

**U.S. DEPARTMENT OF AGRICULTURE
 FARM PRODUCTION AND CONSERVATION MISSION AREA
 BUSINESS CENTER
 WASHINGTON, DC 20250**

FPAC NOTICE	NUMBER: FPAC-N 2300-001
SUBJECT: Fiscal Year (FY) 2020 Farm Production and Conservation (FPAC) Annual Plan for Conferences, Meetings, and Trainings	DATE: July 30, 2019
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer, Business Services	EXPIRATION DATE: August 19, 2019

1. PURPOSE

This notice announces the requirements and instructions for submitting the FY 2020 FPAC Annual Plan (Conference Plan) for conferences, meetings, and training requests that are \$7,000 or more (excluding salary and benefits). This plan is due from each FPAC agency by close of business **August 16, 2019.**

2. SCOPE

This notice applies to the Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Risk Management Agency (RMA), and the FPAC Business Center (FPAC-BC).

3. MESSAGE

a. Background

The FPAC Annual Plan is a process that captures planned events hosted, sponsored, or attended by FPAC agencies that include conferences, meetings, and training activities for FY 2020. The FY 2020 Annual Plan is required per Departmental Regulation (DR) 2300-005, "Agriculture Travel Regulation" dated December 8, 2015. This Annual Plan assists FPAC agencies to comply with DR 2300-005 by:

- (1) reviewing and assessing the relevance of each request with respect to the FPAC core mission before it is entered into the Conference Transparency, Accountability and Tracking (CTAT) tool; and
- (2) ensuring that adequate funding is available throughout the FY for approved conference, meeting, and training requests.

3. MESSAGE (CONTINUED)

b. Explanation

To comply with the Department's requirements, each Agency (NRCS, FSA, RMA, FPAC-BC) must enter their **Agency Head** approved FY 2020 Annual Plan into CTAT by **August 16, 2019**. Only the requests approved by the FPAC Under Secretary will be authorized for entry into the CTAT tool during FY 2020. The Annual Plan, which captures information utilizing the **Conference Planning Template** must include all conferences, meetings, or training events that are \$7,000 or more (excluding salary and benefits) that are hosted, sponsored, or attended by FPAC agencies. Estimates are permitted when developing the FY 2020 Annual Plan, which may be based on data from previously held conferences, meetings, or training events, if applicable. If the estimate of an event is \$75,000 or more (excluding salary and benefits), an **Attendee Detailed Cost Analysis Spreadsheet (ADCAS)** must be submitted with the plan. The Conference Planning Template and Attendee Detailed Cost Analysis Spreadsheet are available from the USDA Office of Chief Financial Officer Conference/Training Templates page at <https://www.ocfo.usda.gov/travel-express/ConferenceTrainingTemplates>.

4. PROCESS

- a. **Step 1:** All requested events that were approved by the respective **Agency Head** using the **Conference Planning Template** must be entered individually into CTAT by clicking **Annual Plan/Add New Conference**. See Attachment A, [*CTAT User Guide, September 2016, Version 2.0 \(Section VIII. Annual Plan, pages 32-34\)*](#) for detailed instructions on how to enter an event in CTAT.

Note: When entering an event, include a point of contact, telephone number and email address in the "**Justification/Reason for Conference or Training**" text box in addition to the justification description.

If an event is \$75,000 or more (excluding salary and benefits) an **Attendee Detailed Cost Analysis Spreadsheet (ADCAS)** is required to be completed for each event that meets this dollar threshold. When entering salary information on the ADCAS, actual names are strongly encouraged. If names are not available, then positions are acceptable as long as there is a GS grade listed for each position attending. The **Conference Planning Template** and **ADCAS** have **instructions** and **samples** on separate tabs within each file.

Note: All **national** conferences, meetings, and trainings should have **only one (1)** entry per event.

Training Events: Do **not** include FPAC-BC Human Resources Division Employee Development Section (EDS) sponsored training courses as these are being captured by EDS. All **non-EDS** sponsored training courses **are** required to be included in the **Annual Plan** (including curriculum-based training). All **currently registered** CTAT users have access to enter individual conferences, meetings, and training activities in CTAT for the FY 2020 Annual Plan.

4. PROCESS (CONTINUED)

- b. **Step 2:** Each agency will upload a **Conference Planning Template** (one per agency) that has been converted into a PDF file and digitally signed by the respective Agency Head as well as any **Attendee Detailed Cost Analysis Spreadsheets**, if applicable, in CTAT according to the following instructions:

- (1) access CTAT at <https://www.eservices.usda.gov/ctat/>
- (2) click “**Annual Plan/Add New Annual Plan**”
- (3) select the appropriate Agency name and Year (2020) from the drop-down menus
- (4) select “**attach file(s)**”, “**Upload Selected Files**” and “**Submit New Annual Plan**”.

Add the appropriate agency name to each file uploaded and ensure the event name entered into CTAT is the same event name that is included on the Conference Planning Template. Incomplete spreadsheets will be returned for correction. The FPAC-BC Budget Division will notify Agency POC’s once Annual Plans have been approved by the FPAC Under Secretary.

Note: Do **not** submit any conferences, meetings, and training requests in CTAT until your agency has been notified that the FPAC Under Secretary has approved the FY 2020 Annual Plans.

