

For: State Offices

Training for State Office Real Property Leasing Officers (RPLO's) and Backups

Approved by: Administrator



1 RPLO Training

A Background

In January 2008 FSA established 16 State Office Real Property Leasing Officer (RPLO) positions to efficiently handle the volume of leasing activity that resulted from FSA leasing changes. Notice AO-1404 provided RPLO host State Offices and State Offices serviced.

B Purpose

This notice announces:

- training for RPLO's
- hotel, travel, and training site information.

C State Office Action

Each State Office **must** assign 1 primary and 1 backup employee who will assist in leasing activities.

Notes: This is a hands-on course designed for:

- FSA lease input, maintenance, and reporting
- GSA assignments
- collection data.

Employees who will actually assemble the leasing packages should attend.

Submit names of the primary and backup employees to Soraya Scaife, MSD, Property Facilities and Management Branch, no later than COB Wednesday, **February 13**, by e-mail to soraya.scaife@wdc.usda.gov.

Disposal Date	Distribution
April 1, 2008	State Offices

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1 RPLO Training (Continued)

D Contact Information

Direct questions about this notice to the following:

IF there are questions about...	THEN contact...
this notice, policy, training logistics, or attendees	Soraya Scaife, MSD by either of the following: <ul style="list-style-type: none"> • e-mail to soraya.scaife@wdc.usda.gov • telephone at 202-401-0346.
hotels, reservations, and reasonable accommodations	Angela Payton, MSD by any of the following: <ul style="list-style-type: none"> • e-mail to angela.payton@wdc.usda.gov • telephone at 202-720-0482 • cell phone at 202-904-1478.

E Scheduled Training Dates and Locations

Blocks of rooms at the following hotels have been reserved under “USDA-RPLO Training”.

Dates	States Assigned	Hotel Information	Authorized Travel Dates
February 20 and 21	Alabama, Arkansas, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia	The Westin Peachtree Plaza 210 Peachtree St NW Atlanta GA 30303 www.westin.com/peachtree Room rate is \$139 single/\$164 double per day. M&IE is \$49. Reservations must be made no later than February 13 at 800-937-8461. Reservations must be cancelled within 72 hours before the arrival date.	Authorized travel date is the morning on the first day of training, unless an appropriate flight is not available, at which time travel is authorized the day before training begins.
February 27 and 28	California, Colorado, Kansas, Nevada, New Mexico, Oklahoma, Texas, Utah, Virgin Islands	Adams Mark Hotel 400 N Olive St Dallas TX 75201 www.adamsmark.com Room rate is \$123 per day. M&IE is \$59. Reservations must be made no later than February 15 at 800-444-2326. Reservations must be cancelled within 72 hours before the arrival date.	

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E Scheduled Training Dates and Location (Continued)

Dates	States Assigned	Hotel Information	Authorized Travel Dates
March 5 and 6	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Vermont, West Virginia	<p>Sheraton Syracuse University Hotel and Conference Center 801 University Ave Syracuse NY 13210</p> <p>Room rate is \$85 per day. M&IE is \$44.</p> <p>Reservations must be made no later than February 20 at 800-395-2105.</p> <p>Reservations must be cancelled by 6 p.m. the day before the arrival date.</p>	Authorized travel date is the morning on the first day of training, unless an appropriate flight is not available, at which time travel is authorized the day before training begins.
March 12 and 13	Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin	<p>Hyatt Place Kansas City/Overland Park/Convention Center 5001 W 100th St Overland Park KS 66211 www.hyattplace.com</p> <p>Room rate is \$103 per day. M&IE is \$49.</p> <p>Reservations must be made no later than February 19 at 913-491-9002.</p> <p>Reservations must be cancelled within 72 hours before the arrival date.</p>	
March 19 and 20	Alaska, Hawaii, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming	<p>Courtyard by Marriott Boise Downtown Hotel 222 S Broadway Boise ID 83702 www.marriott.com/boicy</p> <p>Room rate is \$85 per day. M&IE is \$49.</p> <p>Reservations must be made no later than February 19 at 208-331-2700.</p> <p>Reservations must be cancelled within 72 hours before the arrival date.</p>	

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F Documenting Training

The HRD, Training and Development Branch will document participants attending this training through AgLearn. Instructors will **not** be included in the documentation process. Each participant shall register for the training through AgLearn according to the following.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the "Student" tab, CLICK: <ul style="list-style-type: none">• "Login"• "Continue".
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter user ID and password• CLICK "Enter".
4	CLICK " Catalog " tab located at the top of the screen.
5	On the left side of the page, CLICK "▶" next to AgLearn Original Courseware Structure .
6	Scroll down and CLICK " Farm Service Agency " located on the left side of the screen.
7	Under the "Items" column, locate " State Office Real Property Leasing Officers Training ", CLICK " More Offerings " to view all dates.
8	Under the "Start" column, locate the date your training session begins, then under the "Action" column CLICK " Register ".
9	On the Warning Details Screen, read the statement and CLICK " Yes ".
10	On the Registration Screen CLICK " Confirm ".
11	The user will receive an e-mail confirming registration.

Notes: If assistance is needed signing up for the training contact Bessy Plaza at bessy.plaza@wdc.usda.gov or 202-401-0365.

Each participant is responsible for canceling registration as soon as possible, if necessary. To cancel, login to AgLearn and withdraw the registration.

Persons with disabilities who require accommodations to attend or participate in this training should contact Soraya Scaife at soraya.scaife@wdc.usda.gov.

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G Travel Authorization and Funds

Each participant **must** have an approved AD-202 **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. In AD-202, block 25, ENTER "3" for "Training Attendance".

Note: The training is called "STO-Real Prop Leasing Officers Trng".

When submitting AD-616, enter the same line of accounting as on AD-202. Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

Federal employee travel expenses are paid out of the State's GS travel allocation. State Offices shall submit actual travel expenses in their monthly submission of requests for reimbursement to their travel allotment by e-mail to the State Office's budget analyst for:

- Northeast and Southeast areas, Christine Pyles at christine.pyles@wdc.usda.gov
- Midwest, Northwest, and Southwest areas, Tracey Blom at tracey.blom@wdc.usda.gov.

Note: When the e-mail is sent to the budget analyst, include a "CC" to Arleen Moncalieri, DAFO, at arleen.moncalieri@wdc.usda.gov.