



## National CAPS Committee (NCC) Conference Call

March 2, 2017

Minutes

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### Participants

John Bowers	Megan Abraham	Dan Mackesy
Lisa Jackson	Tiffany Mauro	John Crowe
Rick Zink	Darrell Bays	Steve Bullington
Terry Bourgoin	Ian Foley	Feridoon Mehdizadegan
Piera Siergert	Heather Moylett	Cindy Music

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### Pest Detection/CAPS Agreements

With the announcement of budget guidelines from the administration and all the press about reductions to federal agencies, be assured that as of now there are no changes in funding for FY17 agreements, and we should proceed accordingly. The budget guidelines are just instructions to the executive agencies on preparing the budget. There is a long way to go before the President submits a budget to Congress, Congress passes an appropriations bill, and the president signs it, and anything can happen in the meantime. If you hear about certain budget exercises (which I am sure there will be), they are just that, exercises, and nothing is real until an appropriations bill is signed. We are still under a Continuing Resolution until April 28. Please make sure your awards are extended until that date. If not, contact your ADODR for clarification.

### Farm Bill Agreements

The Farm Bill agreement process is in full swing with over 100 agreements obligated via ezFedGrants. However, this only represents a fraction of the total number of expected agreements. Work plans overall have been slow to come in. There was some discussion that a July 1 deadline for work plans is out there, which may be the reason for the low numbers. However, the spending plan was released in December, and with all the preparation needed to submit a suggestion, it should not be that difficult or time consuming to turn that into a work plan. Waiting till the last minute places an undue burden on the agreements staff to process a large number of agreements as deadlines near toward the end of the fiscal year. Additionally for surveys, the survey supply ordering system closes on March 28. If someone does not have an approved work plan completed, and the Survey Summary Form filled out, you are not going to be approved for survey supplies, and there will be a resistance to fulfilling orders during the summer months when other activities in the warehouse take precedence.

To help alleviate the potential backlog and smooth out survey supplies ordering, the **plan for Goal 1 Survey work plans is to have them submitted and approved no later than April 1.** Better yet, ASAP. This includes filling in the Survey Summary Form and having it passed to

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Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.



FO. As with Pest Detection work plans, no Farm Bill Goal 1 Survey work plans will be reviewed until the Survey Summary Form is complete. In future years, because of the large number of agreements to process, Goal 1 Survey will set a deadline for work plans that will be relatively earlier than the April 1 deadline this year. Just be aware of that change for FY18.

### **Annual NCC Meeting**

The Annual NCC Meeting was held in McAllen, TX at the Kika de la Garza Federal Building on February 7-9, 2017. The Agenda and meeting other documents are posted on the NCC page of the CAPS R&C site, and are available for review by the CAPS community. The minutes to the meeting are undergoing almost final review and will be published on the CAPS R&C site for in the near future.

### **Pest Surveillance Guidelines**

The NCC and the CAPS community should continue to review and suggest edits or suggestions to improve the [Guidelines](#) and supporting guidance that is posted on the [Resources](#) page. Suggestions and comments to improve or clarify program or survey guidance should be sent to [John](#) and [Lisa](#). The Guidelines are scheduled to be published on April 22 (Earth Day), so please do not put off helping to improve our guidance.

The NCC also discussed posting secure pdf files on the CAPS R&C site. A secure file will not allow editing or copying from within the document, but only allow copying the file and printing. Would this inhibit your work and materials prepared for your state? Please let your NCC rep know of any concerns, or if there are none, so that we can make a valued judgement on how to proceed.

### **2017 CAPS Recognition - the deadline for Nominations is fast approaching**

The 2017 version of CAPS Recognition was announced with a call for nominations on February 2. Nominations should include a narrative on the specific activity conducted or achievement of the person or group being nominated that occurred in 2016. This will include a description of the activity/achievement, its significance to Pest Detection activities, and the impact of the effort. Narratives should be no more than two pages in length, and shall be submitted along with the nomination form to [John](#) and [Lisa](#) no later than COB Friday, March 17, 2017. Up to three awardees will be recognized publically at the 2017 National Plant Board Meeting (if feasible). See [CAPS Recognition](#) on the [Resources page](#) of the CAPS R&C site for more detailed information. The [Nomination Form](#) also is located on the [Resources page](#). Consider nominating a worthwhile individual or group.

### **CAPS Educational Modules**

The steering committee will be called into action very soon. There is still time if you would like to participate. Let [John](#) and [Lisa](#) know as soon as possible.



## Survey Supplies Update

From John Crowe:

“Thank you for taking the time to visit the warehouse, the Survey Supply Procurement Program hopes it was a worthwhile experience. We are looking for feedback on possible improvement points for the tour and the operational exercises we designed.”

Any suggestions or comments can be directed to [John Crowe](#) and [Lisa](#).

- The Ordering Catalog closes on March 28, 2017. Please ensure your orders are being entered. Earlier is much better than the last minute or missing out entirely.
- Oak Processionary Moth Lure – An email message sent to those states that ordered Oak Processionary Moth lure directly. The product has arrived and we hope to have lures in delivery starting this week. Any backorder also will be shipped and any pending shipments will be sent in a timely fashion.
- Pine Processionary Moth Lure – Fixes to the IPHIS system have allowed new products to be added to the catalog. Pine Processionary Moth lure was added. Please place an order if this is needed.
- Communications Plan – The SSPP is still working on updating the plan based on NCC comments.
- PSS Training in SSPP – Essam Dabaan completed the first round of Operational Training for Survey Supplies. We are looking to develop and improve on an operational training program for PSSs to help them understand and communicate the operational aspects of SSPP. To be accomplished in the operational aspects of SSPP, one must understand:
  - Shipping
  - Labeling
  - Inventory
  - Packing/Picking
  - Contract management
  - The SSPP plans to follow up and add several policy aspects to the training program, such as developing and reviewing Statements of Work and Forecasting. These would be done remotely instead of at the warehouse.
  - Any PSS interested in participating in the training should contact [John Crowe](#).

A Survey Supply inbox has been created, [sspp@aphis.usda.gov](mailto:sspp@aphis.usda.gov). Continue to contact [John Crowe](#) for the time being. Lisa will manage the Survey Supply inbox once she is officially in her NOM position.

**The next NCC call will be held on Thursday, April 13, 2017, at 1:00 pm eastern time.  
The date is postponed 1 week due to the Eastern Plant Board Meeting.**

Please forward to your NCC representative any agenda topics for discussion on the next NCC call.