

For: State Offices

Travel Information for Simplified Acquisition Training

Approved by: Deputy Administrator, Management



1 Overview

A Background

Local Agency Program Coordinators (LAPC) are required to have at least 40 hours of Simplified Acquisition training as a condition of their appointment. To ensure that all newly appointed County Office LAPC's have obtained the required training, MSD has scheduled the first Advanced Simplified Acquisition training class the week of September 26 through 30, 2005. 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 questions about this notice, contact Diane Cudd, MSD, at 202-690-1061.

Disposal Date	Distribution
December 1, 2005	State Offices

Notice AS-2096

2 Training Session Information

A Reservation Information

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

Days Inn Hotel & Conference Center
2200 Centreville Road
Herndon, Virginia 20171.

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

Participants must:

- call the hotel at 703-471-6700 by September 16, 2005, to confirm the room reservation
- plan to check in after 3 p.m. on Sunday, September 25, 2005.

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 rate for the area is \$204 (\$153 for lodging and \$51 for M&IE).

B Transportation Information

Participants should arrive and depart from Dulles International Airport. Upon arrival at Dulles Airport, go to the baggage claim area and find 2A or 2H. The Days Inn shuttle is complimentary and departs every 30 minutes. No reservations are necessary.

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, September 26, 2005, at 8 a.m. and end at 4:30 p.m. each day.

Exception: On Friday, September 30, 2005, the class will end at 12 noon. Do **not** make return airline reservations before 2 p.m. Friday, September 30, 2005.

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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 **diane.cudd@wdc.usda.gov** by September 19, 2005.

E Documenting Training

Participants or the local State Training Officer shall document this training using Internet Combined Administrative Management System (ICAMS). The ICAMS course number is 020143 and session number is 0002.

Direct questions about processing in ICAMS to the local State Training Officer or to Tracey Foster, Training and Development Branch, HRD at 202-418-9041.

Training Class Participants

The following individuals are scheduled to attend this training session.

Office	Participants
Connecticut	Doris Ostrowski
Delaware	Joyce Holtz Tammy Dorey
Florida	Frances Flynn
Georgia	Kula Moore Ginger Rider
Indiana	Gloria McEntire
Kentucky	Elizabeth Brown
Kansas	Julie Koch Pam Davis
Maine	Greg Chappelle
Minnesota	Sharon McPherson TBD TBD
Missouri	Byran Thomas
Nevada	Chuck Buzzard
New Jersey	Mary Beth Tallman
New Mexico	Brenda Archuletta
New York	Nancy DeJohn Nancy Malagisi
North Carolina	Diane Barefoot
Ohio	Marty Miller
South Carolina	Toni Turner
Tennessee	Betty McClanahan
Virginia	Allison Goin Constance Washburn-Marsh Dana Byrd
Wisconsin	Chris Smith
Wyoming	Jodene Johnson Steve Swieter