UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice AS-2163

For: AL, AR, IL, IN, IA, KS, KY, LA, MN, MT, NE, OH, OK, and TX State Offices

Required Training for State Office Real Property Leasing Officers (RPLO's)

Approved by: Associate Administrator for Operations and Management

1 Overview

A Background

RPLO's have been established in several State Offices to efficiently handle County Office leasing activities. To ensure that these individuals are properly trained and receive their Leasing Warrant, MSD has set up a series of Federal real property leasing classes.

B Purpose

This notice:

- announces the second Federal Real Property Lease Law training class from the series of required training for RPLO's
- provides guidance for nominating attendees
- announces the availability of training for employees other than RPLO's
- announces hotel, travel, and training site information for the class.

C State Office Action

State Offices shall:

- nominate employees to attend the training based on the following priorities:
  - RPLO needing the training to meet warrant requirements
  - RPLO's immediate supervisor
  - other employees involved in the leasing process

Disposal Date	Distribution
April 1, 2009	Above State Offices

1 Overview (Continued)

C State Office Action (Continued)

- provide the name of the nominee to Diane Cudd, MSD, by e-mail to **diane.cudd@wdc.usda.gov**

- make the necessary arrangements for each RPLO who will be attending this training scheduled February 2 through 6, 2009.

Note: A maximum of 30 participants is available for nominations.

2 Training and Travel Information

A Hotel Information

A block of rooms has been reserved under "USDA-RPLO Training" in the participants' names at the following:

Sheraton Kansas City Complex Hotel
9103 East 39th Street
Kansas City, MO 94133.

Note: Participants must have their USDA identification badge to receive the Government room rate (lodging $107; and M&IE $49).

Participants shall:

- contact the hotel at 816-737-0200 before January 23, 2009, to confirm their room reservation

  Note: Inform the hotel that you are a participant in the "USDA-RPLO Training" to receive the government rate.

- plan to check in after 3 p.m. Sunday, February 1, 2009.

  Note: All reservations will be held until 6 p.m. on arrival night.

B Training Location, Dates, and Times

The training will be held at:

FSA-Kansas City Administrative Offices
6501 Beacon Drive
Kansas City, MO 64141.

2 Training and Travel Information (Continued)

B Training Location, Dates, and Times (Continued)

The training session is scheduled to:

- begin Monday, February 2, 2009, at 8 a.m.
- end on Friday, February 6, 2009, at 2 p.m.

Executive Shuttle will be providing transportation for all participants from the hotel to the Beacon Building.

C Airport Transportation

Participants should arrive and depart from Kansas City International Airport. The Sheraton Kansas City Complex Airport Shuttle to and from the hotel is available for $50. Schedule reservations with Jim Gwinn at 816-547-0178 and provide your arrival time and the $50 will be divided by the number of passengers at drop off.

Note: Rental cars are **not** authorized.

D Travel Authorization

Each employee must have a GovTrip electronic travel authorization before incurring travel expenses. This notice does **not** constitute an approved travel authorization. The per diem rate is $156 a day ($107 for lodging and $49 for M&IE).

In GovTrip, select "Training Attendance" from the "Trip Purpose" drop-down menu.

Note: See Notice FI-2844 for instructions on preparing travel documents using GovTrip.

Federal employees' travel expenses are paid out of the State's GS travel allotment. Submit a Budget Allotment Change Request to your budget analyst to request an increase in your travel allotment for the actual amount of travel costs. Submit requests according to the following:

- Northeast and Southeast areas, Christine Pyles at **christine.pyles@wdc.usda.gov**
- Midwest, Northwest, and Southwest areas, Tracey Blom at **tracey.blom@kcc.usda.gov**.

Note: When the e-mail is sent to the budget analyst, include a "CC" to Arleen Moncalieri, DAFO, at **arleen.moncalieri@wdc.usda.gov**.

Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

2 Training and Travel Information (Continued)

E Reasonable Accommodations

Notify the airlines and the hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in this training should contact Angela Payton by January 16, 2009, using either of the following:

- email **angela.payton@wdc.usda.gov**
- telephone at 202-720-0482.

F Documenting Training in AgLearn

The HRD, Training and Development Branch will document participants attending this training through AgLearn. Instructors will not be included in the documentation process. Each participant shall register for the training through AgLearn according to the following.

Step	Action
1	Access AgLearn at **http://www.aglearn.usda.gov**.
2	Under the "**Learner Center**" tab, CLICK: • "Learner Login" • "Continue".
3	On the eAuthentication Login Screen: • enter user ID and password • CLICK "**Enter**".
4	CLICK the "**Catalog**" tab located at the top of the screen.
5	On the left side of the page, CLICK "►" next to "**AgLearn Original Courseware Structure**".
6	Scroll down and CLICK "**Farm Service Agency**" located on the left side of the screen.
7	Under the "Items" column, locate "**Federal Real Property Lease Law**".
8	CLICK "**Register**".
9	On the Registration Screen, CLICK "**Confirm**".
10	The user will receive an e-mail confirming registration.

Notes: If assistance is needed registering for the training, contact Bessy Plaza by either of the following:

- e-mail to **bessy.plaza@wdc.usda.gov**
- telephone at 202-401-0365.

Each participant is responsible for canceling registration as soon as possible, if necessary. Login to AgLearn and withdraw the registration to cancel.