

**For:** State Offices

**2005 Training for State Environmental Coordinators (SEC's)**

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



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**1 Overview**

**A Background**

Annual environmental and cultural resources training for SEC's is required to comply with the National Environmental Policy and National Historic Preservation Acts. The training provides an overview and update of FSA's requirements to comply with various environmental and cultural resources laws, regulations, Executive Orders, and departmental directives and handbooks. Newly revised 1-EQ handbook and electronic knowledge management system (E-KAMS) require intensive training.

**B Purpose**

This notice provides information about the training session.

**C Training Objectives**

This training will provide an overview and update of the following main environmental and cultural resources areas of concern:

- 1-EQ
- master project plan for E-KAMS
- demonstration of E-KAMS for cultural resources and hazardous waste
- using IT to facilitate defensible environmental reviews
- developing and analyzing appropriate environmental alternatives when writing environmental assessments

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<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2005	State Offices

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### 1 Overview (Continued)

#### C Training Objectives (Continued)

- analyzing and documenting cumulative impacts for environmental reviews
- consulting with U.S. Fish and Wildlife Service on threatened and endangered species
- consulting with State Historic Preservation Officers, Tribal Historic Preservation Officers, and other consulting parties under the National Historic Preservation Act
- analyzing environmental justice impacts.

All SEC's must bring their Government-issued laptop computers to facilitate E-KAMS hands-on training.

**Note:** Accommodations will be made for SEC's without laptop computers.

### 2 Training Information

#### A Training Dates

The training will be held in Atlanta, Georgia, the week of May 16, 2005.

New SEC's will convene on Monday, May 16 at 9 a.m. to begin a 1 ½ day intensive introduction to environmental and cultural resources compliance. New SEC's represent the following States:

- Alaska
- Kentucky
- Maine
- Massachusetts
- Michigan
- Mississippi (assistant SEC)
- Missouri
- Nevada
- New Mexico
- South Dakota
- Tennessee
- Virginia
- Wyoming.

At 1 p.m. on Tuesday, May 17, 2005, all SEC's including the new SEC's, will convene for:

- expanded training
- E-KAMS demonstration
- case study analysis.

Training will conclude at 5 p.m. on Thursday, May 19, 2005. Friday will be a travel day. **No one** is authorized to leave before the end of the training.

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### 2 Training Information (Continued)

#### B Participants

The following personnel are authorized to attend the training.

Office	Authorized Attendees
State Office	<p data-bbox="488 443 971 478"><b>Only</b> the designated SEC, 1 per State.</p> <p data-bbox="488 520 1341 590"><b>Note:</b> Texas and Mississippi are authorized to send their SEC and assistant SEC.</p> <p data-bbox="488 636 1386 669">If SEC is unable to attend the meeting, contact either of the following:</p> <ul data-bbox="488 716 997 785" style="list-style-type: none"><li data-bbox="488 716 935 749">• James Fortner at 202-720-5533</li><li data-bbox="488 756 997 785">• Kathleen Schamel at 202-690-1164.</li></ul>

#### C Hotel Information

The training will be held at:

Grand Hyatt Atlanta Hotel  
3300 Peachtree Road, NE  
Atlanta, Georgia 30305  
Telephone: 404-237-1234  
FAX: 404-233-5686  
Reservations: 404-365-8100 or 1-800-233-1234  
Web site: [www.grandatlanta.hyatt.com](http://www.grandatlanta.hyatt.com).

Each participant must make his or her own travel and hotel reservations. To receive the Government rate the participants must identify themselves as part of the "SEC Meeting Group." Government ID is required to receive the Government hotel rate.

#### D Travel Authorization

Travel expenses are not to exceed the \$156 per diem rate for each authorized participant. The maximum reimbursement for lodging is \$113 with an M&IE rate of \$43. Travel for Federal State Office participants shall be charged to Washington-controlled State Travel Funds. Rental cars are not authorized.

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### 2 Training Information (Continued)

#### E Arrival and Departure Times

The schedule is as follows.

Who	Registration Date	Registration Time	Training Begins	Departure Date
New SEC's	Monday, May 16	8 a.m. - 9 a.m.	9 a.m.	Friday, May 20
All SEC's, including new SEC's	Tuesday, May 17	8 a.m. - noon	1 p.m.	Friday, May 20

**Note:** Participants shall not schedule departing flights before Friday, May 20, 2005.

#### F Airport Transportation

Transportation from the airport is available by:

- Atlanta Links Airport Shuttle, \$20 one way or \$36 round trip
- Atlanta subway system, "MARTA," \$1.75 each way
- taxis, approximately \$35 each way.

**Note:** The hotel is approximately 18 miles from airport.

#### G Participant Responsibilities

Before May 16, participants must:

- complete the questionnaire at:  
[http://dc.ffasintranet.usda.gov/dafp/cepd/reporting/sec\\_survey\\_index.htm](http://dc.ffasintranet.usda.gov/dafp/cepd/reporting/sec_survey_index.htm) and return it by **May 2, 2005**, to Matt Ponish at [matthew.ponish@wdc.usda.gov](mailto:matthew.ponish@wdc.usda.gov)
- read 1-EQ and be prepared to discuss issues, questions, and areas requiring clarification
- complete pre-training work including reviewing at least 2 environmental assessments (EA's) and preparing comments on the scoping, analysis, and cumulative effects.

**Notes:** Bring these comments to the training.

EA's are found at: <http://www.fsa.usda.gov/dafp/cepd/epb/assessments.htm>.

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### 2 Training Information (Continued)

#### H 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	airline or hotel directly.

#### I Participant Action

Participants shall take the following actions.

<b>Step</b>	<b>Action</b>
1	Participants shall register with the Grand Hyatt Atlanta Hotel by COB <b>April 25, 2005</b> .
2	Each SEC must notify James Fortner or Kathleen Schamel that they will be attending the training by <b>May 2, 2005</b> . E-mail notification to either of the following: <ul style="list-style-type: none"><li>• <b>James.Fortner@wdc.usda.gov</b></li><li>• <b>Kathleen.Schamel@wdc.usda.gov</b>.</li></ul>
3	Participants or State training officers shall document this training by using the Internet Combined Administrative Management System (ICAMS). ICAMS: <ul style="list-style-type: none"><li>• course number is <b>020083</b></li><li>• session number is <b>0002</b>.</li></ul> <p><b>Note:</b> Document the training by <b>May 27, 2005</b>.</p> Direct questions about processing in ICAMS to the State training officer.

#### J Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact James Fortner by telephone at 202-720-5533 or email to **James.Fortner@wdc.usda.gov** by May 17, 2005.

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