

U.S. Department of Agriculture
Animal and Plant Health Inspection Service
Plant Protection and Quarantine

REQUEST FOR TRAVEL APPROVAL

(Non-Conference Events up to \$50,000)

1. Traveler Name: **National CAPS Committee (see attached)**

2. Event Name: **2018 Annual National CAPS Committee (NCC) Meeting**

3. Event Dates: **February 7-8, 2018 (travel 2/6 & 2/9)**

National Detector Dog Training Center
4. Event Location: **Newnan, Georgia**

5. Contact Name: **John Bowers, PM, PHP, PDEP**

6. Contact Phone: **301-851-2087**

7. TYPE OF REQUEST

Meeting: ☒

Training: ☐

8. AGENCY SPONSORED

Yes: ☒

No: ☐

9. JUSTIFICATION FOR REQUEST:

See attached
A draft Agenda also is attached

10. ESTIMATED TRAVEL COSTS:

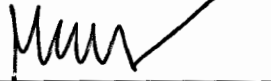
Estimated Total: \$ 14,457.32
See attached breakdown

11. Reviewed (FATA):

KIMBERLY BLAKE

Digitally signed by KIMBERLY BLAKE
DN: c=US, o=U.S. Government, ou=Department of Agriculture, cn=KIMBERLY BLAKE,
0.9.2342.19040308.1.0.1.1=12081000105623
Date: 2017.11.27 14:05:40 -0500

12. PM - ADA/ED Approval:
(ADA/ED Approval Required Up To \$20,000)



12/4/17

13. FO - ADA/ED Approval:
(ADA/ED Approval Required Up To \$20,000)

CARLOS MARTINEZ

Digitally signed by CARLOS
MARTINEZ

Date: 2017.11.30 09:28:14 -05'00'

14. S&T - ADA/ED Approval:
(ADA/ED Approval Required Up To \$20,000)



11/30/17

15. AIM Assist. Dep. Admin. Approval:
(ADA/ED Approval Required Up To \$20,000)

16. PPQ Deputy Administrator:

17. APPROVED



DISAPPROVED



Travel Estimates from Originating Cities for the Annual NCC Meeting, February 7 - 8, 2018

Travel Dates: February 6 and 9, 2018

Meeting Location: National Detector Dog Training Center, Newnan, Georgia

Name	City	State	Airfare	Baggage*	Lodging	M&IE	Taxi / Shuttle	Total Travel Expenses	# Travelers	Total Estimate	Maximum Per Diem Rate	First and Last Day (75% of M&IE)
FY18 Newnan, Coweta County, Georgia					\$93.00	\$51.00					\$144.00	\$38.25

