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Description of document: Internal Revenue Service (IRS) program/agenda for the most recent Leadership and Congressional Affairs Program (CAP) Conference, 2015 and the program for the most recent annual Taxpayer Advocate Service (TAS) Symposium, 2017

Requested date: 15-February-2017

Released date: 13-April-2017

Posted date: 11-June-2018

Source of document: FOIA Request
Internal Revenue Service
Central Processing Unit
Stop 211
PO Box 621506
Atlanta, GA 30362-3006
Fax: 877-807-9215

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PRIVACY, GOVERNMENTAL
LIAISON AND DISCLOSURE

**DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, DC 20224**

April 13, 2017

This is a final response to your Freedom of Information Act (FOIA) request dated February 15, 2017 that we received on February 22, 2017.

1. You asked for a copy of the program for the most recent annual TAS Symposium.
2. A copy of the program/agenda for the most recent Leadership and Congressional Affairs Program (CAP) Conference.

I am enclosing a copy of the requested records consisting of 13 pages. This is a full grant of your request.

You may contact me, FOIA Public Liaison, Ronald Mele to discuss your request at:

Internal Revenue Service
Disclosure Manager Office 1
135 High St Stop 106
Hartford CT 06103
Telephone Number: 860-594-9009.

The FOIA Public Liaison responds to FOIA and Privacy Act requests for copies of documents maintained by the IRS. There is no provision in either Act to resolve tax, collection, or processing issues and our staff is not trained to answer questions regarding those issues. If you need assistance with tax related issues you may call the IRS toll free number at 1-800-829-1040.

If you have any questions please call Tax Law Specialist Francisca N Eyetsemitan ID # 1000591343, at 617-316-2271 or write to: Internal Revenue Service, Centralized Processing Unit – Stop 211, P.O. Box 621506, Atlanta, GA 30362. Please refer to case number F17053-0105.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Mele", with a long horizontal flourish extending to the right.

Ronald T Mele
Disclosure Manager
Disclosure Office 01

Enclosures
Responsive Records



2017 CAP Conference – February 6-8, 2017

Sunday, February 5, 2017

3:00 – 6:00 p.m.	Conference Registration	Registration Area
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Monday, February 6, 2017

7:00 – 8:30 a.m.	Conference Registration	Registration Area
8:30 – 8:40 a.m.	Announcements Introduction of New Leadership	Communication and Liaison Director Maryclaire Ramsey Deputy National Taxpayer Advocate Rena Girinakis
8:40 – 9:00 a.m.	LITC: Local Taxpayer Advocate (LTA) Requirements	Low Income Taxpayer Clinic Director Tamara Borland Vanessa Sloane, Javier Hernandez
9:00 – 9:20 a.m.	Systemic Advocacy - SAMS	Executive Director, Systemic Advocacy Kim Stewart Deputy EDSA Technical Advocacy Kurt VanMatre Deputy EDSA Proactive Advocacy Kevin Kelly
9:20 – 9:35 a.m.	Budget Update	DNTA Rena Girinakis Finance Director Renee Brandon
9:35 – 9:50 a.m.	Break	
9:50 – 10:55 a.m.	Program Letter & Operational Guidance: Back to the Basics	DNTA Rena Girinakis
	Advocacy, ACE, Reviews and Face-to-Face Meetings	Executive Directors, Case Advocacy: Lori Mings, William Sanders, Rhonda Kirby, Bonnie Fuentes
	Taxpayer Relations	William Sanders & Michael Kenyon
	Leadership 365 Program	Executive Director, SAED Dean Wilkerson EDSA Kim Stewart
10:55 – 11:15 a.m.	Outreach: Back to the Basics	
	Internal & External Outreach	C&L Director Maryclaire Ramsey & Mary Finnesand
	Congressional & Practitioner Outreach - Problem Solving Events	DNTA Rena Girinakis, Maryclaire Ramsey, Mary Finnesand & LTA Chris Morell
11:15 a.m. – 12:00 p.m.	IRS Media Presentation	Executive Officer, Communications & Liaison Michelle Eldridge Media Relations Branch Chief Matt Leas
12:00 – 1:00 p.m.	Lunch	
1:00 – 3:00 p.m.	Annual Report to Congress Technical Training • Most Serious Problems/Taxpayer Rights • Legislative Recommendations	National Taxpayer Advocate Nina Olson
3:00 – 3:15 p.m.	Break	



