

ARS □ CSREES □ ERS □ NASS
Bulletin

Title: Travel Training Schedule for Calendar Year 2004

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Originating Office: Travel and Relocation Services Branch, Financial Management
Division, ARS/AFM

Distribution: All REE Employees

This bulletin announces the travel training
schedule for the remainder of calendar year
2004.

The Administrative and Financial Management (AFM), Financial Management Division (FMD), Travel and Relocation Services Branch (TRSB) has established a travel training schedule for the remainder of calendar year 2004.

This schedule provides training dates for travel policy, procedures, and the National Finance Center (NFC) Online travel system (TRVL). Training will be conducted by FMD/TRSB staff. This schedule will be published in the REE Issuances Section and on the FMD home page of the ARS/AFM web site (<http://www.afm.ars.usda.gov>).

If there is a genuine need for your Area or Agency to have customized training, contact Linda E. Mahoney on 301-504-1307, or email: LMahoney@ars.usda.gov.

The courses are set up alternating between Beltsville, Maryland, and Washington, DC, to allow for greater participation. **We have also added a training class to be held at one of the ARS Area offices to allow for participation of employees in the western part of the United States.**

COURSE ENROLLMENT:

Supervisors with new employees requiring travel training or in need of refresher training may have employees schedule training in these courses. There is no cost for the course. Course size (per course) will be limited to approximately 50 persons for the Travel Workshops (rules, regulations, and document preparation) and approximately 15 to 18 persons when Online TRVL training is offered.

Course enrollment should be accomplished through E-mail using either GroupWise or Internet. GroupWise users will send enrollment requests to GroupWise user address entitled "Training Travel". Those offices or persons not having access to GroupWise may use E-mail address "Internet or Inet: Ttraining@ars.usda.gov."

Enrollment in a particular training session will be confirmed by TRSB. If the course requested is full, you will be notified and if you wish, you will be enrolled in the next available course. TRSB will contact all scheduled attendees 1 week prior to each training session and reaffirm their plans to attend. All enrollment requests and course confirmations will be accomplished electronically through E-mail or Internet.

Please include the following information when enrolling:

- Name
- Agency
- Office Telephone number
- Office Facsimile (FAX) number
- Email address
- Name and Email address of your immediate supervisor

**Northern Plains Area
2150 Centre Ave. Bldg. D
Ft. Collins, Colorado**

Note: Further information (actual meeting site and lodging facilities) will be provided at time of registration.

August 24 & 25 (two and ½ days) **Time: 8:00 a.m. to 3:30 p.m.**
August 26, 2004 **8:00 a.m. til noon**

**800 - 9th Street, SW
Waterfront Building, Room 1410
Washington, DC**

October 19 & 20 and (two and ½ days) **Time: 8:00 a.m. to 3:30 p.m.**
October 21, 2004 **8:00 a.m. til noon**

**George Washington Carver Center (GWCC)
5601 Sunnyside Ave.
Room 3-1160
Beltsville, Maryland**

TRVL-4-102, Online Travel System Training

June 10, 2004 **Time: Noon to 3:15 p.m.**

**1800 M Street, NW
South Tower
Waugh Auditorium, 3rd Floor, Room N3088
Washington, DC**

October 21, 2004 **Time: Noon to 3:15 p.m.**

**George Washington Carver Center (GWCC)
5601 Sunnyside Ave.
Room 2L287 (basement Bldg. 2)
Beltsville, Maryland**

DIRECTIONS

George Washington Carver Center (GWCC): GWCC is located at 5601 Sunnyside Avenue, Beltsville, Maryland. You may take Metro to the Greenbelt metro station. USDA has a shuttle bus that will bring you from the metro station to GWCC. The shuttle bus departs every 20 minutes.

Driving - 1) GWCC is located between Edmonston Road and Route 1 in Beltsville, Maryland. From 495 you may take the Kenilworth Avenue/Greenbelt exit, towards Greenbelt. Go to Sunnyside Avenue and make a left turn onto Sunnyside Avenue. Go over the railroad tracks. You will see GWCC on your left. Enter the complex at the next traffic light and use the parking lot on the right; **OR 2)** take the College Park/Laurel exit onto Route 1 towards Laurel. Make a right turn onto Sunnyside Avenue at the Exxon gas station. Go to the second traffic light and make a right turn into USDA/GWCC, enter the parking lot on the right.

Room 2L287 is an ARS computer training room located in the GWCC Building 2 on the lower level. Enter GWCC at the main desk, go left, to the first bank of elevators, once on the elevator select “LL” (lower level). Exit the elevator, go right, walk down the corridor into Building 2. You will see 2L287 on the left side of the corridor.

Room 3-1160 is located in building 3 of GWCC. At the guard desk go to the right through the corridor, make a left before the stairs and continue down the corridor. Room 3-1160 is on the left hand side of the hall just before the next set of stairs.

The **Economic Research Service (ERS)** office is a 10-story building on the southwest corner of the intersection of **18th Street and M Street**. It’s about 8 blocks northwest of the White House, 2 miles northwest of the U.S. Capitol, and 3 blocks south of Dupont Circle. The Waugh Auditorium and Room 3088 are located in the North Tower. However, you must enter the building through the South Tower entrance and go to the 3rd floor.

From the Metro:

The ERS building is not quite three blocks north of the Farragut West station (Blue Line or Orange Line).

From the **Farragut West** station, take the 18th Street exit. You are facing north when you come up the escalator. Just to your right is 18th Street. Walk north on 18th Street about three blocks to 18th and M Streets.

Parking is available in the 1800 M Street building and is operated by National Parking Service. The garage entrance is on the west side of 18th Street (a one-way street northbound), about halfway between L Street and M Street. There are several other parking garages less than a block away from 1800 M Street.

Enter 1800 M Street through the South Tower entrance. Take an elevator to the third floor. The guards' desk is adjacent to the elevator lobby. You should have your **USDA Identification (ID) Badge** with you. The ERS guards will help you to your final destination.

Waugh Auditorium is on the third floor of the South Tower at 1800 M Street, NW, Washington, DC.

Room 3088 North Tower (Computer Training room) - Enter the building at the South Tower entrance, take an elevator to the third floor, to the guard desk, show your USDA ID badge. The guard will admit you through a secured door, you will pass the Waugh Auditorium on your left. The computer room 3088 is the last door on your right.

Questions concerning this training schedule should be addressed to the GroupWise or Internet address provided in this bulletin. For additional assistance please contact Linda Mahoney, Chief, Travel and Relocation Services Branch, Financial Management Division, on 301-504-1307, or email: LMahoney@ars.usda.gov.

/s/

S. M. HELMRICH

Director

Financial Management Division