Q: What is the NOAA Leadership Seminar?
A: The NOAA Leadership Seminar (NLS) is a 4+ day residential training program for selected NOAA employees from all Line and Staff Offices, all occupations, from both the field and headquarters. The 2014 NLS will be the ninth training program of its kind. To date, almost 1,300 NOAA employees have attended an iteration of the NLS. This year, the NLS will be held at the September 8 – 12, 2014, at the Robert H. Mollohan Research Center in Fairmont, WV. The theme this year is Creating Powerful Partnerships: Positioning NOAA for Future Success.

Q: What is the target audience for the NLS?
A: Attendees are GS-13-14s (or equivalents). Offices may also send GS-12 or GS-15s (or equivalents) at their discretion.

Q: What is the cost for attending the NLS?
A: Travel and per diem costs (e.g., meals, lodging, and travel) will be covered be each attendee’s own organization and project/task code or by a Line/Staff Office headquarters code if the LO/SO chooses to provide one. There is no tuition fee. All participants will be on travel orders and will be reimbursed for meals, lodging, and travel expenses.

Q: I recall reading that “the total cost per attendee for tuition is still being finalized but will not exceed $500 per person. Final details on tuition cost and their payment will be provided at a later date.” Has the tuition fee been finalized?
A: There is no tuition fee for NLS participation. Participant expenses are limited to travel and per diem costs.

Q: What accounting code information do I use on my travel orders?
A: Travel and per diem costs (e.g., meals, lodging, and travel) will be covered be each attendee’s own organization and project/task code or by a Line/Staff Office headquarters code if the LO/SO chooses to provide one. We are not currently aware of any LO/SO providing centralized funding, but we suggest that you check with your LO/SO first. If your LO/SO is not providing centralized funding, it is the responsibility of your home office to provide an accounting code to cover your participation.

Q: Does my travel count against my office’s travel ceiling?
A: Yes.

Q: What is the per diem rate in Fairmont, WV?
A: The per diem rate for Fairmont, WV is $46 per day; with ¾ M&IE ($34.50) authorized for travel days. For participants not requesting early arrival or late departure, per diem will total $207.00. The lodging rate for Fairmont, WV is $83 per night. Most NLS rooms will be over the per diem rate. Please refer to an e-mail from Mike Bykowski on 7/22/14 that
contains the language to be included on all travel orders to justify reimbursement of actual lodging expenses.

Q: How do I get to Fairmont, WV?
A: Fairmont is an approximately 4-hour drive from the Washington, DC Metropolitan area. The nearest airport for field participants is Pittsburgh International Airport (PIT) in Pittsburgh, PA. From Pittsburgh, participants will need to rent a car for the 90-minute drive to Fairmont.

Q: Where should I stay?
A: NLS participants will stay in one of three offsite hotels in room blocks that have been pre-arranged. Each invitee received an e-mail from Mike Bykowski on 7/22/14 with information on their assigned hotel and instructions for making their sleeping room reservations. Limited rooms for the book-end nights of Sunday, September 7, 2014, and Friday, September 12, 2014, have been reserved for NLS participants traveling from the West coast (Office clearance is required).

Q: When should I plan to arrive? When does the NLS end?
A: The program begins at 3:00 pm with arrival and registration from 1:30 p.m. – 2:45 p.m. on Monday, September 8, 2014, and ends at 12:30 p.m. on Friday, September 12, 2014.

Q: Is there an expected dress code for NLS attendees?
A: Business attire (e.g., coat and tie) is recommended for Monday, September 8th. For the rest of the event, business casual dress is acceptable.

Q: Who should I contact if I have additional questions?
A: For questions regarding participant selection, registration, and other logistical information contact Mike Bykowski at mbykowski@lynnecarbone.com or 301-670-0270. For all other general NLS questions, please contact Tracy Levstik, the NLS Program Manager, at Tracy.Levstik@noaa.gov or 303-497-4231.