2017 CAP Conference – February 6-8, 2017

3:15 – 5:00 p.m.	Annual Report to Congress Technical Training • Most Serious Problems/Taxpayer Rights • Legislative Recommendations	National Taxpayer Advocate Nina Olson	Sphinx Ballroom
5:30 – 7:00 p.m.	Local Taxpayer Advocate Town Hall – Back to the Basics	NTA/ DNTA/ EDCAs/ DEDCAs , LTAs	Franklin Park
5:30 – 7:00 p.m.	CAP Training – New or Acting Local Taxpayer Advocates	New/ Acting LTAs	Lafayette

Tuesday, February 7, 2017

8:00 a.m. – 5:00 p.m.	Congressional Visits	Local Taxpayer Advocates	Capitol Hill
8:30 a.m. – 5:00 p.m.	National Taxpayer Advocate Meeting	NTA, DNTA, NTA Direct Reports	Lafayette

Wednesday, February 8, 2017

8:00 a.m. – 12:00 p.m.	Congressional Visits	Local Taxpayer Advocates	Capitol Hill
8:30 a.m. – 12:00 p.m.	Deputy National Taxpayer Advocate Meeting	DNTA, EDCAs, DEDCAs	Lafayette
12:00 – 1:00 p.m.	Lunch		
1:00 – 2:30 p.m.	Training: Advocating for and Communicating with EITC Taxpayers	National Taxpayer Advocate Nina Olson LITC Director Tamara Borland Senior Advisor to the NTA – Exam Ester Beale	Sphinx Ballroom
2:30 – 3:00 p.m.	Break		
3:00 – 5:00 p.m.	Training: Private Debt Collection	National Taxpayer Advocate Nina Olson Attorney Advisor Jill MacNabb	Sphinx Ballroom
5:30 – 7:00 p.m.	Local Taxpayer Advocate Town Hall – Back to the Basics	NTA/ DNTA/ EDCAs/ DEDCAs/ LTAs	Franklin Park

Thursday, February 9, 2017

8:00 a.m. – 12:00 p.m.	Congressional Visits, as needed	Local Taxpayer Advocates	Capitol Hill
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61124: TAS 2015 All Employee Mini-Symposium (Part 1)

Description: The TAS 2015 All employee Mini-symposium Part 1 includes four topics: ELMS 58827 Appeals Judicial Approach and Culture (AJAC), ELMS 59137 Alternative Dispute Resolution (ADR), ELMS 60110 Taxpayer Bill of Rights (TBOR), and ELMS 61534 Advocating When Working Collection Cases.

Disclaimer: This page contains links to Post Symposium topic reference material. If you have not taken this course, please do so before using this material.

58827: Appeals Judicial Approach and Culture (AJAC)

This course is an overview of AJAC, how AJAC addresses previously identified MSP, an LITC Director's perspective on AJAC, and, on advocating with Appeals in the AJAC environment.

Video Link

Facilitator Guide

Understanding Appeals Judicial Approach and Culture (AJAC) for TAS Employees

PowerPoint Presentation

Appeals Discussion

59137: Alternative Dispute Resolution (ADR)

This course focuses on Alternative Dispute Resolution (ADR) programs available to taxpayers and their relation to taxpayer rights outlined in the Taxpayer Bill of Rights (TBOR). It includes information about different types of mediation, settlements, how they vary by organization and the processes.

PowerPoint Presentation

Facilitator Guide

59137: Alternative Dispute Resolution (ADR)

Recorded Saba Session

Alternative Dispute Resolution (ADR) Saba Session

Important:

To access Closed Captioning, you **must** take the following steps:

1. Right-click on the main screen (once the video opens)
2. Select Zoom and then Full Screen.

Forms and Publications

[Form 13369, Agreement to Mediate](#)
[Form 14017, Application for Fast Track Settlement](#)
[Publication 4167, Appeals – Introduction to Alternative Dispute Resolution](#)
[Publication 4539, Fast Track Settlement Brochure \(LB&I\)](#)
[Publication 5022, Fast Track Settlement – A Process for Prompt Resolution of Small Business Self Employed Tax Issues \(SB/SE\)](#)
[Publication 5092, Fast Track Settlement A Process Resolution of Tax Exempt Government Entities \(TE/GE\) Tax Issues \(TE/GE\)](#)

