


<b>U. S. Department of Labor</b> Employment and Training Administration Washington, D.C. 20210	<b>CLASSIFICATION</b> UI
	<b>CORRESPONDENCE SYMBOL</b> TEURA
	<b>DATE</b> September 27, 2001

**DIRECTIVE:** UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 49-01

**TO:** ALL STATE EMPLOYMENT SECURITY AGENCIES

**FROM:** GRACE A. KILBANE   
Administrator  
Office of Workforce Security

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

1. Purpose. To announce RJM training for state staff.
2. References. Federal Register notice, dated June 19, 2001.
3. Background. The Office of Workforce Security (OWS) has developed and with state input refined the Resource Justification Model (RJM) as a replacement for the current budget formulation and allocation methodology for state unemployment insurance (UI) administrative resources.

In a series of meetings convened by the National Association of State Workforce Agencies (NASWA), state and federal staff discussed the feasibility of model implementation and how OWS could modify the model to accommodate states' concerns, operations, and accounting systems.

After revising the model, OWS is preparing to use RJM data for the FY 2003 allocation and the FY 2004 budget formulation processes. OWS will offer training to state staff on how to use the RJM to prepare state budget requests.

4. RJM Training Seminars. OWS has scheduled five training seminars in FY 2002 for state staff who would be responsible for compiling the cost data necessary to complete an RJM submission. Seminar size will be limited to 24 participants each to permit more individual attention to each participant. Therefore, it will be necessary to limit state participation to two staff members each - preferably one accountant or budget analyst and one UI program specialist. The five training seminars are scheduled as follows:

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> September 30, 2002
----------------------------	---

<u>Session Dates</u>	<u>Location</u>	<u>Deadline</u>
October 2 - 4, 2001	Baltimore, Maryland	September 21, 2001
October 16 - 18, 2001	Atlanta, Georgia	October 8, 2001
October 23 - 25, 2001	Dallas, Texas	October 9, 2001
November 6 - 8, 2001	Chicago, Illinois	October 15, 2001
November 13 - 15, 2001	California	November 2, 2001

Arrangements for the last session have not been finalized. Additional information will be forthcoming as soon as it is available.

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 attachment provide information on location, hours, hotel arrangements, and ground transportation for the training seminars.
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 first and second session preference of each nominee to Regional Office staff by the deadlines indicated above. 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.
8. Inquiries. Address all questions to the appropriate Regional Office.
9. Attachments.

RJM Training Seminar (Baltimore, MD) October 2 - 4, 2001

RJM Training Seminar (Atlanta, Georgia) October 16 - 18, 2001

RJM Training Seminar (Dallas, Texas) October 23 - 25, 2001

RJM Training Seminar (Chicago, Illinois) November 6 - 8, 2001

RJM TRAINING SEMINAR  
October 2 - 4, 2001

HOTEL/SEMINAR LOCATION:

Radisson Plaza Hotel Baltimore Inner Harbor  
20 W. Baltimore Street  
Baltimore, MD 21201  
410-539-8400  
www.radisson.com

A block of rooms has been reserved at the Radisson Plaza Hotel under the group name **“Resource Justification Model Training.”** The room rate is \$110.00 single and \$130 double per night, plus appropriate taxes. Each individual is responsible for contacting the hotel at (888) 466-4644 to make his/her own reservation. Please mention the group name when making reservations to ensure the correct rate is quoted. Reservations should be made no later than September 21, 2001. After that date, the hotel will continue to accept reservations on a space and rate available basis. Cancellations must be received twenty-four hours prior to the day of arrival.

GROUND TRANSPORTATION:

The hotel does not provide transportation from the airport (Baltimore Washington International); however, taxi fare ranges from \$20 - \$35 and airport shuttle services is approximately \$18 per round trip.

Parking is available at the hotel for overnight guests for \$21 per day and includes in/out privileges. A special day rate of \$18 (no in/out privileges) is extended to attendees without overnight accommodations.

