

Memorandum



U.S. Department
of Transportation

**Federal Highway
Administration**

Subject: **ACTION:** “2009 Highway Information Seminar”

(Reply due: August 30, 2009)

(Original signed by David R. Winter, P.E.)

Date: July 8, 2009

From: David R. Winter, P.E.

Director, Office of Highway Policy Information

Refer to: HPPI-30

To: Federal Highway Administration (FHWA)

Division Administrators

The Office of Highway Policy Information (**OHPI**) is requesting your assistance in identifying Federal, State, and local government personnel to attend the annual “Highway Information Seminar,” which will be held December 1-3, at the Hamilton Crowne Plaza in Washington, D.C. Please pass this information on to the appropriate individuals in your State. There is no registration fee. This year’s seminar is of particular interest because:

1. There is continued demand for high-quality State-reported data for distributing Federal funds to the States, for investigating Federal highway program policy options, and for performance monitoring.
2. FHWA data quality initiatives (e.g., Travel Monitoring Analysis System (TMAS), Highway Performance Monitoring System (HPMS), Motor Fuel, Highway Finance, Driver Licensing Vehicle Registrations, and the National Household Travel Survey are changing how data are to be reported, how these data will be reviewed, and how they will be made accessible to FHWA customers.
3. Software improvements and conversions of many of the key data areas will be discussed.

This course consists of lectures and workshops. The lectures focus on current topical issues related to FHWA data programs and the uses of Highway Statistic information. The technical workshops provide a forum for those involved in the collection, review, summarization, and reporting of highway statistical data. The workshops also give participants an opportunity to interact with their peers from other States, discuss common problems, seek and share solutions to reporting problems, and clarify reporting and other data issues with FHWA staff.

Individuals interested in attending **must** apply by submitting their application electronically over the Internet. The website address is www.fhwa.dot.gov/policy/ohpi/hscourse3.htm. The individuals should follow the instructions for filling out the form and then submit the form. The form must be filled out in its entirety, where applicable. **All application forms for consideration must be submitted using the website by August 30.** It is imperative that all individuals who are interested in attending the seminar submit their application through our website and then inform the FHWA Division Office that they have submitted their application form to the FHWA Headquarters. We are requesting Division Office input in the selection of State participants. Please reply by email with your recommendation to our official mailbox (HPInfoMail) by **August 30**. After all recommendations have been received, we will provide a list of those individuals selected to the Division Offices so that you can notify the individuals in your State of their acceptance or non-acceptance to the seminar.

Personnel actively involved in the development and use of Highway Statistics data at both the supervisory and working levels will be considered for course participation. Individuals who have highway statistics data reporting responsibilities and have not attended a previous course will receive a higher priority than individuals who have already attended the course. While the seminar is intended primarily for State highway agencies and FHWA field staff, attendance from other State agencies (such as motor vehicle and tax collection agencies), metropolitan planning organizations, and other governmental units that provide data is encouraged. Please inform individuals that the “Area of Interest for Workshops” section should be filled out prior to submitting their application. This will assist in the preparation of technical workshops. If you have any questions, contact Steven Jessberger at 202-366-5052 or email Steven.Jessberger@dot.gov.

For those interested in “hands-on” training in using the Motor Fuel and Financial Analysis System-Highways (Fuels and FASH), training sessions have been scheduled for Tuesday morning, December 1st. Please indicate on the application form if you plan to attend. For those who plan to attend the seminar and are involved with the Traffic Monitoring Guide (TMG), HPMS or the new Travel Monitoring Analysis System (TMAS), we will hold separate workshops on the TMAS software, TMG mini-course and a HPMS mini-course. These sessions will be held on Tuesday morning, December 1st. Additional information regarding these sessions is attached.

Attachments

1. Additional Learning Opportunities ½ day
2. Draft Agenda for Informational Purposes
3. Map to the hotel