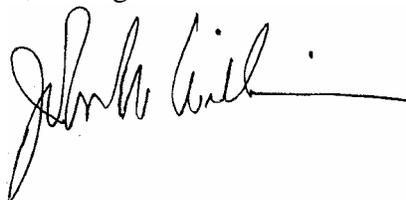


For: State Offices

Corporate Property Automated Information System (CPAIS) Training Information

Approved by: Deputy Administrator, Management



1 CPAIS Training Information

A Background

Refer to Notice AS-2078 for CPAIS information.

B Purpose

This notice provides the following for the CPAIS training:

- schedule dates
- training locations
- hotel accommodation information
- shuttle bus information.

C Class Schedules

Final class schedules are as follows:

- August 17 – 19, 2004
8:30 a.m. to 4:30 p.m. each day
George Washington Carver Center
5601 Sunnyside Avenue
Beltsville, MD 20705

Note: This class has been completed.

Disposal Date	Distribution
November 1, 2004	State Offices

Notice AS-2082

1 CPAIS Training Information (Continued)

C Class Schedules (Continued)

- August 31 – September 2, September 14 – 16, or September 21 – 23, 2004
8:30 a.m. to 4:30 p.m. each day
USDA Forest Service
Rocky Mountain Region
746 Simms Street
Golden, CO 80401

Note: See Exhibits 1 and 2 for approved attendees.

- September 21 – 23, 2004
8:30 a.m. to 4:30 p.m. each day
USDA Rural Development Training Center
2350 Market Street
St. Louis, MO 63103.

Note: See Exhibit 3 for approved attendees.

D Hotels

Hotel accommodation information for all 3 classes in Golden, Colorado is as follows.

Sheraton Denver West
360 Union Boulevard
Lakewood, CO 80228
Reservation Telephone Number: 303-987-2000
Group Name: USDA-CPAIS
All check-ins are on the Monday of the class week
All check-outs are on the Friday of the class week

Note: The reservation cut-off date is September 1, 2004, for the September 14 – 16 and September 21 – 23 classes.

Notice AS-2082

1 CPAIS Training Information (Continued)

D Hotels (Continued)

Hotel accommodation information for the class in St. Louis, Missouri is as follows.

Marriott Courtyard
2340 Market Street at Jefferson
St. Louis, MO 63103
Reservation Telephone Number: 1-888-236-2452 or 314-241-9111
Group Name: USDA-CPAIS
Check-in is on the Monday of the class week
Check-out is on the Friday of the class week

Note: The reservation cut-off date is August 30, 2004.

E Shuttles

The following is the shuttle bus information.

- **Hotel Shuttle.** A shuttle bus will be available to transport participants between the Sheraton Denver West Hotel and the Forest Service training facility for all classes scheduled in Golden, Colorado. No shuttle bus is required for St. Louis, Missouri because the training facility is next door to the hotel.
- **Denver International Airport (DIA).** Transportation from the airport to most Lakewood hotels is available through Golden West Airport Shuttle, Inc. The distance is approximately 45 miles and the fare (rates updated Aug 2001) is \$29 one-way or \$54 round trip (travel time is 1 hour 15 minutes). The Golden West service counter at DIA is located on Level 5, Door 506 (across from Door 509). A van departs the airport every half hour from 9 a.m. to 10 p.m. Monday through Friday; and every hour from 9 a.m. to 3 p.m. Saturday and Sunday. The telephone number for Golden West is 303-342-9300.
- **Lambert-St. Louis International Airport.** Hotel and motel courtesy vehicles are available at the following terminals.
 - Main Terminal: Call toll-free near Exits MT12, MT17, and MT18 (lower level, baggage claim) and board at Exit MT18.
 - East Terminal: Call toll-free near Exit ET12 and board on lower level at Exit ET15.
- **Gem Shuttle/Trans Express.** Provides shared van service to downtown hotels. Purchase tickets and board at the Main Terminal at Exit MT12 or the East Terminal at Exit ET12. Tickets are \$13 one-way or \$21 round trip. Advanced reservation limousine or van services are available for transportation to the destination in St. Louis and surrounding Missouri and Illinois locations. The telephone number is 314-427-3311.

1 CPAIS Training Information (Continued)

F Travel

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

G Reasonable Accommodations

Notify Steve Jones, MSD at 202-720-8729 or sjones@wdc.usda.gov of any special accommodation requirements.

H Contact

For additional information on CPAIS training, contact Steve Jones, MSD by either of the following:

- e-mail at sjones@wdc.usda.gov
- telephone at 202-720-8729.

Approved Attendees for Class Being Held September 14 – 16, 2004, in Colorado

Last Name	First Name
Belt	Pat
Chappelle	Gregory
Currier	Theresa
Dziok	Lynne
Fripp	Debbie
Hansen	Monica
Kostel	Thomas
Lee	Jill
McIntire	Richard
Miller	Herman
Preuss	Rich
Prine	Juile
Spike	Debra
Testa	Linda
Turner	Toni
Volesky	Joe
Zimmerman	Julie

Approved Attendees for Class Being Held September 21 – 23, 2004, in Colorado

Last Name	First Name
Barefoot	Diane
Barker	Kathy
Beal	Ida
Garringer	Mary S.
Grubbs	Mark
Kishton	Jonna
Lamas	Grace
Ligon	Nancy
Luna	Leo
Mattingly	Mike
Miller, II	Merril M.
Miyagishima	Tom
Noss	Rose
Smith	Yvonne
Staheli	Sherrie
Warnick	Jesse "Mark"
West	Gary

Approved Attendees for Class Being Held September 21 – 23, 2004, in Missouri

Last Name	First Name
Baker	Judi
Bents	Janet
Berg	Gerald
Brown	Elizabeth
Brown	Sandra
Bubach	Russell
Courtright	Jan
Edwards	Pamela
Fullerton	Bob
Green	Kathy
Hageman	Patty
Jackson	Brenda
King	Donald
King	Toni
Koch	Julie
McLeod	Emily
Meyer	Claudia
Moore	Susan
Morris	Nita
Normand	Christine
Olson	Dennis
Prince	Carolyn S.
Rider	Ginger
Smith	Christine
Thomas	Bryan
Trowbridge	Debra
Walden	Lana