DATE: June 6, 2017

TO: Department of Financial Services
   Bureau of Accounting and Auditing

FROM: Cissy Proctor, Executive Director

RE: Determination of Mission Critical Travel (MCT) – Memo #DEO MCT 2017-18

Activities as outlined below may be deemed mission critical travel for the Department of Economic Opportunity for Fiscal Year 2017-18:

Section 1. Foreign Travel
Foreign Travel is defined as any travel outside of the fifty states of the United States and the District of Columbia. On a case-by-case basis, only the Executive Director may approve a request for foreign travel.

Section 2. Conference and Convention Travel
Travel to a conference or convention may be approved under this memorandum if it meets one of the below mission critical conditions.

A. Department attendance is for a Department presentation at the conference.
B. Department attendance is required to allow input into the formulation of rules, regulations or policy proposals relevant to Department functional activities.
C. Department attendance is required due to agency membership as part of a national or regional governmental or professional organization.
D. Department attendance is required by a federal cognizant agency for grants that are administered by the Department.

Section 3. Out of State Travel
Travel to the District of Columbia or any state other than Florida may be approved under this memorandum if it is for one of the below mission critical purposes.

A. To represent the Department at a national or regional governmental or professional function that relates to the Department’s responsibilities as the administrative agency for Federal Workforce and Reemployment Assistance Programs as provided in Chapters 414, 443 and 445, Florida Statutes.
B. To represent the Department at a national or regional governmental or professional function that relates to the Department’s responsibilities to facilitate economic development, recruit
new businesses and promote expansion of existing businesses in this state as provided in Chapters 20 and 288, Florida Statutes.

C. To represent the Department at a national or regional governmental or professional function that relates to the Department’s responsibilities to administer state and federal grants programs and provide community development and project planning to maintain viable communities, revitalize existing communities and expand economic development and employment opportunities under Chapters 20, 163, 189, 288 and 380, Florida Statutes.

D. To receive job specific training, education or instruction that relates to programs administered by the Department.

Section 4. In State Travel
Travel within Florida may be approved under this memorandum if it is for one of the below mission critical purposes.

A. For any of the purposes outlined in Section 3 above.

B. To conduct staff training, site visits, monitoring/auditing or other internal administrative functions.

C. To provide technical planning and assistance to local governments and employers.


E. To conduct external audits, investigations, litigation and examinations.

F. In response to an emergency declared by the Governor.

Only on a case-by-case basis, activities not specifically addressed by this memo may be deemed mission critical by the Executive Director.

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY

By: [Signature]

Clairy Proctor, Executive Director

Date: June 6, 2017
2017-18 Specifically Requested Travel Activities

The below travel activities are requested to be approved under this memorandum:
1. Alien Labor Certification Program (ALC) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
2. Align 2017 Conference
3. American Planning Association - Florida Chapter Annual Conference and National Conference
4. Analyst Resource Center (ARC) Consortium - Policy Committee Presentations
5. Apalachicola Bay Fishery Disaster Recovery Project - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
6. Apprenticeship USA Grant - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings.
7. CareerSource Florida Board of Directors, Executive Committee, and Strategic Policy Council Meetings
8. Coastal Resiliency Initiative - Technical Assistance, Meetings, Conferences, Site Visits, Audit and Monitoring Activities, Staff Training (all travel to be reimbursed by DEP Grant).
9. Combined Wage Claims (CWC) - Annual Conference
10. Community Development Block Grant (CDBG) and CDBG-DR - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, Meetings and Workshops
11. Community Service Block Grant (CSBG) - Technical Assistance, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
12. Competitive Florida Partnership - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
13. Complete Florida Plus Program/Florida Virtual Campus, Executive Advisory Council
14. Contact Center Leadership - Site Visits and Quarterly Calibration Meeting
16. Council on Homelessness Board Meetings
18. Data validation training provided by USDOL
19. Defense Support Task Force - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
20. Dev Com Annual Security Conference
21. Disability Employment Initiative National Meeting
22. Disaster Recovery Technology Infrastructure/Software - Maintenance, Service and Installation
23. Disaster Unemployment Assistance - Annual Conference
24. Dislocated Worker Program - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings

