

For: National Office, Kansas City, and St. Louis FSA Employees

**2009 Blacks in Government (BIG) and
Federally Employed Women (FEW) Training Conferences**

Approved by: Deputy Administrator, Management



1 Overview

A Background

HRD, Training and Development Branch (TDB) is announcing the 2009 BIG and FEW Training Conferences. The BIG Training Conference will be held August 24 through 28, 2009, in Baltimore, Maryland. The FEW Training Conference will be held July 20 through 24, 2009, in Orlando, Florida.

B Purpose

This notice informs:

- Office of the Administrator and Deputy Administrators' offices of actions to take for employees to attend these training conferences
- Administrator, Deputy Administrators, and employees of changes in selecting employees to attend these training conferences.

C Contact

If there are any questions about this notice, contact Tracey Foster by e-mail at tracey.foster@wdc.usda.gov.

Disposal Date	Distribution
September 1, 2009	All National Office, Kansas City, and St. Louis FSA employees

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2 Overview

A New Changes

Management has decided to no longer use the **Training Conference Guidelines** that were used for last year's conferences. The Administrator and each Deputy Administrator's office will be allowed to choose up to 3 participants for each conference based on their training and travel budget funds. Participants could be selected using a lottery if the office chooses. Participants should be rotated on a yearly basis, so that the same employee does **not** attend the conference every year.

B Officers Attendance

Current FSA officers in the holding positions of President, Vice-President, First Vice-President, Second Vice-President, Secretary, and Treasurer of the local chapter will be allowed to attend out of FSA funds.

Note: FSA will allow all elected BIG members to attend out of FSA funds.

C Costs

The costs to attend the training conferences are as follows.

BIG Conference	FEW Conference
Member by July 24: \$500	Member by May 29: \$825
Member after July 24: \$550	Member after May 29: \$900
Non-Member by July 24: \$675	Non-Member by May 29: \$1,050
Non-Member after July 24: \$725	Non-Member after May 29: \$1,125

Notes: These costs do **not** include lodging, per diem, and transportation costs.

FSA **cannot** pay for additional events that are **not** included in the conference fee.

D Training Conference Information

For more information on each training conference, refer to following links:

- BIG Training Conference at <http://www.bignet.org/ntc/index.htm>
- FEW Training Conference at <http://www.fewntp.org/>.

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3 Actions Needed

A Steps To Be Taken by Administrator's and Deputy Administrators' Offices

The Administrator's and Deputy Administrators' offices shall follow steps in this table.

Step	Action	
1	Verify that there is money in the training and travel budget for employees to attend.	
2	IF...	THEN notify employees...
	money is in the budget for training and travel	of conferences and a deadline date to submit names for selection.
	no money is in the budget for training and travel	that they will be unable to participate in the conferences.
3	Determine how participants will be chosen, using a lottery system if needed. Choose up to 3 participants for each conference.	
4	Submit names to Tracey Foster by e-mail at tracey.foster@wdc.usda.gov no later than May 13, 2009 . TDB will notify attendees with instructions on submitting an AgLearn SF-182 and required forms needed to register them for the training conference. Note: Selected attendees should not register themselves for the training conferences.	

Note: USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs. Persons with disabilities who require alternative means of communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call 800-795-3272. USDA is an equal opportunity provider and employer.

B Accommodation

Persons with disabilities requiring accommodations should contact Tracey Foster at 202-401-0350.

Note: Some accommodation services, such as a sign language interpreter, require at least 3 workdays notice to schedule.

C Labor Management Obligation

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.