

For: State Offices and KCAO

**Travel Information for Advanced Simplified Acquisition Training**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

All contracting officers are required to obtain 40 hours of procurement maintenance training every 2 years. To ensure that all contracting officers have an opportunity to obtain this required training, MSD has scheduled the first Advanced Simplified Acquisition training class for the week of October 25 through 29, 2004.

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.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2004	State Offices and KCAO

## 2 Training Session Information

### A Reservation Information

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

Sheraton Albuquerque Uptown  
2600 Louisiana NE  
Albuquerque, NM 87110.

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

Participants must:

- call the hotel at 1-800-252-7772 or 505-881-0000 by October 19, 2004, to confirm the room reservation
- plan to check in after 3 p.m. on Sunday, October 24, 2004.

**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 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 rate for the area is \$102 (\$67 for lodging and \$35 for M&IE).

### B Transportation Information

Participants should arrive and depart from Albuquerque International Airport. Transportation to the hotel is available by Sunport Shuttle located across from Baggage Claim No. 3. One way is \$12 and round trip is \$24.

### 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 25, 2004, at 8 a.m. and end at 4:30 p.m. each day.

**Exception:** On Friday, October 29, 2004, the class will end at 12 noon. Do **not** make return airline reservations before 2 p.m. Friday, October 29, 2004.

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### 2 Training Session Information (Continued)

#### 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 October 20, 2004.

### 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 020143 and session number is 1.

Direct questions about processing in ICAMS to the local State Training Officer or to Bessy Plaza, Training and Development Branch, HRD, at 202-418-9050.

## Training Class Participants

Office	Employee Names
Alabama	Betty Stevens
California	Al Correale Don Hemsath Cheryl Payne Tom Roberts
Georgia	Kathleen Green
Hawaii	Butch Miller
Illinois	Rose Duke
Iowa	Denis Olson Deb Trowbridge
Kansas	Patty Hageman
KCAO	Alease Williams
Kentucky	Anna Conner Pam Edwards
Massachusetts	Jane Rice
Michigan	Julie Prine
Missouri	Mary Stubbs
New Mexico	Brenda Archuletta Leo Luna
New York	Penny Froelick
North Carolina	Steve Riddick
North Dakota	Russ Bubach Gary Hodgins
Oklahoma	Nita Morris
Oregon	Connie Tucker
Puerto Rico	Edwin Pagan
South Carolina	Perry Thompson
South Dakota	Joan Russell Joe Volesky
Texas	James Douglass
Vermont	Sue Monahan
Virginia	Dana Byrd
West Virginia	Ted Wolfe
Wyoming	Steve Swieter