IRM References

[IRM 4.46.5.6.10, Early Referral to Appeals](#)
[IRM 8.26.1.8, Alternative Dispute Resolution \(ADR\) Program](#)
[IRM 8.26.2.5.1, Requirements for Cases to be Eligible](#)
[IRM 8.26.4.2, Initiating the ER Process](#)
[IRM 8.26.5, Post Appeals Mediation \(PAM\) for Non-Collection Cases](#)
[IRM 8.26.7.3, Initiating TE/GE FTS](#)

Legal References

[Announcement 2000-4, Test of Arbitration Procedure for Appeals](#)
[Announcement 2011-5, Extension of Fast Track Settlement for SB/SE Taxpayers Pilot Program](#)
[Announcement 2012-34, Fast Track Settlement for TE/GE Taxpayers](#)
[IRC 7121, Closing Agreements](#)
[IRC 7122, Compromises](#)
[IRC 7123\(b\)\(2\), Alternative dispute resolution procedures – Arbitration](#)
[Revenue Procedure 99-28, Early Referral Procedures](#)
[Revenue Procedure 2003-41, SB/SE – Appeals Fast Track Procedure](#)
[Revenue Procedure 2006-44, Appeals Arbitration Program](#)
[Revenue Procedure 2014-63, Updated Guidance on Mediation](#)

Resources

[Appeals Mediation Programs](#)
[Appeals Dispute Resolution \(ADR\) website](#)

60110: Taxpayer Bill of Rights (TBOR)

Discusses using the Taxpayer Bill of Rights (TBOR) to advocate for taxpayers.

Video Link

60110: [Taxpayer Bill of Rights \(TBOR\)](#)

Facilitator Guide

Handouts

Handout 1 – [Publication 1](#)
 Handout 2 – [Example of IRM Changes](#)
 Handout 3 – [EITC Case Example](#)
 Handout 4 – [Memo from TEGE Chief Counsel](#)

Handout 5 – [Baker vs Commissioner](#)
Handout 6 – [Practice Pointers](#)

61534: Advocating When Working Collection Cases

Nina Olson, Mike McDermitt, and Keith Fogg discuss important advocacy points for TAS employees working Collection Issues.

Video Link

[Advocating When Working Collection Cases](#)

Court Opinions

[Budish vs Commissioner](#)
[Gurule vs Commissioner](#)

Facilitator Guide

Student Handout

[Discussion Points and Cases for Advocacy
in Collection](#)

Comments:

The documents above were updated on 01/19/2016.

EXPLANATION: FOIA RESPONSE - FY16 TAS SYMPOSIUM EVENTS (03/13/2017)

ELMS 61124 - TAS 2015 All Employee Mini-Symposium (Part 1)

Note: TAS's Employee Support and Development function used "2015" in the title as the event took place during the 2015 calendar year. However, it was truly part-one of the two-part, FY16 symposium. Week One (CPE 61124) was delivered across all TAS offices from October 26 – November 20, 2015 (FY16). Make-ups were completed by February 9, 2016.

Courses:

- Advocating When Working Collection Cases - ELMS 61534
- TAS Alternate Dispute Resolution (ADR) – ELMS 59137
- Appeals Judicial Approach and Culture (AJAC) - ELMS 58827
- Taxpayer Bill of Rights (TBOR) - ELMS 60110

File:



61124_TAS_2015_All
_Employee_Mini-Symp

ELMS 62106 - TAS 2016 All Employee Mini Symposium (Part 2)

The title changes to "2016," but this is the second part of the same event listed above. Week Two was delivered January 4 – 29, 2016 (FY16).

Courses:

- Big Issues in the 2015 Filing Season, What Taxpayers Can Expect in the 2016 Season and Advocacy Tips - ELMS 61434
- ACA Collection Procedures for TAS Employees - ELMS 60942 (Lessons 1 and 3 only)
- Overview of ACA Forms for 2015 - ELMS 61432

- Overview of the Employer Shared Responsibility Payments - ELMS 61430
- OneNote for TAS Employees - ELMS 60940
- lynda.com - ELMS 62509

File:



62106_TAS_2016_All
_Employee_Mini_Symp

Leadership Symposium -

Started in late-FY16, this event ran through beginning of FY17 (10/18 – 11/09, 2016).

