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REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 4/19/2018

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Fish and Game requests permission for 2 employees or their designees to travel to Shepherdstown West Virginia for 6 days of out-of-state travel status from 6/10/2018 to 6/15/2018.

Conference/Workshop/Seminar Title

Recruitment, Retention and Reactivation (R3) Coordinators Training

Purpose of Travel

The Fish and Game Department requests a waiver from MOP Section 1102 (K), which requires travel outside a 300 mile radius by tourist class air passage and authorization for Joshua Mackay and Kyle Glencross to travel via State vehicle to National Conservation Training Center in Shepherdstown West Virginia.

Training Objectives: Upon completion, participants will be positioned to Apply the Adaptive Management Model to R3 work. Develop strategies for changing agency and stakeholder culture. Perform customer engagement and outreach activities to increase participation. Lead R3 plan development and evaluation efforts. Engage stakeholders in R3 planning and implementation

Travel expenses for Kyle Glencross, except for per diem meals while traveling, are being covered by a grant from the Recreational Boating and Fishing Foundation

Attendees and their Titles

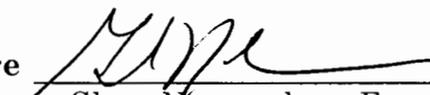
1. Joshua Mackay Hunter Education
Coordinator

2. Kyle Glencross- Aquatic Education
Coordinator

Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel \$ <u>7,000.00</u>
0711	Per Diem in Lieu	\$ <u>76.50</u>	Amount Expended to date \$ <u>705.00</u>
0712	Meals	\$ _____	Available Balance \$ <u>6,295.00</u>
0713	Hotel	\$ <u>770.00</u>	Amount requested this authorization \$ <u>966.50</u>
0714	Mileage	\$ _____	Estimated Balance Available \$ <u>5328.50</u>
0715	Operation State Car	\$ <u>120.00</u>	
0717	Miscellaneous	\$ _____	Appropriation Code <u>020</u> - <u>7500</u> - <u>2121</u> - <u>80</u>
0719	Registration Fees	\$ <u>0.00</u>	Source of Funds <u>100% Federal</u>
		\$ <u>0.00</u>	
		\$ <u>966.50</u>	

Authorized Signature


Glenn Normandeau, Executive Director

Fiscal Information - Detail #1

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ 2,500.00
0711	Per Diem in Lieu	\$ 76.50	Amount Expended to date	\$ 283.00
0712	Meals	\$ _____	Available Balance	\$ 2,217.00
0713	Hotel	\$ _____	Amount requested this authorization	\$ 76.50
0714	Mileage	\$ _____	Estimated Balance Available	\$ 2,140.50
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	020 - 7500 - 2122 - 80
0719	Registration Fees	\$ _____	Source of Funds	100% Federal
		\$ _____		

Fiscal Information - Detail #2

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ _____	Available Balance	\$ _____
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	_____ - _____ - _____ - _____
0719	Registration Fees	\$ _____	Source of Funds	_____
		\$ _____		

Fiscal Information - Detail #3

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ _____	Available Balance	\$ _____
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	_____ - _____ - _____ - _____
0719	Registration Fees	\$ _____	Source of Funds	_____
		\$ _____		

Fiscal Information - Detail #4

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ _____	Available Balance	\$ _____
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	_____ - _____ - _____ - _____
0719	Registration Fees	\$ _____	Source of Funds	_____
		\$ _____		

**COMPARISON OF AIR TRAVEL VS. STATE VEHICLE
FROM NEW HAMPSHIRE TO SHEPARDSTOWN, WV**

AIR TRAVEL (1 fare 2 people)
(Manchester to Washington Dulles)
Airfare 1. \$725.60

STATE VEHICLE TRAVEL
Concord to Shepardstown, WV
553 miles (1,106 miles round trip)

Estimate airfare: \$725.60
Airport Parking = \$60.00

6 days @ \$20/day = \$120

SHUTTLE
Washington Dulles to Shepardstown, WV
\$100/person round trip = \$100.00

TOLLS (Estimate) \$10.00

**TRAVEL TIME FLY (INCLUDES
ROUNDRIP AIRPORT TIME)**
1. 11.5 hrs. x \$25.23 = \$290.15
2. 11.5 hrs. x \$22.31 = \$256.57

TOTAL DRIVE TIME
17.75 hr. Round trip
1. 17.75 x \$25.23 = \$447.83
2. 17.75 x \$22.31 = \$396.00

TRAVEL TIME AND WAITING TIME FOR SHUTTLE

1. 8.5 Hrs. x \$25.23 = \$214.45
2. 8.5 Hrs. x \$22.31 = \$189.65

TOTAL TIME COST = \$950.82

TOTAL TIME COST = \$843.83

**TOTAL AIR & SHUTTLE
TRAVEL COST = \$885.60**

**TOTAL VEHICLE
OPERATION COST = \$130.00**

TOTAL: \$1836.42

TOTAL: \$973.83

Total Savings to State: \$862.59

The Fish and Game Department requests a waiver from MOP 1102(K), which requires travel outside a 300 mile radius by tourist class air passage and authorization for Joshua Mackay and Kyle Glencross to travel via State vehicle to the National Conservation Training Center in Shepardstown, West Virginia. Kyle Glencross's airfare and shuttle expenses are being paid for through a grant from the Recreational Boating and Fishing Foundation.

