

For: AL, LA, MS, GA, and FL State Offices

2023 Southeast Region Administrative Appraisal Review and Chattel Appraisal Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Announcement

A Regional Farm Loan Programs training has been scheduled for Tuesday, Aug 8, 2023, through Thursday, Aug 10, 2023, in Montgomery, Alabama.

B Purpose

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

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

C Contact

Direct questions about this notice to both of the following:

- Bobby Fleming, Supervisory Review Appraiser – SE Region, Program Operations and Appraisals Division (POAD), by either of the following:
 - e-mail to **robert.fleming@usda.gov**
 - telephone at 803-696-3410
- 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

Notice FLP-896

2 Meeting Information

A Training Location

United States Department of Agriculture
Farm Service Agency
Alabama State Office
4121 Carmichael RD, Suite 600
Montgomery, Alabama 36106
Ph: (334) 279-3500
Fax: (334) 279-3550

B Meeting Dates, Times, and Agenda

The following are training dates and times:

- Tuesday, Aug 8, 2023, from 8:00 a.m. – 5:00 p.m. EDT
- Wednesday, Aug 9, 2023, from 8:00 a.m. – 5:00 p.m. EDT
- Thursday, Aug 10, 2023, from 8:00 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 Attendance

Each State has identified selected attendees before the issuance of this notice. Each State is authorized the following attendees:

State	Attendee
Alabama	Carpenter, David
	Clark, Eric
	Corder, Orryn
	Fox, Brittany
	Frasier, Kamarie
	Gore, Amanda
	Lee, Amy
	Swindle, Jeremy
Florida	Digiacomio, Kenneth
	Jimenez, Luis
	Ratliff, Carlie
Georgia	Crumley, Heather
	Deal, Kevin
	Gaines, Antonia

State	Attendee
Louisiana	Chew, Sharenthia
	Jordan, James
	Raheem, Brett
	Roy, Gillian
	Smith, Angela
Mississippi	Ferguson, Sara
	Helms, Joshua
	Jones, Symone
	Powell, Andrew
	Williams, Tybias
Trainers	Evans, Gary
	Fleming, Bobby
	Parmer, Phillip

3 Travel and Hotel Authorizations

A Travel Authorization

Employees traveling more than 50 miles are authorized for TDY travel. Travel days for these participants will be Monday, August 7, 2023, and Friday, August 11, 2023.

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

Each participant **must** use CONCUR for commercial travel reservations and **must** have an approved CONCUR electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Montgomery, Alabama is \$157 (\$98 for lodging and \$59 for M&IE) per day.

In CONCUR, enter information according to the following:

- type code - single trip
- trip purpose - training
- document detail - 2023 Southeast Region Administrative Appraisal Review (AART) & Chattel Appraisal (CAT) 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.**

B Travel Codes

FLP employees, whether in State Office or County Office locations, will use the following accounting code in CONCUR, as appropriate: **384FLOTAPPTRNG**.

3 Travel and Hotel Authorizations (Continued)

C Centrally Billed Account (CBA) and Cash Advances

Participants without a valid government-issued travel credit card must use the CBA option in CONCUR to purchase airfare. For hotel accommodations, these participants must secure their reservation using their personal credit card and be reimbursed, as part of the trip per diem, during the expense vouchering process performed after travel.

M&IE is also charged to the traveler's personal credit card for later reimbursement through the vouchering process.

Participants whose circumstances may require using a cash advance must 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 related to TDY travel or the use of the CBA and cash advances, submit questions 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.

- | | |
|--|-------------|
| 1. Homewood Suites Montgomery | \$98 |
| 1800 Interstate Park Drive | |
| Montgomery, AL 36109 | |
| 0.37 miles | |
| 2. Hilton Garden Inn Montgomery East | \$98 |
| 1600 Interstate Park Drive | |
| Montgomery, AL 36109 | |
| 0.39 miles | |
| 3. Holiday Inn Express Montgomery East I-85 | \$98 |
| 5135 Carmichael Road | |
| Montgomery, AL 36106 | |
| 1.4 miles | |

All reservations should be made no later than July 31, 2023.

Participants should request an exemption from Hotel Taxes, as the GSA SmartPay Program allows exemption when using the USDA Individually Billed Account (IBA) Travel Charge Card.

4 Additional Information

A Special Accommodations

Contact Bobby Fleming by telephone at 803-696-3410 or by e-mail to **robert.fleming@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 activity code training.

For travel time use program code FLPDL and activity code travel.