

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

Real Property Leasing Officer (RPLO) Training for Updated Leasing Process

Approved by: Deputy Administrator, Management



1 Overview

A Background

MSD has revised 33-AS to capture significant changes in the leasing process.

B Purpose

This notice announces:

- RPLO training scheduled September 20 through September 24, 2010, on the revised leasing procedures provided in 33-AS
- hotel, travel, and training site information for the training class.

C State Office Action

State Offices shall:

- provide the RPLO's name to Michael Kirby, MSD, by e-mail to **michael.kirby@wdc.usda.gov**
- make the necessary travel and lodging arrangements for each RPLO who will be attending this training.

Note: Only RPLO's are authorized to attend this training.

Disposal Date	Distribution
October 1, 2010	Above State Offices

2 Training and Travel Information

A Hotel Information

A block of rooms has been reserved under the group name “**USDA FSA Handbook Training**” at the following location:

Hampton Inn & Suites Country Club Plaza
4600 Summit Street
Kansas City, MO 64112.

Note: Participants must have their USDA identification badge to receive the Government room rate (\$107 for lodging and \$56 for M&IE).

Participants shall:

- contact the hotel at 816-448-4600 before September 13, 2010, to confirm their room reservation
- inform the hotel that you are a participant in the “**USDA FSA Handbook Training**” to receive the government rate
- plan to check in after 3 p.m. **Sunday, September 19, 2010.**

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

B Training Location, Dates, and Time

The training will be held at:

FSA-Kansas City Administrative Offices
6501 Beacon Drive
Kansas City, MO 64141.

The training session is scheduled to:

- begin Monday, September 20, 2010, at 8 a.m.
- end Friday, September 24, 2010, at 4 p.m.

2 Training and Travel Information (Continued)

C Airport Transportation

Participants should arrive and depart from Kansas City International Airport. Make reservations with Super Shuttle at 1-800-258-3826 for transportation to the hotel and to return to the airport. The cost will be \$18 each way or \$31, if a round trip ticket is purchased in advance.

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

D 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 \$163 a day (\$107 for lodging and \$56 for M & IE).

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

Federal employees' travel expenses are paid out of their State's GS travel allotment. To process reimbursement, State Office shall do the following:

- upon completion, RPLO will submit their voucher to the budget point of contact (POC)
- the budget POC will prepare an allotment change request and forward to their budget analyst for approval/disapproval.

Note: The voucher must be submitted before the end of FY 2010.

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

E 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 Michael Kirby by September 13, 2010, using either of the following:

- e-mail to michael.kirby@wdc.usda.gov
- telephone at 202-720-1605.

3 Documenting Training in AgLearn

A Instructions for Documenting Training

Training participants shall do the following to document training in AgLearn.

- CLICK this following link to access AgLearn and register for the training:

Real Property Leasing Officer (RPLO) Training for Updated Leasing Process

Note: After clicking this link a Warning Screen will be displayed, CLICK "I Agree" to continue to the eAuthentication Login Screen to enter user ID and password. CLICK "Login" to access the training registration page in AgLearn.

- CLICK "**Register**".
- CLICK "**Confirm**".

If unable to access AgLearn using the link, access and register according to instructions in this table.

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" • "I Agree".
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"> • enter user ID and password • CLICK "Login".
4	Click on " Catalog " tab.
5	On the left side of the page click on ► next to AgLearn Original Courseware Structure.
6	Locate and click " Farm Service Agency ".
7	Locate " Real Property Leasing Officer (RPLO) Training for Updated Leasing Procedures ".
8	Click " Register ".
9	Click " Confirm ".

Note: If you need assistance registering for this training, contact Bessy Plaza by either of the following:

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