

For: KY, IN, OH, and TN State and County Offices

**Burley Tobacco Automation Meeting**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

The burley tobacco automation meeting has been scheduled for February 23 and 24, 2000, in Washington, D.C.

**B**

**Purpose**

This notice provides:

- the scheduled dates and times of the meeting
- information about hotel accommodations and transportation
- travel authorization information for the attendees from each State
- the number of participants for each State (Exhibit 1).

**C**

**Training Dates and Times**

The meeting will take place on Wednesday and Thursday, February 23 and 24, 2000, from 8 a.m. to 4 p.m., in Room 4960, South Building.

<p><b>Disposal Date</b></p> <p>April 1, 2000</p>	<p><b>Distribution</b></p> <p>Above State Offices; State Offices relay to County Offices</p>
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## Notice TB-955

### 2 Hotel and Travel Authorization Information

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#### A

#### Hotel Information

Participants shall make reservations directly with the Holiday Inn Capitol, 550 C Street, Washington, DC, by **5 p.m. on Friday, February 18**. If reservations are **not** made by this time, the hotel will release the rooms. The telephone number is 1-202-479-4000.

**Note:** Participants shall identify themselves with  
**USDA/Farm Service Agency/Tobacco-USDA214142234.**

The room rate will be \$118, plus tax, for a single room each night.

A block of rooms has been reserved with check-in on Tuesday, February 22, 2000.

Persons with disabilities who require accommodations to attend the meeting should contact the hotel immediately.

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#### B

#### Travel Authorization

Each employee must have an approved AD-202, FSA-164, or FSA-164-3 as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization.

Washington-controlled State travel funds shall be used by Federal State Office employees. County Office employees' travel shall be paid by applicable State Office travel funds.

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

Persons with disabilities who require accommodations at the airport should contact the airline directly.

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## Notice TB-955

### 3 Action

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#### A

#### State Office and Participant Action

State Offices and participants shall take the following action.

- **By Friday, February 18, 2000:**
    - each State Office with participants attending this meeting shall e-mail both State and County Office attendees' names to Ann Wortham at the following address by 4 p.m.:  
  

**ann\_wortham@wdc.fsa.usda.gov.**
    - participants shall register directly with the Holiday Inn Capitol.
  - Each participant shall complete SF-182, according to 6-PM, to document travel to this meeting, except for those State Offices that have been included in Combined Administrative Management Systems (CAMS). State Offices with access to CAMS may document this training using the CAMS approach instead of doing SF-182's.
  - Persons with disabilities who require accommodations at the hotel should contact the hotel immediately.
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#### B

#### County Office and Participant Action

County Offices and participants shall take the following action.

- **By Friday, February 18, 2000:**
    - each County Office with a participant attending the meeting shall notify the State Office with the attendee's name by 12 noon
    - participants shall register directly with the Holiday Inn Capitol.
  - Each participant shall complete FSA-164-3 to document travel to this meeting.
  - Persons with disabilities who require accommodations at the hotel should contact the hotel immediately.
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#### C

#### Additional Information or Assistance

For additional information about this meeting, contact Ann Wortham at 202-720-2715 or Rebecca Harrington at 202-720-4281.

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**Number of Authorized Participants**

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<b>State</b>	<b>State Office Authorized Participants</b>	<b>County Office Authorized Participants</b>
KY	2	1
IN	1	1
OH	1	1
TN	2	1
<b>Total</b>	<b>6</b>	<b>4</b>

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