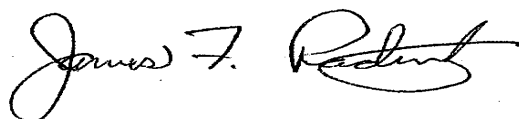


For: State and County Offices

2016 National Appraiser Training Meeting

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

The national office has scheduled an appraiser training meeting from Monday, September 19 through Friday, September 23, 2016, in Oklahoma City, Oklahoma.

B Purpose

This notice provides:

- dates and location
- hotel accommodations
- transportation and travel authorizations.

C Contact

Direct questions about this notice to Niki Chavez, PDEED at 202 690-6129 or niki.chavez@wdc.usda.gov.

Disposal Date	Distribution
November 1, 2016 8-26-16	State Offices; State Offices relay to County Offices

2 Training Information

A Training Date and Location

The 2016 National Appraiser Training Meeting will be held at the Sheraton in Oklahoma City, Oklahoma, and will begin at 8 a.m. on Monday, September 19, 2016, and end on Friday, September 23, 2016, at noon. Participants must make travel arrangements to ensure attendance for the entire training. Participants are not authorized to make any travel arrangements that would require leaving the training before the scheduled end time.

B Participants

All FSA appraisers in the GS-1171 series are authorized to attend the training.

3 Travel and Hotel Authorization

A Travel Authorization

Sunday, September 18, 2016, and Friday, September 23, 2016, will be travel days for all participants.

Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

Each participant must have a CONCUR electronic travel authorization before incurring travel expenses. This notice does not constitute an approved travel authorization.

In CONCUR, enter the information according to the following:

- type code: single trip
- trip purpose: training
- accounting code: 161616-ACIF-WDC-TRAVEL.

B Centrally Billed Account (CBA) and Cash Advances

Participants who do not have a valid government-issued travel credit card may use the CBA option in CONCUR for the purchase of airfare. To reserve hotel accommodations, the participant should contact the hotel and secure their reservation using their personal credit card.

Note: Only airfare can be paid on behalf of the participant using CBA; hotel accommodations are paid using the participant's personal credit card, and subsequently reimbursed to the participant as part of the per diem during the post-travel expense vouchering process.

3 Travel and Hotel Authorization (Continued)

B Centrally Billed Account (CBA) and Cash Advances (Continued)

M&IE may also be charged to the participant's personal credit card for reimbursement through the post-travel vouchering process.

For participants whose circumstances may require using a cash advance, notify a member of the travel staff before initiating a travel authorization. A participant may request an advance of up to 80 percent of estimated travel expenses (excluding airfare).

For questions about using CBA or cash advance, contact either of the following in the Debt Management and Travel Policy Office (DMTPO):

- Arthur Holmes by e-mail to arthur.holmes@wdc.usda.gov
- Cynthia Chesley by e-mail to cynthia.chesley@wdc.usda.gov.

C Hotel Accommodations

A block of rooms has been reserved at the:

Sheraton
1 North Broadway Avenue
Oklahoma City, Oklahoma 73102
405-235-2780.

The per diem for lodging is \$98 and the M&IE \$59. To receive the Government per diem rate, participants must book under FSA's block of rooms using the following information:

Group Name: USDA RFQ 2016 Appraiser Training
Check-in: September 18, 2016
Check-out: September 23, 2016.

Reservations must be made by **September 7, 2016**.

Make reservations using the hotel's online group reservation system at <https://www.starwoodmeeting.com/events/start.action?id=1608257768&key=2CE33F2C>.

Confirm room reservations with a government credit card or a deposit equal to the first night room charge as soon as possible but no later than COB, Wednesday, September 7, 2016. After this date any rooms not confirmed will be released to hotel inventory.

Check-in time is 3 pm. Check-out time is noon. In the event a reservation needs to be cancelled, the participant must notify the hotel 48 hours before the date of check-in to avoid a cancellation fee. Any reservation canceled less than 48 hours before check-in will result in the participant's credit card being charged a minimum of one night's stay and tax. For all no-shows the policy will be the same. Participants must advise the hotel at or before check-in of any change in the scheduled length of stay to avoid a \$75 early departure fee.

3 Travel and Hotel Authorization (Continued)

D Hotel Transportation Options

Transportation from the Oklahoma City Will Rogers Airport to the Sheraton is available by any of the following:

- **Taxicab** from the Oklahoma City Will Rogers Airport is approximately \$20-\$30 one way
- **Uber** from the Oklahoma City Will Rogers Airport is approximately \$12-\$15 for UberX.

4 Additional Training Information

A Documenting Training Attendance in WebTA

Participants are responsible for recording hours worked in webTA according to 21-AO, Exhibit 4.

Compensatory time for travel is authorized according to 32-PM, paragraph 157.

B Training Material

Participants:

- must bring their government-issued laptop to the training

Important: All appraisers in the GS-1171 series must upload AgWare's Click Forms, version 8.2.3, and AgWare's Datalog, version 4.2.4 before arriving at the training. For assistance in uploading the software, participants should contact their local IT.

- may e-mail general questions about real estate appraisals, appraisal reviews, and technical reviews to be addressed during the training by September 7, 2016, to Thomas Dobbin at **thomas.dobbin@wdc.usda.gov**.

C Reasonable Accommodations

Participants may notify the airline and hotel directly if special accommodations are necessary.

If special accommodations are necessary to attend this training, notify Alita Jordan by September 7, 2016, by either of the following:

- e-mail to **alita.jordan@wdc.usda.gov**
- telephone at 202-694.5059.