



United States Environmental Protection Agency

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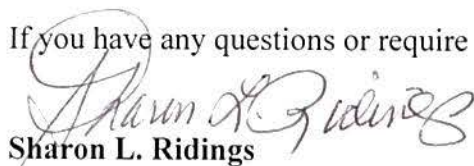
I have reviewed your request to classify the "2018 Community Involvement Training Program" as a learning event under the GETA and USEPA guidelines. (Information regarding this regulation can be found at: <http://feh.b.opm.gov/hrd/lead/pubs/handbook/lfft1.asp>) This event is scheduled to be held in Kansas City, MO, July 17-19, 2018. Based on the event agenda and the information provided to me, I concur that more than 50% of this agenda for all three days of the event meets the requirements to be certified as a training event.

Please maintain this document along with your agenda for your records.

All training will be captured on the standard form 182 to account for employee participation and to track the training vender payment process.

- Supervisors may consider using training funds to cover an employee's lodging and per diem costs while on travel to this learning event.
 - a. The employee will complete an individual SF182 training form in the EPA-BAP Forms system, indicate the total amount of the lodging and per diem cost in Section C under "per diem.", and route the form through the normal approval process.
 - b. The approved SF182 and a copy of this memo must be attached to the employee's travel voucher to notify the Travel office of the approval to use training funds to cover the cost associated with lodging and per diem.
 - c. Employees who are working or presenting and not attending at least 50% of the training events may not use training funds to support their lodging and per diem.
- The remaining pages of this approval document include EPA's current OGC review of the "Food at an EPA Conference, Workshop, Ceremony, Reception of Observance" regulation. Your event must fit into one of the categories identified in this document.

If you have any questions or require additional information, please do not hesitate to contact me.


Sharon L. Ridings