UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice AO-1337

For: State and County Offices

County Office Administrative Expense System (COE) Replacement System Training

Approved by: Deputy Administrator, Management

1 Overview

A Background

The FSA modernization project requires that all applications residing on the System 36 migrate to a new platform. COE is one of several financial applications that is required to migrate from the System 36. COE is the application used by County Offices to pay administrative expenses, such as rent, utilities, supplies, postage, etc. A COE replacement strategy team was formed and analyzed available options.

The COE replacement strategy team determined that migrating to the Controller Operations Division (COD) in New Orleans, Louisiana, was the best option to support the Corporate Strategies and the President's Management Agenda. Payment of County Office administrative expenditures will be issued by COD.

Pilot testing in Kansas, Kentucky, Missouri, New Jersey, Virginia, and Wyoming has been completed. Beta testing in Montana, New Mexico, and Pennsylvania have been successful; therefore, all States are ready to be trained on how to migrate their COE to COD.

B Purpose

This notice informs the States of the following:

- training objectives
- date and time of the COE training
- number of participants authorized to attend the training (2 per State)
- hotel information.

Disposal Date	Distribution
April 1, 2006	State Offices; State Offices relay to County Offices

2 Training Information

A Tentative Rollout Plan for COE Replacement Implementation

State Offices shall train County Offices and begin the implementation during the month of rollout. Full implementation within a State should be completed within 3 months of rollout. The tentative rollout plan for implementation is as follows.

Group 1 October 2005	Group 2 December 2005	Group 3 February 2006
Alabama	California	Alaska
Arizona	Colorado	Arkansas
Connecticut	Indiana	Florida
Delaware	Massachusetts	Hawaii
Georgia	Maine	Illinois
Iowa	Nebraska	Maryland
Idaho	Nevada	Minnesota
Louisiana	New York	North Carolina
Michigan	Oregon	North Dakota
Mississippi	South Carolina	New Hampshire
Ohio	South Dakota	Oklahoma
Rhode Island	Tennessee	Puerto Rico
Texas	Texas	Texas
Wisconsin	Vermont	Utah
	Washington	
	West Virginia	

Note: Local Agency Program Coordinator (LAPC) training will be provided to Group 1 on August 16, 2005, at the Beacon Building. LAPC training will be provided to Groups 2 and 3 at a later date; however, Groups 2 and 3 will receive COE training along with Group 1 at this session on August 17 and 18, 2005.

B Training Objectives

The COE training will be a “Train-the-Trainers” session. The trainers will return home to provide training to other employees to conduct COE training. This training will also provide:

- LAPC training (for participants in Group 1)
- overview of the COE Replacement Project
- the procedure and process for County Office purchase cards
- overview/policy of the Integrated Acquisition System
- BRIO training and reports
- Foundation Financial Information System through KCFO
- Telephone and Utility Maintenance System
- training materials that may be used to train County Offices.

2 Training Information (Continued)

C Training Schedule

The training will be held in Kansas City, Missouri, on August 16-18, 2005, at the Beacon Building. The schedule is as follows:

- HRD topics and LAPC training on Tuesday, August 16th from 8 a.m. - 4:45 p.m.
- COE training on Wednesday, August 17th from 8 a.m. - 4:45 p.m.
- COE training on Thursday, August 18th from 8 a.m. - 4:45 p.m.

D Participants

Travel for Federal State Office employees shall be charged to Washington-controlled State travel funds. Two people, including the Administrative Officer (AO), from all groups are authorized to attend this training with the exception of Texas.

- All AO's are required to attend all 3 days of training on August 16-18, 2005.

  Note: For the States that do not have an AO, the person in the position with the AO duties will attend the training.

  Examples: New York, Executive Officer; Nevada, Administrative Specialist.

- LAPC's from States listed in Group 1 shall attend Tuesday's LAPC training, which means they will travel to Kansas on Monday. LAPC's will be responsible for providing training, guidance, and support to Purchase Card Management System (PCMS) purchase cardholders within the State. LAPC should be at the State Office level. Other responsibilities of LAPC's are:

  - resolving PCMS transaction issues that the cardholder cannot resolve
  - performing audits on transactions if notified of incorrect use of card
  - monitoring PCMS transactions to ensure that:
    - cardholders reconcile every 30 calendar days
    - purchases are made according to procurement regulations and laws
  - ordering purchase cards and convenience checks for cardholders
  - setting security access and resetting passwords in PCMS for cardholders.

- LAPC's in Group 1 will also be required to attend the COE training on August 17th and 18th and will be responsible for implementing the COE replacement on October 1, 2005. Group 1 will attend the training on all 3 days.

2 Training Information (Continued)

D Participants (Continued)

- For Groups 2 and 3, 1 person in addition to the AO is authorized to attend the COE training on August 17th and 18th, which means they will travel to Kansas City on Tuesday. It is recommended that the person is LAPC. They will attend only 2 days of training.

E Hotel Information

A block of rooms has been reserved for the nights of August 15-18, 2005, at the following hotel.

Sheraton Suites Country Club Plaza
770 W. 47th St.
Kansas City, MO 64112
Phone: 816-931-4400
FAX: 816-561-7330
Lodging Costs: $98 (tax is exempt) plus hotel fee
M&IE: $47

Participants shall:

- confirm reservations according to required attendance stated in subparagraph D with a major credit card by calling **1-888-627-7043** on or before **July 27, 2005**

- identify themselves as a participant of the "FSA COE REPLACEMENT TRAINING"

- provide their names to Wendy Collins at **wendy.collins@kcc.usda.gov** on or before **July 27, 2005**.

The hotel room rate is subject to applicable State and local taxes in effect at the time of check in. Cancellations are required by 3 p.m. before the day of arrival.

F Transportation

Participants shall use the following modes of transportation.

- **Shuttle transportation between the KCI Airport and the hotel.** Tickets can be purchased for the KCI Shuttle by either of the following methods:

  - dialing "5000" at any white airport courtesy telephone
  - buying them at the KCI Shuttle Booths located at most baggage claim areas.

  Note: Transportation to the hotel is $16 for one-way and $27 round trip.

2 Training Information (Continued)

F Transportation (Continued)

- **Transportation between the hotel and the Beacon Building.** Buses have been contracted to take participants to and from the hotel to the Beacon Building. The buses will pick participants up at:

  - 7 a.m. at the hotel to go to the Beacon Building
  - 4:45 p.m. at the Beacon Building to return to the hotel.

  Notes: Training will begin at 8 a.m. each morning at the Beacon Building.

  No rental cars are authorized.

3 Additional Information

A Pilot and Beta Site Attendance to the Training

Star Bryant, DAFO, will contact the Pilot and Beta site States and inform them of the number of attendees that are authorized to attend this training. Employees from the Pilot and Beta sites will be trainers at the COE training.

B Government ID Badges

Participants shall bring their Government ID badges. Badges are required to be displayed at all times while in the Beacon Building.

C Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact Star Bryant by **July 27, 2005**, by either of the following:

- e-mail at **star.bryant@wdc.usda.gov**
- telephone at 202-720-0183.

Participants should notify the airlines and hotel of any accommodations that are necessary.

D Contact

If there are any questions about this notice, contact Star Bryant according to subparagraph C.