

<b>TRAINING AND EMPLOYMENT NOTICE</b>	NO. 11-05
	DATE November 9, 2005

**TO:** STATE WORKFORCE AGENCIES

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

**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.** The Office of Workforce Security (OWS) has developed and, with state input, refined 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 OWS is preparing to collect RJM data for the FY 2007 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 OWS 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 2006 for state staff that will be responsible for compiling the cost data necessary to complete an RJM submission. Seminar size will be limited to 30 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 training will be held separately in January 2006.  
  
Staff that have previously attended RJM training may sign up; however, staff that 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 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**

<u>Session Dates</u>	<u>Location</u>	<u>Deadline for Reservation</u>
November 16 - 17, 2005	San Francisco, California	October 25, 2005
December 5 - 6, 2005	St. Louis, Missouri	November 7, 2005

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.
7. **Action Required.** State Administrators are requested to notify appropriate state staff of the upcoming RJM training seminars and to provide the name, title, first and second session preference of each nominee to regional office staff 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 three and one-half inch drive or a 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 (San Francisco, California) November 16 – 17, 2005

RJM Training Seminar (St. Louis, Missouri) December 5 – 6, 2005

RJM TRAINING SEMINAR  
November 16 - 17, 2005

SEMINAR/HOTEL LOCATION:

The Serrano Hotel  
405 Taylor Street  
San Francisco, California 94102  
(866) 289-6561  
<http://www.serranohotel.com/>

A block of rooms has been reserved for training participants at the Serrano Hotel under the meeting name "DOL RJM Training." The room rate is \$130 single/double, plus a 14 percent tax and a \$1.50 tourism assessment fee. Each individual is responsible for contacting the hotel at (866) 289-6561 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 25, 2005. 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 12:00 noon. Cancellations must be received 24 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 4:00 p.m. and a full day room rate if departing after 4:00 p.m.; however, you can make prior arrangements for late check-out, pending availability.

GROUND TRANSPORTATION:

The hotel does not provide free transportation from the airport. At the San Francisco International Airport, there is shuttle service available at the current charge of \$14 each way. Taxi service is available at an approximate cost of \$40 to \$45 each way. If traveling in groups of 4 or more, taxi service is more reasonable.

Parking is available at the Serrano Hotel for \$44.50/day and \$56/day (over-sized vehicles) valet parking; \$20.50/day self-parking. There is a self-parking garage across the street from the hotel named California Parking that charges \$12.75 early bird parking before 9:30 a.m. and out by 6:00 p.m.; 12 hour parking after 9:30 a.m. costs \$20 and overnight is \$25. The following is a Web site that lists other city-owned garages and rates [http://www.sfgov.org/site/dpt\\_index.asp?id=13451](http://www.sfgov.org/site/dpt_index.asp?id=13451) .

The Serrano Hotel is located in downtown San Francisco in the heart of the Theatre District, just two blocks from Union Square and the Powell Street cable car line. Please see the hotel's website or call the hotel for directions from the airport and/or other local areas.

RJM TRAINING SEMINAR  
December 5 - 6, 2005

SEMINAR /HOTEL LOCATION:

Millennium Hotel  
200 South 4<sup>th</sup> Street  
St. Louis, Missouri 63102  
(314) 241-9500  
[http://www.millenniumhotels.com/MCIL.nsf/lu\\_hoteldoc/111\\$\\$hoteldescription?  
opendocument](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 RJM Training." The room rate is \$101 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 November 7, 2005. 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 \$15/day. There is a parking garage located at 421 South 10<sup>th</sup> 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 is a Web site that lists other garages and contact numbers <http://www.stlouisparking.com/parkinglocs.html>  
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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.