

For: State Executive Directors (SED’s) and State Committee (STC) Chairpersons

2016 Administrator, SED’s and STC Chairpersons Meeting

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

The responsibilities of FSA SED’s and STC chairpersons are critical to the oversight and day-to-day management of FSA State and field level office operations. SED in conjunction with STC provides guidance and direction on key departmental and agency rules, regulations, policies, and procedures to both State Office personnel and field level offices. The Administrator’s meeting with SED’s and STC’s will provide participants the opportunity for face-to-face meeting to better communicate and discuss agency strategic planning goals, accomplishments and updates on new policies and procedures, and various hot topics impacting operations. Pertinent information will be relayed back to the State and field offices upon return.

B Announcement

The 2016 Administrator, SED’s, and STC chairpersons meeting has been scheduled from Monday, August 8 through noon Thursday, August 11, in Washington, DC.

Note: Monday, August 8 and the afternoon of Thursday Monday, August 11 **are travel days.**

C Purpose

This notice informs FSA SED’s and STC chairpersons about the 2016 Administrator, SED’s, and STC chairpersons meeting and provides detailed information on:

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

Disposal Date October 1, 2016	Distribution FSA State Executive Directors and State Committee Chairpersons
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1 Overview (Continued)

D Contact Information

If there are questions about this notice, contact Donna Smith by e-mail to donnae.smith@wdc.usda.gov.

2 Meeting Information

A Meeting Date and Location

The 2016 Administrator, SED's, and STC chairpersons meeting will be held in Washington, D.C. and will begin at 8 a.m. on Tuesday, August 9, 2016, and end on Thursday, August 11, 2016, at noon. Participants must make travel arrangements to ensure attendance for the entire meeting. Attendees are not authorized to make any travel arrangements that would require leaving the training sessions before the scheduled end times.

B Participants

51 SED's and 51 STC Chairs are authorized to attend the meeting.

3 Travel and Hotel Authorization

A Travel Authorization

Monday and Thursday afternoon 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 Washington, DC is \$174 for lodging and \$69 for M&IE per day.

In CONCUR, enter the information according to the following:

- type code: single trip
- trip purpose: meeting
- document detail: 2016 Administrator, State Executive Directors, and State Committee Chairs Meeting
- accounting code: 161616-STO-WDC-Travel – State Office (GS) employees (non-FLP).

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3 Travel and Hotel Authorization (Continued)

B 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.

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
- Cynthia Chesley by e-mail to cynthia.chesley@wdc.usda.gov.

C Hotel Accommodations

A block of rooms has been reserved at the:

Mandarin Oriental
1330 Maryland Avenue, SW
Washington, DC 20024
1-202-554-8588.

Note: Reservations must be made by July 29, 2016.

The per diem rate for lodging is \$174 and the M&IE is \$69. To receive the Government per diem rate, participants must book under FSA's block of rooms using the following information:

Group Name:	USDA-United States Department of Agriculture
Per Diem Rate:	\$174.00/night
Check-In:	August 8, 2016
Check-Out:	August 11, 2016.

Reservations may be made online at <https://resweb.passkey.com/go/f39a390f> or by telephone at 202-787-6140.

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3 Travel and Hotel Authorization (Continued)

D Hotel Transportation Options

Transportation from Reagan National Airport to the Mandarin Oriental is available by any of the following:

- **Taxicab** from Reagan National Airport is approximately \$20.80 one way
- **Uber** from Reagan National Airport is approximately \$13 to \$16 for UberX
- **Metro** from Reagan National Airport is \$2.35 to \$1.90 one way.

Note: The nearest Metro stop is Smithsonian (Blue/Orange/Silver Line).

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.

B 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 Phyllis Manigault by Friday, July 29, 2016, by either of the following:

- e-mail to phyllis.manigault@wdc.usda.gov
- telephone at 202-772-9156.