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**Department of
Veterans Affairs**

Memorandum

Date: December 8, 2010

From: Assistant Secretary for Human Resources and Administration (006)

Subj: Proposed Human Resources (HR) Professional Training Conference

To: Chief of Staff (00A)

1. The Office of Human Resources and Administration (HRA) is requesting your approval to hold three training conferences in the third and fourth quarters of fiscal year 2011, for HR Professionals throughout the Department of Veterans Affairs (VA).


2. The purpose of the conference is to provide an opportunity for HR Professionals to build community, continue to develop critical skills, and create a forum and process to begin to address and resolve present and future business challenges. The last HRA conference, which was held in March 2009, provided an opportunity for approximately 15 percent of our HR Professionals to hear about the continuing journey of HR transformation in VA. This year, our goal is to expand the opportunity to all VA HR Professionals.

3. The planning and execution of these conferences represents the collective efforts of HRA and Administrations. We have held preliminary discussions relative to the content, proposed dates, and funding requirements with HR representatives in each Administration. I view this conference as an important and necessary service to VA and its HR Professionals. Our planning committee is pursuing all efforts to constrain and control conference costs.

4. The proposed logistics and estimated costs associated with the conference are as follows:

- Proposed dates of conferences: May, June, July or August 2011**
- Number of employees: 3,000+ HR Professionals**
- Proposed location: TBD (working with VALU)**
- Estimated costs: \$4M Travel/Per Diem, \$4M Conference**

5. I am available at your convenience to discuss this request or you may have a member of your staff contact Ms. Tonya Deanes, Deputy Assistant Secretary for Human Resources Management, at (202) 461-7765.


John U. Sepúlveda

Approve/Disapprove: 

