

For: FSA Offices Except County Offices

2007 AO and SED National Training Conference

Approved by: Deputy Administrator, Management



1 Overview

A Announcement

The Administrative Officers' and State Executive Directors' Training Conference has been scheduled in Boston, Massachusetts, Monday, July 16 through Friday, July 20, 2007.

B Purpose

This notice provides the following:

- hotel, travel, and conference information
- instructions for documenting training in AgLearn.

C Contact

Direct questions about this notice to the following.

IF there are questions about...	THEN contact...
this notice, policy, logistics of the conference, and attendees	Star Bryant, DAFO by either of the following: <ul style="list-style-type: none"> • e-mail at star.bryant@wdc.usda.gov • telephone at 202-720-0183.
the hotel, reservations, and reasonable accommodations	Mary Tjeerdsma, DAFO by either of the following: <ul style="list-style-type: none"> • e-mail at mary.tjeerdsma@wdc.usda.gov • telephone at 202-690-2524.

Disposal Date

September 1, 2007

6-1-07

Distribution

All FSA Offices except County Offices

Notice AO-1384

2 Conference Information

A Conference Location and Date

The conference will be held from July 16 through July 20, 2007, at:

Sheraton Boston Hotel
39 Dalton Street
Boston, MA 02199
Telephone: 617-236-2000
Reservations: 1-888-627-7054.

B Participants

Each State is authorized to send 3 participants, including SED, to the conference.

C Hotel Information

Participants shall:

- make their individual reservation with a credit card directly through the Starwood Central Reservation Office by calling **1-888-627-7054** by no later than **Friday, June 22, 2007**
- identify themselves as a participant of the “**USDA Training Conference**” to ensure that they receive the \$168 room rate.

Check-in time is 3 p.m. and check-out time is 12:00 noon.

Important Information:

A deposit equal to 1 night's stay is required to hold each reservation. This deposit will serve to confirm the reservation for the dates indicated, and upon check-in will be applied to the first night of the reserved stay.

Notes: The deposits paid are only refundable if notice is received **at least 72 hours** before arrival and a cancellation is obtained.

To avoid a **\$75 charge**, participants must advise the hotel at or before check-in of any change in the scheduled length of stay.

Hotel parking is **\$39** per night.

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2 Conference Information (Continued)

D Travel Authorization

Each employee must have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization.

AD-202, block 25 should be filled in with either of the following:

- code 5, "Conference attendance", for those attending
- code 4, "Speech or presentation", for those attending as trainers.

Note: The conference should be called "AO/SED Training Conference".

Travel for Federal State Office participants, excluding spouse or guest, shall be charged to individual State-controlled travel funds.

States participating in any national training should submit monthly requests for reimbursement to their travel allotment to their BUD analyst. FAX a copy of the monthly request to Arleen Moncalieri, DAFO at 202-720-1096. The monthly requests should be based on actual travel expenses of participants who attended national training. BUD will then prepare FSA-308 increasing the State Office FY 2007 travel allotments.

Travel is authorized:

- for expenses not to exceed \$232 excluding taxes (\$168 for lodging and \$64 for M&IE) per day for attendance at the conference
- from Sunday, July 15 through Friday, July 20, 2007, for all participants.

Participants shall:

- make airline reservations to fly into the Logan International Airport, Boston, Massachusetts, to participate in the conference that will begin at 8 a.m. on Monday, July 16, 2007
- **not schedule return flights before 2 p.m. on Friday, July 20, 2007**, since all the major workshops and general sessions will not adjourn until 12:00 noon on Friday allowing time for travel to the airport and security check-in.

Note: Rental cars are **not** authorized.

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2 Conference Information (Continued)

E Ground Transportation

Ground transportation from the airport is as follows:

- shuttle is \$15 per person each way
- taxi fare is approximately \$25 to \$30 per person each way.

F Registration and Training Conference Schedule

Registration for the training conference will be on Sunday, July 15 from 6 to 8 p.m. and on Monday morning, July 16 beginning at 7 a.m.

The conference will convene Monday, July 16 at 8 a.m. with a General Session.

Concurrent breakout workshop sessions will be conducted Monday through Thursday from 8 a.m. until 4:30 or 5 p.m.

Note: Business casual dress is encouraged for the conference.

3 Action

A State Office Action

Each State Office shall ensure that the following actions are taken.

Step	Action
1	Provide the name and the number of employees by June 12, 2007 , to Star Bryant, DAFO by either of the following: <ul style="list-style-type: none">• e-mail at star.bryant@wdc.usda.gov• telephone at 202-720-0183.
2	Ensure that participants have made their hotel reservations by June 22, 2007 .
3	Instruct participants to not schedule return flights before 2 p.m. on Friday, July 20, 2007 . Note: The conference has a full agenda with important topics. All participants are expected to attend the entire conference.

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3 Action (Continued)

B Documenting Training

Each participant shall document the training no later than **June 22, 2007**, through AgLearn.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the “Student” tab, CLICK: <ul style="list-style-type: none">• “Login”• “Continue” on the warning screen.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter the user ID and password• CLICK “Login”.
4	CLICK “Catalog” located at the top of the screen.
5	Under the “Subjects” tab, CLICK the triangle (▶) next to the “AgLearn Original Courseware Structure” tab. Note: This takes a moment to open.
6	CLICK “Farm Service Agency” located on the left side of the screen.
7	Find “2007 AO/SED National Training Conference” and CLICK the “Register” tab.
8	Under the “Registration Comment” Section , in the “Comments” box: <ul style="list-style-type: none">• enter the title and State name in the “Comments” box• CLICK “Confirm”. Note: An e-mail confirmation will be received in the next hour.

C Reasonable Accommodations

Participants shall notify the airlines and hotel of any specific accommodations that are necessary.

Participants with disabilities who require accommodations to attend or participate in this training conference should contact Mary Tjeerdsma, DAFO by either of the following:

- e-mail at **mary.tjeerdsma@wdc.usda.gov**
- telephone at 202-690-2524.