats are highly recommended.

All SEC's should bring their Government-issued digital camera for a briefing on maximizing its use.

<p><b>Disposal Date</b></p> <p>February 1, 2004</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice EQ-118

### 2 Training Information

#### A Training Dates

The training will be held in Phoenix, Arizona, on January 12 through 16, 2004. Registration will begin at 11 a.m. and training will begin promptly at 12 p.m. on Monday, January 12, 2004, and end no later than 2 p.m. on Friday, January 16, 2004.

#### B Attendees

The following personnel are authorized to attend the training.

Office	Authorized Attendees
State Office	Only the designated SEC (1 per State).  <b>Note:</b> Texas is authorized to send their SEC and assistant SEC.  If 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 <b>may be invited</b> to attend.

#### C Hotel Information

The training will be held at:

Pointe South Mountain Hotel  
7777 South Pointe Parkway  
Phoenix, Arizona 85044.

**Telephone:** 602-438-9000  
**FAX:** 602-659-6350  
**Reservations:** 1-877-800-4888  
**Reservations Direct:** 602-659-6363.

Each participant must make his or her own reservations. To receive the Government rate, the participants must identify themselves as part of the **USDA SEC meeting**. A Government credit card ensures the individual's tax exempt status. A Government ID is required to receive the Government rate.

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### 2 Training Information (Continued)

#### C Hotel Information (Continued)

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

Information on the hotel may be obtained at the following website:

<http://www.pointesouthmtn.com/>.

#### D Travel Authorization

Travel expenses shall not exceed \$154 per diem rate for authorized attendee. The maximum reimbursement for lodging will be \$107 with an M&IE rate of \$47. 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 Monday, January 12, 2004, from 11 a.m. to 12 p.m. The training will start promptly at 12 p.m. and will end by 2 p.m. on Friday, January 16, 2004.

**Note:** Participants should not schedule departing flights before 4 p.m. on Friday.

#### F Airport Transportation

Transportation from the airport is available by the Blue Shuttle available at baggage claim area at a cost of \$12 one way. Reservations are recommend (1-800-blue-van) before arrival/departure. Taxi fare is approximately \$20 one way (hotel is approximately 6 miles from airport). The hotel provides complimentary parking.

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### 2 Training Information (Continued)

#### G Additional Information

Participants planning on shipping training materials after the meeting should bring their own shipping account number and packaging.

Follow this table to request additional information.

<b>IF additional information is needed on...</b>	<b>THEN contact...</b>
training	<ul style="list-style-type: none"><li>• James Fortner at 202-720-5533</li><li>• Kathleen Schamel at 202-690-1164.</li></ul>
travel or hotel accommodations	contact airline or hotel directly.

#### H State Office and Participant Action

State Offices and participants shall take the following action.

<b>Step</b>	<b>Action</b>
1	By COB December 16, 2003, participants shall register with the Pointe South Mountain Hotel.
2	By January 5, 2004, each SEC must notify James Fortner or Kathleen Schamel that they will be attending the training. The notification may be FAXed to 202-720-4619 or e-mailed to <b>James.Fortner@usda.gov</b> with a copy to <b>Kathleen_schamel@wdc.usda.gov</b> .
3	Participants or your State Training Officer shall document this training by using the Internet Combined Administrative Management System (ICAMS). The ICAMS Course Number is 020127, Session Number is 1 and titled Annual State Environmental Coordinators Training. Document the training by January 23, 2004.  Direct questions about processing in ICAMS to your State Training Officer or to Joe Hoffman at 202-418-9048 or Bessy Plaza at 202-418-9050, both of the Training and Development Branch, HRD.