Topics:

- Employee Support – Labor Relations Issues and Discussion
- Advocacy, Communication, and Engagement (ACE) Initiative
- Reasonable Accommodation
- Risk Assessment
- Continuity of Operations
- lynda.com
- Performance Discussion and Conversations
- Leadership Succession Review (LSR)
- Leadership Competencies
- Quality Career Learning Plans (CLP)
- Federal Employee Viewpoint Survey (FEVS)
- Leadership 365 Program

File:



TAS_HQ_Leadership_
Symposium_Agenda_0

62106: TAS 2016 All Employee Mini-Symposium (Part 2)

Description: The TAS 2016 All employee Mini-symposium Part 2 includes six topics: **ELMS 61434** – Big Issues in the 2015 Filing Season, What Taxpayers Can Expect in the 2016 Season, **ELMS 61432** – Overview of ACA Forms 2015, **ELMS 61430** – Overview of ACA Forms for 2015, **ELMS 60942** – ACA Collection Procedures for TAS Employees, Lesson 1 and 3, **ELMS 62509** – lyndia.com for TAS Employees, and **ELMS 60940** – OneNote for TAS Employees.

Disclaimer: This page contains links to Post Mini-Symposium topic reference material. If you have not taken these courses, please do so before using this material.

61434: Big Issues in the 2015 Filing Season, What Taxpayers Can Expect in the 2016 Season and Advocacy Tips

Identifies common problems and potential solutions related to SRP and PTC on 2014 tax returns. Specifies changes and new ACA provisions impacting individual taxpayers for 2015 returns and Provides examples of how to advocate in PTC and SRP cases. Provides tips related to disclosure of tax information.

Video Link:

[Lesson 1 – Introduction](#)

[Lesson 1 – Part 1](#)

[Lesson 1 – Part 2](#)

[Lesson 1 – Part 3](#)

[Lesson 1 – Part 4](#)

[Lesson 1 – Part 5](#)

PowerPoint Presentation: Instructor Notes

[Lesson 1 – Introduction thru Part 5](#)

Student:

[Lesson 1 – Introduction thru Part 5](#)

References:

[Form 1094-B, Transmittal of Health Insurance Coverage Statements](#)

[Instructions 1094-B & 1095 B, Instructions for Forms 1094-B and 1095-B](#)

[Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns](#)

[Instructions 1094-C & 1095 C, Instructions for Form 1094-C, Transmittal of Employer – Provided Health Insurance](#)

[Offer and Coverage Information Returns](#)

[Form 1095-A, Health Insurance](#)

[Marketplace Statement](#)

[Form 1095-B, Health Insurance Coverage](#)

[Form 1095-C, Employer-Provided Health Coverage](#)

[Form 8962, Premium Tax Credit \(PTC\)](#)

[Form 8965, Health Coverage Exemptions](#)

[Instructions for 8965, Instructions for Form 8965 Shared Responsibility Payment – Individuals](#)

[Publication 5196, Understanding employer reporting requirements of the health care law \(Brochure\)](#)

[Publication 5208, Affordable Care Act: Are you an applicable large employer? \(Flyer\)](#)

[ACA Forms Recap Chart](#)

62509: lynda.com

lynda.com offers over 3,000 beginner to advanced video courses to teach you about business, software, technology and creative skills via your computer, smartphone or tablet anytime, anywhere. You can learn skills that advance your career and help TAS accomplish its mission via courses including project management, leadership, problem solving, and communication skills.

PowerPoint Presentation:

lynda.com

Part 1:

lynda.com – Part 1

508 Text:

lynda.com – Part 1 - 508 Text

61432: Overview of ACA Forms for 2015

Identifies the ACA Information Returns, Forms 1094 and 1095. Helps determine which ACA Forms are required to be filed with the tax return and purpose of each of the forms and who must file them.

