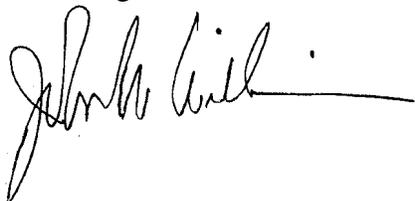


For: State Offices

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. Recommended training courses are:

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

Both courses are scheduled consecutively with 2½ days for the first course and 1½ 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

Two training sessions were provided June 9 through June 13, 2003, and July 21 through July 25, 2003, according to Notice AS-2063. This notice informs State Offices that ASD, PMB has scheduled a third property training session for September 23 through September 26, 2003, to accommodate those who could not previously attend. Participants will:

- attend one 4-day session
- receive the knowledge needed to manage and control personal property.

Disposal Date	Distribution
December 1, 2003	State Offices

Notice AS-2070

2 Training Session Information

A Custodial Officers Needing Training

The training session is limited to 25 participants. Provide the participant's name to Tammi Parrott at 816-926-7992 or e-mail teparrott@kcc.usda.gov.

Note: See Exhibit 1 for training schedule and candidates. 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 Rooms G-14A and B for the first class and Room G-47 for the second class. Participants must:

- use the South entrance
- wear their Government identification badge.

Classes will begin at 8:30 a.m. and end at 4 p.m.

C Hotel Reservation Information

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

Chase Suite Hotel
6300 W 110th Street
Overland Park KS 66211
913-491-3333

Selected participants must:

- call the hotel at 800-966-3346 or 913-491-3333 by September 15, 2003, to reserve a room in their name
- plan to check in after 3 p.m. on Monday

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 Chase Suite 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.

Third Training Session From September 23 Through 26, 2003

It is suggested that each State Office send at least 1 participant.

Office	PMIS User - Training Candidates
Alaska	To Be Determined
Arizona	Grace Lamas Jeanie Schmitt
Connecticut	Theresa Currier
Iowa	Deb Trowbridge
Louisiana	Stephanie Ellington
Massachusetts	Lynne Dziok
Michigan	Maureen Meehan
Nevada	Diane Prowker
New York	Darla Mawson
Pennsylvania	Debra Eckley
Rhode Island	To Be Determined
Tennessee	Nancy Ligon
Virginia	Dana Byrd
Washington	Sherrie Spencer
West Virginia	Ted Wolfe
Wisconsin	Toni King Kathy Ryan
Wyoming	Donna Kramer Nancy Schoonover