

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

**Training on 33-AS, Real Property Management**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

MSD has issued 33-AS to assist Real Property Leasing Officers (RPLO's) located in State Offices to efficiently handle County Office leasing responsibilities.

**B Purpose**

This notice announces:

- training for RPLO's on the new 33-AS procedures scheduled June 2 through 5, 2009
- hotel, travel, and training site information for the training class.

**C State Office Action**

State Offices shall:

- provide the RPLO's name 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 June 2 through 5, 2009.

**Note:** Only RPLO's are authorized to attend this training.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2009	Above State Offices

## Notice AS-2173

### 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 Suites County Club Plaza  
770 West 47<sup>th</sup> Street  
Kansas City, MO 64112.

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

Participants shall:

- contact the hotel at 816-627-7043 before May 18, 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. Monday, June 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.

The training session is scheduled to:

- begin Tuesday, June 2, 2009, at 8 a.m.
- end on Friday, June 5, 2009, at noon.

#### C Airport Transportation

Participants should arrive and depart from Kansas City International Airport. Make reservations with Super Shuttle at 1-800-258-3826 for transportation to the hotel and to return to the airport. The cost will be \$31 for a round trip ticket.

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

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### 2 Training and Travel Information (Continued)

#### 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 the budget analyst to request an increase in the 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.

#### 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 Diane Cudd by May 8, 2009, using either of the following:

- e-mail at **diane.cudd@wdc.usda.gov**
- telephone at 202-690-1061.

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### 2 Training and Travel Information (Continued)

#### F Document 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 <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .
2	CLICK “Learner Login”.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"><li>• enter user ID and password</li><li>• CLICK “<b>Login</b>”.</li></ul>
4	CLICK the “ <b>Catalog</b> ” tab located at the top of the screen.
5	On the left side of the page, CLICK “▶” next to “ <b>AgLearn Original Courseware Structure</b> ”.
6	Scroll down and CLICK “ <b>Farm Service Agency</b> ” located on the left side of the screen.
7	Under the “Items” column, locate “ <b>Handbook 33-AS RPLO Training</b> ”.
8	Under the “Start Date/Time” column, locate the date the training session begins. Then under the “Action” column, CLICK “ <b>Register</b> ”.
9	On the Warning Details Screen, read the statement and CLICK “ <b>Yes</b> ”.
10	On the Registration Screen, CLICK “ <b>Confirm</b> ”.
11	The user will receive an e-mail confirming registration.

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

- e-mail at [bessy.plaza@wdc.usda.gov](mailto: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.