

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**

GSA Lease Process Reform has been revamped several times since it was implemented in 2011. Since there are no contract vendors available to teach the 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 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 the Lease Process Reform. It will also include presentations from GSA experts on GSA-controlled space, and USDA subject matter experts on lease and reimbursable tracking and ethics topics.

**B Purpose**

This notice:

- announces that **mandatory** training for RPLO's on the GSA Lease Process Reform has been scheduled for August 18 through 23, 2013

**Note:** Warranted RPLO's will receive 40 credit hours toward warrant maintenance. If this training is not attended and maintenance hours are still needed before April 2014, RPLO's will not be allowed to take a course from an outside vendor because of the limited availability of funds. Exceptions will be considered with sufficient documentation and approval from the RPLO's supervisor.

- provides hotel, travel, and training site information.

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2013	Above State Offices

## 1 Overview (Continued)

### A State Office Action

State Office 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](mailto:george.banks@wdc.usda.gov) and [marsha.pruitt@wdc.usda.gov](mailto:marsha.pruitt@wdc.usda.gov) by August 13, 2013
- make the necessary arrangements for each RPLO who will be attending the training
- direct questions to either of the following:
  - George Banks by either of the following:
    - e-mail to [george.banks@wdc.usda.gov](mailto: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](mailto:marsha.pruitt@wdc.usda.gov)
    - telephone at 202-205-0382.

**Note:** This training is designed for RPLO's, however, Administrative Officers and SED's may attend based on space availability and their State's available travel funds.

## 2 Training and Travel Information

### A Hotel Information

**Attendees are not authorized to make any airline reservations that would require leaving the training before the scheduled end time at 4 p.m. on August 23, 2013.**

A block of rooms has been reserved under the group name, "**USDA Training Room Block Group**", at the following location:

Kansas City Marriott County Club Plaza  
445 Main Street  
Kansas City, MO 64111  
Telephone: 816-531-3000.

Each attendee is responsible to pay all guest room charges. Reservations should be made as soon as possible but no later than 5 p.m. central time on August 13, 2013. Government identification will be required when checking into the hotel to receive the government rate (\$99 for lodging and \$61 for M&IE).

## 2 Training and Travel Information (Continued)

### A Hotel Information (Continued)

Participants shall:

- call Marriott Reservations at **1-800-228-9290** or **816-531-3000** on or before **August 13, 2013**, to confirm their room reservation (the hotel will release unreserved rooms after the cutoff date)
- inform the hotel that they are a participant in the "**USDA Training Room Block Group**" staying at the Kansas City Marriott County Club Plaza to receive the government rate.

**Note:** All reservations will be held until 6 p.m. on arrival night. Cancellations made 24 hours in advance are without penalty.

Online reservations may be completed using the following link: **Book your group rate: USDA Training >>** (place your cursor over the link and PRESS "Ctrl + Click").

### 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, August 19, 2013, at 8 a.m.
- end Friday, August 23, 2013, 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.

Participants should bring their government-issued laptops.

Shuttle service has been arranged to transport participants to and from the training facility each day. Transportation to and from the USDA Beacon Building will be provided by the hotel according to the following schedule:

- 7:20 a.m. –departs the hotel each morning
- 5:15 p.m. – departs the Beacon Building each evening.

**Note:** Rental cars or taxi service are **not** authorized for travel to and from the hotel to the USDA Beacon Building.

## 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 or [www.supershuttle.com](http://www.supershuttle.com) for transportation to and from the hotel. The cost will be \$37 round trip. If booked online, the cost will be \$33 for a round trip fare.

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

### D Travel Authorization

Each attendee must have an approved GovTrip electronic travel authorization before incurring travel expenses. Each traveler shall prepare his/her own travel authorization. MSD will **not** prepare them for you. GovTrip documents will be approved as normal by the traveler's supervisor. Using the assigned line of accounting (LOA) listed below will direct costs to MSD's National Office. 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" 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 by 12 noon EST, August 12, 2013
- the National Office will reassign RPLO's to MSD for travel purposes only
- authorizations may be created upon receipt of this notice.

**Note:** The voucher must be submitted before the end of this FY so the funds can be paid from NLO's FY 2013 training budget.

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

The LOA to be used by all FSA participants is "13 RPLOTRAINING". Select this in your profile before creating the authorization or type "RPLO" under the "Accounting" tab within the authorization if your LOA is blank.

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

**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 13, 2013, by either of the following:

- e-mail to **george.banks@wdc.usda.gov**
- telephone at 202-401-0058.