

REQUEST FOR TRAVEL APPROVAL
(Non-Conference Events up to \$50,000)

1. Traveler Name: John Bowers / National CAPS Committee

2. Event Name: 2019 Annual National CAPS Committee Meeting

3. Event Dates: February 5 – 6, 2019

4. Event Location: Portland, Oregon

5. Contact Name: John Bowers

6. Contact Phone: 301-851-2087

7. TYPE OF REQUEST

Meeting: National CAPS Committee

Training:

8. AGENCY SPONSORED

Yes: X

No:

9. JUSTIFICATION FOR REQUEST:

Justification attached

10. ESTIMATED TRAVEL COSTS:

Estimated Total: \$ 13,786.91

Cost Estimate attached

Approved: (Supervisor/Director)

VALERIE DEFEO

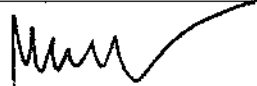
Digitally signed by VALERIE
DEFEO
Date: 2018.11.19 17:07:34 -05'00'

11. Reviewed (FATA):

MARY BEVERLY

Digitally signed by MARY
BEVERLY
Date: 2018.11.20 07:49:39 -05'00'

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



12/4/18

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

MATTHEW ROYER

Digitally signed by MATTHEW ROYER
Date: 2018.12.14 14:28:58 -05'00'

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

Philip Berger

Digitally signed by Philip Berger
Date: 2018.12.18 10:42:15 -05'00'

16. PPQ Deputy Administrator:

17. APPROVED

☐

DISAPPROVED

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NOTE: The meeting, originally scheduled for February 5-6, 2019, was postponed due to the partial government shutdown. The new meeting dates are March 20-21, 2019.

Annual NCC Meeting
Portland, Oregon
PPQ Cost Estimate

Travel Estimates from Originating Cities for the Annual NCC Meeting, March 20-21, 2019

Travel Dates: March 19 and 22, 2019 Meeting Location: Customs & Border Protection, Portland, OR

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)
FY19 Portland, Multnomah County, Oregon					\$ 150.00	\$ 66.00					\$ 216.00	\$ 49.50

													Airfare estimate			
PPQ	Duty Station		to PDX		Nights 4 Days 4.5				Departing Airport						Source [#]	Airline
John Bowers	Riverdale	MD	\$ 598.00	\$ 50.00	\$ 600.00	\$ 297.00	\$ -	\$ 1,545.00	1	\$ 1,545.00	BWI	Baltimore, MD	Baltimore Washington International	City Pairs	Alaska	
Lisa Jackson	Raleigh	NC	\$ 428.00	\$ 60.00	\$ 600.00	\$ 297.00	\$ -	\$ 1,385.00	1	\$ 1,385.00	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	American	
Sarah Marnell	Raleigh	NC	\$ 428.00	\$ 60.00	\$ 600.00	\$ 297.00	\$ -	\$ 1,385.00	1	\$ 1,385.00	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	American	
Alison Neeley	Raleigh	NC	\$ 428.00	\$ 60.00	\$ 600.00	\$ 297.00	\$ -	\$ 1,385.00	1	\$ 1,385.00	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	American	
	Duty Station	to PDX	Nights 3 Days 3.5													
Eric Ewing	Ripley	WV	\$ 798.00	\$ 60.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,539.00	1	\$ 1,539.00	CRW	Charleston, WV	Yeager Airport	City Pairs	United	
Greg Rentschler	Des Plaines	IL	\$ 518.00	\$ 60.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,259.00	1	\$ 1,259.00	ORD	Chicago, IL	O'Hare International Airport	City Pairs	United	
Tiffany Mauro	Robbinsville	NJ	\$ 698.00	\$ 50.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,429.00	1	\$ 1,429.00	PHL	Philadelphia, PA	Philadelphia International Airport	City Pairs	Alaska	
Christopher Pierce	Jefferson City	MO	\$ 508.00	\$ -	\$ 450.00	\$ 231.00	\$ -	\$ 1,189.00	1	\$ 1,189.00	STL	St. Louis, MO	St. Louis Lambert International Airport	City Pairs	Southwest	
Heather Moylett	Raleigh	NC	\$ 428.00	\$ 60.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,169.00	1	\$ 1,169.00	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	American	
Feridoon Mehdizadegan	Raleigh	NC	\$ 428.00	\$ 60.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,169.00	1	\$ 1,169.00	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	American	
Totals			\$ 5,260.00	\$ 520.00	\$ 5,100.00	\$ 2,574.00	\$ -	\$ 13,454.00	10	\$ 13,454.00						
			\$ 5,780.00						Average	\$ 1,345.40						
													#GSA FY19 contract fares			

Rental Cars	Rental Cars	#	Rate	Total
	\$55.00/day, standard car, gov't rate	1	\$ 332.91	\$ 332.91
Multiple people, ~ 4/car				
			\$ 13,786.91	Total
			\$ 1,378.69	Average per Traveler
Total Lodging and M&IE \$ 7,674.00				
Total Transportation \$ 6,112.91				
Total Travel Costs \$ 13,786.91				

Alison Neeley replaced Tara Holtz as the S&T member on the Pest Detection Management Team (PDMT)
There is no change in the cost estimate.