SEMINAR HOURS: 8:30 - 5:00 all days

October 16-18, 2001

HOTEL/SEMINAR LOCATION:

Ramada Capitol Plaza  
450 Capitol Avenue, SW  
Atlanta, GA 30312  
404/591-2000  
[www.atlantacapitolplaza.com](http://www.atlantacapitolplaza.com)

A block of rooms has been reserved for training participants at the "Ramada Capitol Plaza" under the group name "**Resource Justification Model Training.**" The room rate is \$85.00 single/double per night plus appropriate taxes. Please call 800/589-7952 (404/591-2000) by October 8, 2001, to make your reservation. When making reservations, please reference the group name "Resources Justification Model Training" to ensure the correct room rate is quoted. After October 8, the hotel will continue to accept reservations on a space and rate available basis.

GROUND TRANSPORTATION

Complimentary transportation is available at the Atlanta airport (Hartsfield International). After arriving, proceed to ground transportation and catch the Atlanta airport shuttle. For the return trip to the airport, the Ramada Capitol Plaza provides transportation for their guests.

Parking is available at the Ramada Capitol Plaza hotel for overnight guests at the rate of \$12 per day for valet parking, \$8 self parking and free parking for government employees.

SEMINAR HOURS: 8:30 - 5:00 all days

## HOTEL/SEMINAR LOCATION:

The Adolphus Hotel  
1321 Commerce  
Dallas, TX 75202  
214/742-8200  
[www.hoteladolphus.com](http://www.hoteladolphus.com)

A block of rooms has been reserved for training participants at “the Adolphus Hotel” under the group name “**Resource Justification Model Training.**” The room rate is \$99.00 single/double per night plus appropriate taxes. Please call 800/221-9083 (214/742-8200) by October 9, 2001, to make your reservation at this rate. When making reservations, please reference the group name “Resource Justification Model Training” to ensure the correct rate is quoted. After October 9, the hotel will continue to accept reservations on a space and rate available basis.

Cancellations must be received seventy-two hours (72) prior to the day of arrival. Please retain the cancellation number in order to avoid the cancellation fee of one night’s room tax. If you do not arrive at your confirmed arrival date or depart prior to the original departure date, a fee of \$100 will be assessed to individual account.

## GROUND TRANSPORTATION

The hotel does not provide complimentary transportation from the airport. However, taxi fares range from \$15 - \$38 and an airport Supershuttle is available at approximately \$15.

Parking is available at the hotel for overnight guest for \$20 per day and includes in/out privileges. A special day rate of \$10 (no in/out privileges) is extended to attendees without overnight accommodations.

SEMINAR HOURS: 8:30 - 5:00 all days

## HOTEL/SEMINAR LOCATION:

Hyatt Regency O'Hare  
9300 West Bryn Mawr Avenue  
Rosemont, Illinois 60018  
847/696-1234

A block of room has been reserved for training participants at the "Hyatt Regency O'Hare" under the group name "**Resource Justification Model Training.**" The room rate is \$159.00 single/double per night plus appropriate taxes. Please call 847/696-1234 by October 15, 2001, to make your reservation. When making reservations, please reference the group name "Resource Justification Model Training" to ensure the correct rate is quoted. After October 15, the hotel will continue to accept reservations on a space and rate available basis.

Hotel check in time is 3:00 p.m. and check out is 12 noon. Guest departing between the hours of 3 p.m. and 6 p.m. on confirmed departure day will be charged ½ day room rate and all early departures are subject to a \$50 administrative fee. 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.

## GROUND TRANSPORTATION

The hotel does not provide complimentary transportation to and from the airport. The shuttle departs from the hotel lobby at regularly scheduled intervals throughout the day.

Parking is available at the hotel for overnight guests for \$25 per day and includes in/out privileges and self parking is \$16 (no in/out privileges).

SEMINAR HOURS: 8:30 - 5:00 all days