

For: State Offices

**Conducting CORP Reviews Off-Site**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The Federal Managers Financial Integrity Act of 1982 (FMFIA) requires the performance of detailed program, administrative, and financial management system reviews to ensure that adequate internal controls and reporting of material weaknesses and nonconformance is accomplished. CORP is designed to meet the requirements of FMFIA for County Office operations.

ORAS is responsible for developing the policies and procedures on how COR's conduct CORP reviews and prepare CORP reports. CORP reviews have always been intended to be conducted on site in the County Office; however, with the reductions in FY 2010 budget, it has been determined that off-site reviews may be conducted in FY 2010.

Management is allowing the option of conducting off-site reviews for FY 2010 reviews only. The policy for future years will be evaluated as conditions warrant.

**B Purpose**

This notice provides:

- instructions for justifying the need to conduct off-site CORP reviews
- policies and procedures for conducting off-site reviews.

Disposal Date	Distribution
October 1, 2010	State Offices; State Offices relay to CORP Coordinators and COR's

## Notice COR-109

### 2 Justification to Conduct Off-Site CORP Reviews

#### A ORAS Notification

SED shall provide notification to ORAS, with a copy to DAFO, Attn: Program Delivery, Budget and Resources Management Staff (PDBRMS), before implementing off-site FY 2010 COR reviews. SED's notification to ORAS shall include justification for the need to conduct off-site versus on-site reviews.

#### B ORAS Contact

SED shall submit the request in subparagraph A by e-mail to **philip.sharp@wdc.usda.gov**.

#### C COR Action for Approved Off-Site Review

COR shall:

- travel to the County Office and hold an entrance conference
- make copies of all documents needed to conduct the review
- return to their headquarters office to conduct the review
- communicate with the County Office by phone or e-mail when needed
- request that additional documents be FAXed or scanned and e-mailed within a reasonable timeframe
- hold exit conference by phone.

**Note:** Because of distance to the County Office and the amount of documentation to be copied, overnight travel may be required.