

For: State Offices

**Noninsured Crop Disaster Assistance Program (NAP) and
Systematic Tracking for Optimal Risk Management (STORM) Training**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The NAP and STORM training session has been scheduled in San Antonio, Texas, for March 11 through March 15, 2002. Software applications as well as some policy review for both NAP and STORM will be covered. STORM is a web-based application that FSA Service Centers will use to report:

- losses because of natural disasters
- any emergency/disaster occurrences relating to emergency preparedness and Homeland Security.

Training will include an overview of the initial STORM phase with basic instructions on its use and disaster data entry. Additionally, OIG will provide a brief update of FSA security issues and responsibilities.

B

Purpose

This notice provides the following:

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

Continued on the next page

Disposal Date	Distribution
August 1, 2002	State Offices

Notice NAP-52

1 Overview (Continued)

C

Registration and Training Schedule

Registration for the training session will be on Sunday, March 10, 2002, from 4 p.m. until 6 p.m. and on Monday, March 11, 2002, beginning at 7 a.m. The training session will:

- begin on Monday, March 11, 2002, at 8:30 a.m.
- end on Friday, March 15, 2002, at 12:00 noon.

Note: STORM training will begin on Monday, March 11, 2002, at 8:30 a.m. and is scheduled to conclude at 3 p.m. the same day. OIG's presentation on Homeland Security will be included with STORM. NAP training will begin immediately after STORM and Homeland Security.

2 Hotel and Travel Authorization Information

A

Authorized Participants

As a result of a recommendation from the recent FSA Business Needs Task Force, national training sessions will include an FSA Service Center employee from each State. Therefore, the number of participants approved for each State has been increased by 1 person. The increase is included in Exhibit 1. Each State shall send at least one FSA Service Center employee to this training session.

B

Hotel Information

Participants shall make their own hotel reservations directly with the San Antonio Marriott Riverwalk Hotel. Participants may call 800-648-4462 or the hotel directly at 210-224-4555.

Note: Participants shall identify themselves as an attendee of the USDA/NAP training meeting. All reservations must be confirmed immediately upon receipt of this notice. Participants must also have their government credit card and a copy of their travel authorization to receive the government rate.

The guest room rate:

- will be \$91, plus tax, for a single room each night
 - must be guaranteed for late arrival (after 6 p.m.) by using a credit card.
-

Continued on the next page

Notice NAP-52

2 Hotel and Travel Authorization Information (Continued)

C

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. Per diem for San Antonio, Texas, is \$133 a day (\$91 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.

D

Airport Transportation

Public shuttle service from the airport is available for \$9 one-way.

E

Training Materials

A package of training materials will be provided to each participant at the NAP/STORM training.

3 Action

A

State Office Action

State Offices shall take the following action:

- by 12:00 noon e.s.t. Friday, March 1, 2002, each State Office with participants attending this training shall FAX a list of attendees to the Non-Insured Assistance Programs Branch, PECD, at 202-690-3646
 - have each participant make a reservation directly with the San Antonio Marriott Riverwalk Hotel upon receipt of this notice
 - have participants fill out SF-182 for State Office records
 - advise participants with disabilities, who require accommodations to attend or participate in this training, that arrangements shall be made by notifying:
 - the airline or hotel of the special accommodations needed
 - EDSO with any questions or the need for accommodation, such as a sign language interpreter.
-

Continued on the next page

Notice NAP-52

3 Action (Continued)

B

Documenting Training

Participants or the State Training Officer shall document this training by using the Combined Administrative Management System (CAMS).

Direct questions about processing in CAMS to either of the following:

- the State Training Coordinator
 - Tom Montgomery or Joe Hoffman, Training and Development Branch, HRD, at 202-418-9048.
-

C

Additional Information or Assistance

For additional information about training, contact Mike Sienkiewicz at 202-720-8959.

Number of State Participants

State	Number of Authorized Participants
Alabama	3
Alaska	2
Arizona	2
Arkansas	3
California	5
Colorado	3
Connecticut	2
Delaware	2
Florida	3
Georgia	3
Hawaii	2
Idaho	3
Illinois	3
Indiana	3
Iowa	4
Kansas	4
Kentucky	3
Louisiana	3
Maine	2
Maryland	2
Massachusetts	2
Michigan	3
Minnesota	3
Mississippi	3
Missouri	3
Montana	3
Nebraska	3
Nevada	2

 Continued on the next page

Number of State Participants (Continued)

State	Number of Authorized Participants
New Hampshire	2
New Jersey	2
New Mexico	3
New York	3
North Carolina	3
North Dakota	3
Ohio	3
Oklahoma	4
Oregon	3
Pennsylvania	3
Puerto Rico	2
Rhode Island	2
South Carolina	3
South Dakota	3
Tennessee	3
Texas	6
Utah	2
Vermont	2
Virginia	3
Washington	3
West Virginia	2
Wisconsin	3
Wyoming	3
Total	145