

For: State Offices

Travel Information for Advanced Simplified Acquisition Training

Approved by: Deputy Administrator, Management



1 Overview

A

Background

Notice AS-2048:

- provided State Offices with information about the Advanced Simplified Acquisition training class to be held October 7 through 11, 2002
- 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 Cudd, MSD, at 202-690-1061.

Disposal Date	Distribution
December 1, 2002	State Offices

Notice AS-2049

2 Training Session Information

A Reservation Information

A block of rooms has been reserved, in the participants' names, at the following:

Lansdowne Conference Center
44050 Woodbridge Parkway
Leesburg, Virginia 20176
1-800-541-4801.

The cost of the training, lodging, and meals for all participants staying overnight at the Conference Center will be paid separately by MSD. Participants shall **not** claim any lodging or meal expenses when preparing their travel vouchers.

Note: Participants must have their USDA identification badge to receive the Government per diem rate.

Participants must:

- call the hotel at 1-800-541-4801 by September 12, 2002, to confirm the room reservation
- plan to check in after 3 p.m. on Sunday, October 6, 2002.

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

Travel for Federal State Office participants shall be charged to Washington-controlled State Travel Funds. 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.

Since there is no charge to the employee for lodging or meals, the employee shall be authorized a flat M&IE rate of \$2 per day.

B Transportation Information

Participants should arrive and depart from the Dulles International Airport. Transportation to the hotel is available by either an airport shuttle service or taxi. The cost is approximately \$16 per person, one way, and arrangements should be made directly with Lansdowne Resort at 1-800-541-4801.

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Notice AS-2049

2 Training Session Information (Continued)

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, October 7, 2002, at 8 a.m. and end at 4:30 p.m. each day.

Exception: On Friday, October 11, 2002, the class will end at 12 noon. Do **not** make return airline reservations before 2 p.m. Friday, October 11, 2002.

D

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 at 202-690-1061, e-mail at diana_cudd@wdc.usda.gov by September 12, 2002.

3 Documenting Training

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Using the Combined Administrative Management System (CAMS)

Participants or your State Training Officer shall document this training by using CAMS. The CAMS course number is 020069 and session number is 0003.

Direct questions about processing in CAMS to your State Training Officer or the Training and Development Branch, HRD to Joe Hoffman at 202-418-9041.

Training Class Participants

Office	Employee's Name
Alaska	Deb Robinson
Arkansas	Charlotte Murphy
California	Cheryl Payne Kenneth Sevick
Colorado	Jean Kimber William Gray
Delaware	Robin Talley
Georgia	Kula Moore
Hawaii	Butch Miller
Idaho	Bruce Bradshaw
Illinois	Rose Duke
Indiana	Jonna Kishton
Iowa	Deb Trowbridge
Kentucky	Pamela Edwards Anna Conner
Louisiana	Stephanie Ellington
Maine	Linda Testa
Massachusetts	Lynne Dziok Richard McIntire Jane Rice
Michigan	Clem Geiger
North Carolina	Karen Davis
North Dakota	Charles Kreps Gary Hodgins
Oklahoma	Marty Alberts
Oregon	Connie Tucker
Pennsylvania	John Cameron

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Training Class Participants (Continued)

Office	Employee's Name
Rhode Island	Deb LeBrun
South Dakota	Joe Volesky
Texas	Larry Brown Carolyn Motlock
Vermont	Sue Monahan
Washington	Sherrie Spencer
Wisconsin	Warren Hanson
Wyoming	Stephen Swieter
