

For: FSA Offices except County Offices

2003 Administrative Officers' and State Executive Directors' National Training Conference

Approved by: Acting Deputy Administrator, Management



1 Overview

A Announcement

The Administrative Officers' and State Executive Directors' Training Conference has been scheduled in Portland, Oregon, September 16 through September 18, 2003.

B Purpose

This notice provides the following:

- hotel, travel, and conference information
- instructions for documenting training

2 Conference Information

A Location and Date

The conference will be held from September 16 through September 18, 2003, at The Hilton Portland and Executive Tower Hotel located at 921 SW Sixth Avenue, Portland, Oregon.

B Travel Authorization

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

Travel is authorized:

- for expenses not to exceed \$133 (\$91 for lodging and \$42 for M&IE) per day for attendance at this conference
- from Monday, September 15, through Friday, September 19, for all participants.

Disposal Date	Distribution
October 1, 2003	FSA Offices except County Offices

2 **Conference Information (Continued)**

B Travel Authorization (Continued)

Participants shall:

- make airline reservations to fly into the Portland International Airport (airport code PDX), Portland, Oregon as soon as possible to ensure that they arrive before the conference begins on Tuesday, September 16, 2003, at 8 a.m.
- **not schedule return flights before 7:30 p.m. on Thursday, September 18, 2003**, since all the major workshops will **not adjourn until 4:30 p.m.** on Thursday. This schedule should allow time for travel to the airport and security check-in.

Note: Friday, September 19, 2003, is authorized as a travel day.

Rental cars are **not** authorized.

C Airport Transportation

Ground transportation from the airport to The Hilton Portland and Executive Tower Hotel is available by using either of the following:

- taxi; fare is approximately \$25 one way
- MAX light rail; fare is \$1.55 one way.

Note: Visit the light rail web site at www.trimet.org for additional information, schedules, and maps.

The hotel does not provide shuttle service.

The hotel provides valet parking for \$21 per day and self-parking for \$18 per day.

D Registration and Training Conference Schedule

Registration for the training conference will be on **Monday, September 15, from 7 to 8 p.m.** and on **Tuesday morning beginning at 8 a.m.**

The conference will **convene Tuesday, September 16, at 8 a.m.** at a General Session.

Concurrent breakout workshop sessions will be conducted Wednesday and Thursday from 8 a.m. until 4:30 p.m.

Note: Casual dress is strongly encouraged for the conference.

Notice AS-2069

3 Action

A State Office Action

Each State Office shall take the following actions.

Step	Action
1	Provide DAFO the name and title of the 3 participants only from the State Office (Administrative Officer, Assistant Administrative Officer, or equivalent position, and SED) authorized to attend this training conference no later than, August 21, 2003 . If at any time the participants change, the State Office shall notify DAFO immediately.
2	By August 21 , document this training using ICAMS. The ICAMS course number is 020121 and session number is 0001. Direct questions about processing in ICAMS to your State Training Officer. ICAMS will be used to generate an updated roster report of the attendees.
3	Make hotel reservations immediately upon receipt of this notice by calling The Hilton Portland and Executive Tower reservations direct line at 503-499-4244 . Participants shall identify themselves with the USDA/AO/SED Conference to ensure that they receive the \$91 room rate. Deadline for making hotel reservations is September 9. Participants shall use a credit card to guarantee a room at the time the reservation is made. All hotel reservations will be held until 6 p.m. on arrival night, unless guaranteed by credit card.
4	Notify the airlines and the hotel of any specific accommodations that are necessary.
5	Persons with disabilities who require accommodations to attend or participate in this training conference should notify DAFO with any questions about special needs.

B National Office Contact

Offices shall contact:

- Arlene Bailey, HRD, Training And Development Branch at 202-418-9043 for questions and issues concerning the conference training
- Mary Tjeerdsma, MSD, Resource Coordination Staff at 202-690-2524 for questions or issues concerning the hotel and lodging reservations.