

June 12, 2012

TO: DEW Staff Managers
Area Directors
SC WORKS Operators
WIA Administrators

FROM: Eugene F. Speed
Veteran Services Director

SUBJECT: DVOP/LVER Back to Basics Training Conference

The DVOP/LVER Back to Basics Training Conference has been scheduled for June 27-29, 2012 at Pawleys Plantation, 70 Tanglewood Drive, Pawleys Island, SC, 29585. LVERs, DVOPs, and selected central office staff are expected to attend. Veteran staff will attend all official functions of the conference.

A tentative schedule for the conference is as follows:

Wednesday, June 27:	10:30 a.m.	-	Registration
	12:00 p.m.	-	Team Building
	5:00 p.m.	-	Adjourn
	6:00 p.m.	-	Networking Dinner
Thursday, June 28:	8:30 a.m.	-	Training
	12:00 p.m.	-	Lunch
	1:30 p.m.	-	Training
	5:00 p.m.	-	Adjourn
	6:00 p.m.	-	Dinner
Friday, June 29:	8:30 a.m.	-	Training
	12:00 p.m.	-	Adjourn

Room costs for Wednesday, June 27 and Thursday, June 28 will be paid through direct billing to SCDEW. No reimbursement for overnight accommodations will be made for employees within 50 miles of their official headquarters and/or residence. Any employee whose official headquarters and/or residence is in excess of fifty miles from the conference site will be required to stay at the conference hotel versus another hotel. A block of rooms has been reserved at the hotel.

DVOP/LVER Back to Basics Training Conference
June 05, 2012
Page 2

Attendees **are not** to contact the hotel directly regarding reservations or special needs requests they should address these issues to Marlin Bodison via email at mbodison@dew.sc.gov. All personal room expenses (room service, movies, etc.) will be the individual's responsibility. The hotel will be making an imprint of your credit or debit card at check-in. The check-in time is 4:00 p.m. and checkout time is 11:00 a.m. The hotel will accommodate early arrivals if rooms are available.

The conference registration will open at 10:30 a.m. Wednesday, June 27, 2012, and the conference will begin at 12:00 p.m.

The Columbia and Charleston SC WORKS centers are authorized to bring three cars. Greenville and Spartanburg are authorized to bring two cars and all other offices are authorized to bring one.

When calculating hours for this conference, you are to ensure that non-exempt employees adjust their workweek. No overtime will be approved.

Information on all time spent in attendance at this training, including travel time and how to prepare your travel voucher, will be provided to you at the conference. All conference meals will be provided at no expense to attendees. All travel vouchers are to be prepared and sent either by courier or mailed to PO Box 1406, Room 505, Columbia, SC 29202 to the attention of Marlin Bodison no later than **July 03, 2012**.

Any questions should be directed to Marlin Bodison at (803) 737-9936 or by email at mbodison@dew.sc.gov.

Attachment

CC Number	Cost Center	Division	Name
200	Aiken SC WORKS Center	E & T	GILBERT, HARRY
200	Aiken SC WORKS Center	E & T	LOVETT, STEPHANIE
400	Anderson SC WORKS Center	E & T	CASELL, DONALD
700	Beaufort SC WORKS Center	E & T	JACKSON, KENNETH
700	Beaufort SC WORKS Center	E & T	BYRD, PHILLIP
2800	Camden SC WORKS Center	E & T	BRADLEY, RICHARD
1006	Charleston SC WORKS Center	E & T	FIELDING, HERBERT
1006	Charleston SC WORKS Center	E & T	GLEARS, KEVIN
1006	Charleston SC WORKS Center	E & T	JACKSON, ROBERT
1006	Charleston SC WORKS Center	E & T	CASPER, RHODA
1006	Charleston SC WORKS Center	E & T	BOYD, BEVERLY
1006	Charleston SC WORKS Center	E & T	CASTELLANOS, JENNIFER
4040	Columbia SC WORKS Center	E & T	GRAY, PERKAYJA
4040	Columbia SC WORKS Center	E & T	NIEWOEHNER, DAVID
4040	Columbia SC WORKS Center	E & T	MCLELLAN, JOHN
4040	Columbia SC WORKS Center	E & T	WILKERSON, HOWARD
4040	Columbia SC WORKS Center	E & T	MCLAURIN, PRENTISS
4040	Columbia SC WORKS Center	E & T	WILLIAMS, GLENN
2600	Conway SC WORKS Center	E & T	COOPER, MARK
2600	Conway SC WORKS Center	E & T	PEREZ, SCOTT
2100	Florence SC WORKS Center	E & T	EAGLE, SHARONDA
2100	Florence SC WORKS Center	E & T	GOTTULA, WILLIAM
1100	Gaffney SC WORKS Center	E & T	DENESHA, LAJUANA
2200	Georgetown SC WORKS Center	E & T	FAVORITE, ELISABETH
2310	Greenville SC WORKS Center	E & T	DIXON, STANLEY
2310	Greenville SC WORKS Center	E & T	GORMAN, BRUCE
2310	Greenville SC WORKS Center	E & T	MATTOX, FRANK
2400	Greenwood SC WORKS Center	E & T	STALVEY, ALAN
1600	Hartsville SC WORKS Center	E & T	ZIGLER, CHRISTA
2900	Lancaster SC WORKS Center	E & T	O'DONNELL, MICHAEL
3200	Lexington SC WORKS Center	E & T	JACKSON, BENJAMIN
3200	Lexington SC WORKS Center	E & T	THOMAS, PATRICK
3900	Liberty SC WORKS Center	E & T	STOCKTON, SUSAN
800	Moncks Corner SC WORKS Center	E & T	MORETTI, PATRICK
800	Moncks Corner SC WORKS Center	E & T	STREETER, CARL
3600	Newberry SC WORKS Center	E & T	MYERS, RONALD
3800	Orangeburg SC WORKS Center	E & T	GARTMAN, GENE
3800	Orangeburg SC WORKS Center	E & T	GREENE, DONNA
4600	Rock Hill SC WORKS Center	E & T	WILCOX, JEFFREY
4600	Rock Hill SC WORKS Center	E & T	LEWIS, GREGORY
4200	Spartanburg SC WORKS Center	E & T	LEE, JOHN
4200	Spartanburg SC WORKS Center	E & T	MCABEE, ERIC
4200	Spartanburg SC WORKS Center	E & T	THOMPSON, JAMES

1800	Summerville SC WORKS Center	E & T	VACANT
4300	Sumter SC WORKS Center	E & T	BLANDING, LEROY
4300	Sumter SC WORKS Center	E & T	BOLDEN, KEISHA
1500	Walterboro SC WORKS Center	E & T	ADDISON, WALLACE
1500	Veterans Services	E & T	SPEED, EUGENE
6110	Veterans Services	E & T	BODISON, MARLIN