

For: State Offices

2008 Training for State Environmental Coordinators (SEC's)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Environmental compliance and cultural resources training is necessary for SEC's to comply with the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), other associated environmental laws and regulations, and Executive Orders. This training provides an overview and update of FSA's requirements, departmental directives, and handbooks.

B Purpose

This notice provides information about the 2008 training for SEC's.

C Training Objectives

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

- proposed revision of 1-EQ
- draft 2-EQ
- NEPA documents for Farm Program and FLP activities
- consulting with State Historic Preservation Officers, tribes, and the U.S. Fish and Wildlife Service
- regulatory consolidation
- wetland delineations
- hazardous waste/due diligence awareness training.

Disposal Date	Distribution
August 1, 2008	State Offices

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2 Training Information

A Training Dates

The training will:

- be held in Dallas, Texas, with registration beginning on Tuesday, July 29, 2008 from 7 a.m. to 8 a.m.
- convene for all SEC's at 8:15 a.m. on Tuesday July 29, 2008
- conclude at 5 p.m. on Thursday July 31, 2008.

Note: Friday will be a travel day. Participants shall **not** schedule departing flights before Friday, August 1, 2008.

B Authorized Participants

The designated SEC is authorized to attend the training. If States have 2 SEC's, both may attend the training.

Note: CEPD **must** have an approved FSA-855 on file for SEC's to be approved to attend this training.

If SEC is unable to attend the meeting, contact either of the following:

- Matthew Ponish at 202-720-6853
- Bennett Horter at 202-690-1164.

C Hotel Information

The training will be held at the following location:

Ritz Carlton, Dallas
2121 McKinley Avenue
Dallas, TX 75201
Telephone: 214-922-0200
FAX: 214-922-4707.

Each participant **must** make their own travel and hotel reservations using the following information:

- by telephone:
 - Central Reservations at 800-241-3333
 - reference the Group Code "**USD**" and meeting date

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2 Training Information (Continued)

C Hotel Information (Continued)

- online:
 - www.ritzcarlton.com
 - CLICK “**Reservations**” and enter the following:
 - location is **Dallas**
 - **dates**
 - **number of guests and rooms**
 - CLICK “**Group Code**”
 - ENTER “**USDUSDA**”
 - CLICK “**Search**”
 - CLICK “**Search Rates & Rooms**”.

All other rates will be removed and only the conference rate will appear. Continue reservation with credit card guarantee, names, etc.

Participants shall make hotel reservations **COB Friday, July 11, 2008**. Check in is available after 3 p.m. Check out is noon.

D Travel Authorization

Each employee **must** have an approved AD-202 **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. The maximum per diem for Dallas, Texas is \$168 per day (\$109 for lodging and \$59 for M&IE). Rental cars are **not** authorized.

Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

Federal employee travel expenses are paid out of the State’s GS travel allocation. State Offices shall submit actual travel expenses in their monthly submission of requests for reimbursement to their travel allotment by e-mail to either of the following respective budget analyst for:

- Northeast and Southeast areas, Christine Pyles at christine.pyles@wdc.usda.gov
- Midwest, Northwest, Southwest areas, Tracey Blom at tracey.blom@kcc.usda.gov.

Note: E-mail a copy to DAFO at arleen.moncalieri@wdc.usda.gov.

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E Airport Transportation

If arriving at:

- Dallas Forth Worth International (DFW), transportation from the airport is approximately:
 - \$45 by taxi
 - \$16 by airport shuttle

- Dallas Love Field – Southwest hub (DAL), transportation is approximately:
 - \$15 by taxi
 - \$12 by airport shuttle.

Note: Contact Supershuttle at 972-615-2410 to arrange for the airport shuttle.

F Additional Shipping Information

All packages sent to the Hotel should be prepaid. There will be a charge for incoming and outgoing packages. All materials sent to the hotel **must** be marked as follows:

Ritz Carlton, Dallas
Attn: Ingrid Puzikas (Hotel Contact)
Hold for: Your Name, USDA-SEC Meeting July 28
2121 McKinney Avenue
Dallas, TX 75201
Box 1 of _____.

Request additional information according to the following.

IF additional information is needed on...	THEN contact...
training	either of the following: <ul style="list-style-type: none">• Matthew Ponish at 202-720-6853• Bennett Horter at 202-690-1164.
travel or hotel accommodations	airline or hotel directly.

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2 Training Information (Continued)

G Participant Action

Participants shall take the following actions.

Step	Action
1	Each SEC must notify Matthew Ponish or Bennett Horter that they will be attending the training by COB July 11, 2008 . Send notification to either of the following by e-mail at: <ul style="list-style-type: none"> • matthew.ponish@wdc.usda.gov • ben.horter@wdc.usda.gov.
2	Participants shall register with the Ritz Carlton Dallas by COB July 11, 2008 .

H Documenting Training

Each participant shall register for the training no later than **COB July 11, 2008**, through AgLearn.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the “Learner Center” tab, CLICK: <ul style="list-style-type: none"> • “Learner Login” • “Continue” on the warning screen.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"> • enter the user ID and password • CLICK “Login”.
4	CLICK “ Catalog ” located at the top of the screen.
5	Under the “Subject Area Menu” tab, CLICK the triangle (▶) next to the “AgLearn Original Courseware Structure” tab. Note: This takes a moment to open.
6	CLICK “ Farm Service Agency ” located on the left side of the screen.
7	Find “ 2008 Training for State Environmental Coordinators ”.
8	CLICK “ Register ”.
9	Under the “Registration Comments” Section, in the “Comments” box: <ul style="list-style-type: none"> • enter the title and State name • CLICK “Confirm”. Note: An e-mail confirmation will be received in the next hour.

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2 Training Information (Continued)

I Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should notify the airlines and hotel of any accommodations that are necessary by July 11, 2008, and contact Matthew Ponish by either of the following:

- e-mail at matthew.ponish@wdc.usda.gov
- telephone at 202-720-6853.