



## **DECISION MEMORANDUM FOR THE ACTING DEPUTY SECRETARY**

**TO:** Gary Washington Acting  
Deputy Secretary

**THROUGH:** Lynn Moaney  
Deputy Chief Financial Officer

**THROUGH:** Eric D. Still  
Associate Chief Financial Officer

**FROM:** .....  
Mission Area Under Secretary

**SUBJECT:** Waiver Request for Host Event with Costs in Excess of \$450,000

### **ISSUE**

The Farm Service Agency (FSA) is requesting approval to host National Farm Bill and Update Training for the Agriculture Risk Coverage & Price Loss Coverage (ARC/PLC), Farm Records, and Noninsured Crop Disaster Assistance Program (NAP), in Phoenix, AZ, August 5 through 9, 2025

### **DISCUSSION**

The purpose of the National ARC/PLC Program, NAP, and Farm Records training is to conduct instructor-led training and information sessions focused on Farm Bill related policy and procedure changes and implementation updates that affect the way FSA delivers programs and services to FSA customers. The training will be held for designated FSA field office employees within their respective States, who will then be responsible for training the remaining field office employees within their states on the applicable program policies and procedures.

The FSA field office employees will benefit greatly from receiving instructor-led training and in-person informational sessions on these complex programs. The engagement and interaction with National Office employees and other State employees provides opportunities to learn and share best practices, as well as ask and answer unique or specific situations prevalent in certain areas of the Country. For new employees, the interactions with peers is value added to the in-depth learning opportunity.

The training will consist of three training components and teams. The training teams (presenters) are comprised of subject matter experts that represent various areas of the Country. The training components will cover detailed program policies, procedures, and

automation activities for each component and process of the specified program area. The ARC/PLC and farm records training session will run concurrently with the NAP training session.

Based on the information provided by FSA, there will be 369 attendees with an estimated cost of \$xxx,xx for the 5-day conference, which include airfare \$xx,xxx; local /TDY transportation expenses \$xx,xxx; miscellaneous travel expenses \$xx,xxx; lodging \$xx,xxx; M&IE \$xx,xxx; audiovisual \$xx,xxx; room rental \$xx,xxx; light refreshments \$xx,xxx; speaker /trainer fees \$xx,xxx; registration fees \$xx,xxx; promotional material \$xx,xxx and other cost \$xx,xxx. The estimated salary and benefits cost are \$xxx,xxx. The projected average cost per attendee without salaries for the event is \$x,xxx or \$xxx per day.

### **RECOMMENDATION**

Approve request for the FSA to conduct the instructor-led National Farm Bill and Update Training for the Agriculture Risk Coverage & Price Loss Coverage (ARC/PLC), Farm Records, and Noninsured Crop Disaster Assistance Program (NAP) in Phoenix, AZ, with a total cost of \$xxx,xxx.

### **DECISION BY THE ACTING DEPUTY SECRETARY**

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Discuss with me: \_\_\_\_\_