

For: State Offices

2007 COR Training

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

1-COR provides procedures for carrying out CORP on a national basis. Uniformity in applying procedures is essential for an effective CORP. With emphasis being placed on improper payment reviews, Management has determined that an opportunity exists to improve the overall level of uniformity in CORP reports and other data obtained through the COR process. To that end, training has been scheduled for COR's.

B Purpose

This notice provides:

- dates and times of the training
- hotel accommodations
- authorization for travel
- other information about the training.

C Attendees

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

Note: This training is being held at the same location as other FSA training. There will be a joint session on Monday January 29, 2007, where all FSA personnel will receive the same training. On Tuesday, January 30, 2007, SED's are required to attend the morning session of COR training.

<p>Disposal Date</p> <p>March 1, 2007</p>	<p>Distribution</p> <p>State Offices; State Offices relay to CORP coordinators and COR's</p>
--	---

Notice COR-104

2 Registration and Training Schedule

A Training Dates

Registration will be on:

- Sunday, January 28, 2007, from 6 p.m. to 7 p.m.
- Monday, January 29, 2007, from 7 a.m. to 8 a.m.

The training session will:

- begin Monday, January 29, 2007, at 8 a.m.
- end Friday, February 2, 2007, at 10 a.m.

B Training Materials

Training materials will be provided to each attendee at the training session.

Note: Attendees that intend to ship training materials to their offices should bring all shipping supplies, including boxes, tape, Federal Express labels, and account information to the training session.

C Topics To Be Covered

The following topics to be covered:

- Federal Managers Financial Integrity Act of 1982 requirements
- Improper Payment Information Act of 2002 requirements
- signature requirements
- definition of sufficient change in farming operations
- definition of affiliated persons
- general CORP responsibilities, policies, and procedures
- how to write better reports
- changes in how recommendations are written
- new corrective action processes.

Notice COR-104

3 Hotel and Travel Authorization Information

A Hotel Information

Attendees shall make their own hotel reservations with the Caribe Royale Orlando by calling the hotel directly at 800-823-8300. Reservations may be made starting December 23, 2006. The reservation cut-off date is **January 18, 2007**.

Note: Attendees **must identify themselves as an attendee of the USDA training session** to guarantee the negotiated government rate.

Attendees:

- are responsible for their own room fees, taxes, and any incidental expenses incurred
- **must** have their government credit card
- **must** have a copy of their travel authorization to receive the government rate.

The hotel address is:

Caribe Royale Orlando
8101 World Center Drive
Orlando, FL 32821.

The government rate is \$114 per night plus tax for a single-room suite.

Notes: Guarantee of first night's room and tax due at time of reservation.

Check-in time is 3 p.m. If rooms are available, early check-in will be accommodated; if not, Guest Services will provide luggage storage. Check-out time is 11 a.m. For additional hotel information and amenities, access www.cariberoyale.com.

Important: Attendees shall make reservations by **Thursday, January 18, 2007**.

B Travel Authorization

Each employee **must** have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does **not** constitute an approved travel authorization. The per diem rate for Orlando, Florida, is \$163 a day (\$114 for lodging and \$49 for M&IE).

States participating in any national training should submit monthly requests for reimbursement to their travel allotment through DAFO to BUD. The monthly requests should be based on actual travel expenses of employees who attended national training.

Attendees shall make their own travel arrangements as soon as possible using the most efficient means of transportation.

Notice COR-104

3 Hotel and Travel Authorization Information (Continued)

C Airport Transportation

The hotel is approximately 15 miles from the airport. Ground transportation from the airport to the Caribe Royale Orlando can be obtained from Mears Transportation. Their service booths are located on Level 1 right outside the baggage claim area. Mears Transportation provides 24-hour service; however, booths are only staffed between 8 a.m. and midnight. If arrival is outside of their normal business hours, call 407-423-5566. The cost is \$19 one-way or \$31 round-trip. Shuttles leave every 20 to 30 minutes. The hotel is the 1st stop on their route.

Attendees **must** call Mears for a reservation at least 24 hours before departure. Mears Transportation suggests reserving a return trip to the airport at least 3 hours before scheduled flights.

4 Action

A SED Action

SED shall **not** approve any attendee to schedule a return flight within 2 hours of the scheduled dismissal.

B Training Attendees

Attendees shall:

- complete actions in paragraph 3
- **not** schedule return flights within 2 hours of the scheduled dismissal.

Notice COR-104

4 Action (Continued)

C Documenting Training

Participants shall register for this training **no later than January 24, 2007**, through AgLearn. Direct questions about AgLearn processing to State Training Officer.

Step	Action
1	Access AgLearn at http://ww.aglearn.usda.gov .
2	Under the "Student" tab, CLICK "Login" , and CLICK "Continue" .
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• Enter user ID and password• CLICK "Login".
4	CLICK "Catalog" located at the top of the screen.
5	CLICK "Farm Service Agency" located on the left side of the screen.
6	Find "Policy and Software Training".
7	click the designated training date and CLICK "Register" .
8	Enter user's State name and user's title in the "Comments" box and CLICK "Confirm" under the "Registration Comment" section.
9	An e-mail confirmation will be received in the next hour.

D Reasonable Accommodations

Notify the airlines and the hotel of any accommodations that are necessary.

Persons who require special accommodations to attend or participate in this training should contact DAFO by telephone at 202-690-2807.

E Additional Information or Assistance

For additional information about this training, contact Philip Sharp, ORAS, by either of the following:

- e-mail at **philip.sharp@wdc.usda.gov**
- telephone at 202-720-9831.