Video Link:

[Lesson 2 – Introduction](#)

[Lesson 2 – Part 2](#)

[Lesson 2 – Part 3](#)

[Lesson 2 – Part 4](#)

[Lesson 2 – Part 5](#)

PowerPoint Presentation: Instructor Notes

[Lesson 2 – Introduction thru Part 5](#)

Student:

[Lesson 2 – Introduction thru Part 5](#)

References:

[Form 1094-B, Transmittal of Health Insurance Coverage Statements](#)

[Instructions 1094-B & 1095 B, Instructions for Forms 1094-B and 1095-B](#)

[Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns](#)

[Instructions 1094-C & 1095 C, Instructions for Form 1094-C, Transmittal of Employer – Provided Health Insurance](#)

[Offer and Coverage Information Returns](#)

[Form 1095-A, Health Insurance Marketplace Statement](#)

[Form 1095-B, Health Insurance Coverage](#)

[Form 1095-C, Employer-Provided Health Coverage](#)

[Form 8962, Premium Tax Credit \(PTC\)](#)

[Form 8965, Health Coverage Exemptions](#)

[Instructions for 8965, Instructions for Form 8965 Shared Responsibility Payment – Individuals](#)

[Publication 5196, Understanding employer reporting requirements of the health care law \(Brochure\)](#)

[Publication 5208, Affordable Care Act: Are you an applicable large employer? \(Flyer\)](#)

[ACA Forms Recap Chart](#)

lynda.com

Part 2:

[lynda.com – Part 2](#)

508 Text:

[lynda.com – Part 2 - 508 Text](#)

61430: Overview of the Employer Shared Responsibility Payments

How to determine Applicable Large Employer (ALE) status, full-time (FT) employee status, and define “affordable” coverage that provides minimum value. Explains how the employer shared responsibility payment is calculated and assessed. Identifies the link between the premium tax credit and the employer shared responsibility provisions (ESRP). Advocacy resources located on [irs.gov](#) and [healthcare.gov](#) related to the ESRP.

Video Link:

[Lesson 3 – Introduction](#)

[Lesson 3 – Part 1](#)

[Lesson 3 – Part 2](#)

[Lesson 3 – Part 3](#)

Student

[Lesson 3 – Introduction thru Part 3](#)

PowerPoint Presentation: Instructor Notes

[Lesson 3 – Introduction thru Part 3](#)

Exercise:

[Student Version](#)

Exercise:

[Instructor Version](#)

References:

[Form 1094-B, Transmittal of Health Insurance Coverage Statements](#)

[Instructions 1094-B & 1095 B, Instructions for Forms 1094-B and 1095-B](#)

[Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns](#)

[Instructions 1094-C & 1095 C, Instructions for Form 1094-C, Transmittal of Employer – Provided Health Insurance](#)

[Offer and Coverage Information Returns](#)

[Form 1095-A, Health Insurance Marketplace Statement](#)

[Form 1095-B, Health Insurance Coverage](#)

[Form 1095-C, Employer-Provided Health Coverage](#)

[Form 8962, Premium Tax Credit \(PTC\)](#)

[Form 8965, Health Coverage Exemptions Instructions for 8965, Instructions for Form 8965 Shared Responsibility Payment – Individuals](#)

[Publication 5196, Understanding employer reporting requirements of the health care law \(Brochure\)](#)

[Publication 5208, Affordable Care Act: Are you an applicable large employer? \(Flyer\)](#)

[ACA Forms Recap Chart](#)

lynda.com

Part 3:

[lynda.com – Part 3](#)

508 Text:

lynda.com – Part 3 - 508 Text

60942: ACA Collection Procedures for TAS Employees, Lessons 1 and 3

Advocate for the taxpayer by understanding how the SRP can be collected and how an SRP assessment affects an existing installment agreement. Learn the about the SRP assessment, interest on the SRP, and SRP abatement inquiries. Know how to analyze and resolve the taxpayer's issue as it relates to the SRP. Identify points of advocacy.

PowerPoint Presentation:

Lesson 1

Lesson 3

Instructor Guide:

Lesson 1

Lesson 3

Student Guides:

Lesson 1

Lesson 3

PowerPoint Presentation: Instructor Notes

Lesson 1

Lesson 3

ACA Recordings**60942 TAS ACA Collections Procedures Lesson 1**

Guest Playback URL: <https://ve.learning.irs.gov/GP/main/0000014da01b000001549b1428528db8>

60942 TAS ACA Collections Procedures Lesson 3, Part 1

Guest Playback URL: <https://ve.learning.irs.gov/GP/main/0000014da01b000001549b1428528dbb>

60942 TAS ACA Collections Procedures Lesson 3, Part 2

Guest Playback URL: <https://ve.learning.irs.gov/GP/main/0000014da01b000001549b1428528dc2>

