

FW: External training

**This material is part of a collection that documents the harassment, discrimination, and retaliation perpetrated against Alaska's women research scientists by their supervisor, with full knowledge (and arguably, "tacit approval") of their federal employer, the USDA Agricultural Research Service (ARS)**

From: "Cindy Bower" <Cindy.Bower@ars.usda.gov>  
 Subject: FW: External training  
 Date: Mon, May 17, 2010 10:25 pm  
 To: "BOWER@sfos.uaf.edu" <bower@sfos.uaf.edu>

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----- Forwarded Message

From: "Philibert, Juli" <Juli.Philibert@ARS.USDA.GOV>  
 Date: Mon, 17 May 2010 19:24:25 -0600  
 To: "Badger, Kenji" <kenji.badger@ars.usda.gov>, "Bechtel, Peter" <Peter.Bechtelt@ARS.USDA.GOV>, "Bower, Cindy" <Cindy.Bower@ars.usda.gov>, "Carr, Erin" <Erin.Carr@ARS.USDA.GOV>, "Conn, Jeff" <Jeff.Conn@ARS.USDA.GOV>, "Contento, Janis" <Janis.Contento@ARS.USDA.GOV>, "DeFoliart, Linda" <Linda.DeFoliart@ARS.USDA.GOV>, "Fielding, Dennis" <Dennis.Fielding@ARS.USDA.GOV>, "Hietala, Katie" <Katie.Hietala@ARS.USDA.GOV>, "Horrell, Jonathan" <Jonathan.Horrell@ARS.USDA.GOV>, "Johnson, Jill" <Jill.Johnson@ARS.USDA.GOV>, "Pantoja, Alberto" <Alberto.Pantoja@ARS.USDA.GOV>, "Seefeldt, Steven" <Steven.Seefeldt@ARS.USDA.GOV>, "Stine, Jesse" <Jesse.Stine@ARS.USDA.GOV>, "Wu, Ted" <Ted.Wu@ARS.USDA.GOV>  
 Subject: External training

This is just a reminder that SF-182 training requests must be approved in AgLearn for all training/certifications, etc., taken outside of the AgLearn system, prior to the event.

If travel is involved, the SF-182 log number should be entered on the Request for Travel Authorization. Please see attached. If you do not know your log number, please go into AgLearn to your SF-182 requests. Click on the appropriate course and a copy of your request will come up. The log number will be in box C.4. Document / Purchase Order / Requisition No.

Thanks for your help.

Juli  
 Juli A. Philibert, Secretary  
 USDA-Agricultural Research Service  
 Subarctic Agricultural Research Unit  
 905 Koyukuk, 356 O'Neill Bldg  
 Fairbanks, AK 99775-7200  
 (907) 474-1806     '  
 (907) 474-1813     7

"I am still determined to be cheerful and happy, in whatever situation I may be; for I have also learned from experience that the greater part of our happiness or misery depends upon our dispositions, and not upon our circumstances."

- Martha Washington

----- End of Forwarded Message

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**Attachments:**

**Request for Travel Authorization memo.pdf**

Size:	75 k
Type:	application/octet-stream

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# Request for Travel Authorization

Traveler's Name (please print): \_\_\_\_\_

Travel begins: \_\_\_\_\_ Travel ends: \_\_\_\_\_

Depart from:  Residence  Office  
POV mileage: 1-way home to airport: \_\_\_\_\_  
City of residence: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

( Approved ARS-115 Log # \_\_\_\_\_ )

( Approved SF-182 Log # \_\_\_\_\_ )

Mode of travel:	<input type="checkbox"/> Plane	<input type="checkbox"/> Train	<input type="checkbox"/> Gov't. vehicle	<input type="checkbox"/> POV
	<input type="checkbox"/> Other(explain) _____			
Preferred departure time/flight number(s):	_____			
Preferred return time/flight number(s):	_____			
Seating preference:	<input type="checkbox"/> Aisle	<input type="checkbox"/> Window	Frequent flyer # _____	
Airport parking:	<input type="checkbox"/> Est. parking \$ _____	<input type="checkbox"/> Rental car	<small>(ARS calling card and cell phone holders may not claim phone calls)</small>	
Miscellaneous:	<input type="checkbox"/> Shuttle/bus/train	<input type="checkbox"/> Phone calls		
	<input type="checkbox"/> Taxi	<input type="checkbox"/> Other(explain) _____		

Will you be taking any leave during this trip? (Enter leave request in webTA)

Yes  No Dates: \_\_\_\_\_

Any contributed non-USDA funds? (Explain) \_\_\_\_\_

Yes  No

Comments to travel arranger: \_\_\_\_\_

Gov't credit card:  Yes  No

Charge to:  Aquaculture  IPM  Germplasm  Admin

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommending Official: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Reason:	_____
	_____
Approving Official:	_____ Date: _____