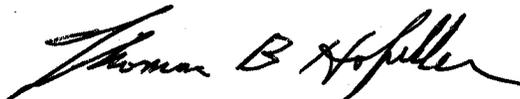


For: AL, AR, IL, IN, IA, KS, KY, LA, MT, OH, OK, and TX State Offices

Training for Newly Hired State Office Real Property Leasing Officers (RPLO's)

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

New RPLO's have been hired in several FSA State Offices to efficiently handle the volume of leasing activity that resulted from FSA leasing changes. To ensure that these new hires are properly trained and receive their Leasing Warrant, MSD has set up a series of Federal real property leasing classes.

B Purpose

This notice announces:

- training for RPLO's and their supervisor
- hotel, travel, and training site information for the first class.

C State Office Action

Each State Office shall make the necessary arrangements for each new hire and their immediate supervisor to attend this training scheduled October 27 through 31, 2008. Following is the priority order for attendance:

- newly hired RPLO
- RPLO immediate supervisor
- other employees involved in the leasing process.

Disposal Date	Distribution
December 1, 2008	Above State Offices

2 Training and Travel Information

A Training Location

The training will be held at the following:

The Westin
171 Waterfront Street
National Harbor, Maryland 20745.

Note: Participants shall check with the hotel for the exact room location.

B Training Dates and Times

The training session is scheduled to:

- begin Monday, October 27, 2008, at 8 a.m.
- end on Friday, October 31, 2008, at 2 p.m.

C Hotel Information

A block of rooms has been reserved under “USDA-RPLO Training” in the participants’ names at the following:

The Westin
171 Waterfront Street
National Harbor, Maryland 20745.

Note: Participants must have their USDA identification badge to receive the Government room rate (lodging \$233; and M&IE \$64).

Participants shall:

- contact the hotel at 1-888-627-8104 before October 10, 2008, to confirm their room reservation
- plan to check in after 3 p.m. Sunday, October 26, 2008.

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

2 Training and Travel Information

D Airport Transportation

Participants should arrive and depart from Ronald Reagan Washington National Airport. Super Shuttle transportation to and from the hotel is available for \$22 per person each way. For additional information about or to make arrangements for Super Shuttle visit their website at <http://www.supershuttle.com/default.aspx?content=WashingtonDC>.

Note: Rental cars are **not** authorized.

E Travel Authorization

Each employee must have a GovTrip electronic travel authorization before incurring travel expenses. This notice does **not** constitute an approved travel authorization. The per diem rate is \$297 a day (\$233 for lodging and \$64 for M&IE).

In GovTrip, select "Training Attendance" from the "Trip Purpose" drop-down menu.

Note: See Notice FI-2844 for instructions on preparing travel documents using GovTrip.

Federal employees' travel expenses are paid out of the State's GS travel allotments. Submit a Budget Allotment Change Request to your budget analyst to request an increase in your travel allotment for the actual amount of travel costs. Submit requests according to the following:

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

Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

F 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 email to diane.cudd@wdc.usda.gov by October 15, 2008.

Notice AS-2158

2 Training and Travel Information

G Documenting Training in AgLearn

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 “ Learner Center ” tab, CLICK: <ul style="list-style-type: none">• “Learner Login”• “Continue”.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter user ID and password• CLICK “Enter”.
4	CLICK the “ 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 " Federal Real Property Leasing Training ".
8	CLICK " Register ".
9	On the Registration Screen CLICK " Confirm ".
10	The user will receive an e-mail confirming registration

Notes: If assistance is needed registering for the training contact Bessy Plaza by either of the following:

- e-mail to bessy.plaza@wdc.usda.gov
- telephone at 202-401-0365.

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