

For: State Offices

National Appraisal Tracking System (NATS) Train-the-Trainer Training

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

NATS is an FSA-developed software application that is now ready for deployment to the States. To ensure users will have adequate training resources by the end of FY 2020 when full deployment of NATS is being scheduled, a NATS train-the-trainer training session will be held. The training will provide trainers with NATS program knowledge and the tools to implement NATS within a State. Knowledge of appraisal concepts and FSA policies are prerequisites.

B Purpose

This notice provides information on the following:

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

C Contact

If there are questions about this notice, contact either of the following:

- Mike Ittel, NATS Business Sponsor/Trainer by either of the following:
 - e-mail to mike.ittel@usda.gov
 - telephone at 320-345-6459
- Gary Harris, NATS Trainer by either of the following:
 - e-mail to gary.harris@usda.gov
 - telephone at 573-891-3126.

Disposal Date

October 1, 2019

Distribution

State Offices

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2 Training Information

A Training Dates and Location

The NATS training will be held in St. Cloud, Minnesota and begin at **8 a.m. Wednesday, September 4, 2019, and end on Friday, September 6, 2019, at 4:30 p.m.** Training participants must make travel arrangements to ensure attendance for the entire training.

The training will be held at the conference center in the Stearns USDA Service Center, located at 110 2nd Street South, Suite 125, Waite Park, MN 56387. Training participants:

- may enter the building at the public entry doors
- **must** bring their laptops.

B Training Participants

The following are the required training participants.

State	Name of Participant
Illinois	Michael Glynn
Kentucky	Sherry Hulse
North Carolina	Thomas Dellinger
South Carolina	Buddy Richardson
South Dakota	Chip Horton
Tennessee	Jeff Williams
Utah	Dave Hanson
Washington	Everett Purrington
Wisconsin	Steven Glonek

3 Travel Information

A Travel Authorization

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

Notes: September 3, 2019, and September 7, 2019, will be travel days for all participants.

This notice does not constitute an approved travel authorization.

Per diem for St. Cloud, Minnesota is \$149 (\$94 for lodging and \$55 for M&IE) per day.

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3 Travel Information (Continued)

A Travel Authorization (Continued)

Each employee must have a CONCUR electronic travel authorization before incurring travel expenses. Once in the authorization, enter the following fields at the general tab:

- Type Code - Single Trip
- Trip Purpose - Training
- Document Detail - 2019 NATS Train the Trainer.

Participants must select accounting code “**98493384NATS.DAFLP**” in CONCUR.

B Hotel Accommodations

A block of rooms has been reserved at the:

Country Inn and Suites by Radisson
235 Park Ave South
St. Cloud, MN 56301
Telephone: 1-320-259-8999

Group Name: Farm Service Agency NATS

Per Diem Rate: \$94.00 per night plus tax

Check-In: September 3, 2019

Check-Out: September 7, 2019

Training participants should contact the hotel directly to reserve the room using their Government credit card. Rooms **must** be reserved no later than Sunday, August 25, 2019. After this date any rooms not confirmed will be released to the hotel's inventory. Participants are responsible for early or late check-in and are subject to the hotel's cancellation policies.

C Air Transportation Options

Training participants must use the Minneapolis – St. Paul Airport. Transportation from the Minneapolis – St. Paul Airport to the Country Inn and Suites is available from Executive Express. Training participants may contact Executive Express at 320-253-2226 or www.executiveexpress.com.