

<b>EMPLOYMENT AND TRAINING ADMINISTRATION          ADVISORY SYSTEM          U.S. DEPARTMENT OF LABOR          Washington, D. C. 20210</b>	<b>CLASSIFICATION</b>
	OWS
	<b>CORRESPONDENCE SYMBOL</b>
	TEUFA
<b>RESCISSIONS</b>	<b>ISSUE DATE</b>
	October 21, 2002
None	<b>EXPIRATION DATE</b>
	October 31, 2003

**ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 03-03**

**TO : STATE WORKFORCE AGENCIES**

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

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

- Purpose.** To announce details for three RJM training sessions for state staff.
- Background.** The Office of Workforce Security (OWS) has developed and, with state input, refined the Resource Justification Model (RJM) for budget formulation and allocation of 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 modifying the model to accommodate states' concerns and lessons learned from the first year of implementation.

After revising the model, OWS is preparing to collect RJM data for the FY 2004 allocation and the FY 2005 budget formulation processes. OWS will offer training to state staff on how to use the RJM to prepare state budget requests.

- RJM Training Seminars.** OWS has scheduled three training seminars in FY 2003 for Regional Office reviewers and for state staff who will be responsible for compiling the cost data necessary to complete an RJM submission. Seminar size will be limited to 24 participants per session to permit more individual attention to each participant. Therefore, it will be necessary to limit Regional Office participation to one staff member, and state participation to two staff members per state - preferably one accountant or budget analyst and one UI program specialist. Each of the three training seminars is structured as follows:

Tuesday and Wednesday: 8:30 a.m. – 5:00 p.m. Basic Training for the RJM Workbook

Thursday: 8:30 a.m. – 12:00 p.m. Performance and Capital Investment (PCI) Requests

Thursday: 1:00 p.m. – 5:00 p.m. Refresher Training for the RJM Workbook

Friday: 8:30 a.m. – 12:00 p.m. Refresher Training for the RJM Workbook (continued)

The basic training sessions are limited to staff who have not previously attended RJM training. The refresher training sessions are limited to staff who have previously attended RJM training and would like an update on changes to the data collection file. PCI Request training sessions are open to all staff.

4. **Schedule.**

Session Dates	Location	Deadline for Registration
November 5 - 8, 2002	Washington, DC	October 18, 2002
November 19 - 22, 2002	Chicago, IL	November 4, 2002
December 3 - 6, 2002	Sacramento, CA	November 15, 2002

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 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 with Microsoft Office 20007 or a later version. Each laptop should also have a mouse and numeric keypad.
8. **Inquiries.** Please direct all inquiries to the appropriate regional office.
9. **Attachment.**  
[Attachment A - RJM Training Seminar \(Washington, DC\) November 5 - 8, 2002](#)  
[Attachment B - RJM Training Seminar \(Chicago, IL\) November 19 - 22, 2002](#)  
[Attachment C - RJM Training Seminar \(Sacramento, CA\) December 3 - 6, 2002](#)

## RJM TRAINING SEMINAR

November 5-8, 2002

### HOTEL/SEMINAR LOCATION:

Hyatt Regency Washington  
400 New Jersey Avenue, N.W.  
Washington, D.C. 20001  
202/737-1234

A block of rooms has been reserved for training participants at the Hyatt Regency Washington under the group name "U.S. Department of Labor Meeting." The room rate is \$150.00 single/\$175.00 double per night plus appropriate taxes. Please call 202-737-1234 by October 18, 2002, to make your reservation. When making reservations, please reference the group name above to ensure the correct rate is quoted. After October 18, 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. 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. There are several options:

From Ronald Reagan Washington National Airport: taxi or Metrorail (yellow line) to Gallery Place (red line) to Union Station - three blocks from the hotel.

From Baltimore Washington International Airport: taxi or SuperShuttle (800-BLUEVAN) to hotel; or Amtrak (800-USA-RAIL) or MARC commuter service train-Penn Line (800-325-RAIL) to Union Station - three blocks from the hotel.

From Dulles International Airport: taxi or SuperShuttle (800-BLUEVAN) to hotel; or Washington Flyer Coach Service (888-WASHFLY) to West Falls Church Metrorail station, and Metrorail (orange line) to Metro Center Metrorail station (red line) to Union Station - three blocks from the hotel.

## RJM TRAINING SEMINAR

November 19-22, 2002

### HOTEL LOCATION:

11/18 only\*    Ramada Inn O'Hare  
6600 N. Mannheim Road  
Rosemont, IL 60018

### HOTEL/SEMINAR LOCATION:

11/19-11/22    Hyatt Regency O'Hare  
9300 West Bryn Mawr Avenue  
Rosemont, Illinois 60018  
847/696-1234

\* For participants of the 11/19 and 11/20 training session, a block of rooms has been reserved at the Ramada Plaza O'Hare under the group name "USDOL RJM Meeting." **This is for the night of 11/18 only. A hotel shuttle will convey training participants to the Hyatt Regency O'Hare at 8:15 am on 11/19. Training participants should make reservations at the Ramada Plaza O'Hare for the night of 11/18 and at the Hyatt Regency O'Hare for 11/19 and any subsequent nights.** The room rate is \$129.00 single/double per night plus appropriate taxes. Please call 847/827-5131 by November 4, 2002, to make your reservation. When making reservations, please reference the group name above to ensure the correct rate is quoted. After November 4, the hotel will continue to accept reservations on a space and rate available basis.

A block of rooms has been reserved for training participants at the "Hyatt Regency O'Hare" under the group name USDOL RJM Meeting. The room rate is \$129.00 single/double per night plus appropriate taxes. Please call 847/696-1234 by November 4, 2002, to make your reservation. When making reservations, please reference the group name above to ensure the correct rate is quoted. After November 4, the hotel will continue to accept reservations on a space and rate available basis.

Hyatt Regency Hotel check in time is 3:00 p.m. and check out is 12 noon. Guests 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 Ramada Plaza and Hyatt Regency hotels provide complimentary transportation for guests to and from the airport. The shuttle departs from the airport hotel lobby at regularly scheduled intervals throughout the day.

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

## RJM TRAINING SEMINAR

December 3 - 6, 2002

### SEMINAR LOCATION:

California EDD Training Center  
1808 14th Street  
Second Floor  
Sacramento, CA 95814

### HOTEL LOCATION:

Hyatt Regency Sacramento at Capitol Park  
1209 L Street  
Sacramento, CA 95814  
916-443-1234

A block of rooms has been reserved for training participants at the Sacramento Hyatt Regency Hotel under the group name "U.S. Department of Labor Meeting." The room rate is \$84.00 single/double or \$109.00 triple, plus appropriate taxes. Each individual is responsible for contacting the hotel at (916) 443-1234 to make his/her own reservation. Please mention the group name above when making reservations to ensure the correct rate is quoted. Reservations should be made no later than November 21, 2002. After that date, 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 time is 12:00 p.m. Cancellations must be received forty-eight hours prior to the day of arrival. Guests 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 free transportation from the airport. At the Sacramento International Airport, there is shuttle service available at the current charge of \$11.00 each way. Taxi service is available at an approximate cost of \$27.00 each way.

Parking is available at the hotel for overnight guests for \$12.00 per day for self-parking and \$18.00 per day for valet parking. In/out privileges are available to guests who bill parking charges to their hotel bill.

The training session is not at the hotel, but is within walking distance (less than one mile).