

For: FSA Offices Except County Offices

2008 Administrative Officer (AO) and SED National Training Conference

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Announcement

The AO/SED Training Conference has been scheduled in San Francisco, California, for Monday, June 23 through Thursday, June 26, 2008.

Note: Sunday, June 22 and Friday, June 27 are travel days.

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 according to the following table.

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"> • email 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"> • email at mary.tjeerdsma@wdc.usda.gov • telephone at 202-690-2524.

Disposal Date	Distribution
July 1, 2008	All FSA Offices except County Offices

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2 Conference Information

A Conference Location and Date

The conference will be held from June 23 through June 26, 2008, at:

InterContinental Mark Hopkins San Francisco
One Nob Hill
San Francisco, CA 94108
Telephone: 415-392-3434
FAX: 415-291-9020
Reservations: 1-800-662-4455.

B Participants

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

C Hotel Information

Participants shall:

- make their individual reservation with a major credit card directly through the Reservations Department by calling **1-800-662-4455** no later than **Thursday, June 5, 2008**
- identify themselves as a participant of the “**USDA AO/SED Conference**” to ensure that they receive the \$152 room rate.

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

Important: 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 deposit is only refundable if notice is received **at least 24 hours before** arrival and a cancellation is obtained.

To avoid a **\$50 charge**, participants must advise hotel at or before check-in of any early departure in the reserved scheduled length of stay.

Hotel parking is **\$51.30** 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 completed using either of the following:

- code 5, "Conference Attendance", for those attending
- code 4, "Speech or Presentation", for those attending as trainers.

Notes: The meeting should be called "AO/SED Training Conference".

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

Travel for Federal State Office participants, excluding spouse or guest, shall be charged to individual State-controlled 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 carbon copy to Arleen Moncalieri, DAFO, at **arleen.moncalieri@wdc.usda.gov**.

Travel is authorized:

- for expenses not to exceed \$216 per day, excluding taxes (**\$152** for lodging and **\$64** for M&IE), for attendance at the conference
- from Sunday, June 22 through Friday, June 27, 2008, for all participants.

Participants shall:

- make airline reservations to fly into the San Francisco International Airport, San Francisco, California to participate in the conference that will begin at 8 a.m. on Monday, June 23, 2008
- **not schedule return flights before 7 p.m. on Thursday, June 26, 2008.**

Note: Travel is authorized for Sunday, June 22 and Friday, June 27, 2008.

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 \$20 per person each way
- taxi fare is approximately \$25 to \$30 per person one-way
- Bay Area Transit (subway) is \$5 (one way); exit at the Powell St stop (can take cable car or taxi from Powell St stop to hotel).

F Registration and Training Conference Schedule

Registration for the training conference will be on Sunday, June 22 from 5:30 to 7:30 p.m. and on Monday morning, June 23 beginning at 7 a.m. The conference will convene Monday, June 23 at 8 a.m. with a General Session and adjourn on Thursday, June 26 at 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 names of the employees attending the conference by May 14, 2008 , to Star Bryant, DAFO, by either of the following: <ul style="list-style-type: none">• email at star.bryant@wdc.usda.gov• telephone at 202-720-0183.
2	Ensure that participants have made their hotel reservations by June 5, 2008 .
3	Instruct participants to not schedule return flights before 7 p.m. on Thursday, June 26, 2008 . Note: The conference has a full agenda with important topics. All participants are expected to attend the entire conference.
4	Instruct participants to bring their FedEx accounting number if they plan to ship their training materials back to their State.

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3 Action (Continued)

B Documenting Training

Each participant shall document the training no later than June 9, 2008, through AgLearn according to the following instructions.

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 your eAuthentication 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 “ 2008 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 your title and State name• CLICK “Confirm”. Note: An e-mail confirmation will be received in the next hour.

C Reasonable Accommodation

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 June 9, 2008.