References

IRM 5.19.1, Liability Collection, Balance Due
IRM 5.12.9.3.1, Withdrawal for Premature or Inadvertent Filings

IRC § 5000A-1, Maintenance of minimum essential coverage and liability for the shared responsibility payment

IRC § 6651, Failure to file tax return or to pay tax

IRC § 6662, Imposition of accuracy-related penalty on underpayments

IRC § 6663, Imposition of fraud penalty

IRC § 6654, Failure by individual to pay estimated income tax

IRC § 6657, Bad checks

Collection Due Process

IRM 5.19.8.4.16, Collection Appeal Rights Program (CAP) Procedures

IRM 5.19.1.2.4(9), For Other Account Issues

IRM 5.19.1.5.1, Taxpayer Refuses To Pay

IRM 5.19.1.5.4.9, I.A. Rejection Criteria

IRM 5.19.18.4, FERDI General Case Processing Overview

IRM 5.19.18.3(3), IRS Employee FERDI Cases

IRM 21.3.12.2, Balance Due Research

IRM 21.3.12.3.11, Individual Shared Responsibility Payment (SRP) Assessments related to the Affordable Care Act (ACA)

IRM 21.3.12.4(6), Determine the Earliest

[IRM 5.17.2.1, Federal Tax Liens Overview](#)
[Form 9465, Installment Agreement Request](#)
[Form 433-D, Installment Agreement](#)
[General TAS ACA page](#)
[CABIC page, for Issue Code 921, ACA](#)
[Individual Shared Responsibility Payment;](#)
[CABIC pages for Issue Codes 920 through](#)
[924](#)
[ISRP, The Individual Shared Responsibility](#)
[Provision Payment Estimator](#)
[Marketplace, HealthCare.gov](#)
[TAS toolkit, direct taxpayers to the TAS toolkit](#)
[*TAS ACA questions, for questions not](#)
[answered by either by the Marketplace or TAS](#)
[toolkit, submit your questions here](#)
[SAMS, when you identify a potential systemic](#)
[issue, submit to SAMS](#)

The Taxpayer Can Full Pay

[IRM 21.3.12.4.4, Taxpayer Can Make](#)
[Payments – Installment Agreements](#)

[IRM 21.3.12.4.12\(4\), Taxpayer Cannot](#)
[Make Payments – IMF Accounts](#)

[IRM 21.6.3.4.2.16.8.1, Shared](#)
[Responsibility Payment Inquiries](#)

[Alert 14A0258, Affordable Care Act:](#)
[Individual Shared Responsibility Payment](#)
[Affordable Care Act website, Affordable](#)
[Care Act Tax Provisions](#)

[IRC § 6404\(a\), Abatements](#)

[Healthcare.gov, cost of bronze level plans](#)
[The Health Insurance Marketplace](#)

lynda.com:

Part 4

[lynda.com – Part 4](#)

508 Text:

[lynda.com – Part 4 - 508 Text](#)

60940: OneNote for TAS Employees

Will focus on the benefits of managing and sharing information using One Note. Participants will learn how to become more organized and productive using Micros oft OneNote to easily collect and share digital information.

PowerPoint Presentation:

[OneNote](#)

Saba Meeting Recording:

[OneNote](#)

508 Text:

[OneNote 508 text file](#)

Comments:

The documents above were updated on 6/9/2016.

Title	Time and Date	Topics
2016 TAS HQ Leadership Symposium via SABA Day 1 Session 1	10/25/16 12:00 PM EST OR 11/09/16 12:00 PM EST	Employee Support – Labor Relations Issues/Discussion with LR
2016 TAS HQ Leadership Symposium via SABA Day 1 Session 2	10/18/16 11:00 AM EST OR 10/25/16 3:00 PM EST	ACE
2016 TAS HQ Leadership Symposium via SABA Day 2	10/19/16 11:00 AM EST OR 10/26/16 12:00 PM EST	Reasonable Accommodation, Risk Assessment, Continuity of Operations, lynda.com, Performance Discussion and Conversations
2016 TAS HQ Leadership Symposium via SABA Day 3	10/20/16 11:00 AM EST OR 10/27/16 12:00 PM EST	LSR, Leadership competencies and a quality CLP, FEVs, Leadership 365