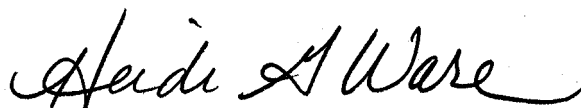


For: State and County Offices

**2014 National CORP Training**

Approved by: Acting Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The last National CORP training was held in January 2007. A significant number of the current COR's did **not** attend the last National CORP training.

Since the 2007 training, CORP has gone through numerous changes, including but not limited to, the following:

- an increased importance on Improper Payments Information Act of 2002 (IPIA) reviews
- the release of a web-based application used to tract IPIA review results
- the release of the electronic County Operations Review Program (eCORP)
- conducting off-site reviews
- reduction in the number of COR's nationwide
- implementation of National Office-directed reviews.

In addition, a recent OIG audit of FSA compliance activities showed areas of inconsistency within CORP, generally dealing with the uniformity and details of each review conducted and comparability of review results.

To ensure that all COR's have received basic CORP policy and procedure training and to provide better uniformity in CORP implementation and review reports, FSA will conduct National CORP training for COR's.

**B Purpose**

This notice informs State Offices of the National CORP training providing detailed training information.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2014	State Offices; State Offices relay to CORP Coordinators and COR's

## Notice COR-126

### 1 Overview (Continued)

#### C Contacts

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

- Philip Sharp by e-mail to [philip.sharp@wdc.usda.gov](mailto:philip.sharp@wdc.usda.gov)
- Jonna Miller by e-mail to [jonna.miller@wdc.usda.gov](mailto:jonna.miller@wdc.usda.gov).

#### D Attendees

It is expected that all COR's attend the training. Any COR **not** able to attend shall immediately notify their SED and ORAS of the reason.

### 2 National CORP Training

#### A Topics To Be Covered

The National CORP training will cover the following:

- basic CORP policies and procedures
- changes in CORP since 2007
- how reviews, in general, are to be conducted and documented.

**Note:** The training material will be made available electronically to CORP Coordinators after the training is completed.

#### B Training Dates and Location

The National CORP training session will be held on Tuesday, August 26, 2014, beginning at 8 a.m. through Wednesday, August 27, 2014, at 5 p.m. Training participants shall make travel arrangements to ensure that they are able to attend the entire training session. Attendees are **not** authorized to make any airline reservations that would require leaving the training before the scheduled end time.

Training will be held at the following.

USDA Beacon Building  
6501 Beacon Drive, Conference Room G28 C/D  
Kansas City, MO 64133

All attendees will use USDA's main entrance that is on the south side of the building by the flagpole. Participants **must** show their Government ID for admittance into the building.

## Notice COR-126

### 3 Travel and Hotel Authorization

#### A Travel Authorization

Each employee **must** have a GovTrip electronic travel authorization before incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Kansas City, Missouri, is \$167 (\$106 for lodging and \$61 for M&IE) per day. Travel is authorized for August 25-28, 2014.

**Note:** COR's shall use the accounting code "**14-ORAS-COR-Review**" in GovTrip for this training.

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

#### B Hotel Accommodations

A block of rooms have been reserved at the following hotel under the group name "**USDA FSA County Operations Reviewer (COR) Training**":

Sheraton Suites Country Club Plaza  
1770 West 47<sup>th</sup> Street  
Kansas City, MO 64112  
Phone: 816-931-4400

Per Diem Rate: \$106 per night  
Check-in: August 25, 2014, after 3 p.m.  
Check-out: August 28, 2014, before 12:00 noon

A room reservation has already been made for each attendee; however, each attendee will receive a credit card authorization e-mail from the hotel to confirm the reservation. Attendees shall follow the instructions provided in the e-mail and comply with the cut-off date therein.

If a reservation needs to be canceled, attendees shall notify the hotel 24 hours before the date of check-in to avoid a cancellation fee. Any reservation canceled less than 24 hours before check-in will result in the individual's credit card being charged a minimum of 1 night's stay and tax.

#### C Training Transportation

Transportation from the hotel to the USDA Beacon Building will be provided by the hotel. The bus schedule is as follows:

- bus departs the hotel each morning at 7:20 a.m.
- bus departs the USDA Beacon Building each evening at 5:15 p.m.

**Note:** Rental cars or taxi service is **not** authorized for travel to and from the hotel to the USDA Beacon Building.

## Notice COR-126

### 3 Travel and Hotel Authorization (Continued)

#### D Airport Transportation Options

The Kansas City International Airport is approximately 30 miles from the hotel. Transportation from the airport to the hotel is available by airport shuttle or taxi, located near the baggage claim area on the lower level of the airport. Transportation options include the following.

- **Super Shuttle**  
Fee is \$19 per person, each way  
Call 816-243-5000  
Reservations are not required for airport pickup; however, **return trips require reservations.**
- **Taxi**  
Fee is approximately \$55 each way.

#### E Reasonable Accommodations

Each participant shall notify the airlines and hotel of any accommodations that are necessary. Persons who require accommodations to attend or participate in the training sessions shall contact Barbara Harris, MSD, by COB August 1, 2014, by either of the following:

- e-mail to **barbara.harris@wdc.usda.gov**
- telephone at 202-720-3135.