

For: State Offices

Travel Information for Advanced Simplified Acquisition Training

Approved by: Deputy Administrator, Management



1 Overview

A

Background

Notice AS-2003 provided State Offices with information about the “Advanced Simplified Acquisition” training class to be held August 14 through August 18, 2000, and asked for confirmation of the proposed list of participants.

The list of participants has been finalized and hotel arrangements have been made.

B

Purpose

This notice provides:

- hotel and related travel information for participants
- a list of class participants in Exhibit 1.

C

Contact

If there are questions about this notice, contact Diane M. Cudd, MSD, at 202-690-1061.

Disposal Date	Distribution
October 1, 2000	State Offices

Notice AS-2013

2 Training Session Information

A

Reservation Information

A block of rooms has been reserved, in the participants' names, at the Best Western Biltmore West, 275 Smokey Park Highway, Asheville, North Carolina 28806. The room rate is \$55, including tax, for single occupancy.

Note: You must have your USDA identification badge to receive the Government per diem rate.

Participants must:

- call the hotel at 828-667-4501, by August 1, 2000, to confirm the room reservation
- plan to check in after 3 p.m. on Sunday, August 13, 2000.

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

Travel and subsistence shall be charged to Washington-controlled State travel. Each employee must have an approved AD-202, or FSA-164, as applicable, before incurring travel expenses. **This notice does not constitute an approved travel authorization.**

Per diem for Asheville, North Carolina, is \$85 (\$55 lodging and \$30 M&IE) a day to attend this training.

B

Transportation Information

Participants should arrive and depart from the Asheville Regional Airport. Transportation to the hotel is available by either an airport shuttle service or taxi. The cost is approximately \$20 round trip.

C

Class Location and Hours

The class will be held at the hotel. Check with the hotel for the exact room location. The class is scheduled to begin Monday, August 14, 2000, at 8 a.m. and end at 4:30 p.m. each day.

Exception: On Friday, August 18, 2000, the class will end at 12 noon. Do **not** make return airline reservations before 2 p.m. that day.

Continued on the next page

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2 Training Session Information (Continued)

D

**Participants
With Special
Needs**

Participants with special needs shall notify:

- the airline and hotel of any special accommodations that are needed
 - Diane Cudd with any questions or special needs, such as a sign language interpreter, by August 4, 2000.
-

3 SF-182 Instructions

A

**Completing
SF-182**

Complete SF-182 according to instructions in this subparagraph. The instructions in the following table are the same for each participant.

Item	Instructions
A	Enter "AG-FA-4882".
C	Enter "X" in "Initial or Resubmission" box.
15 a	Enter the following: Management Concepts, Inc. Suite 800 8230 Leesburg Pike Vienna, VA 22182.
15 b	Enter the following: Best Western Biltmore West 275 Smokey Park Highway Asheville, NC 28806.
16	Enter "Advanced Simplified Acquisition".
18 a	Enter "00", "08", and "14".
18 b	Enter "00", "08", and "18".

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Notice AS-2013

3 SF-182 Instructions (Continued)

**A
Completing
SF-182
(Continued)**

Item	Instructions
19 a	Enter "0040".
19 b	Enter "0000".
19 c	Enter "0040".
20 a	Enter "4".
20 b	Enter "4".
20 c	Enter "4".
20 d	Enter "00".
21	In the "Appropriation/fund" block, enter "Fee paid by PO #40-3151-0-7110".

Each participant shall also complete the following on SF-182:

- Section A, items 1, 2, 6, 7, 8, 11a, and 12
- Section C, items 22 a through 22 d, and 23
- Section D, items 28 a and 28 b
- Section E, items 29 a and 29 b.

If additional information is needed, see 6-PM, paragraph 39.

**B
Submitting
SF-182**

Participants shall mail copy 3 of the approved SF-182 to HRD, Training and Development Branch, as soon as possible.

Training Class Participants

State Office	Employee's Name
Alabama	Betty Stevens
Alaska	Debra Robinson
Florida	Jan Colvin
Idaho	Bruce Bradshaw Ida Beal
Indiana	Jonna Kishton
Iowa	Dennis Olson
Michigan	Maureen Meehan
Minnesota	Madeline Hicks
Mississippi	Brenda McDaniel
Missouri	Bobby Fullerton Shannon Hutchison
Nebraska	Tim Neuman
New Jersey	Henri Ann Olson
New York	Penny Froelich Katherine Wheeler
North Carolina	Steve Riddick
North Dakota	Richard Block
Oklahoma	LaNelda McDaniel
Oregon	Connie Tucker
Puerto Rico	Edwin Pagan
Rhode Island	Deborah LeBrun
South Carolina	Debbie Fripp

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Training Class Participants (Continued)

State Office	Employee's Name
Texas	James Douglass Ron Miller Carolyn Motlock
West Virginia	Ted Wolf
Wisconsin	Toni King
Wyoming	Steve Swieter
APFO	Amy Penechar
KCAO	Gayle Harris Sharon Dowse Jerry Shead