

For: FSA State Offices

GovTrip Implementation Training

Approved by: Associate Administrator for Operations and Management



1 Overview

A Announcement

The GovTrip Implementation training has been scheduled in Fair Lakes (Fairfax), Virginia, for Tuesday, May 6 through Friday May 9, 2008, and Tuesday, May 13 through Friday, May 16, 2008. Monday, May 5 and May 12 will be traveled days.

Note: GovTrip is replacing FedTraveler.

B Purpose

This notice provides the following:

- hotel, travel, and training information
- instructions for documenting training in AgLearn.

C Contact

Direct questions about this notice according to the following table.

IF there are questions about...	THEN contact...
this notice, policy, logistics of the training attendees	Arthur Holmes or Linda Smythe at 703-305-1408.
	Star Bryant, DAFO, by either of the following: <ul style="list-style-type: none"> • email at star.bryant@wdc.usda.gov • telephone at 202-720-0183.
the hotel, reservations, and reasonable accommodations	Angela Payton, MSD by either of the following: <ul style="list-style-type: none"> • email at angela.payton@wdc.usda.gov • telephone at 202-690-2524.

Disposal Date	Distribution
June 1, 2008	All FSA State Offices

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2 Training Information

A Training Location and Date

The training will be held from May 6 through May 9, 2008, and May 13 through May 16, 2008, at:

Northrop Grumman Mission Systems
12900 Federal Systems Park Drive
Fairfax, VA 22033.
Telephone: 703-803-5689

B Participants

Each State is authorized to send 1 participant to the training. The participants are identified in Exhibit 1.

C Registration and Training Schedule

Registration for the training will be on Tuesday morning at 8 a.m. The training will convene Tuesday at 8:15 a.m.

Note: Business casual dress is encouraged for the training.

3 Travel Information

A Hotel Information

A block of rooms has been reserved at the following:

Courtyard by Marriott® Fairfax Fair Oaks
11220 Lee Jackson Memorial Highway (Rte. 50)
Fairfax, VA 22030.
Telephone: 1-800-321-2211 or 703-273-6161

Hotel room rates are subject to applicable State and local taxes in effect at the time of check in.

Participants shall:

- make their individual reservation with a major credit card directly through the Reservations Department by calling 1-800-321-2211 or 703-273-6161 for:
 - Group A by **Monday, April 28, 2008**
 - Group B by **Friday, May 2, 2008**
- identify themselves as a participant of the “USDA Group Block May 5-9” or “USDA Group Block May 12-16” to ensure that they receive the \$201 room rate.

Check-in time is 3 p.m. and check-out time is 12 noon.

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3 Travel Information (Continued)

A Hotel Information (Continued)

Important: To avoid a cancellation fee, reservations must be canceled by **6 p.m. of the day of arrival.**

Hotel parking is free.

B Travel Authorization

Each employee must have an approved AD-202 before incurring travel expenses. This notice does **not** constitute an approved travel authorization.

AD-202, block 25, should be completed with code 3, "Training Attendance".

Notes: The meeting should be called "GovTrip Implementation Training".

When submitting AD-616, enter the same line of accounting as on AD-202.

Federal employee travel expenses are paid out of the State's GS travel allocation. State Offices shall submit actual travel expenses in their monthly submission of requests for reimbursement to their travel allotment by e-mail to either of the following budget analysts:

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

Note: Send a carbon copy of the e-mail to Arleen Moncalieri, DAFO, at **arleen.moncalieri@wdc.usda.gov**.

Travel is authorized for expenses not to exceed **\$265** per day, excluding taxes (**\$201** for lodging and **\$64** for M&IE), for attendance at the training.

Participants shall:

- make airline reservations to fly into Washington, DC/Dulles Airport (IAD) or Ronald Reagan Washington National Airport (DCA) on Monday, May 5, 2008, for Group A and on Monday, May 12, 2008, for Group B
- not schedule return flights before 4 p.m. on Friday for both sessions.

Rental cars are **not** authorized. However, attendees that will provide transportation to other attendees from the hotel to the training site have been authorized to rent a car.

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3 Travel Information (Continued)

C Ground Transportation

Ground transportation from Dulles and National airports to the hotel is as follows:

- shuttle is \$25 per person each way or, \$25 first person, \$10 each additional person in a party of up to 7 people
- taxi fare is approximately \$25 per person one-way.

4 Action

A State Office Action

Each State Office shall ensure that the following actions are taken.

Step	Action
1	Contact Star Bryant, DAFO, if there are questions about attendees by either of the following: <ul style="list-style-type: none">• email at star.bryant@wdc.usda.gov• telephone at 202-720-0183.
2	Ensure that participants have made hotel reservations by Monday, April 28, 2008, for Group A and Friday, May 2, 2008, for Group B.
3	Instruct participants to not schedule return flights before 4 p.m. on Friday. Note: All participants are expected to attend the entire training.
4	Instruct participants to bring their FedEx accounting number if they plan to ship their training materials back to their State.

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4 Action (Continued)

B Document Training

This training will be documented by Bessy Plaza, HRD, in the National Office.

C Reasonable Accommodation

Participants shall notify the airlines and hotel directly of any specific accommodations that are necessary.

Participants with disabilities who require accommodations to attend or participate in this training should contact Angela Payton, MSD, according to subparagraph 1 C by April 30, 2008.

GovTrip Implementation Training Participants

Group A - May 5 through 9, 2008					
1	Connecticut	Deanna Flynn	15	Alabama	Jacqueline Watson
2	Delaware	Tammy Dorey	16	Arkansas	Kathy Patrick
3	Illinois	Barbara Shutt	17	Florida (handle VI)	Frances Flynn
4	Maryland	Roxann Paskey	18	Georgia	Debbie D. Anderson
5	Indiana	Donna Ferguson	19	Kentucky	Vivian Griffith
6	New Hampshire	Linda Grames	20	South Dakota	Deb Olerud
7	New Jersey	Mary Beth Tallman	21	Mississippi	Clara Kennedy
8	Kansas	Jean Wrosch	22	North Carolina	Diane Barefoot
9	Pennsylvania	Sina Sullivan	23	S. Carolina	Toni Turner
10	Rhode Island	Alison Rose	24	Tennessee	Carolyn King
11	Vermont	Renee Bagdy	25	Virginia	Bernadette M. Moore
12	West Virginia	Tina McCrobie			
13	Nebraska	Molly Tebo			
14	Ohio	Traci Garza			
Group B - May 12 through 16, 2008					
1	Alaska	Donna Kramer	15	Arizona	Ana Troncoso
2	Idaho	Carole Patterson	16	California	Don Hemsath
3	Montana	Jennifer Simon	17	Colorado	Linda Neel
4	Wisconsin	Eric Frie	18	Hawaii	Jill Lee
5	North Dakota	Laurie Gress	19	New York	Nancy DeJohn
6	Oregon	Marissa Cody	20	Nevada	Annie Rossi
7	Louisiana	Judi Baker	21	New Mexico	Rose Noss
8	Washington	Libby Moore	22	Oklahoma	Nita Morris
9	Wyoming	Pam Atkins	23	Texas	Jacquelyn Sarmiento
10	Maine	Gregory Chappelle	24	Missouri	Sandy Kroha
11	Massachusetts	Michelle Hoyt	25	Puerto Rico	Vilma Labrador
12	Iowa	Carol Krois			
13	Michigan	Nicole Stammersky			
14	Minnesota	Patsy Steffen			