Annual NCC Meeting
Portland, OR
State Cost Estimate

Travel Estimates from Originating Cities for the Annual NCC Meeting, March 20-21, 2019

Travel Dates: March 19 and 22, 2019						Meeting Location:		Customs & Border Protection, Portland, OR				
Name	City	State	Airfare	Baggage*	Lodging	M&IE	Taxi / Shuttle	Total Travel Expenses	# Travelers	Total Estimate	Maximum Per Diem	First and Last Day (75% of M&IE)
FY19 Portland, Multnomah County, Oregon					\$150.00	\$66.00					\$216.00	\$49.50

State	Duty Station		to PDX		Nights	3	Days	3.5				Departing Airport			Source [#]	Airline
Kimberly Rice	Annapolis	MD	\$ 598.00	\$ 50.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,329.00	1	\$ 1,329.00	BWI	Baltimore, MD	Baltimore Washington International	City Pairs	Alaska	
Joy Goforth	Raleigh	NC	\$ 428.00	\$ 60.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,169.00	1	\$ 1,169.00	RDU	Raleigh, NC	Raleigh-Durham International Airport	City Pairs	American	
Megan Abraham	Indianapolis	IN	\$ 464.00	\$ 60.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,205.00	1	\$ 1,205.00	IND	Indianapolis, IN	Indianapolis International Airport	City Pairs	American	
Helmuth Rogg	Salem	OR	\$ -	\$ -	\$ 450.00	\$ 231.00	\$ -	\$ 681.00	1	\$ 681.00	Local			City Pairs		
Emilie Inoue	Berlin	VT	\$ 820.00	\$ 60.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,561.00	1	\$ 1,561.00	BTV	Burlington, VT	Burlington International Airport	City Pairs	Delta	
Sherry Aultman	Pendleton	SC	\$ 602.00	\$ 60.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,343.00	1	\$ 1,343.00	GSP	Greenville, SC	Greenville-Spartanburg International Airp	City Pairs	American	
Dale Anderson	Pierre	SD	\$ 779.00	\$ 60.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,520.00	1	\$ 1,520.00	PIR	Pierre, SD	Pierre Regional Airport	Traveocity	Multiple	
Ian Foley	Helena	MT	\$ 618.00	\$ 50.00	\$ 450.00	\$ 231.00	\$ -	\$ 1,349.00	1	\$ 1,349.00	HLN	Helena, MT	Helena Regional Airport	City Pairs	Alaska	
			\$ 4,309.00	\$ 400.00	\$ 3,600.00	\$ 1,848.00	\$ -	8		\$ 10,157.00						
			Average							\$ 1,269.63	#GSA FY19 contract fares					

[#]GSA FY19 contract fares

Rental Cars	#	Rate	Total
\$32.00/day, standard car, gov't rate	1	\$ 160.58	\$ 160.58
Multiple people, ~ 4/car			

Total Lodging and M&IE \$ 5,448.00

Total Transportation \$ 4,869.58

Total Travel Costs \$ 10,317.58



Annual National CAPS Committee Meeting
March 20 - 22, 2019
Customs & Border Protection
Portland, Oregon
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 PPQ personnel at this meeting will help to implement efficiencies across all three pest surveillance avenues.



Another part of this meeting will be to discuss the role of CAPS in Regional Plant Board Meetings as directed by the Deputy Administrator in lieu of a National Pest Surveillance Meeting. These discussions will include interacting with the various regional Plant Board agenda committees, the PPQ approval process for making sure that those needed to attend will be able to do so, topics for CAPS sessions, and outcomes from the meeting.

The NCC also will need to address a wide variety of other Program-related issues, including further development of program management tools for 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. Identification needs and capacity became an issue this year, and the NCC will need to discuss PPQ's direction and a path forward. Additionally, PPQ S&T realigned and the CAPS Support Unit reconstructed. The NCC will need to understand new processes and work flows as a result of the realignment.

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 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/Pest Detection Program forward. A draft agenda is attached.

The meeting will be held at the Custom and Border Protection (CBP) offices in Portland, Oregon, at no charge to APHIS for meeting space. Meeting dates are March 20 - 21, 2019, with travel on March 19 and 22, 2019. There will be 20 attendees, 10 of which are APHIS employees. The total estimated travel cost for the APHIS attendees is \$13,787 (excluding salary calculations), with an average of \$1,379 per person. A cost estimate worksheet with a list of travelers is attached. John Bowers, Lisa Jackson, Alison Neeley, and Sarah Marnell (on a mentoring/shadowing assignment) will spend an extra day in Oregon for site visits to cooperators at Oregon State University and the Oregon Department of Agriculture. There will be eight non-APHIS, state department of agriculture attendees with total estimated travel cost of \$10,264. These non-APHIS attendees will be reimbursed through the PPQ-National Plant Board (NPB) Safeguarding Agreement as in past years. Additionally, two representatives 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 the meeting has been held 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, the PPQ offices in McAllen, Texas, and last year at the National Detector Dog Training Center in Newnan, Georgia. This meeting at the Custom & Border Protection offices will highlight the variety of work conducted by CBP personnel at the port of Portland and throughout the country.