

For: State Offices, RMA, and FAS

Travel Information for Advanced Simplified Acquisition Training

Approved by: Deputy Administrator, Management



1 Overview

A Background

Notice AS-2055:

- provided State Offices with information about the Advanced Simplified Acquisition training class to be held March 31 through April 4, 2003
- 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
May 1, 2003	State Offices, RMA, and FAS

2 Training Session Information

A Reservation Information

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

Dulles Suites Marriott at Worldgate
13101 Worldgate Drive
Herndon, Virginia 20170
1-800-228-9290.

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

Participants must:

- call the hotel at 1-800-228-9290 or 703-709-0400 by March 21, 2003, to confirm the room reservation
- plan to check in after 3 p.m. on Sunday, March 30, 2003.

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 before incurring travel expenses. **This notice does not constitute an approved travel authorization.**

Per diem rates for the area are:

- \$150 for lodging
 - \$50 for M&IE (\$10 breakfast; \$12 lunch; \$26 dinner; \$2 incidentals).
-

B Transportation Information

Participants should arrive and depart from Dulles International Airport. Transportation to the hotel is available by complimentary hotel shuttle. The hotel shuttle leaves the airport every 15 minutes from Curb 2A and Curb 2H.

Continued on the next page

Notice AS-2058

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, March 31, 2003, at 8 a.m. and end at 4:30 p.m. each day.

Exception: On Friday, April 4, 2003, the class will end at 12 noon. Do **not** make return airline reservations before 2 p.m. Friday, April 4, 2003.

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 by telephone at 202-690-1061 or e-mail to diana_cudd@wdc.usda.gov by March 21, 2003.

3 Documenting Training

A

Using Internet Combined Administrative Management System (ICAMS)

Participants or the local State Training Officer shall document this training using ICAMS. The ICAMS course number is 020069 and session number is 0004.

Direct questions about processing in ICAMS to the local State Training Officer or to Joe Hoffman, Training and Development Branch, HRD at 202-418-9048.

Training Class Participants

Office	Employee's Name
Alaska	Jimmy LaVoie
Arkansas	Karen Petrus
Connecticut	Theresa Currier
Florida	Emily McLeod
Hawaii	Jill Lee
Idaho	Thomas Long
Louisiana	Stephanie Ellington
Maine	Brent Mullis
Maryland	Carolyn Prince
Michigan	Elaine Berry Robert Fandel
Minnesota	Doug Grove
Mississippi	Roy Cotton
New Jersey	Henri Ann Olson
New York	Patricia Hall
North Carolina	John Hampton
North Dakota	Betty Fradet Claudia Decker
Oklahoma	Jan Courtright
Oregon	Pam Shelton
Pennsylvania	John Cameron
Puerto Rico	Wilford Martinez

 Continued on the next page

Training Class Participants (Continued)

Office	Employee's Name
Virginia	Dana Byrd
Vermont	Sarah Noel
ITSD-Washington, DC	Sandi Davenport Crystal Njoku
MSD-Washington, DC	Arlene Hicks Terry Martz
RMA	Nicole Anselm Bessie Harris Cheryl Miller Niccole Putnam
FAS	Jean Good