UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice AO-1522

For: State Offices

2012 Strategic Planning Meeting

Approved by: Acting Administrator

Carolyn B. Cooksie

1 Overview

A Announcement

A strategic planning meeting has been scheduled for Tuesday, November 1, 2011, through Friday, November 4, 2011, in Atlanta, Georgia.

B Purpose

This notice provides the following:

- hotel and meeting information
- authorized participants
- instructions on documenting training in AgLearn.

C Contact

Direct questions about this notice to the following:

- for FLP, to either of the following:
  - Nancy New by either of the following:
    - e-mail at **nancy.new@wdc.usda.gov**
    - telephone at 202-720-7719
  - Courtney Dixon by either of the following:
    - e-mail at **courtney.dixon@wdc.usda.gov**
    - telephone at 202-720-1360
- for DAFO, to Star Bryant by either of the following:
  - e-mail at **star.bryant@wdc.usda.gov**
  - telephone at 202-720-0183.

Disposal Date	**Distribution**
December 1, 2011	State Offices

2 Conference Schedule

A Conference Location

The meeting will be held at the following location.

Sheraton Atlanta Hotel
165 Courtland Street, NE.
Atlanta, GA 30303
Phone: 404-659-6500
FAX: 404-681-5306

Additional information about the Sheraton Atlanta Hotel may be found by accessing their web site at **www.sheratonatlantahotel.com**.

B Meeting Participants

Participants are limited to the following:

- SED's
- FLC's
- 1 administrative person.

C Meeting Dates and Times

The meeting for SED's and FLC's will begin Tuesday, November 1, 2011, at 8 a.m. and end Wednesday, November 2, 2011, at 5 p.m.

An administrative person from each State will join the meeting at 12:30 p.m. on Wednesday, November 2, 2011. The meeting for SED's and administrative personnel will end at noon on Friday, November 4, 2011.

Note: FLC's have a meeting on Monday, October 31, 2011, at 4 p.m.

D Hotel Information

A block of rooms has been reserved at the Sheraton Atlanta Hotel with check-in on Monday, October 31, 2011, for SED's and FLC's. Check-in for administrative personnel will be on Wednesday, November 2, 2011. Guest rooms are $133 per night plus tax.

Participants shall do either of the following:

- do both of the following:
    - make reservations by calling the hotel directly at 404-659-6500 or toll-free at 1-800-325-3535 **no later than 3 p.m. on Wednesday, October 19, 2011**

2 Conference Schedule (Continued)

D Hotel Information (Continued)

- identify themselves as part of the "2012 Strategic Planning Meeting" when making reservations to ensure the contracted rate of $133 per night

- make reservations by accessing a personalized web site at **http://www.starwoodmeeting.com/Book/USDAFSA** created for this meeting to book, modify, or cancel a reservation from October 5, 2011, to November 4, 2011.

Note: The check-in time is 3 p.m. and check-out time is noon.

In the event that a reservation needs to be canceled, participants shall notify the hotel **24 hours before** the date of check-in to receive the full refund amount. Any reservation canceled **less than 24 hours before** check-in will result in the individual's credit card being charged the minimum of 1 night's charge.

Note: Hotel parking fees are $5 per day.

E Travel Authorization

Monday and Friday will be travel days for SED's.

Monday and Wednesday, or if necessary Thursday, will be travel days for FLC's.

Wednesday and Friday will be travel days for administrative personnel, or if necessary Tuesday, November 1, 2011, to arrive by the Wednesday 12:30 p.m. meeting.

Employees **must** have a GovTrip electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Atlanta, Georgia, is $189 ($133 for lodging and $56 for MI&E) per day.

Note: In GovTrip, select "Training Attendance" from the "Trip Purpose" drop-down menu.

This meeting is considered Washington-directed travel. Federal employees' travel expenses are paid out of their State's GS travel allocation. To request reimbursement of travel costs once travel is completed, provide the amount of total travel costs to the State's budget contact. The budget contact will request reimbursement by:

- entering Fund 84 "Additional Funding Request" in the Allotment Change Request model in the Profitability and Cost Management Tool

- specifying the Policy and Planning Meeting in the "Justification" block.

2 Conference Schedule (Continued)

E Travel Authorization (Continued)

All requested travel reimbursements for any given month are to be compiled with any others the State may have and entered into the model. Once the "Additional Funding Request" is submitted in the model by the budget contact, OBF will review and process the request when the model becomes available for FY 2012.

Participants shall:

- make their own travel arrangements, as soon as possible, using the most efficient means of transportation

- **not schedule return flights before 2 p.m. if departing on Friday, November 4, 2011.**

Transportation from the airport to the hotel is available by taxicabs or shuttle service. Shuttle service is provided by the Atlanta Airport Shuttle located by the baggage claim area of the airport. Shuttle service will cost $16.50 one-way and $29 per person roundtrip. Taxicab service will cost about $25 one-way.

Note: Because of budget constraints, employees from Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee are authorized to use Government vehicles to travel to this meeting. It is expected that SED's and FLC's will travel together to the meetings in Government vehicles, and administrative personnel will arrive mid-week in a second Government vehicle.

3 Participant Information

A Documenting Meeting

Each participant shall register for the meeting through AgLearn according to the following.

Step	Action
1	Log into AgLearn at **http://www.aglearn.usda.gov**.
2	Enter user eAuthentication ID and password and CLICK "Login".
3	CLICK "Catalog" located at the top of the screen.
4	On the left side of the page, CLICK "+" next to "AgLearn Original Courseware Structure".
5	Scroll down and CLICK "Farm Service Agency".
6	Scroll down and locate "**2012 Policy and Planning Meeting**" on the right side.
7	CLICK "Register".
8	In the "**Comments**" box, type the participant's title and State.
9	CLICK "Confirm".

3 Participant Information (Continued)

A Documenting Meeting (Continued)

If assistance is needed when signing up in AgLearn, contact Bessy Plaza, HRD, by either of the following:

- e-mail at **bessy.plaza@wdc.usda.gov**
- telephone at 202-401-0365.

B Reasonable Accommodations

Each participant should notify the airlines and the hotel of any accommodations that are necessary. Participants who require accommodations to attend or participate in this conference shall contact Angela Payton, MSD, by COB October 17, 2011, by either of the following:

- e-mail at **angela.payton@wdc.usda.gov**
- telephone at 202-720-0482.