PPQ	Duty Station		to ATL		Nights	3	Days	3.5					Departing Airport			Source [#]	Airline
John Bowers	Riverdale	MD	\$424.00	\$50.00	\$279.00		\$178.50	\$100.00	\$1,031.50	1	\$1,031.50	BWI	Baltimore, MD	Baltimore Washington International	City Pairs	Delta	
Lisa Jackson	Raleigh	NC	\$290.00	\$0.00	\$279.00		\$178.50	\$100.00	\$847.50	1	\$847.50	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	Southwest	
Richard Zink	Ft. Collins	CO	\$518.00	\$50.00	\$279.00		\$178.50	\$100.00	\$1,125.50	1	\$1,125.50	DEN	Denver, CO	Denver International Airport	City Pairs	Delta	
Eric Ewing	Ripley	WV	\$1,052.00	\$50.00	\$279.00		\$178.50	\$100.00	\$1,659.50	1	\$1,659.50	CRW	Charleston, WV	Yeager Airport	City Pairs	Delta	
Greg Rentschler	Des Plaines	IL	\$216.00	\$50.00	\$279.00		\$178.50	\$100.00	\$823.50	1	\$823.50	ORD	Chicago, IL	O'Hare International Airport	City Pairs	United	
Tiffany Mauro	Robbinsville	NJ	\$428.00	\$50.00	\$279.00		\$178.50	\$100.00	\$1,035.50	1	\$1,035.50	PHL	Philadelphia, PA	Philadelphia International Airport	City Pairs	Delta	
Darrell Bays	Raleigh	NC	\$290.00	\$0.00	\$279.00		\$178.50	\$100.00	\$847.50	1	\$847.50	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	Southwest	
Dan Mackesy	Ft. Collins	CO	\$518.00	\$50.00	\$279.00		\$178.50	\$100.00	\$1,125.50	1	\$1,125.50	DEN	Denver, CO	Denver International Airport	City Pairs	Delta	
Heather Moylett	Raleigh	NC	\$290.00	\$0.00	\$279.00		\$178.50	\$100.00	\$847.50	1	\$847.50	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	Southwest	
TBD - Potential TDY S&T S	Raleigh	NC	\$290.00	\$0.00	\$279.00		\$178.50	\$100.00	\$847.50	1	\$847.50	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	Southwest	
Feridoon Mehdizadegan	Raleigh	NC	\$290.00	\$50.00	\$279.00		\$178.50	\$100.00	\$897.50	1	\$897.50	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	Southwest	
Steve Bullington	Riverdale	MD	\$424.00	\$50.00	\$279.00		\$178.50	\$100.00	\$1,031.50	1	\$1,031.50	BWI	Baltimore, MD	Baltimore Washington International	City Pairs	Delta	
Russ Bulluck	Raleigh	NC	\$290.00	\$0.00	\$279.00		\$178.50	\$100.00	\$847.50	1	\$847.50	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	Southwest	
Billy Newton	Raleigh	NC	\$290.00	\$0.00	\$279.00		\$178.50	\$100.00	\$847.50	1	\$847.50	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	Southwest	
Totals			\$5,610.00	\$400.00	\$3,906.00		\$2,499.00	\$1,400.00		14	\$13,815.00						
									Average	\$986.79	# GSA FY18 contract fares						

[#]GSA FY18 contract fares

Rental Cars	Rental Cars (ATL to Newnan)		#	Rate	Total	
	\$32.00/day, standard car, gov't rate		4	\$160.58	\$642.32	\$14,457.32
	Multiple people, ~ 4/car					
	Total Lodging and M&IE		\$6,405.00			
	Total Transportation		\$8,052.32			
Total Travel Costs		\$14,457.32				



Annual National CAPS Committee Meeting
February 7 – 8, 2018
National Detector Dog Training Center
Newnan, Georgia
Meeting Justification



The Pest Detection Program supports APHIS' goal of safeguarding U.S. agricultural and environmental resources by ensuring that new introductions of harmful plant pests and diseases are detected as soon as possible, before they have a chance to cause significant damage. The program uses a multi-pronged strategy to accomplish its mission, involving a structured, transparent assessment process to identify pest threats, the development of scientifically sound pest diagnostics and survey protocols, conducting the actual pest surveys, and the timely reporting of pest survey results through the National Agricultural Pest Information System (NAPIS). These efforts are accomplished by involving stakeholders and the scientific community, and leveraging efforts by other Agencies in USDA, government entities, State departments of agriculture, universities, and industry partners. The Agency and its State cooperators carry out surveys for high-risk pests through the Cooperative Agricultural Pest Survey (CAPS) Program, which is funded through the Pest Detection line item. The Pest Detection Program also leverages funding through the Farm Bill Plant Pest and Disease Management and Disaster Prevention Program, Goal 1 Survey, to accomplish its goals.

The mission of the Pest Detection/CAPS program is to provide a survey profile of plant pests in the United States deemed to be of regulatory significance to USDA-APHIS-PPQ and our cooperators by confirming the presence or absence of plant pests impacting the domestic and international movement of plants and plant products; and establishing and maintaining a comprehensive network of cooperators and stakeholders to facilitate our mission and to safeguard our American plant resources.

