UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice FLP-113

For: State Offices

National Appraisers Software Training and Meeting

Approved by: Acting Deputy Administrator, Farm Loan Programs

1 Overview

A Purpose

This notice:

- invites participants to the training
- provides participants with site, travel, and training information
- provides information on selecting participants.

B Training Schedule

A 3-day National Appraisers Software training and meeting session on the newly procured "Appraisal Software, Related Tools, and Agency Policy" is scheduled in Nashville, TN, to:

- begin February 28, 2000, at 8:00 a.m. c.t.
- end March 1, 2000, at 5:00 p.m. c.t.

In addition to the National Appraisers Software training and meeting, an optional 2-day Uniform Standards of Professional Appraisal Practice (USPAP) training session is being offered at the same hotel, to:

- begin March 2, 2000, at 8:00 a.m. c.t.
- end March 3, 2000, at 5:00 p.m. c.t.

Disposal Date	Distribution
April 1, 2000	State Offices

2 Accommodations

A Hotel

The hotel and training will be located at:

Holiday Inn Select-Vanderbilt
2613 West End Avenue
Nashville, Tennessee 37203
615-327-4707.

To get to the hotel:

- take 40 West to the Broadway exit
- exit at Broadway
- take a left onto Broadway/West End Avenue and it will be approximately 1 ½ miles.

For transportation from the Nashville Airport to the hotel, participants can use the Gray Line Shuttle Service for a one-way cost of $9.00 per person or $16.00 round trip. The Gray Line booth is located in the baggage claim area of the airport and is staffed from 6:00 a.m. - 11:00 p.m.. The shuttle leaves the airport every 15 minutes.

Taxi service is also available for a one-way cost of $18.00-$20.00.

B Making Hotel Arrangements

A block of rooms for FSA has been set aside for this training. Training attendees need to contact the hotel and confirm their room by **February 17, 2000**. After February 17, 2000, the Holiday Inn will release the block of rooms and attendees can reserve rooms on a first-come, first-served schedule.

Reserve rooms by calling the Holiday Inn directly at 615-327-4707. To receive the contracted rate of $72.00 plus tax, identify yourself as attending the USDA Farm Service Agency National Training for Agency Appraisers. If you will be arriving after 6:00 p.m., you **must** guarantee for late arrival by using your government credit card. Attendees will be responsible for paying their own room, tax, and incidental expenses.

C Contact

Persons with disabilities who require accommodations to attend or participate in these training sessions should contact Wynona Black in KCMO 816-926-6517 or TDD at 816-926-7440 by **February 16, 2000**.

3 Action

A Selecting Participants

All agency designated staff appraisers, who received the software in Release No. 31, should attend this meeting. Participants shall bring the following equipment to the training and meeting:

- Dell latitude 266 MHZ laptop, loaded with the "Appraisal Software Core Load", as described in Release No. 31
- Kodak digital camera, Model DC-265
- Hewlett-Packard **portable** color ink jet printer, Model HP 340, as described in Notice IRM-303.

Note: Participants must have a working knowledge of the basic windows functionality. Time will **not** permit training on basic windows functions. Participants are encouraged to become familiar with the new appraisal software before the training.

B State Office Action

State Offices shall provide a list of participants to Wynona Black at **wmblack@kcc.fsa.usda.gov** by **COB** February 16, 2000 for the:

- National Appraisers Software training and meeting session
- USPAP training session.

Continued on the next page

3 Action (Continued)

C Participant Action

Each participant must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses.

Note: This notice does not constitute an approved travel authorization.

Participants shall make travel arrangements as soon as possible, using the most efficient means of transportation.

Federal employees attending attending only the National Appraisers Software training and meeting session will charge travel and per diem expenses to Washington-controlled travel funds.

Non-Federal employees shall use County Office administrative funds for travel expenses.

Participants to **both** the National Appraisers Software training and meeting session and the USPAP training session shall charge travel and per diem expenses as follows.

IF attending...	THEN...
USPAP training session for "basic education"	• charge per diem expenses for the 3-day National Software training and meeting session to the Washington Controlled State travel fund • charge travel and per diem expenses for the 2-day USPAP training session to the National Appraisal Education Fund.
USPAP training session for "continued education"	• charge travel and per diem expenses for the 3-day National Software Training and Meeting session to the Washington Controlled State travel fund • charge per diem expenses for the 2-day USPAP training session to the State Office Funds for Continuing Education.

D Completing SF-182

State Offices will complete SF-182's for each Federal employee according to 6-PM.