

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AS-2304

For: AL, AR, IL IN, IA, KS, KY, LA, MN, MT, NE, OH, OK, SD, ND, TN, NC, WI and
TX State Offices.

Real Property Leasing Training/Workshop

Approved by: Acting Deputy Administrator for Management



1 Overview

A Background

A training session and workshop will be held October 31 through November 4, 2016, for real property leasing officers (RPLO's) and realty analysts which will provide policy changes and updates on the organizational structure of the leasing program. Both current RPLO's and those recently hired will benefit from the critical training session that will focus on significant leasing issues regarding portfolio management, policy updates, lease acquisition processes, and lease administration processes. The sessions will consist of discussions including, but not limited to:

- updated procedures concerning the reduce the footprint initiative for USDA offices,
- lease administration, including post-occupancy, rent, and contract issues,
- national space and design guide; green leasing and sustainability,
- records management, and
- the department's real property inventory system, corporate property automated information system (CPAIS).

The Farm Service Agency (FSA) and USDA will work jointly to prepare a comprehensive step-by-step training program tailored to the types of lease acquisitions currently utilized by FSA. Presenters at the training will include subject matter experts, and regional leads as well as personnel from the Office of the General Counsel (OGC), the Office of Budget and Finance (OBF), the Emergency Preparedness Division (EPD), and the Office of Ethics (OE).

Disposal Date	Distribution
December 1, 2016	Above State Offices.

1 Overview (Continued)

B Purpose

This notice provides:

- RPLO's training schedule,
- location of the training,
- hotel accommodations, and
- the transportation and hotel authorizations.

C Contact

For questions regarding this notice contact either of the following:

- Aisha Tobin by either of the following:
 - e-mail to **aisha.tobin@wdc.usda.gov**, or
 - telephone at 202-401-0707
- Morrell Jordan by either of the following:
 - e-mail to **morrell.jordan@wdc.usda.gov**, or
 - telephone at 202-205-7832.

D State Office Action

State offices are required to:

- confirm the names of the attendees from their areas to either of the points of contact listed in subparagraph C, **by October 11, 2016**, and
- ensure all attendees make the necessary travel and hotel accommodations for the training.

2 Action

A Hotel Information

A block of 60 hotel rooms have been reserved at the Sheraton Suites Country Club Plaza, 770 West 47th Street, Kansas City MO 64112. The hotel phone number is 816-931-4400.

To receive the government per diem rate participants **must** call 888-627-7043 to book individual rooms under the real property leasing officer's training using the following information:

Group Name: **USDA Group Oct. Real Property Leasing Officers Training**
 Per Diem Rate: \$117/night
 Check-In: October 31, 2016
 Check-Out: November 4, 2016.

Individual reservations are to be made no later than **October 12, 2016**. Rooms that are not confirmed by October 12, 2016 will be released back to the hotel inventory.

Check in time is at 3 p.m. and checkout time is at noon. In the event that a reservation needs to be canceled, participants must notify the hotel 24 hours before the date of check-in to avoid a cancellation fee. Any reservation canceled less than 24 hours before check-in will result in the individual's credit card being charged a minimum of one night's stay and tax. Also, guests must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid a \$50 early departure fee.

Note: Participants must have their USDA identification badge to receive the government room rate (\$117 for lodging).

Participants must do the following:

- call reservations to make and confirm a room,
- inform the hotel you are a participant in the USDA Group October – real property leasing training meeting, and
- arrange to check in after 3 p.m.

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

B Training Location, Dates, and Time

The training will be held at:

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

2 Action (Continued)

B Training Location, Dates, and Time (Continued)

The training session is scheduled for Tuesday, November 1, 2016, at 8 a.m. through Friday, November 4, 2016 at 12:30 p.m.

C Airport Transportation

Participants should arrive and depart from Kansas City International Airport. Transportation to the hotel and return to the airport can be made with super shuttle at 1-800-258-3826 at a cost of \$30 one way or \$55, round trip.

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

D Travel Authorization and Funding

Each employee **must** complete a Concur electronic travel authorization before incurring travel expenses. This notice does **not** constitute an approved travel authorization. The per diem rate is \$181 a day, which includes \$117 for lodging.

The following information is to be entered into Concur:

- type code: single trip,
- trip purpose: training, and
- document detail: 2017 RPLO training.

FSA RPLO's must use either of the accounting codes shown below when completing their travel authorization. A copy of the completed travel authorization must be provided to Barbara Harris at barbara.harris@wdc.usda.gov and Rachelle Booker at rachelle.booker@wdc.usda.gov to verify the correct line of accounting has been used.

Important: When the travel is completed the RPLO must submit a copy of their voucher for review by e-mail to Barbara Harris and Rachelle Booker using the e-mail addresses in this subparagraph.

E Travel Code

Employees must select the following accounting code in Concur: 171717-RPLO-TRAINING.

F Reasonable Accommodations

If reasonable accommodations are required, the attendees should notify the airlines and the hotel when making their reservations.

2 Action (Continued)

F Reasonable Accommodations (Continued)

Persons with disabilities who require reasonable accommodations to attend or participate in the training **must** contact the following event coordinator by October 12, 2016:

Kimberly Pritchett by either of the following:

- e-mail to **kimberly.pritchett@wdc.usda.gov**, or
- telephone at 202-720-1023.

G Documenting Training and Attendance in WebTA

Employees are responsible for recording hours worked in WebTA according to 21-AO, Exhibit 4.