The National Cooperative Agricultural Pest Survey (CAPS) Committee (NCC) meets annually to review and discuss the performance of the Pest Detection/CAPS program, and to discuss and update the National Pest Surveillance Guidelines. The NCC also will discuss the implementation of any changes that may be needed to the Program and Guidelines based on issues raised during the previous survey year as a result of discussions with the various representatives' constituency.

A portion of the meeting will focus on the proposed consolidation of early pest detection activities currently managed by three different processes: CAPS, Farm Bill, and internally funded surveys. Discussion will need to occur to determine the most efficient and effective processes and logistics that will work for both PPQ and state cooperators. Regardless, the similarities among CAPS, Farm Bill, and internally-funded surveys exist and discussion with state partners and the Farm Bill Management Team at this meeting will help to implement efficiencies across all three pest surveillance avenues.

Also needed at this meeting is the PPQ Domestic Diagnostic Coordinator from the National Identification Service (NIS) staff. Several topics have arose this year regarding certification of state identifiers, where to send samples for identification, and the protocol for submitting specimens for national identification. The Domestic Diagnostic Coordinator will be an integral part in these discussions.

A major part of this meeting will be to discuss the National Pest Surveillance Summit. These discussions will include the approval process, justification for the meeting, goals and outcomes from the meeting, and an agenda that supports the goals, outcomes, and needs of the CAPS community. The goal is to conduct the meeting in December 2018.

The NCC also will need to address a wide variety of other Program-related issues, including further development of program management tools, tracking surveys and projects funded by Pest Detection, and developing real-time reporting of program performance measures for CAPS, PPQ, and Farm Bill Goal 1 Surveys.

The annual meeting provides a forum to obtain input on the direction of the CAPS Program from those in the field, is an avenue to inform the States of new initiatives and survey and data guidelines, and is a means to alert our state cooperators of any plant pest threats and PPQ policy direction that may be on the horizon. The annual meeting also provides a forum for discussions among PPQ and State personnel, the Farm Bill Program, and NIS that may well lead to major changes in the CAPS and Farm Bill Program's business models. The results of this meeting will have important and wide implications. This meeting will develop recommendations, prioritize, and institute action items with milestones and deadlines. Discussion of these items will begin before the meeting, and relevant material distributed in advance, but a 2-day, face-to-face meeting with discussion is needed to prioritize, assign responsibilities, and continue to move the CAPS and Farm Bill Programs forward. A draft agenda is attached.

The meeting will be held at the PPQ National Detector Dog Training Center (NDDTC) in Newnan, Georgia, at no charge to APHIS for meeting space. Meeting dates are February 7 – 8, 2018, with travel on February 6 and 9, 2018. There will be 23 attendees, 14 of which are APHIS employees. The total estimated travel cost for the APHIS attendees is \$14,457.32 (excluding salary calculations), with an average of \$1,032.67 per person. A cost estimate worksheet with a list of travelers is attached. There will be eight non-APHIS, state department of agriculture attendees with total estimated travel cost of \$10,738.85. These non-APHIS attendees will be reimbursed through the PPQ-National Plant Board (NPB) Safeguarding Agreement as in past years. Additionally, a representative from Purdue University will attend the meeting, but will travel on separate funds and not be reimbursed through the NPB.

The National CAPS Committee (NCC) consists of both state and federal personnel from different parts of the country working together to develop, improve, and guide the CAPS Program. When planning this annual meeting, we look for locations that highlight the

safeguarding continuum in order to give the members a broader perspective. In past years we have held this meeting at the PPQ offices in Raleigh, the Plant Inspection Station in Miami, the Texas SPHD office in Austin, the Florida DPI offices in Gainesville, the CDFA offices in Sacramento, the Arizona SPHD office in Phoenix, and last year at the PPQ offices in McAllen, Texas. This meeting at the NDDTC will highlight the wide variety of work conducted by detector dogs throughout the country by state and federal agencies, and the training methodologies employed to enhance the pest surveillance mission.



