

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FLP-893

For: CT, KY, MA, NY, and RI State Offices

**2023 Northeast Region Administrative Appraisal Review
and Non-Real Estate Property Valuation Training**

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Announcement

The 2023 Northeast Region Administrative Appraisal Review (AAR) and Non-Real Estate Property Valuation (NREPV) Training has been scheduled for Tuesday, July 11, 2023, through Thursday, July 13, 2023, in Amherst, Massachusetts.

B Purpose

This notice informs State Offices about the training and provides detailed information on:

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

C Contact

Direct questions about this notice to both of the following:

- Sherry Hulsey, Supervisory Review Appraiser – NE Region, POAD, by either of the following:
 - e-mail to sherry.hulsey@usda.gov
 - telephone at 270-524-5631 x 108
- Don Howard, Appraisal Branch Chief, POAD, by either of the following:
 - e-mail to don.howard@usda.gov
 - telephone at 503-404-1131

Disposal Date	Distribution
December 1, 2023	Above State Offices

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2 Meeting Information

A Training Location

Massachusetts State Office
Farm Service Agency
445 West Street
Amherst, MA 01002

B Training Dates, Times, and Agenda

The following are training dates and times:

- Tuesday, July 11, 2023, from 8:30 a.m. – 4:30 p.m. EDT
- Wednesday, July 12, 2023, from 8:30 a.m. – 4:30 p.m. EDT
- Thursday, July 13, 2023, from 8:30 a.m. – 2:30 p.m. EDT.

Note: Participants are not authorized to schedule return flights before the end of the training.

A detailed agenda will be provided to attendees before the meeting.

C Training Attendance

Each State has identified and is authorized attendees according to the following table.

State	Attendees
Connecticut	Carolyn Orser Melanie Exley Nathan Wilson
Kentucky	Katherine Little
Massachusetts	Brian Dejnak Dawn Wilhelmsen Katie Bodzinski Linda Morisset Mercedes Baker
New York	Karrie Reed Kendra Mallaber
Rhode Island	Matthew Richter

3 Travel and Hotel Authorizations

A Travel Authorization

Monday, July 10, 2023, and Friday, July 14, 2023, will be travel days for participants traveling over 200 miles.

Monday, July 10, 2023, and Thursday, July 13, 2023, will be travel days for participants traveling between 100 and 200 miles.

Tuesday, July 11, 2023, and Thursday, July 13, 2023, will be travel days for participants traveling between 50 and 100 miles.

Participants traveling less than 50 miles from their duty station will be traveling daily.

Participants **must**:

- use CONCUR for commercial travel reservations
- have an approved CONCUR electronic travel authorization **before** incurring travel expenses.

This notice does **not** constitute an approved travel authorization. Per diem for Amherst, MA is \$197 (\$128 for lodging and \$69 for M&IE) per day.

In CONCUR, enter the following information:

- type code - single trip
- trip purpose - training
- document detail - 2023 Northeast Region Administrative Appraisal Review (AAR) and Non-Real Estate Property Valuation (NREPV) Training.

Participants must:

- make their own travel arrangements, as soon as possible, using the most efficient means of transportation (carpooling when available is recommended)
- **not schedule return flights that would require them to leave before the conclusion of training.**

3 Travel and Hotel Authorizations (Continued)

B Travel Codes

FLP participants, whether in the National Office, State Office, or County Office, must use the CONCUR accounting code **384FLOTAPPTRNG** as appropriate.

C Centrally Billed Account (CBA) and Cash Advances

Participants who do not currently possess a valid government-issued travel credit card must:

- use the CBA option in CONCUR to purchase airfare
- secure hotel reservations using a personal credit card.

Hotel reservations and M&IE will be reimbursed, as part of the trip per diem, during the expense vouchering process after travel.

Participants requesting a cash advance must notify a member of the travel staff **before** initiating a travel authorization. Participants may request an advance of up to 80 percent of estimated travel expenses (excluding airfare).

Submit questions about TDY travel, using CBA, and cash advances to the FPAC Business Center, FMD, TDY Travel Section through **FPACNow**.

D Hotel Accommodations

Participants are responsible for reserving their hotel through CONCUR. The following hotels are recommended:

- Homewood Suites Hadley Amherst
340 Russell Street
Hadley, MA 01035
- Comfort Inn & Suites
400 Russell Street
Hadley, MA 01035
- Courtyard Hadley Amherst
423 Russell Street
Hadley, MA 01035.

All reservations should be made no later than June 30, 2023.

Be sure to request exemption from hotel taxes, as the GSA SmartPay Program allows exemption when using the USDA Individually Billed Account (IBA) Travel Charge Card in Massachusetts.

4 Additional Information

A Special Accommodations

Contact Sherry Hulsey by telephone at 270-524-5631 ext. 108 or by e-mail to sherry.hulsey@usda.gov if special accommodations are needed.

B Documenting Training Attendance in WebTA

When reporting in the **Activity Report System** section of WebTA, use program code **FLPDL** and activity codes:

- “training” for training hours
- “travel” for travel time.