| TRAINING AND EMPLOYMENT NOTICE | NO. 15-06 |
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| | DATE October 26, 2006 |

TO:        STATE WORKFORCE AGENCIES

FROM:     CHERYL ATKINSON *Cheryl Atkinson*
Administrator
Office of Workforce Security

SUBJECT:  Training Seminars for State Workforce Agency Staff on the
Resource Justification Model (RJM)

1. **Purpose.** To announce details of two RJM training sessions for state staff.

2. **Background.** These seminars provide training for state staff on preparation of the RJM data collection instrument. The collected data reflect actual unemployment insurance (UI) expenditure activity for the most recently completed Fiscal Year (FY) as well as projected expenditures for the following three years. The Office of Workforce Security (OWS) is preparing to collect RJM data for the FY 2008 allocation of state UI administrative resources. While there have been no revisions to the data collection process, in response to state requests OWS will continue to offer in-person training to state staff on how to prepare RJM submissions. Online training may be accessed via the ETA web site (http://www.ows.doleta.gov/rjm).

3. **RJM Training Seminars.** The OWS has scheduled two basic in-person RJM training seminars in FY 2007 for state staff that will be responsible for compiling the cost data necessary to complete an RJM submission. Seminars will be limited to 25 participants per session to permit more individual attention to each participant. Therefore, it will be necessary to limit state participation to two staff members per state - preferably one accountant or budget analyst and one UI program specialist. Regional office staff training will be held separately in January 2007.

   Staff who have previously attended RJM training may sign up; however, staff who have not previously attended RJM training will have priority in attending the sessions.

4. **Schedule.** Each of the two training seminars will be conducted over a day and a half period from 9:00 a.m. to 5:00 p.m. the first day and from 9:00 a.m. to 12:00 p.m. the subsequent day.

**EMPLOYMENT AND TRAINING ADMINISTRATION**
**U.S. DEPARTMENT OF LABOR**
**WASHINGTON, D.C. 20210**

| Session Dates | Location | Deadline for Reservations |
|---|---|---|
| November 15 - 16, 2006 | St. Louis, Missouri | October 27, 2006 |
| December 5 - 6, 2006 | Denver, Colorado | November 13, 2006 |

5. **Costs**. The state agencies will be responsible for travel and per diem costs for state staff to attend the training sessions.

6. **Logistics**. The attachments provide information on location, hours, hotel arrangements, and ground transportation for the training seminars. Participants are responsible for making their own reservations and other travel arrangements.

7. **Action Required**. State Administrators are requested to notify appropriate state staff of the upcoming RJM training seminars and to provide the name, title, and preferred session of each nominee to the regional office RJM contact by the hotel reservation deadlines indicated above. The OWS will try to accommodate the session preference of each nominee; however, the size limit of each session may make this impossible for all. Each attendee is required to bring a laptop with Microsoft Office 2002© or a later version. Each laptop should also have a functioning CD drive, a mouse, and a numeric keyboard. Attendees should inform the National Office if they need special accommodation.

8. **Inquiries**. Direct any questions to the appropriate regional office.

9. **Attachments**.

RJM Training Seminar (St. Louis, Missouri) November 15 – 16, 2006

RJM Training Seminar (Denver, Colorado) December 5 – 6, 2006

RJM TRAINING SEMINAR
November 15 - 16, 2006

SEMINAR/HOTEL LOCATION:

> Millennium Hotel
> 200 South 4th Street
> St. Louis, Missouri  63102
> (314) 241-9500
> http://www.millenniumhotels.com/MCIL.nsf/lu_hoteldoc/111$$hoteldescription?
> opendocument .

A block of rooms has been reserved for training participants at the Millennium Hotel under the meeting name "DOL Resource Justification Model." The room rate is $103 single/double, plus a 14.866 percent tax. Each individual is responsible for contacting the hotel at (800) 325-7353 to make his/her own reservation. Please mention the meeting name above when making reservations to ensure the correct rate is quoted. Reservations should be made no later than October 27, 2006. After that date, the hotel will continue to accept reservations on a space and rate available basis.

Hotel check-in time is 4 p.m. and check-out time is noon. Cancellations must be received seventy-two (72) hours prior to the day of arrival. Please retain the cancellation number in order to avoid any fees. If departing after 12:00 noon on confirmed departure day, you will be charged a ½ day room rate between 12:00 noon and 6:00 p.m. and a full day room rate if departing after 6:00 p.m.; however, you can make prior arrangements for late check-out, pending availability.

GROUND TRANSPORTATION:

The hotel does not provide transportation from the airport. The Lambert International Airport has a shuttle service available at the current charge of $15 one-way or $25 round-trip. Taxi service is available at an approximate cost of $30 to $40 each way. There is also a Metrolink three blocks away from the hotel.

Parking is available at the Millennium Hotel for $16/day. There is a parking garage located at 421 South 10th Street (Cupples Garage) that charges an early-bird rate (in before 9:00 a.m. out before 6:00 p.m.) of $3, maximum daily rate of $6 with no overnight. The following Web site lists other garages and contact numbers http://www.stlouisparking.com/parkinglocs.html.

The Millennium Hotel is located in the heart of downtown on the banks of the Mississippi River overlooking the city's signature landmark, the Gateway Arch. Travel time from the airport is approximately 20 to 30 minutes.

SEMINAR /HOTEL LOCATION:

> Adam's Mark Denver
> 1550 Court Place
> Denver, Colorado 80202
> (303) 893-3333
> http://www.adamsmark.com/denver/

A block of rooms has been reserved for training participants at the Adams Mark Denver under the meeting name "DOL RJM Training." The room rate is $127 single/double. Each individual is responsible for contacting the hotel at (800) 444-2326 to make his/her own reservation. Please mention the meeting name above when making reservations to ensure the correct rate is quoted. Reservations should be made no later than November 13, 2006. After that date, the hotel will continue to accept reservations on a space and rate available basis.

Hotel check-in time is 3 p.m. and check-out time is noon. Cancellations must be received twenty-four (24) hours prior to the day of arrival. Please retain the cancellation number in order to avoid any fees. If departing after 3:00 p. m. on confirmed departure day, you will be charged a full day room rate; however, you can make prior arrangements for late check-out, pending availability.

GROUND TRANSPORTATION:

The hotel does not provide transportation from the airport. The Denver International Airport has a shuttle service available at the current charge of $19 one-way /$34 round-trip. Taxi service is available at an approximate cost of $50 each way.

Parking is available at the Adam's Mark Denver for $15/day (self park) and $24/day (valet parking). There is a surface parking lot located at Cleveland and 15$^{th}$ Streets (Central Parking) that charges $12/day maximum daily rate. The following is a Web site that lists other garages and contact numbers http://www.downtowndenver.com/parking/FindParking.htm .

Located in the heart of Downtown Denver, The Adam's Mark is 3 1/2 blocks from the Convention Center, within walking distance of exciting visitor locations such as the Denver Art Museum and the State Capitol, and just minutes away from the Pepsi Center and Coors Field. Travel time from the airport is approximately 30 to 40 minutes.