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25. Displaced Homemaker - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
27. Enhancing Economic Security: Assisting TANF Customers in Developing and Following a Roadmap to Self-Sufficiency Roundtable
28. Enterprise Florida - Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, Governor’s Conference on Tourism, and Meetings
29. Executive Cybersecurity Program
30. Facilities – Agency Site Visits
31. Family Café - Annual Statewide Jointly Held Event with CSF, LWDBs
32. Federal Bonding Program Presentations
33. Federal Unemployment Insurance/ State Reemployment Assistance Program - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, Employer/Community Town Hall, and Meetings
34. Field audit and collections training provided by Department of Revenue
35. Florida Alliance for Assistive Service and Technology - Meetings
36. Florida Association of Community Action (FACA) Conference and meetings
37. Florida Association of Counties Annual Conference
38. Florida Concrete Masonry Education Council Meeting
39. Florida Council on the Social Status of Black Men and Boys Meeting
40. Florida Developmental Disabilities Council - Employment and Transportation Task Force Meetings
41. Florida Economic Development Conference
42. Florida Sports Foundation: Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
43. Florida Workforce Development Association - Workforce Information Technology Group Subcommittee
44. Florida's Areas of Critical State Concern - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
45. Gartner Group Management Conferences
46. Genesys G-Force Conference
47. GeoSol Annual Conference, Local Training, and Deliverable Review Meetings
48. Independent Living Services Advisory Council Meeting
49. Indian River Lagoon Council Management Board Meetings
50. Institute for the Commercialization of Public Research: Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
51. International Customer Management Institute (ICMI) Conference
52. Interview new employees
53. Introduction of CareerSource Florida to the Federal Reserve Bank of Atlanta
54. Learning Solutions 2016 Conference
55. Local Area Unemployment Statistics (LAUS) National Conference, Model Training, and Coordination Meetings
56. Local Employment Dynamics (LED) Partnership Annual Workshop, LED Steering Committee, and Coordination Meetings
57. Local Government Comprehensive Plans - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
58. Local Initiatives: Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
59. Local Workforce Development Boards (LWDBs) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, Performance Presentations, and Meetings
60. Low Income Home Energy Assistance Program (LIHEAP) - Technical Assistance, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
61. Migrant and Seasonal Farm Workers Program (MSFW) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
62. Military Family Employment Advocacy Program (MFEAP) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
63. MLB Spring Training Facilities Program: Site Visits, Audit and Monitoring Activities, annual Governor's Baseball Dinner
64. Mobile One Stop Activation
65. National Association for State Community Service Programs (NASCSP) National Conference and Committee Meetings
66. National Association of State Workforce Agencies (NASWA) National Conference and Committee Meetings
67. National Association of Unemployment Insurance Appeals Professionals (NAUIAP)
68. National Labor Exchange Steering Committee Meeting
69. National Veterans Training Institute - Federally Required Training
70. Occupational Employment Statistics (OES) National Conference and Policy Council
71. Office of Film and Entertainment - International and State Film Industry Conferences and Meetings
72. Procurement – Certified Minority Business Enterprise and Office of Supplier Diversity Training and Meetings
73. Program to Measure Insured Unemployment Statistics (PROMIS) Training
74. Projections Managing Partnership (PMP) Summit and Projections Suite Training
75. Property Inventory and Property Inspections
76. Quarterly Census of Employment and Wages (QCEW) National Conference, Policy Council, and Coordination Meetings
77. Reemployment Assistance - Regional Site Visits and Meetings
78. Reemployment Assistance Appeals Referees and Adjudicators - Training and Meetings
79. Regional Rural Development Grant Program - Technical Assistance, Site Visits, Training, Audit and Monitoring Activities, and Meetings
80. RESEA - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
81. Rural Economic Development Summit
82. Rural Infrastructure Fund - Technical Assistance, Examination, Site Visits, Audit and Monitoring Activities, Meetings and Workshops conducted by DEO
83. Scripps Florida Research Institute/Scripps Florida Funding Corporation: Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
84. Seaports/Florida Ports Council: Board Meetings, Site Visits, Events, Audit and Monitoring Activities, and Meetings
85. Sector Strategies Institute - Annual Conference and Meetings
86. Small Business Programs – Staff Training, Meetings, Promotional Events, Site Visits, Auditing, and Monitoring Activities
87. Space Florida - Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
88. Supplemental Nutrition Assistance Program (SNAP) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
89. Technology Infrastructure – Maintenance, Service, Upgrades and Installation
90. Trade Adjustment Assistance (TAA) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
91. Travel associated with technical assistance requests from local governments to implement the requirements of Section 163, F.S.
92. Travel associated with the Bureau of Community Planning and Growth role on multiagency committees, task forces, etc.
94. U.S. Census State Data Center (SDC) Annual Training Conference
95. UI-ICON Programmer Application Modernization and Support Training
96. USDOE Sponsored Conferences, Meetings, and Training Sessions
97. USDOL Sponsored Conferences, Meetings, and Training Sessions
98. USHHS Sponsored Conferences, Meetings, and Training Sessions
99. Veterans Programs and Regional Veterans Program Coordinators - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
100. VISIT FLORIDA- Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
101. Wagner-Peyser - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
102. Weatherization Assistance Program (WAP) - Technical Assistance, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
103. Welfare Transition - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
104. Workforce Innovation and Opportunity Act (WIOA) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
105. Workforce Opportunity Tax Credit Information/Technical Assistance Sessions for Conditional Certifications
106. Workforce Professional Development Summit