

**For:** District Directors (DD) and State Executive Directors (SED)

**2016 DD and SED National Training**

**Approved by:** Deputy Administrator, Field Operations



**1 Overview**

**A Background**

To ensure the successful delivery and oversight of key Agency and Departmental initiatives, policies and regulations, FSA will conduct a national training meeting for FSA DD's and SED's. The training sessions will be leadership and management focused and will assist DD's and SED's in creating strategic plans to address mission critical areas within USDA and FSA. Hot topics and program issues will be addressed to best prepare DD's to provide management support to SED's, STC's and field level employees.

**B Announcement**

The 2016 DD and SED national training meeting has been scheduled for Tuesday, June 14 through Friday, June 17, 2016, in Milwaukee, Wisconsin.

**Note:** Monday, June 13 and Friday, June 17 are **travel days**.

**C Purpose**

This notice informs State Offices about the 2016 DD and SED national training and provides detailed information on:

- dates and locations
- hotel accommodations
- transportation travel authorizations.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2016	District Directors and State Executive Directors

## Notice AO-1652

### 1 Overview (Continued)

#### D Contacts

If there are questions about this notice, contact either of the following:

- April MacDonald by e-mail to [april.macdonald@wdc.usda.gov](mailto:april.macdonald@wdc.usda.gov)
- Kyle Mansfield by e-mail to [kyle.mansfield@wdc.usda.gov](mailto:kyle.mansfield@wdc.usda.gov).

### 2 Meeting Information

#### A Training Date and Location

The 2016 DD and SED national training will be held in Milwaukee, Wisconsin and will begin with registration from 4 p.m. to 6 p.m. on **Monday, June 13, 2016, and end on Friday, June 17, 2016, at noon.** Training participants must make travel arrangements to ensure attendance for the entire applicable portion of the training. Attendees are not authorized to make any travel arrangements that would require leaving the training sessions before the scheduled end times.

The training will be held at Hilton Milwaukee City Center Hotel, 509 W. Wisconsin, Avenue, Milwaukee, WI 53203.

#### B Participants

All DDs and SEDs are authorized to attend the training.

**Note:** Substitute employees will not be granted. Extenuating circumstances can be directed to Greg Diephouse, DAFO.

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### 3 Travel and Hotel Authorization

#### A Travel Authorization

Monday and Friday will be travel days for all participants.

Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

Each employee must have a CONCUR electronic travel authorization before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Milwaukee, WI is \$179 (\$115 for lodging and \$64 for M&IE) per day.

In CONCUR, enter the information according to the following:

- type code: single trip
- trip purpose: training
- document detail: 2016 DD and SED National Training.

Employees must select the following accounting codes:

- 161616-STO-WDC-TRAVEL – State Office (GS) employees (non-FLP)
- 161616-ACIF-WDC-TRAVEL – FLP employees
- 161616-HQ-WDC-TRAVEL – HQ employees (non-FLP).

#### B Travel Codes

Travelers incurring only local travel costs must select the following accounting code in webTA:

- 684STOWDCTRAVL – State Office (GS) employees (non-FLP)
- 684ACIFWDCTRVL – FLP employees
- 684HQWDCTRAVEL – HQ employees (non-FLP).

#### C Centrally Billed Account (CBA) and Cash Advances

Travelers who do not have a valid government-issued travel credit card may use the CBA option in CONCUR for the purchase of airfare. To reserve hotel accommodations, the traveler should contact the hotel and secure their reservation using their personal credit card. Only airfare can be paid on behalf of the traveler using CBA, hotel accommodations are paid using the traveler's personal credit card, and subsequently reimbursed to the traveler as part of the per diem during the post-travel expense vouchering process.

**3 Travel and Hotel Authorization (Continued)**

**C Centrally Billed Account (CBA) and Cash Advances (Continued)**

M&IE may also be charged to the traveler's personal credit card for reimbursement through the post-travel vouchering process.

For travelers whose circumstances may require using a cash advance, notify a member of the travel staff before initiating a travel authorization. A traveler may request an advance of up to 80 percent of estimated travel expenses (excluding airfare).

For questions about using CBA or cash advance, contact either of the following in the Debt Management and Travel Policy Office (DMTPO):

- Arthur Holmes by e-mail to [arthur.holmes@wdc.usda.gov](mailto:arthur.holmes@wdc.usda.gov)
- Cynthia Chesley by e-mail to [cynthia.chesley@wdc.usda.gov](mailto:cynthia.chesley@wdc.usda.gov).

**D Hotel Accommodations**

A block of rooms has been reserved at the:

Hilton Milwaukee City Center  
509 W. Wisconsin Avenue  
Milwaukee, WI 53203  
Telephone: 414-271-7250.

The per diem rate for lodging is \$115 and the M&IE is \$64. To receive the Government per diem rate, participants must book under FSA's block of rooms using the following information:

<b>Group Name:</b>	DDSEDT
<b>Per Diem Rate:</b>	\$115.00/night
<b>Check-In:</b>	June 13, 2016
<b>Check-Out:</b>	June 17, 2016.

Make reservations using the hotel's online group reservation system at [http://www.hilton.com/en/hi/groups/personalized/M/MKEMHMF-DDSEDT-20160612/index.jhtml?WT.mc\\_id=POG](http://www.hilton.com/en/hi/groups/personalized/M/MKEMHMF-DDSEDT-20160612/index.jhtml?WT.mc_id=POG)

*Note: Attendees must override the 06/12/2016 Arrival Date, in the reservation link's Travel Dates section, from 06/12/2016 to 06/13/2016.*

Confirm room reservations with a government credit card or a deposit equal to the first night room charge as soon as possible but no later than COB, Tuesday, May 31, 2016. After this date any rooms not confirmed will be released to hotel inventory.

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### 3 Travel and Hotel Authorization (Continued)

#### D Hotel Accommodations (Continued)

Check in time is 3 pm. Checkout time is noon. In the event that a reservation needs to be cancelled, the participant must notify the hotel 48 hours before the date of check-in to avoid a cancellation fee. Any reservation canceled less than 48 hours before check-in will result in the participant's credit card being charged a minimum of one night's stay and tax. For all no-shows the policy will be the same. Also, guests must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid a \$75 early departure fee.

#### E Hotel Transportation Options

Transportation from area airports to the Hilton Milwaukee City Center is available by any of the following:

- **taxicab** from Mitchell Airport fee is approximately \$25 one way
- **Uber** from Mitchell Airport fee is approximately \$11 to \$15 for uberX and \$19 to \$25 for uberXL.

### 4 Additional Training Information

#### A Documenting Training Attendance in WebTA

Employees are responsible for recording hours worked in webTA according to 21-AO, Exhibit 4.

Compensatory time for travel is authorized according to 32-PM, paragraph 157.

#### B Training Material

Attendees are encouraged to bring their government-issued laptop to the training.

All training presentations will be provided electronically.

#### C Reasonable Accommodations

Participants may notify the airline and hotel directly if special accommodations are necessary.

If special accommodations are necessary to attend this training, notify Kym Pritchett by Friday, May 31, 2016, by either of the following:

- e-mail to [kimberly.pritchett@wdc.usda.gov](mailto:kimberly.pritchett@wdc.usda.gov)
- telephone at 202-720-1023.