

For: State Offices

2012 SED Conference

Approved by: Administrator



1 Overview

A Announcement

A strategic planning meeting for SED's has been scheduled for Tuesday, February 21, through Friday, February 24, 2012, in Washington, DC.

B Purpose

This notice provides the following:

- hotel and meeting information
- travel information
- authorized participants.

C Contact

Direct questions about this notice to Charles Lippstreu by either of the following:

- e-mail at **charles.lippstreu@wdc.usda.gov**
- telephone at 202-720-5989.

Disposal Date	Distribution
April 1, 2012	State Offices

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2 Conference Schedule

A Conference Location

The meeting will be held at the following location.

Crystal Gateway Marriott Hotel
1700 Jefferson Davis Hwy.
Arlington, VA 22202
Phone: 703-920-3230
FAX: 703-271-5212

Additional information about the Crystal Gateway Marriott may be found at www.marriott.com/hotels/travel/wasgw-crystal-gateway-marriott/.

B Meeting Dates and Times

The meeting will begin Tuesday, February 21, 2012, at 8 a.m. and end Friday, February 24, 2012, at 12 p.m.

Note: Monday, February 20, 2012, and Friday, February 24, 2012, are authorized travel days for SED's.

C Hotel Information

A block of rooms has been reserved at the Crystal Gateway Marriott Hotel with check-in on Monday, February 20, 2012. Guest rooms are \$183 per night plus tax.

Participants shall make a reservation by either of the following:

- call the hotel directly at 703-920-3230 **no later than 3 p.m. on Friday, February 10, 2012.** Participants shall identify themselves as participants in the "Farm Service Agency" group to receive the daily room rate of \$183"
- accessing a personalized web site at:
<http://www.marriott.com/hotels/travel/wasgw?groupCode=fsafsaa&app=resvlink&fromDate=2/20/12&toDate=2/24/12>.

Note: The check-in time is 4 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.

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2 Conference Schedule (Continued)

D Travel Authorization

All SED's must arrive in Washington, D.C. on Monday, February 20, 2012. An optional, informal gathering of SED's will be held from 6:00 p.m. to 8:00 p.m. on Monday, February 20, 2012. Details will be distributed before the conference.

SED's **must** have a GovTrip electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Washington, D.C. is \$254 (\$183 for lodging and \$71 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. SED's travel expenses are paid out of their State's GS travel allotment. To request reimbursement of travel costs once travel is completed, provide the amount of total travel costs to the budget contact in the State Office. 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 "2012 SED Conference" in the "Justification" block.

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.

SED's shall:

- make their own travel arrangements, as soon as possible, using the most efficient means of transportation
- **not schedule return flights before 1 p.m. on Friday, February 24, 2012, without prior clearance from the FSA Office of the Administrator.**

Note: SED's requesting clearance for early departure or other unusual schedule accommodations should contact Charles Lippstreu by e-mail at charles.lippstreu@wdc.usda.gov.

Transportation from Ronald Reagan Washington National Airport to the hotel is available by taxicabs, Washington Metropolitan Area Transit Authority train system (Metro), or shuttle service.

2 **Conference Schedule (Continued)**

D Travel Authorization (Conference)

A free shuttle service is provided by the Marriott. The shuttle is a white van with red trim reading “Marriott” which picks up passengers by baggage claims 5 and 9, as well as in front of Terminal A at Ronald Reagan National Airport.

On-site parking is \$22 daily.

By Metro, the Marriot hotel is near the Crystal City stop on the Blue and Yellow lines. A map of the Metro system is available at:

http://www.wmata.com/rail/docs/colormap_lettersize.pdf.

Because of budget constraints, participants are strongly encouraged to use Metro. The Metro operates daily from 6:00 a.m. until 12:00 a.m.

The following are important Metro stops for conference meetings:

- Airport: Ronald Reagan Washington National Airport Stop (Blue/Yellow lines)
- Crystal Gateway Marriott: Crystal City Stop (Blue/Yellow lines)
- White House: McPherson Square Stop (Orange/Blue Lines)
- USDA Patriots Plaza – Federal Center SW Stop (Orange/Blue Lines)
- USDA – South and Whitten Buildings: Smithsonian Stop (Orange/Blue Lines).

Farecards for the system should be purchased at kiosks within the Metro system. Expenditures made for farecard purchases should be accounted for on the travel voucher.

E Special Accommodations

Participants should notify the airlines and or the hotel of any special accommodations that are necessary. Participants who require special accommodations to attend or participate in this conference shall contact Charles Lippstreu by COB February 10, 2012, by either of the following:

- e-mail at charles.lippstreu@wdc.usda.gov
- telephone at 202-720-5989.