- c. **REMINDER:** Supplemental requests for approval to host, sponsor, or attend events that are **not** included in your FY 2020 approved Annual Plan **must** be reported to OCFO by the FPAC-BC Chief Financial Officer (CFO) prior to attending the event. If applicable, the FPAC agency will enter the **non-approved Annual Plan** event into CTAT during FY 2020 and the request must be submitted in accordance with the meeting approval requirements for timeliness, information required, approvals required, and a justification must be provided as to why the event was not included in the FY 2020 Annual Plan (e.g., emergencies, newly emerging issues, or others with acceptable justification). Once the event request arrives to the FPAC-BC CFO approval routing stop in CTAT, the request will then be provided to OCFO for post-approval. If post-approval is granted by OCFO then the FPAC-BC CFO will approve the request in CTAT and continue the routing for final approvals. If the request is denied by OCFO, then the FPAC-BC CFO will disapprove the request in CTAT and the requestor will be notified via CTAT email.

5. CONTACT

Questions regarding this notice should be submitted through the myFPAC Portal at https://usdafpacbc.service-now.com/fpac?id=bu_intake&sys_id=4a766a40db946700b34efb0e0f961901. Select “Meeting Management” for the “Request Type”.

Attachment A – CTAT User Guide Section VIII, Annual Plan (pages 32-34)

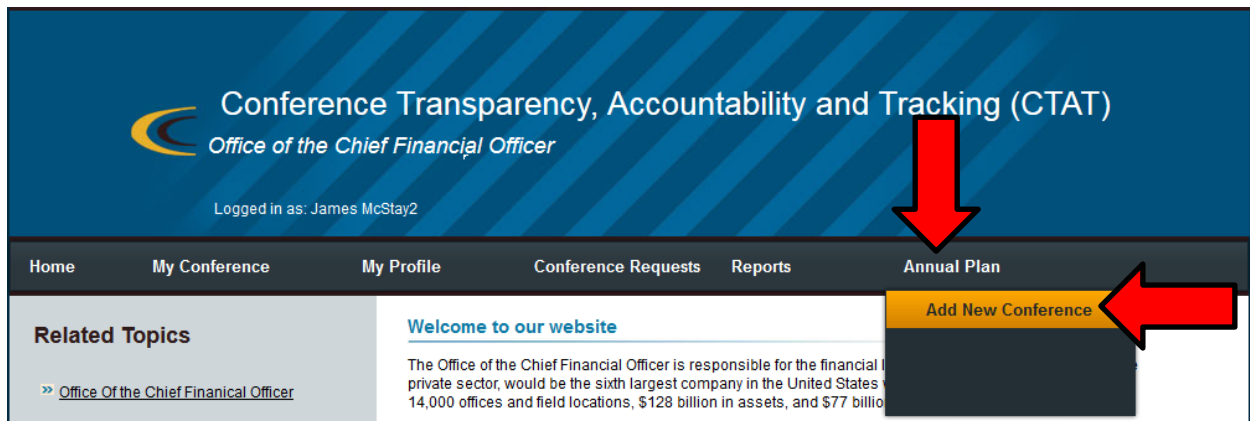
- END -

Attachment A - CTAT User Guide Section VIII, Annual Plan

VIII. Annual Plan

A. Add New Plan

1. Annual conference plans are due to OCFO by August 31. To add a new plan, agency users or the POC navigates to the **Annual Plan** tab and clicks on the **Add New Conference** option.

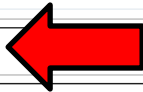


2. The Annual Plan page appears, which consists of drop down fields and text boxes. Enter or select the applicable information and click on the **Submit New Conference** button.



Annual Plan

Agency	DEMO
Year:	Select One
Type:	Select One
Name of Conference or Training:	
Sponsor, Host, or Attend	Select One
City:	
State:	AK
Start Date:	
End Date:	
No.of Attendees:	
Total Cost:	
Justification / Reason for Conference or Training:	
<input type="button" value="Submit New Conference"/>	



3. A successful submit message appears. Click on **Home** to get to the homepage. Repeat [VIII.A.1](#) to [3](#) for each conference.



Your Report/Request has been Saved/Submitted successfully.

Click here to :[Home](#)



- Click on the **Annual Plan** tab to view the list of all conferences entered. Select the fiscal year (FY) and click on **Get Reports** to filter the list by FY. To export the list – either filtered or unfiltered – click on the **Open in Excel** button and select **Open** (or **Save**) and **Yes** on the dialog boxes that appear (see [VII.B.3](#) and [4](#)). The spreadsheet will contain data entered in [VIII.A.2](#).

Conference Transparency, Accountability and Tracking (CTAT)
Office of the Chief Financial Officer

Logged in as: James McStay

Home Conference Requests Agency Routing Manage Users Reports **Annual Plan**

View All Annual Plan Reports

Select Agency:* DEMO

Select Fiscal Year:* 2017

Get Reports

Open in Excel

S.No(View)	ConferenceName	Agency	Type	City	CreatedOn	Delete
133	Annual DEMO Conference 1	DEMO	4	Washington	8/10/2016	×
111	Annual DEMO Conference 3	DEMO	4	Washington	7/28/2016	×
100	Annual DEMO Conference 2	DEMO	4	Washington	7/28/2016	×

B. Edit Plan

- Each conference in an annual plan can be edited or deleted. Click on the **Annual Plan** tab to view the list of conferences (see [VIII.A.4](#)). To delete a conference, click on the corresponding “X” icon in the **Delete** column; to edit, click on the number in the **View** column corresponding to the conference.
- The Annual Plan page opens (see [VIII.A.2](#)). Edit the applicable fields and click on **Submit New Conference**. A successful submit message appears (see [VIII.A.3](#)). Click on **Home** and repeat VIII.B.1 and 2 for each conference as needed.

C. Plan Submission

- OCFO will retrieve annual plans from CTAT by exporting the data to a spreadsheet as explained in [VIII.A.4](#).
- Alternatively, agencies may submit their plans to OCFO at USDA.ConferenceRPT@cfo.usda.gov.

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