Annual National CAPS Committee Meeting
February 7 – 8, 2018
National Detector Dog Training Center
Newnan, Georgia
Draft Agenda



Wednesday, February 7, 2018 (8:00 am – 5:00 pm)

- Welcome, NCC Introductions
NCC 10-year anniversary
- State and PPQ Welcome and Overview
- Meeting Overview
Why we are here and what we need to talk about
- NCC Bylaws review
Representation and Terms
Who else needs to be included?
More State reps, NPB BOD rep?
PPQ S&T realignment
- 2017 NCC Meeting review
Action Items
- CAPS Performance in 2017; Plans for 2018
Performance Measures, Metrics, and Funding
- Funding
FY18, Continuing Resolutions, etc.
CAPS and Farm Bill Goal 1 Survey
- Cooperative Agreements – CAPS and Farm Bill Goal 1 Survey
USDA EzFedGrants – trials, tribulations, suggestions, etc.
Timelines
Separate vs. Combined Agreements
Indirect Rates
- 2019 Pest Surveillance Guidelines
Review of the Current Guidelines
New Additions and Possible Changes
Survey Summary Form – Updates



PPQ and State SSF

Commodity Sector Meetings – Survey Names / Host Habitat

Example, potato pests

Approved Methods

Reporting

Funding Formula – is it sustainable?

Data Management

Results in NAPIS and Accountability Report

State CAPS Committee Meetings

Facilitation training for SSCs and PSSs

➤ Data Sharing Discussion

Reporting of Regulated Pests

➤ Work Plan Reviews

Pest List ‘Audits’

Deadlines

➤ Survey Supplies

Trap & Lure Orders

➤ Farm Bill – FBMT

FY18 Goal 1 Survey – Work Plans Due Date

FY18 Update Going into FY19

Goal 1 Survey Format Debrief

➤ CAPS-Farm Bill G1 Survey Program Discussion

Pest Surveillance Proposal Logistics and Implementation

Possible Processes and Protocols

Thursday, February 8, 2017 (8:00 am – 5:00 pm)

➤ CPHST CAPS Support

Current Status

Objective Prioritization of Exotic Pests (OPEP)

Status Update / Timelines / Next Steps

Impact Model: Pathogens and Mollusks / Likelihood of Introduction
Model / Survey Feasibility Model



Changes to the Pest Lists
Commodity/Taxon Surveys and Manuals
 Updates and Needs
Host Matrix – comments, suggestions
Research / Method Development Needs
General Lures and Pheromones
PPQ Survey Tools Meeting - summary

- National Pest Surveillance Summit
 - Update & Planning Status
 - Discussion of Format, Topics, and Presentations
- Pest Risk Mapping
 - Update and Future Strategies
- Identification Services
 - Certification of State Identifiers / Screeners
 - Access to Carnegie / Mississippi for EWB/BB samples
 - National Confirmation Protocols
- Purdue Update
 - NAPIS Data Updates
 - Site field (similar to SSF for reporting purposes)
 - Live vs dead records
 - Interceptions vs environmental detections
 - CAPS Resource & Collaboration
 - Re-imagining the site
 - Survey Summary Form
 - Combined SSF
 - Change Request Process
 - CAPS and Farm Bill Accountability Reports
 - Reporting Tools
 - Survey Methods Reconciliation
 - Trap, Sample, and Visual Surveys
- CAPS Learning Project – Lisa Keefe, TX A&M
 - Review of documents (distribute ahead of time, include in booklet)



- CAPS Webinar Series
Topics, Schedule
- CAPS Program Communication
- CAPS Recognition 2018
- Additional Topics and Discussion
- Review of Action Items and Responsibility
- Summary, Closing and Last Thoughts