

**For:** State Offices

**Travel Information for Local Agency Program Coordinators (LAPC's) Training**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

LAPC's are required to attend training to be able to order and manage their County Office cardholders in the Purchase Card Management System (PCMS). To ensure that all newly appointed County Office LAPC's have obtained the required PCMS training, an LAPC training class has been scheduled for the week of November 14 through November 18, 2005, in Kansas City, Missouri. 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, 2005	State Offices

## Notice AS-2098

### 2 Training Session Information

#### A Reservation Information

A block of rooms has been reserved, under the name “USDA-LAPC Training”, at the following.

Sheraton Suites County Club Plaza  
770 W 47<sup>th</sup> Street  
Kansas City, MO 64112.

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

Participants:

- shall contact Star Bryant by either of the following if reservations have not been made:
  - telephone at 202-720-0183
  - e-mail at **Star.Bryant@wdc.usda.gov**.
- for the **1st** session should plan to check in after 3:00 p.m. on Monday, November 14, 2005
- for the **2nd** session should plan to check in after 3:00 p.m. on Tuesday, November 15, 2005.

**Note:** All reservations will be held until 6 p.m. on arrival night.

All National Office directed travel should be charged to the traveler’s originating office organization code. 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 \$136 (\$87 for lodging and \$49 for M&IE).

#### B Transportation Information

Participants should arrive and depart from Kansas City International Airport (KCI). Shuttle transportation between KCI and the hotel is available from the KCI Shuttle at the rate of \$16 one-way and \$27 round trip. Tickets can be purchased by either of the following methods:

- dialing “500” at any of the white courtesies phones
- buying the tickets at the KCI Shuttle Booth located at most baggage claim areas.

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### 2 Training Session Information (Continued)

#### C Class Location and Hours

Each session will be held at the Beacon Building.

##### 1st Session

Tuesday, November 15, 2005: 8:00 a.m. – 4:30 p.m.

Wednesday, November 16, 2005: 8:00 a.m. – 12:00 noon

##### 2nd Session

Wednesday, November 16, 2005: 1:30 p.m. – 4:30 p.m.

Thursday, November 17, 2005: 8:00 a.m. – 4:30 p.m.

#### 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 **November 9, 2005**, by either of the following:

- telephone at 202-690-1061
- e-mail at [diane.cudd@wdc.usda.gov](mailto:diane.cudd@wdc.usda.gov)

#### E Documenting Training

By November 9, 2005, participants shall register for this training according to the following.

Step	Action
1	Log into AgLearn at <a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a> .
2	Click "Catalog".
3	Under "Subject Area Menu", click "Procurement".
4	Under "Items", in the "Travel Information for LAPC Training", click "Register".
5	At the Registration Screen, ensure that the course offering is correct and click "Confirm" to register for this class.
6	A screen will be displayed confirming enrollment. Logout of AgLearn.

**Training Class Participants**

The following individuals are scheduled to attend this training session.

<b>1st Session</b>	<b>Participants</b>
Alabama	Valerie Lee
Alaska	Donna Kramer
California	Don Hemsath
Colorado	Jean Kimber
Florida	Emily McLeod Francis Flynn
Maine	Linda Testa
Massachusetts	Lynne Dziok
Minnesota	Sharon McPherson
Nebraska	Julie Zimmerman Brenda Brown
Nevada	Karen Rudy
New York	Penny Froelich
Oregon	Connie Tucker
South Carolina	Debbie Fripp
Washington	Jonna Provinsal
West Virginia	Ted Wolfe

<b>2nd Session</b>	<b>Participants</b>
Arkansas	David Nix Karen Petrus
Hawaii	Butch Miller
Illinois	Rose Duke Lisa Rothschile
Indiana	Jonna Kishton
Maryland	Robie Ritter
New Hampshire	Linda Grames
North Carolina	Kathy Barker
North Dakota	Claudia Decker Russ Bubach
South Dakota	Joan Russell Joe Volesky
Tennessee	Betty McClanahan
Utah	Mark Warnick
Vermont	Lana Walden