R3 Training

The Recreational Boating & Fishing Foundation (RBFF), the Council to Advance Hunting and the Shooting Sports (CAHSS) and the Wildlife Management Institute (WMI) have partnered with the U.S. Fish and Wildlife Service's National Conservation Training Center (NCTC) and the Association of Fish and Wildlife Agencies' (AFWA) Management Assistance Team to offer Recruitment, Retention and Reactivation (R3) Training for state and federal R3 coordinators and practitioners.

Target Audience: R3 coordinators and practitioners, up to 60 participants

Location: National Conservation Training Center, Shepherdstown, WV

Dates: June 11-14, 2018

Training Goals:

- Provide training, tools and job expertise needed to support R3 efforts
- Develop skills and competencies to increase angler and hunter participation
- Establish a cohort that can network and support one another
- Identify additional opportunities and resources for continued learning

Training Priorities:

- R3 planning
- Customer engagement and outreach
- Evaluation and assessment
- Partner engagement and coordination
- Capacity building

Training Objectives:

Upon completion, participants will be positioned to:

- Apply the Adaptive Management Model to R3 work
- Develop strategies for changing agency and stakeholder culture
- Perform customer engagement and outreach activities to increase participation
- Lead R3 plan development and evaluation efforts
- Engage stakeholders in R3 planning and implementation

This R3 Training is a pilot with the goal of developing future training and modules that will provide continuing education opportunities for all agency staff involved with R3 efforts.

Registration:

Please use the following links to register for the R3 Training by March 30. Due to limited capacity, all applicants will be placed on a Wait List. All applicants will be notified by April 16 if they are accepted into this training program.

NCTC lodging and meals cost: \$139/day, plus \$15/night sustainability fee, for 5 nights (check-in: 6/10 and check-out: 6/15). RBFF will reimburse travel costs for state angler R3 coordinators/practitioners.

State and NGO – Please register here: <https://www.surveymonkey.com/r/r3june2018>

DOI Employees – Please enroll through DOI learn: <https://www.doi.gov/doilearn>
Course name: Recruit, Retain, Reactivate Training; Course Code: OUT8072

Questions, please contact:

Werner Barz, USFWS NCTC: werner_barz@fws.gov; 304-876-7313

Stephanie Hussey, RBFF: shussey@rbff.org; 703-778-5152

Trip Quote: Apr. 20 2018



Manchester > Washington

5h 45m

5.75

UA4978
DEPART:
Manchester Boston
regional, Manchester
(MHT)
Sun Jun 10 2018 at 10:40
AM

ARRIVE:
Newark Liberty Intl Arpt,
New York (EWR)
Sun Jun 10 2018 at 12:05
PM
Terminal C

Duration: 1h 25m **Cabin Class:** Economy (Q) **Aircraft:** Embraer
RJ135/140/145 **Operated by:** COMMUTAIR DBA UNITED EXPRESS

UA1992
DEPART:
Newark Liberty Intl Arpt,
New York (EWR)
Sun Jun 10 2018 at 02:59
PM
Terminal C

ARRIVE:
Washington Dulles Intl,
Washington (IAD)
Sun Jun 10 2018 at 04:25
PM

Duration: 1h 26m **Cabin Class:** Economy (U) **Aircraft:** Airbus Industrie
A319 **Operated by:** United Airlines Inc

Washington > Manchester

5h 40m

5.75

DL1093
DEPART:
Washington Dulles Intl,
Washington (IAD)
Fri Jun 15 2018 at 05:40
PM

ARRIVE:
Hartsfield Jackson Intl
Arpt, Atlanta (ATL)
Fri Jun 15 2018 at 07:52
PM

Terminal S

Duration: 2h 12m **Cabin Class:** Economy (Q) **Aircraft:** McDonnell
Douglas MD-85 **Operated by:** Delta Air Lines

DL1349

DEPART:
Hartsfield Jackson Intl
Arpt, Atlanta (ATL)
Fri Jun 15 2018 at 08:41
PM
Terminal S

ARRIVE:
Manchester Boston
regional, Manchester
(MHT)
Fri Jun 15 2018 at 11:20
PM

Duration: 2h 39m **Cabin Class:** Economy (Q) **Aircraft:** McDonnell
Douglas MD-85 **Operated by:** Delta Air Lines

Price per adult: 725.60 USD (incl. tax
93.04)

~~725.60 USD~~
~~93.04 USD~~lt

+ 60.00 airport parking



U.S. Fish & Wildlife Service

National Conservation Training Center

Conserving the Nature of America



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Resources/News

Campus

Shuttle

Shuttle service is available only from Dulles International Airport. **The fee is \$100.00 per person for round trip** and is payable at the NCTC Front Desk upon checkout; there is no discount for a one-way trip.

There is no shuttle charge for children under 2 years of age.

