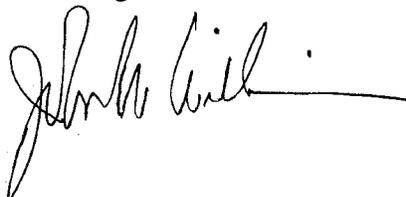


For: State Offices

Custodial Officer Training

Approved by: Deputy Administrator, Management



1 Overview

A Background

KCAO, Administrative Services Division (ASD), Property Management Branch (PMB) has arranged property management training for State Office Custodial Officers. The recommended training courses are:

- Property Management for Custodial Officers
- Personal Property System, a subsystem of the Property Management Information System (PMIS).

Both courses are scheduled consecutively with 2 days for the first course and 2½ days for the second course. This training is part of PMB’s Sustainable Process to produce a certifiable inventory for the Under Secretary’s signature.

B Purpose

This notice informs State Offices that ASD, PMB has scheduled property training sessions for June 9 through June 13, 2003, and July 21 through July 25, 2003. Participants will:

- attend one 4½-day session
- receive the knowledge needed to manage and control personal property.

Disposal Date	Distribution
October 1, 2003	State Offices

Notice AS-2063

2 Training Session Information

A Custodial Officers Needing Training

Each training session is limited to 25 participants. To accommodate the limited class size, it is suggested that each State Office send only 1 participant. Provide the participant's name to Verda Gibson at 816-926-1517 or e-mail vbjibson@kcc.usda.gov.

Note: See Exhibit 1 for the training schedule. Selected participants will be contacted to ensure that they have security access for the Personal Property Management Training.

B Training Location and Times

Training will be at USDA, 6501 Beacon Drive, Kansas City, Missouri, in Room G28B for the first session and Room G28A for the second session. Participants must use the South entrance and wear their government identification badge.

Classes will begin at 8:30 a.m. and end at 4 p.m., except Friday classes will end at noon.

C Hotel Reservation Information

A block of rooms has been reserved for USDA employees at the:

Holtze Executive Village & Hotel
11400 College Blvd.
Overland Park, KS 66210.

Selected participants must:

- call the hotel at 1-888-446-5893 or 913-344-8100 by either of the following to reserve a room in their name:
 - May 16, 2003, for the first session
 - June 20, 2003, for the second session
- plan to check in after 3 p.m. on Sunday

Note: Reservations will be held until 6 p.m.

- present their USDA identification badge to receive the Government per diem rate.

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.

2 Training Session Information (Continued)

C Hotel Reservation Information (Continued)

Per diem rates for the area are:

- \$84 for lodging
- \$42 for M&IE.

The hotel will provide the following shuttle service to and from the Beacon Building:

- 8 a.m. from the hotel to the training site
- 4:15 p.m. from the training site to the hotel.

D Airport Transportation

The KCI Shuttle provides service from the airport to the Holtze Executive Village & Hotel for \$19 one-way and \$33 round trip. To purchase a shuttle ticket, dial “5000” on any white airport courtesy telephone or at the KCI Shuttle ticket counter in the baggage claim areas.

Quicksilver Airport Service also provides service for \$23.50 one-way. Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294.

E Reasonable Accommodations

Notify the airlines and the hotel of any special accommodation requirements.

Persons with disabilities who require accommodations to attend or participate in this training should call either of the following:

- KCAO at 816-926-6263
- TTY at 816-926-7440.

Property Training Schedule for State Offices

A First Training Session From June 9 Through 13, 2003

It is suggested that each State Office send only 1 participant.

Office	PMIS User - Training Candidates
Michigan	Julie Prine Maureen Meehan
Minnesota	Sharon McPherson
Mississippi	Roy Cotton Thomas Owens
Missouri	Bryan Thomas Merna Appleton Amy Blattner
Montana	Libba Olexa Beth Peery
Nebraska	Tim Neumann Julie Zimmerman
Nevada	Susan Moore
New Hampshire	Mary Nichols
New Jersey	Henri Olsen
New Mexico	Brenda Archuleta Leo Luna
New York	Penny Froelick
North Carolina	Kathy Baker
North Dakota	To be determined
Ohio	Tacoma Quagliata
Oklahoma	Nita Morris Marty Alberts
Oregon	Connie Tucker
Pennsylvania	To be determined
Puerto Rico	Edwin Pagan
Rhode Island	Michael Francis
South Carolina	Debbie Fripp
South Dakota	Joan Russell Joe Volesky
Tennessee	Nancy Ligon
Texas	Ron Miller
Utah	Mark Warnick
Vermont	Sarah Noel

Property Training Schedule for State Offices (Continued)

B Second Training Session From July 21 Through July 25, 2003

It is suggested that each State Office send only 1 participant.

Office	PMIS User – Training Candidates
Alabama	Betty Stevens
Alaska	Debra Robinson
Arizona	Grace Lamas Jeanie Schmitt
Arkansas	Charlotte Murphy
California	Don Hemsath Lyn Hernandez
Colorado	Rich Preuss
Connecticut	Theresa Currier
Delaware	Tammy Dorey
Florida	Jerry Johnson
Georgia	Kathy Green Kula Moore Ginger Rider
Hawaii	Butch Miller
Idaho	Tom Long Ida Beal
Illinois	Rose Duke
Indiana	Jonna Kishton
Iowa	Deb Trowbridge Jerry Barten
Kansas	Patty Hageman
Kentucky	Vivian Griffith
Louisiana	Stephanie Ellington
Maine	Linda Testa
Maryland	Carolyn Prince
Massachusetts	Lynne Dziok

Property Training Schedule for State Offices (Continued)

C Training Session To Be Determined

Office	PMIS User - Training Candidates
Virginia	Dand Byrd
Washington	Sherrie Spencer
West Virginia	Ted Wolfe
Wisconsin	Toni King Kathy Ryan
Wyoming	Donna Kramer Nancy Schoonover