

**For:** FSA Offices Except County Offices

**2008 DD and SED National Training Meeting**

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



**1 Overview**

**A Announcement**

The DD and SED National Training Meeting has been scheduled in San Antonio, Texas, Monday, March 24 through Friday, March 28, 2008.

**B Purpose**

This notice provides the following:

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

**C Contact**

Direct questions about this notice to the following.

<b>IF there are questions about...</b>	<b>THEN contact...</b>
this notice, meeting, and attendees	Trina Brake, DAFO, by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <b>trina.brake@wdc.usda.gov</b></li> <li>• telephone at 202-720-0258.</li> </ul>
the hotel, reservations, and reasonable accommodations	Mary Tjeerdsma, DAFO, by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <b>mary.tjeerdsma@wdc.usda.gov</b></li> <li>• telephone at 202-690-2524.</li> </ul>

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2008	All FSA Offices except County Offices

## Notice AO-1406

### 2 Meeting Information

#### A Meeting Location and Date

The meeting will be held from March 24 through March 28, 2008, at:

Marriott San Antonio Rivercenter Hotel  
101 Bowie Street  
San Antonio, TX 78205  
Reservations: 1-800-364-8064.

#### B Participants

All DD's and SED's are authorized to attend the meeting.

#### C Hotel Information

Participants shall:

- make their individual reservation with a credit card directly through the Reservation Office by calling 1-800-364-8064 by no later than **Thursday, March 6, 2008**
- identify themselves as a participant of the **“USDA District Directors’ National Meeting”** to ensure that they receive the \$112 room rate.

Check-in time is 4 p.m. and check-out time is 12 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.

**Note:** The deposits paid are only refundable if notice is received **at least 48 hours** before arrival and a cancellation is obtained. Otherwise, a nonrefundable charge of \$112 will apply.

Hotel parking fees are as follows:

- \$21 per night
- \$27 per night for valet parking.

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### 2 Meeting 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 3, "Training attendance", for those attending
- code 4, "Speech or presentation", for those attending as trainers.

**Notes:** The meeting should be called "USDA District Directors' National Meeting".

When submitting AD-616, enter the same line of accounting as on AD-202.

Federal employee travel expenses are paid out of the State's GS travel allocation. State Offices shall submit actual travel expenses in their monthly submission of requests for reimbursement to their travel allotment by e-mail to either of the following respective budget analysts:

- for Northeast and Southeast areas, Christine Pyles at **christine.pyles@wdc.usda.gov**
- for Midwest, Northwest, and Southwest areas, Tracey Blom at **tracey.blom@kcc.usda.gov**.

**Note:** E-mail a copy to DAFO at **arleen.moncalieri@wdc.usda.gov**.

Travel is authorized:

- for expenses not to exceed \$166 per day, excluding taxes (**\$112** for lodging and **\$54** for M&IE), for attendance at the meeting
- from Monday, March 24 through Friday, March 28, 2008, for all participants.

Participants shall:

- make airline reservations to fly into the San Antonio Airport to participate in the meeting that will begin at 8 a.m. on Tuesday, March 25, 2008
- **not schedule return flights before 7 p.m. if departing on Thursday, March 27, 2008.** Training sessions will not adjourn until 5 p.m. each day. Travel is authorized for Friday, March 28, 2008.

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

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**2 Meeting Information (Continued)**

**E Ground Transportation**

Ground transportation from the airport is as follows:

- SA Transit Shuttle (baggage claim area) is \$18 per person one way
- taxi fare is approximately \$18 one way, regardless of the number of occupants.

**F Registration and Training Meeting Schedule**

Registration for the training meeting will be on Monday, March 24 from 6 p.m. to 8 p.m. and on Tuesday, March 25 beginning at 7 a.m. The meeting will convene Tuesday, March 25 at 8 a.m. with a General Session and adjourn on Thursday, March 27 at 5 p.m.

**Note:** Dress is business casual.

**3 Action**

**A State Office Action**

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

<b>Step</b>	<b>Action</b>
1	Provide the name and the number of employees by <b>March 6, 2008</b> , to Mary Tjeerdsma, DAFO, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>mary.tjeerdsma@wdc.usda.gov</b></li><li>• telephone at 202-690-2524.</li></ul>
2	Ensure that participants have made their hotel reservations by <b>March 6, 2008</b> .
3	Instruct participants to <b>not schedule return flights before 7 p.m. on Thursday, March 27, 2008</b> .  <b>Note:</b> The meeting has a full agenda with important topics. All participants are expected to attend the entire meeting.

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### 3 Action (Continued)

#### B Document Training

Each participant shall document the training no later than **March 6, 2008**, through AgLearn.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .
2	Under the “Student” tab, CLICK: <ul style="list-style-type: none"><li>• “Login”</li><li>• “Continue” on the warning screen.</li></ul>
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"><li>• enter the user ID and password</li><li>• CLICK “Login”.</li></ul>
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.  <b>Note:</b> This takes a moment to open.
6	CLICK “Farm Service Agency” located on the left side of the screen.
7	Find “District Director and State Executive Director National Training Conference” and CLICK “Register”.
8	Under the “Registration Comment” Section, in the “Comments” box: <ul style="list-style-type: none"><li>• enter the title and State name in the “Comments” box</li><li>• CLICK “Confirm”.</li></ul> <b>Note:</b> 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 meeting should contact Mary Tjeerdsma, DAFO, by either of the following:

- e-mail at [mary.tjeerdsma@wdc.usda.gov](mailto:mary.tjeerdsma@wdc.usda.gov)
- telephone at 202-690-2524.