

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

**Combined Service Center Agency Real Property Leasing Officer (RPLO) Training/Workshop**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

GSA recently implemented the Lease Process Reform, which has brought about significant changes in lease processes, policies, and procedures. Lease models were developed to fit the complexity of the acquisition and market conditions. All Federal agencies executing leases using the delegated authority from GSA are now required to use the appropriate lease model for each transaction. FSA, recognizing the complexity of the new leasing models:

- requested and subsequently received approval to hold an RPLO training/workshop
- invited GSA subject matter experts to give instruction on the new processes to all FSA RPLO's.

FSA also recognized the importance of consistency among USDA's Service Center Agencies, and invited RPLO's from RD and NRCS to attend and participate in the training/workshop. It is the intent to have consistent training for RPLO's using the new GSA Lease Process Reform.

**B Purpose**

This notice announces:

- training for RPLO's on the GSA Lease Process Reform is scheduled September 19 through 23, 2011
- hotel, travel, and training site information for the training class.

**Disposal Date**

February 1, 2012

8-31-11

**Distribution**

Above State Offices

## Notice AS-2220

### 1 Overview (Continued)

#### C State Office Action

State Offices shall:

- provide the RPLO's name to George Banks, National Leasing Office (NLO), by e-mail at **george.banks@wdc.usda.gov** by September 6, 2011
- make the necessary arrangements for each RPLO who will be attending this training scheduled September 19 through 23, 2011
- direct all questions to George Banks by e-mail or telephone at **george.banks@wdc.usda.gov** or 202-401-0058.

**Note:** This training is geared towards RPLO's, however, Administrative Officers and SED's are welcome to attend, based on availability of space and their State's available travel funds. Warranted RPLO's will receive 40 credit hours toward warrant maintenance.

### 2 Training and Travel Information

#### A Hotel Information

A block of rooms has been reserved under the group name "**USDA RPLO**" at the following location.

Sheraton Suites Country Club Plaza  
770 West 47<sup>th</sup> Street  
Kansas City, MO 64112  
Phone: 816-931-4400  
FAX: 816-931-3352

**Note:** Participants must have their USDA identification badge to receive the Government room rate (\$99 for lodging and \$61 for M&IE).

Participants shall:

- call reservations at **1-888-627-7043** before **Tuesday, September 6, 2011**, to confirm their room reservation
- inform the hotel that they are participants in the "**USDA RPLO**" training to receive the government rate
- plan to check in after 3 p.m. **Sunday, September 18, 2011**.

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

## 2 Training and Travel Information (Continued)

### B Training Location, Dates, and Time

The training will be held at the following location.

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

The training session is scheduled to:

- begin Monday, September 19, 2011, at 8 a.m.
- end Friday, September 23, 2011, at 4 p.m.

USDA identification badges are required for entry into the training facility each day. Participants must display badges at all times while in the facility.

Shuttle service has been arranged to transport participants to and from the training facility each day.

### 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 and from the hotel. The cost will be \$30 each way or \$55 round trip.

**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 \$160 a day (\$99 for lodging and \$61 for M&IE).

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

FSA’s NLO will provide funding for FSA RPLO’s. The following process should occur:

- submit RPLO’s name to George Banks by September 6, 2011
- the National Office will reassign RPLO’s to MSD for travel purposes only
- the National Office will notify RPLO’s when GovTrip authorization may be created

**2 Training and Travel Information (Continued)**

**D Travel Authorization (Continued)**

- after RPLO's vouchers have been paid, RPLO's will be assigned back to their applicable States.

**Note:** The voucher must be submitted before the end of this FY so the funds can be paid from NLO's FY 2011 training budget.

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

**E Documenting Training in AgLearn**

This training will be recorded in AgLearn by HRD, Leadership and Employee Development Branch.

**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 George Banks by September 6, 2011, by either of the following:

- e-mail at [george.banks@wdc.usda.gov](mailto:george.banks@wdc.usda.gov)
- telephone at 202-401-0058.