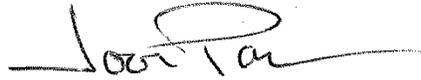


**For:** AL, AR, IL, IN, IA, KS, KY, LA, MN, MO, MT, NE, OH, OK, and TX State Offices

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

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

The GSA Lease Process Reform has been revamped several times since its implementation. Since there are no contract vendors available to teach Lease Process Reform to agencies, FSA has arranged for GSA to conduct training on acquiring leased space using the new processes. All Federal agencies executing leases using the delegated authority from GSA are now required to use the appropriate lease model for each transaction. The training session will concentrate on revisions and updates to Lease Process Reform. It will also include presentations from GSA experts on fire and life safety, and USDA subject matter experts on space measurement, sustainability, Lease and Reimbursable Tracking (LRAT), and Corporate Property Automation System (CPAIS).

FSA recognizes the importance of consistency among USDA’s Service Center Agencies using the revised GSA Lease Reform and has invited RPLO’s from RD and NRCS to attend and participate in this training.

**B Purpose**

This notice:

- announces that training for RPLO’s on the GSA Lease Process Reform has been scheduled for September 9 through 14, 2012
- provides hotel, travel, and training site information for the training class.

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2012	Above State Offices

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### 1 Overview (Continued)

#### C State Office Action

State Offices shall:

- provide the RPLO's name to George Banks and Marsha Pruitt, National Leasing Office (NLO), by e-mail to **george.banks@wdc.usda.gov** or **marsha.pruitt@wdc.usda.gov** by August 24, 2012
- make the necessary arrangements for each RPLO who will be attending this training
- direct all questions to either of following:
  - George Banks by either of the following:
    - e-mail to **george.banks@wdc.usda.gov**
    - telephone at 202-401-0058
  - Marsha Pruitt by either of the following:
    - e-mail to **marsha.pruitt@wdc.usda.gov**
    - telephone at 202-205-0382.

**Notes:** 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  
Telephone: 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).

## 2 Training and Travel Information (Continued)

### A Hotel Information (Continued)

Participants shall:

- call reservations at **1-888-627-7043** before August 24, 2012, 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 9, 2012.**

**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 the following location.

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

The training session is scheduled to:

- begin Monday, September 10, 2012, at 8 a.m.
- end Friday, September 14, 2012, at 4 p.m.

**Note:** Travel on Sunday, September 9, 2012, is authorized.

Hands-on training activities will require using laptops. Participants will need to bring their Government-issued laptop to participate in these activities. Ensure that Wi-Fi capability is activated before arrival.

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 or **www.supershuttle.com** for transportation to and from the hotel. The cost will be \$47 round trip. If booked online, the cost will be \$45 for a round trip fare.

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

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### 2 Training and Travel Information (Continued)

#### 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 and Marsha Pruitt according to subparagraph 1 C by August 24, 2012
- 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
- 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 2012 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 August 24, 2012, by either of the following:

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