If you want to use the shuttle you **MUST** make a reservation through the Hotel Reservations office at 304-876-7900. Office hours are Monday - Friday 8:00 AM to 6:00 PM. In the event that a federal holiday weekend either precedes or follows your class dates, special shuttle times may be in effect. Please contact the Hotel Reservations office to confirm shuttle dates/times.

Shuttle Schedule

Sunday (or Monday Federal Holiday) Arrivals

- **Depart Dulles: 1:00 p.m.** - Arrive NCTC: 3:00 p.m.
- **Depart Dulles: 4:00 p.m.** - Arrive NCTC: 6:00 p.m.
- **Depart Dulles: 7:00 p.m.** - Arrive NCTC: 9:00 p.m.

Friday Departures:

- **Depart NCTC: 1:30 p.m.** - Arrive Dulles: 3:30 p.m.
- **Depart NCTC: 4:30 p.m.** - Arrive Dulles: 6:30 p.m.

Directions to Shuttle Pickup Area at Dulles

From the main terminal, follow the signs to baggage pickup and proceed to the appropriate baggage carousel to claim your luggage. Once you have claimed your luggage, proceed to Exit 7, directly across from the luggage carousels 2 and 3, proceed up the exit ramp to the shuttle pick up location. The bus is signed with 'Reston Limousine Service' along with 'NCTC'. Picture ID is required to board the shuttle. The shuttle departs on time.

Allow Adequate Time to Make Your Flight

When making flight arrangements, please allow a minimum of two to four hours for check-in, check-out, baggage handling, etc. Travel time between Dulles Airport and the NCTC is approximately two hours. Please make sure that all personal comforts are attended to prior to boarding the shuttle as there are no scheduled stops between the airport and NCTC.

Last updated: February 21, 2014

National Conservation Training Center | 698 Conservation Way | Shepherdstown, West Virginia | 25443-4024

Webmaster email: NCTC_webmaster@fws.gov

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11 Hazen Drive

Concord, NH 03301

Get on I-93 S

- 4 min (1.4 mi)
-  1. Head south on Hazen Drive toward Charles Doe Drive
 -  2. Turn right onto Loudon Rd
 -  3. Use the left 2 lanes to turn left onto the Interstate 93 S ramp to Interstate 89/Manchester/Lebanon
- 0.2 mi
- 0.9 mi
- 0.2 mi

Take I-84 and I-81 S to WV-901 E in Potomac. Take exit 20 from I-81 S

- 8 h 16 min (541 mi)
-  4. Merge onto I-93 S
 Partial toll road
 -  5. Keep left at the fork to continue on I-293 S/Everett Turnpike, follow signs for Interstate 293 S/Manchester Airport/Manchester/Nashua
 Partial toll road
 -  6. Keep left at the fork to continue on Everett Turnpike, follow signs for Manchester Airport/Merrimack/Milford
 Partial toll road
 -  7. Continue onto US-3 S
 Entering Massachusetts
 -  8. Use the right lane to take exit 30A-30B-31 for I-495/MA-110 toward Marlboro/Lawrence/Chelmsford
 -  9. Use the middle lane to continue toward I-495 S
 -  10. Keep right at the fork to continue on Exit 30B, follow signs for I-495 S/Marlboro and merge onto I-495 S
 -  11. Take exit 25B for Interstate 290 W toward Worcester
- 11.0 mi
- 8.1 mi
- 13.3 mi
- 15.8 mi
- 0.3 mi
- 0.4 mi
- 24.1 mi
- 0.4 mi

-  12. Merge onto I-290 W 19.8 mi
-  13. Take exit 7 for I-90/Mass. Pike 0.8 mi
 Partial toll road
-  14. Keep left at the fork, follow signs for I-90 W/Springfield/Albany and merge onto I-90 W 11.6 mi
 Toll road
-  15. Use the right 2 lanes to take exit 9 for I-84 toward US-20/Hartford/New York City 0.9 mi
 Toll road
-  16. Continue onto I-84 42.1 mi
 Partial toll road
 Entering Connecticut
-  17. Keep right to stay on I-84 2.1 mi
-  18. Keep left to stay on I-84 182 mi
 Passing through New York
 Entering Pennsylvania
-  19. Keep right to stay on I-84 4.0 mi
-  20. Use the left 2 lanes to merge onto I-81 S toward Wilkes-Barre 127 mi
-  21. Keep right at the fork to stay on I-81 S 77.2 mi
 Passing through Maryland
 Entering West Virginia
-  22. Take exit 20 for WV-901 toward Spring Mills 0.2 mi

Take Scrabble Rd to Conservation Way in Shepherdstown

21 min (10.6 mi)

-  23. Use the left 2 lanes to turn left onto WV-901 E 0.4 mi
 Pass by Advance Auto Parts (on the left in 0.3 mi)
-  24. Turn right onto US-11 S 1.4 mi
-  25. Turn left onto Bedington Rd 1.5 mi
-  26. Turn left onto Scrabble Rd 5.3 mi

↶ 27. Turn left onto Shepherd Grade Rd

1.2 mi

↶ 28. Turn left onto Conservation Way

ⓘ Destination will be on the right

0.7 mi

National Conservation Training Center

698 Conservation Way, Shepherdstown, WV 25443

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.