

**For:** State Offices

**Noninsured Crop Disaster Assistance Program Training**

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



**1 Overview**

**A**

**Background**

The Noninsured Crop Disaster Assistance Program training session has been scheduled in Houston, Texas, for June 3 through June 8, 2001. Policy and procedure, including software applications for the Noninsured Crop Disaster Assistance Program, will be covered. An overview of the Quality Loss Program will also be provided.

**B**

**Purpose**

This notice provides:

- the scheduled dates and times of the training session
- information about hotel accommodations and transportation
- travel authorization information for the attendees from each State
- the number of participants for each State (Exhibit 1).

**2 Registration and Training Schedule**

**A**

**Training Dates**

Registration for the training session will be on Sunday, June 3, 2001, from 4:00 p.m. to 6:00 p.m. and Monday, June 4, 2001, from 7:30 a.m. to 8:00 a.m.

The training session will:

- begin on Monday, June 4, 2001, at 8:00 a.m.
- end on Friday, June 8, 2001, at 1:00 p.m.

|                      |                     |
|----------------------|---------------------|
| <b>Disposal Date</b> | <b>Distribution</b> |
| July 1, 2001         | State Offices       |

## Notice NAP-45

### 3 Hotel and Travel Authorization Information

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#### A

#### Hotel Information

Participants shall make their own Hotel reservations directly with the JW Marriott by the Galleria at 5150 Westheimer, Houston, Texas. The telephone number is 1-800-228-9290.

**Note:** Participants shall identify themselves as a participant of the USDA/NAP Training. All reservations should be confirmed immediately upon receipt of this notice.

The room rate will be \$73.00, plus tax, for a single room each night and must be guaranteed for late arrival (after 6:00 p.m.) by using a credit card.

Travel for Federal State Office participants shall be charged to Washington-controlled State Travel funds.

A block of rooms has been reserved with check-in on Sunday, June 3, 2001.

**Note:** Rooms will be available on a first-come, first-served basis.

Persons with disabilities who require accommodations to attend or participate in this meeting should contact the Hotel at 1-800-228-9290 as soon as possible.

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#### B

#### Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate for Houston, Texas, is \$115.00 a day (\$73, excluding tax, for lodging and \$42 for M&IE).

Participants shall make their own travel arrangements, as soon as possible, using the most efficient means of transportation.

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#### C

#### Airport Transportation

Transportation to and from the Hotel can be arranged by city shuttle (Express Shuttle USA) at 1-800-479-5287 that runs every half hour daily from 5:00 a.m. to 10:30 p.m. The cost of this shuttle is \$20 per person 1-way.

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**Notice NAP-45**

**3 Hotel and Travel Authorization Information (Continued)**

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**D**

**Training  
Materials**

A package of training materials will be provided to each participant at the Noninsured Crop Disaster Assistance Program training.

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**4 Action**

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**A**

**State Office and  
Participant  
Action**

State Office and participants shall take the following action:

- by **noon EST Friday, May 25, 2001**, each State Office that has participants attending this training shall FAX a list of attendees to NAPB at 202-690-3646
  - each participant shall make their reservation directly with the JW Marriott by the Galleria immediately upon receipt of this notice
  - each participant shall document this training
  - if a participant requires accommodations, notify the Hotel and airlines directly.
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**B**

**Documenting  
Training**

Participants or your State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is 020027.

Direct questions about processing in CAMS to your State Training Officer or Tom Montgomery or Joe Hoffman, Training and Development Branch, HRD, at 202-418-9048.

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**C**

**Additional  
Information or  
Assistance**

For additional information about this training, contact Steven Peterson at 202-720-5172.

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### Number of State Participants

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| State                       | Number of Authorized Participants |
|-----------------------------|-----------------------------------|
| Alaska                      | 1                                 |
| Idaho                       | 2                                 |
| Montana                     | 2                                 |
| Nebraska                    | 2                                 |
| North Dakota                | 2                                 |
| Oregon                      | 2                                 |
| South Dakota                | 2                                 |
| Washington                  | 2                                 |
| Wyoming                     | 2                                 |
| <b>Total Northwest Area</b> | <b>17</b>                         |
| Connecticut                 | 1                                 |
| Delaware                    | 1                                 |
| Maine                       | 1                                 |
| Maryland                    | 1                                 |
| Massachusetts               | 1                                 |
| New Hampshire               | 1                                 |
| New Jersey                  | 1                                 |
| New York                    | 2                                 |
| Pennsylvania                | 2                                 |
| Rhode Island                | 1                                 |
| Vermont                     | 1                                 |
| West Virginia               | 1                                 |
| <b>Total Northeast Area</b> | <b>14</b>                         |

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**Number of State Participants (Continued)**

| State                       | Number of Authorized Participants |
|-----------------------------|-----------------------------------|
| Alabama                     | 2                                 |
| Arkansas                    | 2                                 |
| Florida                     | 2                                 |
| Georgia                     | 2                                 |
| Kentucky                    | 2                                 |
| Louisiana                   | 2                                 |
| Mississippi                 | 2                                 |
| North Carolina              | 2                                 |
| Puerto Rico                 | 1                                 |
| South Carolina              | 2                                 |
| Tennessee                   | 2                                 |
| Virginia                    | 2                                 |
| <b>Total Southeast Area</b> | <b>23</b>                         |

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**Number of State Participants (Continued)**


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| <b>State</b>                | <b>Number of Authorized Participants</b> |
|-----------------------------|--|
| Arizona                     | 1  |
| California                  | 4  |
| Colorado                    | 2  |
| Hawaii                      | 1  |
| Kansas                      | 3  |
| Nevada                      | 1  |
| New Mexico                  | 2  |
| Oklahoma                    | 3  |
| Texas                       | 5  |
| Utah                        | 1  |
| <b>Total Southwest Area</b> | <b>23</b>                                |
| Illinois                    | 2  |
| Indiana                     | 2  |
| Iowa                        | 2  |
| Michigan                    | 2  |
| Minnesota                   | 2  |
| Missouri                    | 2  |
| Ohio                        | 2  |
| Wisconsin                   | 2  |
| <b>Total Midwest Area</b>   | <b>16</b>                                |
| <b>Grand Total</b>          | <b>93</b>                                |

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